

RURAL MUNICIPALITY OF ROSEDALE NO. 283

BYLAW NO. 06/2025

A BYLAW TO PROVIDE FOR THE CODE OF ETHICS BYLAW

The Council of the Rural Municipality of Rosedale No. 283, in the Province of Saskatchewan, enacts as follows:

1. This Bylaw shall be referred to as the “Code of Ethics Bylaw”.

Legal Requirement

2. This Bylaw has been created to comply with Section 93.1 of The Municipalities Act, SS 2005, c M-36.1. and Section 3.1 of *The Municipalities Regulations*.

PART 1: CODE OF ETHICS FOR COUNCIL MEMBERS

Preamble

3. As members of council, we recognize that our actions have an impact on the lives of all residents and property owners in the community. Fulfilling our obligations and discharging our duties responsibly requires a commitment to the highest ethical standards.
4. The quality of the public administration and governance of the Rural Municipality of Rosedale No. 283, as well as its reputation and integrity, depends on our conduct as elected officials.

Purpose and Interpretation

5. The purpose of this Bylaw is to set out the ethical standards and core values that guide members of Council in the performance of their duties and responsibilities as elected officials. It serves as a framework for conduct, promoting integrity, accountability, and respect in all municipal affairs.
6. This Bylaw also outlines the procedures for filing, investigating, and addressing complaints related to potential breaches, ensuring that standards are upheld in a fair and transparent manner.
7. This Bylaw must be interpreted in accordance with applicable legislation, the common law, and the Municipality’s own bylaws and policies. Neither this Bylaw nor the law is exhaustive, and Council may adopt additional rules of conduct as necessary to safeguard the public interest and reinforce public confidence in local government.
8. Each member of Council is individually responsible for upholding the principles set out in this Bylaw and for fostering a culture of ethical governance within the Municipality.

Definitions

9. In this Bylaw:
 - (1) **Act** means *The Municipalities Act*, SS 2005, c M-36.1.
 - (2) **Administrator** means the Administrator of the Municipality, appointed by Council pursuant to Section 110 of the *Act* and is responsible for the overall management and administration of municipal affairs.
 - (3) **Complainant** means an individual, organization, municipal employee, and/or member of council.
 - (4) **Council** means the Reeve and Councillors of the Municipality elected pursuant to the provisions of *The Local Government Election Act*, SS 1982-83, c L-30.1.

- (5) **Designated Officer:** means a person designated by Council or a person to whom power or authority is delegated by the Administrator.
- (6) **Members of Council** means the Council of the Rural Municipality of Rosedale No. 283 and includes the Reeve and each councillor.
- (7) **Municipality** means the Rural Municipality of Rosedale #283.
- (8) **Reeve** means the head of the Municipality's Council, elected to represent the Municipality, preside over Council meetings, and carry out various duties.

Standards and Values

10. Members of Council must uphold the following standards and values:

- (1) **Honesty:** Members of Council shall be truthful and open in their roles as council members and as members of the communities they serve.
- (2) **Objectivity:** Members of Council shall make decisions carefully, fairly, and impartially.
- (3) **Respect:** Members of Council shall treat every person, including other members of Council, municipal employees and the public, with dignity, understanding and respect.

Furthermore, Members of Council shall not engage in discrimination, bullying, or harassment in the course of their duties. They shall refrain from using derogatory language, respect the rights of individuals and groups, treat others with courtesy, and acknowledge the value of the diverse roles that contribute to local government decision-making.

- (4) **Transparency and Accountability:** Members of Council shall strive to conduct Council business and fulfill their duties in an open and transparent manner, except in cases where matters are legally authorized to be addressed in a confidential closed session. Transparency enables stakeholders to understand the processes, reasoning, and considerations that inform Council decisions and actions.

Council members are accountable for the decisions they make, including both actions taken (acts of commission) and actions not taken (acts of omission).

- (5) **Confidentiality:** Members of Council shall not disclose or release confidential information obtained through their position, except when required by law or expressly authorized by Council. They shall not use such information for personal gain or private benefit, particularly when the information is not publicly available and was acquired in the course of their official duties.

Council members must also comply with *The Local Authority Freedom of Information and Protection of Privacy Act*, SS 1990-91, c L-27.1 in their role as elected officials of a local authority.

- (6) **Leadership and Public Interest:** Members of Council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the municipality. A member shall strive, by focussing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in local government.

Members of Council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct.

- (7) **Responsibility:** Members of Council shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan, including the Act.

This duty includes disclosing actual or potential conflicts of interest, either financial or otherwise relating to their responsibilities as members of Council, following policies and procedures of the Municipality, and exercising all conferred powers strictly for the purpose for which the powers have been conferred. Every member of Council is individually responsible for preventing potential and actual conflicts of interest.

PART 2: CONTRAVENTION OF THE CODE OF ETHICS

Complaint Procedure

11. As required by clause 93.1(5)(c) of the Act, the following Section details the procedure for handling contraventions of the Code of Ethics:
- (1) To report an alleged contravention of the code of ethics, an individual, organization, or fellow member of Council and/or staff may submit the form attached in Schedule A, by submitting the form directly to the Municipal Administrator or, if against the Administrator, to the Reeve by personal delivery. The complaint will then be presented to Council at the next regular meeting of Council in an in-camera session.
 - (2) As soon as possible after receiving the complaint, the Designated Officer will issue the Receipt of Complaint form, attached in Schedule B, to the complainant, personally or by sending the form by mail, email, fax, or courier.
 - (3) Within 15 days of issuing the Receipt of Complaint, the Designated Officer will review the complaint to ensure the complaint meets the scope of the code of ethics Bylaw and is filled out completely and in detail.
12. After review of the complaint, the Designated Officer shall within 30 days notify:
- (1) The complainant in writing that the complaint does not meet the scope of this Bylaw or that the complaint form is not filled out completely. If applicable, the Designated Officer will direct the complainant to another process for addressing the complaint; or
 - (2) The complainant in writing that the complaint meets the requirements of this Bylaw; and
 - (3) The alleged council member(s) in writing that a complaint has been filed pursuant to this Bylaw.
13. The Designated Officer shall inform all parties of the following:
- (1) Who will be investigating the complaint;
 - (2) The investigation process;
 - (3) When the investigation will be initiated; and
 - (4) How the investigation's findings will be communicated.

PART 3: INVESTIGATION AND REMEDIAL ACTION

Establishment of Investigative Committee

14. Council shall establish a committee to investigate, report, and make recommendations to Council based on the findings of the Designated Officer assigned to review the complaint pursuant to sections 11 – 12.

15. Any council member(s) who the complaint is made against shall not participate in conducting the investigation.
16. If the complainant is a council member, that council member shall not participate in conducting the investigation.

Confidential, Objective, and Impartial Investigation

17. The investigation shall be conducted in a confidential, objective, and impartial manner.
18. The investigation must, as reasonably possible, protect the names of all parties involved.

Clarification of Complaint

19. The investigative committee shall review the complaint and clarify any information with the complainant, if required.

Notification of Alleged Council Members

20. The investigative committee shall serve a copy of the complaint and supporting documents to the alleged council member(s) and request a written response to the claim within 45 days of receiving the complaint.

Verification of Information

21. The investigation committee must verify the information provided from all parties, which may include speaking to anyone relevant to the complaint.

Written Report of Findings and Recommendations

22. When the investigative committee is satisfied that all relevant information has been provided, they will prepare a written report summarizing the allegations, the findings, and their recommendation as to whether or not the complaint is substantiated.
23. The investigation committee must determine what section(s), if any, of this Bylaw were contravened.
24. The complainant and alleged council member(s) shall be provided with a copy of the written report.
25. The investigation committee will provide the report to Council in a closed meeting.
26. Any council member(s) who the complaint is made against shall not participate in the closed meeting.
27. If the complainant is a council member, that council member shall not participate in the closed meeting.
28. If Council is satisfied with the report from the investigation committee, in an open meeting, Council shall pass a resolution stating whether the complaint is unsubstantiated or substantiated.
29. If the complaint is unsubstantiated, it is deemed dismissed and Council shall notify all parties involved of the following:
 - (1) The reasons the complaint is dismissed; and
 - (2) The ability to contact Ombudsman Saskatchewan if they feel they have been treated unfairly in the handling of the complaint.
30. If the complaint is substantiated, Council shall provide all parties involved the following:
 - (1) The reasons for the substantiation;

- (2) What remedial action(s), if any, will be imposed as per Section 31 of this Bylaw; and
- (3) Information about the ability to contact Ombudsman Saskatchewan if they feel they have been treated unfairly in the handling of the complaint.

Remedial Action if Contravention Occurs

31. Should a member of Council breach any of the principles outlined in this Bylaw, the possible courses of action available to Council include, but are not limited to:
- (1) An apology, either written and/or verbal, by the member of Council to the impacted individual(s), Council, and/or the general public.
 - (2) Educational training on ethical and respectful conduct.
 - (3) Repayment of moneys or gifts received.
 - (4) Removal of the member from Council committees and/or bodies.
 - (5) Dismissal of the member from a position of Chairperson of a committee.
 - (6) Any other remedial action that is necessary.

PART 4: COMING INTO FORCE

- 32. That Bylaw No. 08/2016 is hereby repealed.
- 33. This Bylaw shall come into force on the day of its final passing.

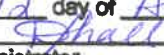



 Nick Patkau, Reeve


 Danielle Thall, Administrator



Read a first time 8 day of July, 2025
 Read a second time 12 day of August, 2025
 Read a third time and passed this 12 day of August, 2025

Certified a true copy of Bylaw No. 06/2025
 adopted by resolution of the council of the
 Rural Municipality of Rosedale No. 283 on
 the 12 day of August, 2025

 Administrator

**Schedule A
Complaint Form**

Complainant Name: _____

Complainant Address: _____

Complainant Phone
Number(s): _____

Complainant Email: _____

I have reasonable and probable grounds to believe that council member(s) (List name(s) of council member(s) whom the complaint is against):

has (have) contravened the Code of Ethics Bylaw by reason(s) of the following:

1. Insert date(s), time, and location of conduct

Date	Time	Location

2. Include the sections of the Code of Ethics Bylaw that have been contravened:

3. Provide the particulars of each person or persons involved and of any witnesses, including contact information:

Name	Contact Information	Particulars of involvement (witness, participant in the contravention, etc.)

JNP

**Schedule B
Receipt of Complaint**

I, _____, Designated Officer for the Rural Municipality of Rosedale No. 283, acknowledge that I have received a completed Complaint Form as prescribed in the Code of Ethics Bylaw, Schedule A from:

_____, dated on the _____.
(Name of complainant) (Date the complainant signed)

Dated at _____, on _____.
(Location) (Date of issuing the Receipt of Complaint)

(Signature of Designated Officer)

DR