



**CANADA
PROVINCE OF QUÉBEC
MUNICIPALITY OF CAMPBELL'S BAY**

BY-LAW NO. 101-2026 ESTABLISHING THE CODE OF ETHICS AND GOOD CONDUCT FOR MUNICIPAL ELECTED OFFICIALS

WHEREAS the Council of the Municipality adopted, on February 1, 2022, By-law No. 100-2022 establishing a Code of Ethics and Good Conduct for elected officials;

WHEREAS, pursuant to section 13 of the Act respecting ethics and good conduct in municipal matters, CQLR c. E-15.1.0.1 (hereinafter the "LEDMM"), every municipality must, before May 1 following any general election, adopt a revised code of ethics and good conduct to replace the one in force, with or without amendments;

WHEREAS it is therefore necessary to adopt a revised Code of Ethics and Good Conduct for elected officials;

WHEREAS the formalities required under the LEDMM for the adoption of such a revised code have been complied with;

WHEREAS the Mayor states that the purpose of this by-law is to set out the principal values of the Municipality in matters of ethics and the ethical rules that must guide the conduct of a person acting as a member of Council, of a committee or commission of the Municipality or, in their capacity as a member of Council, of another body;

WHEREAS this by-law is adopted pursuant to section 13 of the Act respecting ethics and good conduct in municipal matters, CQLR c. E-15.1.0.1;

THEREFORE, it is moved by Stéphanie Hébert-Shea and resolved to adopt the following by-law:

1. Declaratory Provisions

1.1. The title of this by-law is: By-law No. 101-2026 establishing the Code of Ethics and Good Conduct for Municipal Elected Officials.

1.2. The preamble forms an integral part of this Code.

1.3. This Code does not replace the laws and regulations in force governing the Municipality and, more generally, the municipal sector. Rather, it is supplementary and complements the various obligations and general duties applicable to municipal elected officials as set out in applicable laws and regulations.

1.4. This Code must not be interpreted as permitting any departure from the provisions contained in the laws and regulations in force governing the Municipality, municipal elected officials, and the municipal sector in general.

2. Interpretative Provisions

This Code shall be interpreted in accordance with the principles and objectives set out in the Act respecting ethics and good conduct in municipal matters (LEDMM). The rules provided for in that Act are deemed to form an integral part of this Code and shall prevail over any inconsistent provision contained herein.

In this Code, unless the context indicates otherwise, the following terms mean:

- a) “Benefit”: Of a pecuniary or non-pecuniary nature, including, without limitation, any gift, donation, favour, reward, service, gratuity, hospitality, remuneration, compensation, gain, indemnity, privilege, preference, advantage, profit, advance, loan, rebate, discount, or similar benefit.
- b) “Code”: By-law No. 101-2026 establishing the Code of Ethics and Good Conduct for Municipal Elected Officials.
- c) “Good Conduct (Deontology)”: Refers to the set of rules and duties governing the office of Council members, their conduct, relationships among themselves, as well as their relations with municipal employees and the general public.
- d) “Ethics”: Refers to the set of moral principles underlying the conduct of Council members, taking into account the values of the Municipality.
- e) “Personal Interest”: An interest that is specific to the elected official and distinct from that of the community they represent.

3. Application of the Code

This Code, and more specifically the rules set out herein, shall guide the conduct of every member of Council.

Certain provisions of this Code shall also apply after the term of any person who has served as a member of Council.

4. Values of the Municipality

4.1. Integrity

Every member of Council values honesty, diligence, and fairness. They must demonstrate probity and honesty beyond reproach.

4.2. Prudence in Pursuit of the Public Interest

Prudence requires every member of Council to fulfill their responsibilities with respect to their public interest mandate objectively and with sound judgment. Prudence involves being adequately informed, considering the consequences of one’s actions, and examining alternative solutions.

The public interest requires making decisions for the greater good of the community and not for the benefit of private or personal interests to the detriment of the public interest.

4.3. Respect and Civility Toward Other Members, Municipal Employees, and Citizens

Every member fosters respect and civility in human relations. They are entitled to such treatment and must act with respect and civility toward all persons with whom they interact in the performance of their duties. Civility includes demonstrating courtesy, politeness, and proper conduct.

More specifically, every member of Council must:

- Demonstrate civility and courtesy in their interactions and communications, including those on the Web and

social media;

- Respect the dignity and honour of other members of Council, municipal employees, and citizens.

Every member of Council must engage in open and honest dialogue with other members of Council in order to reach informed decisions.

Every member of Council must respect decorum during public or private meetings of the municipal council. In particular, the member must comply with the directions of the chair of the meeting.

In their communications with municipal employees, partners of the Municipality, citizens, the media, and the public in general, a member of Council may not use their position or title in a manner that suggests they are acting on behalf of the Municipality, unless duly authorized by a resolution of the municipal council. This prohibition does not apply to the Mayor acting within the specific powers conferred upon them by law.

4.4. Loyalty Toward the Municipality

Loyalty requires carrying out one's duties in the best interests of the Municipality, with objectivity and independence of mind. It implies setting aside personal interests and disclosing them transparently, in accordance with applicable rules. Loyalty also implies respecting decisions made by Council.

4.5. Commitment to Equity

Equity implies demonstrating impartiality, namely maintaining objective and independent conduct, and considering the rights of all. Equity requires the absence of discrimination.

4.6. Honour Attached to the Office of Council Member

Every member preserves the honour attached to their office, which presupposes the consistent practice of the five values listed above: integrity, prudence, respect and civility, loyalty, and equity.

Every member of Council must take reasonable steps to attend public and private meetings of the municipal council. The same applies when representing the Municipality at various meetings or events.

No member of Council may incur an expense in contravention of the Act respecting the remuneration of elected municipal officers, CQLR c. T-11.001, nor attempt to be reimbursed for such an expense.

In the context of travel and expenses reimbursed by the Municipality, every member of Council must, as much as possible, limit costs to what is reasonable under the circumstances.

5. Rules of Conduct

5.1. Application

The rules set out in this section shall guide the conduct of an elected official in their capacity as a member:

- a) Of the municipal council, a committee, or a commission of the Municipality; or
- b) Of another body when sitting in their capacity as a member of the Council of the Municipality.

5.2. Purpose

These rules are intended, in particular, to prevent:

a) Any situation where a member of Council has a personal interest that may influence their independence of judgment in the exercise of their duties;

b) Favouritism, misappropriation, breaches of trust, or other misconduct.

5.3. Conflicts of Interest

5.3.1. No member may act, attempt to act, or fail to act in a manner that favours, in the performance of their duties, their personal interests or, in an abusive manner, those of any other person.

5.3.2. No member may use their position to influence or attempt to influence the decision of another person in order to favour their personal interests or, in an abusive manner, those of any other person.

5.3.3. No member may solicit, encourage, accept, or receive, for themselves or for another person, any benefit whatsoever in exchange for taking a position on a matter that may be brought before a council, committee, or commission of which they are a member.

5.3.4. No member of Council may have a direct or indirect interest in a contract with the Municipality, subject to the exceptions provided for in section 305 of the Act respecting elections and referendums in municipalities, CQLR c. E-2.2.

5.3.5. No member of Council may participate in discussions, vote, or attempt to influence voting on a matter in which they have a direct or indirect pecuniary interest, subject to the exceptions provided for in section 361 of the Act respecting elections and referendums in municipalities, CQLR c. E-2.2.

5.3.6. Every member of Council must avoid knowingly placing themselves in a situation where they may have to choose between, on the one hand, their personal interest or that of another person and, on the other hand, that of the Municipality or another body in which they sit in their capacity as a member of Council.

5.3.7. Every member of Council must demonstrate impartiality and fairness. They must not show favouritism, particularly toward suppliers of the Municipality.

5.3.8. Every member of Council must act independently and exercise objective judgment, free of personal interest, in order to make the best decisions for the Municipality.

5.3.9. A member of Council who becomes aware of a conflict of interest or is informed of one must take the necessary steps to resolve it as soon as possible after becoming aware of it.

5.3.10. Every member of Council must prevent and avoid situations in which they may be subject to undue influence regarding a decision that could favour their personal interest or, in an abusive manner, that of any other person.

5.3.11. Every member of Council must ensure at all times that their activities outside their role as an elected official do not conflict with the exercise of their duties as a municipal elected official.

6. Receipt and Solicitation of Benefits

6.1. No member of Council may solicit, encourage, accept, or receive, for themselves or for another person, any benefit whatsoever in exchange for taking a position on a matter that may be brought before the Council, a committee, or a commission of which they are a member.

6.2. No member may accept any gift, hospitality, or other benefit, regardless of its value, offered by a supplier of goods or services, or that may influence their independence of judgment in the exercise of their duties or compromise their integrity.

6.3. Any gift, hospitality, or other benefit received by a member of Council that is not of a purely private nature or covered by section 6.1 must, where its value exceeds \$200, be declared in writing by the member to the Clerk-Treasurer of the Municipality within thirty (30) days of its receipt. This declaration must contain an adequate description of the gift, hospitality, or benefit received, and specify the name of the donor, as well as the date and circumstances of its receipt. The Clerk-Treasurer shall maintain a public register of such declarations.

6.4. Where a member of Council represents the Municipality at an event and receives a door prize or any other benefit, without having personally paid to participate, the member must remit it to the Municipality, which shall determine how it will be used or disposed of.

7. Use of Municipal Resources

No member of Council may use the resources of the Municipality or of any other body referred to in section 5.1 for personal purposes or for purposes other than activities related to the exercise of their duties.

This prohibition does not apply where a member of Council uses, under non-preferential conditions, a resource made available to citizens.

A member of Council may not allow a municipal employee or a third party to use the resources of the Municipality or of any municipal body related to the Municipality for personal purposes, unless such use is part of a service or activity generally offered by the Municipality.

No member may appropriate, for their own benefit or that of a third party, any property or funds belonging to the Municipality.

8. Use and Disclosure of Confidential Information

No member may use, communicate, or attempt to use or communicate, either during or after their term of office, information obtained in the course of or in connection with the performance of their duties that is not generally available to the public, in order to favour their personal interests or those of any other person.

No member of Council may use or disclose, for their own benefit or that of a third party, privileged information or information they hold that is not otherwise available or has not yet been disclosed by the municipal council.

A member of Council may not disclose, in any manner whatsoever, directly or indirectly, an opinion expressed during a closed session by another member of Council or any other person participating therein.

Every member of Council must exercise caution in their communications, particularly on the Web and social media, in order to avoid directly or indirectly disclosing privileged or non-public information.

For the purposes of this section, and without limiting the generality of the foregoing, the following are considered, among others, to be privileged or non-public information: documents and information that may not be disclosed or whose confidentiality must be ensured under the Act respecting access to documents held by public bodies and the protection of personal information, CQLR c. A-2.1, discussions held during closed sessions, and any information protected by professional secrecy, unless such secrecy has been waived by the Municipality.

9. Post-Term Restrictions

Within twelve (12) months following the end of their term, no member of Council may hold a position as a director or officer of a legal person, accept employment, or hold any other position in such a way that they or any other person derives an undue advantage from their former functions as a member of Council of the Municipality.

10. Breach of Trust and Misappropriation

No member may appropriate, for their own use or for that of a third party, any property belonging to the Municipality.

11. Announcement at a Political Fundraising Activity

No member of Council may announce, during a political fundraising activity, the carrying out of a project, the awarding of a contract, or the granting of a subsidy by the Municipality unless a final decision regarding such project, contract, or subsidy has already been made by the competent municipal authority.

12. Respect and Civility

No member of Council may behave in a disrespectful manner toward other members of Council, municipal employees, or citizens, including through the use of words, writings, or gestures that are vexatious, demeaning, or intimidating, or through any form of vexatious incivility.

13. Honour and Dignity

No member may engage in conduct that undermines the honour and dignity of the office of elected official.

14. Enforcement Mechanism

Any breach of a rule set out in this Code by a member of Council may result in the imposition of the following sanctions:

14.1. A reprimand;

14.2. Mandatory participation in training on ethics and good conduct in municipal matters, at the member's expense, within the time prescribed by the Commission municipale du Québec;

14.3. Reimbursement to the Municipality, within thirty (30) days of the decision of the Commission municipale du Québec:

- a) Of any gift, hospitality, or benefit received, or its value;
- b) Of any profit obtained in contravention of a rule set out in this Code;

14.4. Repayment of any remuneration, allowance, or other sum received, for the period determined by the Commission municipale du Québec, as a member of Council, of a committee or commission of the Municipality, or of a body referred to in section 5.1;

14.5. A penalty of up to \$4,000 payable to the Municipality;

14.6. Suspension of the member of Council for a period not exceeding ninety (90) days, which suspension may extend beyond the end of their term if the member is re-elected during the suspension and it has not expired at the beginning of the new term.

During the period of suspension, the member of Council may not perform any duties related to their office and, in particular, may not sit on any council, committee, or commission of the Municipality, or, in their capacity as a member of Council, on any other body, nor receive any remuneration, allowance, or other sum from the Municipality or such body.

15. Interference

15.1. No member of Council may interfere in the day-to-day administration of the Municipality or give directives to municipal employees, except in the context of a decision made during a public meeting of the municipal council. In such cases, directives shall be implemented by the Director General.

15.2. It is understood that a member of Council who is a member of a committee or commission established by the municipal council, or who is mandated by the municipal council to represent the Municipality in a specific matter, may be required to collaborate with the Director General and municipal employees. Such collaboration is limited to the mandate assigned by the municipal council.

15.3. Nothing in this provision shall be applied or interpreted in such a way as to limit the mayor's powers of supervision, investigation, and control as provided by law.

15.4. Every member of Council must forward any complaints they receive to the Director General of the Municipality, who will ensure appropriate follow-up. If the complaints concern the Director General, they shall be referred to the Mayor.

16. Repeal

This by-law replaces By-law No. 100-2022.

17. Coming into Force

This by-law shall come into force in accordance with the law.

Raymond Pilon
Mayor

Sarah Bertrand
Director General/Clerk-Treasurer

Notice of Motion and Tabling of Draft By-law: March 10, 2026

Public Notice: March 26, 2026

Adoption: April 7, 2026

Notice of Promulgation: April 9, 2026