



**BYLAW NO. 18/24
COUNCIL CODE OF ETHICS**

The Council of the Rural Municipality of Corman Park No. 344, in the Province of Saskatchewan, enacts as follows:

This bylaw shall be referred to as the Council Code of Ethics Bylaw.

This bylaw has been created in compliance with section 93.1(1) of *The Municipalities Act*.

1. Code of Ethics for Members of Council

It is recognized that as member of Council 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.

The quality of the public administration and governance of the Rural Municipality of Corman Park No. 344, as well as its reputation and integrity, depends on our conduct as elected officials.

The purpose of this code is to outline basic ethical standards and values for members of Council. It is to be used to guide members of Council respecting what their obligations are when fulfilling their duties and responsibilities as elected officials.

This code is to be interpreted in accordance with the legislation applicable to the Municipality, the common law and the policies and bylaws of the Municipality.

Neither the law nor this code is to be interpreted as exhaustive, and there will be occasions on which Council will find it necessary to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government.

It is the responsibility of each member of Council to uphold the standards and values set out in this code.

2. Standards and Values

a. Honesty

Members of Council shall be truthful and open in their roles as Council members and as members of the communities they serve.

b. Objectivity

Members of the Council shall make decisions carefully, fairly and impartially.



c. Respect

Members of Council shall treat every person, including other members of Council, municipal employees and the public, with dignity, understanding and respect.

Members of Council shall not engage in discrimination, bullying or harassment in their roles as members of Council. They shall not use derogatory language towards others, shall respect the rights of other people and groups, shall treat people with courtesy and shall recognize the importance of the different roles others play in local government decision making.

d. Transparency and Accountability

Members of Council shall endeavor to conduct and convey Council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.

Members of Council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

e. Leadership and the 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 focusing 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.

f. 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 Municipalities 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.

g. Accounts

Members of Council shall endeavor to keep any accounts with the R.M. current.



3. Mandatory Council Governance Orientation

The R.M. will provide governance orientation for all Members of Council after every general election and by-election.

Under the direction of the Chief Administrative Officer, the orientation is mandatory and shall occur within 90 days of when the elected official takes their oath of office. Special consideration may be made to attend if the member is not available under extenuating circumstances under discussion with the Reeve.

Orientation is provided to assist Members of Council in their governance roles and provide elected officials with information that may be useful for their reference.

To establish a guideline but not limited to, and to ensure members have an overview of what governance orientation shall include is defined below.

Orientation:

- Roles, responsibilities and duties under *The Municipalities Act*
- Roles, responsibilities, and duties under the R.M. of Corman Park Council Procedure Bylaw
- Roles, responsibilities and duties of the Administrator under *The Municipalities Act* and Bylaws of the R.M.
- Working relationships with Administration and the R.M.'s governance structure
- Financial and infrastructure stewardship
- Risk management
- Mitigating decision biases
- Conflict resolution
- Conducting effective meetings
- Liability and conflict of interest

4. Gift and Benefits

a. No member of Council shall accept a fee, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below. For these purposes, a fee or gift or benefit that is paid to or provided with the member's knowledge to a member's spouse, partner, child or parent that is connected directly or indirectly to the performance of the member's duties is deemed to be a gift to that member. The following are recognized as exceptions:

- i. such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$250.00;
- ii. a suitable memento of a function honoring the member;

- iii. food, lodging, transportation, event tickets or entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the member is either speaking or attending in an official capacity; and
- iv. food and beverages consumed at banquets, receptions, business lunches or similar events, if attendance serves a legitimate business purpose, the person extending the invitation or a representative of the organization is in attendance, and the value is reasonable and the invitations infrequent.

5. Actions During Municipal Election Periods

- a. No member of Council shall use the facilities, equipment, supplies, services or other resources of the municipality (including Councillor newsletters, the municipal website and websites linked through the municipal website) for any election campaign or campaign-related activities. Any campaign-related activities that occur in any municipal facility must take place in a location that is normally available for rental to the public and which has been arranged through the normal rental process. No member shall use the services of municipal staff for election-related purposes during hours in which those municipal staff members receive any compensation from the municipality. During the period between Nomination Day and the date of the election Council members will:
 - i. refrain from using any municipally owned resources, including but not limited to cell phones, business cards, laptop computers, municipal phone number, email address, and municipal logo, for ***election-related purposes***;
 - ii. refrain from using municipal postage or other resources for mass mailings of any kind, regardless of whether or not they are specifically related to the election campaign, as per policy;
 - iii. refrain from referring to themselves in campaign advertisements as "Councillor X" or "Reeve Y";
 - iv. refrain from organizing activities such as formal openings of facilities or public spaces or similar events; and
 - v. strictly adhere to all of the rules that govern candidates in local elections.

6. Leaves of Absence

Occasionally a member of Council may take a leave of absence in order to run for elected office of another level of government or for other approved reasons. During the period of the leave the Council member:

- a. will not receive any confidential agendas, communications or documents from the municipality;
- b. will receive copies of all public information;
- c. will not be required to return their municipally-issued material during the period of the unpaid leave, but will not use it for any non-municipal purpose; and
- d. will not be reimbursed for any mileage or telephone or similar expenses

7. Confidentiality

Members of Council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so. Members shall not take advantage of or obtain private benefit from information that

is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with The Local Authority Freedom of Information and Protection of Privacy Act in their capacity as members of Council of a local authority.

8. Contraventions of Code of Ethics

As required by clause 93.1(1)(5) (c) of *The Municipalities Act*, the following section details the procedure for handling contraventions of the Code of Ethics.

- a. To report an alleged contravention of the Code of Ethics, an individual/organization/ or member of Council may submit the form found in Schedule A, by sending the form directly to the Administrator, by mail, email, fax or courier. The complaint will then be presented to Council at the next regular meeting of Council in an *in-camera* session.
- b. Upon receipt of a complaint, Council shall discuss the complaint and take all necessary steps to ensure the complaint is valid.
 - i. All discussions surrounding alleged and substantiated contraventions of this policy shall be conducted in an *in-camera* session at a meeting of Council.
 - ii. Any member(s) of Council subject to a complaint shall be excluded from the *in-camera* session until such time that Council may require a version of events from the member(s) of Council.
- c. If the claim is found to be substantiated, Council may, by resolution, impose an appropriate penalty detailed in section 9 of this Bylaw based on the severity of the contravention of the Code of Ethics.
 - i. Any action taken by Council shall include a time frame to complete the expected remedial action.
- d. Council shall inform the claimant, member of Council, and any other relevant party, including the public where necessary of Council's decision, which includes:
 - i. Informing the claimant, member of Council, and any other relevant department that the complaint is dismissed, or
 - ii. Informing the complainant, member of Council, or any other relevant party of the corrective action and/or the measures taken to ensure the behavior or activity does not continue.

9. Contravention of Code of Ethics During a Council Meeting

If Council is of the opinion that a member has violated the Code of Ethics during a Council meeting, Council may require the member to remove themselves for the remainder of the Council meeting. Council may apply additional penalties based on the severity of the contravention.

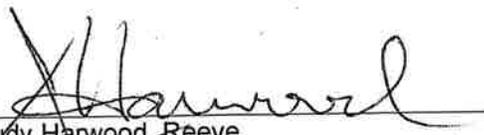
10. Remedial Actions

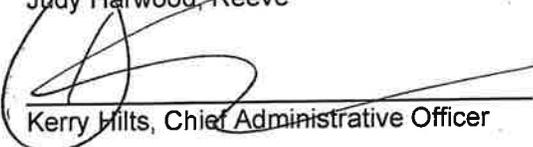
Should a member of Council breach any of the principles outlined in this code, the possible courses of action that are available to Council include but are not limited to:

- a. An apology, either written and/or verbal, by the member of Council to the impacted individual(s), Council, and/or the general public.
- b. Educational training on ethical and respectful conduct.
- c. Repayment of monies/gifts received.
- d. Removal of the member from Council Committees and/or bodies.
- e. Dismissal of the member from a position of Chairperson of a Committee.
- f. Restriction on how documents are provided (eg. no electronic copies, but only watermarked paper copies)
- g. Reduction of salary and/or benefits and/or expenses
- h. Reprimand.

Any remedial action taken by Council must adhere to *The Municipalities Act* or other relevant legislation.

11. That Bylaw 56/16, and all amendments thereto, are hereby repealed.

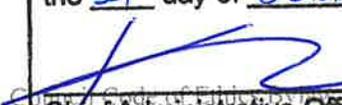

Judy Harwood, Reeve


Kerry Hilts, Chief Administrative Officer



Read a first time 21 day of October, 2024
Read a second time this 21 day of October, 2024
Read a third time and passed this 21 day of October, 2024

Certified a true copy of Bylaw 18/24
passed by the Council of the Rural
Municipality of Corman Park No. 344 on
the 21 day of October A.D. 20 24


Chief Administrative Officer



**Schedule A
Council Code of Ethics Complaint Form**

Please note that knowingly signing a false affidavit may expose you to prosecution under the Criminal Code of Canada.

I _____ of
(First and Last Name)

(Full mailing address)

do affirm and declare that the following contents of this statement are true and correct and hereby request the Council of the Rural Municipality of Corman Park No. 344 to *conduct an investigation into* whether or not the following member(s) of the R.M. Council has (have) contravened the Code of Ethics:

(Member(s) of Council name(s))

I have reasonable and probable grounds to believe that the above member(s) has (have) contravened the Code of Ethics by reason of the following:

1. insert date(s), time and location of conduct;
2. include the sections of this bylaw that have been contravened;
3. provide the particulars and names of all persons involved, and of all witnesses;
4. provide contact information for all people listed;
5. any exhibits can be attached; and
6. if more space is required, please attach additional pages as needed.

(Signature of Complainant)

(Date signed)

For Office Use Only

<i>(Date filed)</i>

<i>(Signature of Administrator pursuant to subsection 6(a) of this Bylaw)</i>