

RURAL MUNICIPALITY OF ABERDEEN NO. 373

BYLAW NO. 2026-05

A BYLAW TO ESTABLISH A CODE OF ETHICS FOR VOLUNTEER COMMUNITY BOARDS

WHEREAS pursuant to the authority granted under The Municipalities Act, the Council of the RM of Aberdeen No. 373 deems it advisable to establish a Code of Ethics governing the conduct of volunteer community boards created by or operating under the Municipalities;

AND WHEREAS certain volunteer community boards operate through cooperative partnerships between the RM of Aberdeen No. 373 and the Town of Aberdeen for the provision of services and programs to the community;

NOW THEREFORE the Council of the RM of Aberdeen No. 373, in the Province of Saskatchewan, enacts as follows:

1. Short Title

1.1. This Bylaw may be cited as the "Volunteer Community Board Code of Ethics Bylaw."

2. Purpose

2.1. The purpose of this Bylaw is to establish standards of conduct that promote integrity, accountability, and public confidence in the operations of volunteer community boards.

3. Application

3.1. This Bylaw applies to all individuals appointed to volunteer community boards created by or operating under the authority of the Municipality.

3.2. For greater certainty, this Bylaw applies to boards established:

- a) solely by the RM of Aberdeen No. 373; or
- b) jointly through partnership agreements between the RM of Aberdeen No. 373 and Town of Aberdeen

3.3. All such boards remain accountable to the Municipality(ies) in accordance with the terms of their respective agreements.

4. General Conduct

4.1. Board members shall act honestly, in good faith, and in the best interests of the Municipality(ies).

4.2. Board members shall conduct themselves in a manner that upholds the dignity and reputation of the Municipality(ies).

5. Confidentiality

- 5.1. Board members shall maintain strict confidentiality regarding all non-public information obtained through their role and shall protect such information from unauthorized access, use, or disclosure.
- 5.2. Confidential information includes, but is not limited to:
- a) Information discussed during in-camera (closed) meetings of the board or Council.
 - b) Personal or sensitive information about individuals, including residents, applicants, volunteers, or staff.
 - c) Financial, legal, contractual, or operational information that has not been publicly released.
 - d) Draft documents, reports, recommendations, or correspondence not yet approved for public distribution.
 - e) Any information identified as confidential by the municipality or board.
- 5.3. Expectations of Board Members
- a) Members shall not disclose confidential information to any unauthorized person, including family members, friends, or the general public.
 - b) Members shall not use confidential information for personal benefit or to benefit others.
 - c) Confidential information shall only be used for the purpose of fulfilling official board duties.
 - d) Members shall take reasonable steps to safeguard confidential materials, whether in paper or electronic form.
 - e) Members shall exercise caution when discussing board matters in public or informal settings to avoid inadvertent disclosure.
- 5.4. Communication and Media
- a) Board members shall not speak on behalf of the board or Municipality(ies) unless specifically authorized to do so.
 - b) Any media inquiries or requests for information shall be directed to the appropriate municipal official or designated spokesperson.
 - c) Social media or other public platforms shall not be used to share or discuss confidential or sensitive board matters.
- 5.5. Retention and Return of Information
- a) All confidential documents remain the property of the Municipality(ies).
 - b) Upon completion of a member's term, or upon request, members shall return all confidential materials in their possession to the municipality for safe keeping.
- 5.6. Continuing Obligation
- a) The duty to maintain confidentiality continues after a member's term has ended.

5.7. Breach of Confidentiality

- a) Any breach of confidentiality may result in disciplinary action, including removal from the board by resolution of the council of the participating Municipality(ies), and may have legal consequences where applicable.

6. Respectful Conduct

- 6.1. Board members shall treat one another, municipal staff, stakeholders, and members of the public with respect and professionalism.
- 6.2. Harassment, discrimination, or inappropriate conduct of any kind will not be tolerated.
- 6.3. Members shall support a collaborative and constructive environment, even when opinions differ.

7. Conflict of Interest

- 7.1. Board members must avoid situations where personal, financial, or other private interests conflict, or could reasonably be perceived to conflict, with their duties to the municipality.
- 7.2. A conflict of interest may include, but is not limited to:
 - a) Financial Interests: When a member, or a member's immediate family, stands to gain or lose financially from a decision of the board (e.g., contracts, purchases, funding allocations, or use of municipal resources).
 - b) Personal Relationships: When decisions involve family members, close friends, business partners, or associates that could influence, or appear to influence, the member's objectivity.
 - c) Business or Organizational Interests: When a member is affiliated with, employed by, or has a governing role in an organization that may benefit from or be affected by a board decision.
 - d) Use of Position for Personal Gain: Using one's role on the board to advance personal interests, secure preferential treatment, or benefit others improperly.
 - e) Prejudgment or Bias: Situations where a member has a predetermined position or outside obligation that compromises their ability to consider matters fairly and impartially.
- 7.3. Declaration and Procedure
 - a) Members shall declare any real, potential, or perceived conflict of interest as soon as it arises and prior to any discussion on the matter.
 - b) The nature of the conflict shall be clearly stated and recorded in the meeting minutes.
 - c) Once a conflict is declared, the member shall refrain from participating in discussion, debate, or voting on the matter.

- d) Where appropriate, the member shall leave the meeting room during consideration of the item.
- e) Members are responsible for assessing their own situations and erring on the side of transparency. When in doubt, a conflict should be declared.

7.4. Failure to disclose a conflict of interest may result in disciplinary action, including removal from the board by resolution of the council of the participating Municipality(ies).

8. Acknowledgement

8.1. All board members shall review and acknowledge this Code of Ethics in writing at the start of their term, prior to commencing their duties, by signing the form attached hereto as "Schedule A". A copy of the signed acknowledgment form shall be filed with the Municipality(ies) within 30 days of the member being elected or appointed and shall be retained as part of the official records of the Municipality(ies).

9. Accountability and Enforcement

9.1. Board members shall comply with all applicable bylaws, policies, and legislation of the Municipality(ies), where applicable.

9.2. Any person who has witnessed or believes that a board member has contravened the bylaw may advise the member that they are in contravention of this bylaw and encourage the member to stop

9.3. Any breach of this Bylaw may result in disciplinary action, including removal from the board by resolution of the council of the participating Municipality(ies).

10. Complaints and Investigations

10.1. To report an alleged contravention of the bylaw, the complainant shall submit the complaint directly to the municipality's Chief Administrative Officer by personal delivery, mail, email, fax or courier. The complaint must be submitted using the RM's prescribed Bylaw Complaint Form and must identify the complainant, provide details of the alleged breach, and must be signed and dated by the complainant.

10.2. Alleged bylaw contraventions that are not submitted using the prescribed form may be rejected by the Municipality(ies).

10.3. The Municipality(ies) will not accept anonymous complaints.

10.4. Upon receipt of a complaint, the Chief Administrative Officer shall:

- a) Review the complaint to determine whether it falls within the scope of this Bylaw;
- b) Determine if the complaint form has been filled out completely or if additional information is required;
- c) Determine whether the complaint is vexatious or made in bad faith; and

- d) Determine whether an informal resolution may be appropriate or if the complaint warrants further investigation.
- 10.5. After review of the complaint, the complaint will then be presented to the council(s) at the next regular scheduled meeting in an In Camera Session.
- 10.6. Within 60 days of the complaint being accepted, the Chief Administrative Officer shall notify the claimant, the alleged contravening board member(s), and any other party deemed relevant in writing that a complaint has been filed pursuant to this bylaw and
- i. Who will be investigating the complaint;
 - ii. The investigation process; and
 - iii. How the investigation's findings will be communicated.
- 10.7. The investigation may include a review of documents, interviews with relevant parties, and any other steps deemed necessary.
- a) Upon completion of the investigation, a report shall be provided to Council(s) outlining the findings of the investigation; and any recommendations.
- 10.8. Council may, by resolution:
- a) dismiss the complaint;
 - b) issue a warning or reprimand;
 - c) require training or corrective action; or
 - d) remove the member from the board.

11. Effective Date

11.1. This bylaw shall come into force and take effect upon approval by the Council for the Rural Municipality of Aberdeen No. 373



Reeve

SEAL



Chief Administrative Officer

Read a third time and adopted
this 7th day of May, 2026



Chief Administrative Officer

**Bylaw 2026-05
Schedule A**

CODE OF ETHICS ACKNOWLEDGEMENT

Board Name: _____

Member Name: _____

Acknowledgement

I, the undersigned, as a member of a Volunteer Community Board established by or operating under the Municipality(ies), hereby acknowledge that:

1. I have received and reviewed the **Volunteer Community Board Code of Ethics Bylaw**
2. I understand the expectations, duties, and responsibilities outlined within the Bylaw, including but not limited to:
 - o Maintaining confidentiality of non-public information;
 - o Conducting myself in a respectful and professional manner;
 - o Avoiding and declaring any real or perceived conflicts of interest; and
 - o Acting in the best interests of the Municipality(ies).
3. I agree to comply with all provisions of the Code of Ethics Bylaw, as well as any applicable municipal policies, bylaws, and relevant legislation.
4. I understand that failure to comply with the Code of Ethics Bylaw may result in disciplinary action, including removal from the board by resolution of Council.
5. I acknowledge that my obligation to maintain confidentiality continues after my term on the board has ended.
6. I understand that alleged breaches of the Code of Ethics may be subject to a formal complaint and investigation process and that following an investigation, the municipality(ies) may take action including, but not limited to dismissal of the complaint, issuance of a warning, require training, or removal of the board.

Declaration

I hereby confirm my commitment to uphold the principles and requirements set out in the Volunteer Community Board Code of Ethics Bylaw.

(Member Signature)

(Witness Signature)

Date: _____

<i>Municipal Office Use Only:</i>	
<i>Date Received:</i> _____	<i>CAO Signature:</i> _____