

---

CANADA  
PROVINCE OF QUÉBEC  
MRC VALLÉE-DE-LA-GATINEAU  
MUNICIPALITY OF KAZABAZUA

---

**BY-LAW NUMBER 2022-042**

**CODE OF ETHICS AND PROFESSIONAL CONDUCT OF MUNICIPAL EMPLOYEES**

**Whereas** the Act to amend the Act respecting elections and referendums in municipalities, the Act respecting ethics and professional conduct in municipal matters and various legislative provisions (Bill 49), assented to on November 5, 2021, provides for amendments to the Act respecting ethics and professional conduct in municipal matters to be incorporated into the Code of Ethics and Professional Conduct of the municipality;

**Whereas** the formalities prescribed in the Act have been met

**Whereas** a notice of motion has been previously given, pursuant to the Act, at the ordinary meeting held on March 1<sup>st</sup>, 2022 that a read request for exemption was requested and that each of the council members present acknowledges having received copy of the draft By-Law and declares to have read and waives its reading;

**It is proposed by** Damien Lafrenière, **Seconded** by Matthew Orlando and resolved

To adopt the following code of ethics and professional conduct:

**ARTICLE 1 : TITLE**

**The title of the present code is :** Code of Ethics and professional conduct of Municipal employees of the Municipality of Kazabazua

**ARTICLE 2 : APPLICATION OF THE CODE**

The present code applies to all employees of the Municipality of Kazabazua.

**ARTICLE 3 : OBJECTIVES OF THE CODE**

The present code pursues the following goals :

- 1) Give priority to the municipality's values;
- 2) Institute standards of conduct that foster the adoption of these values;
- 3) Prevent ethical conflicts and, should any arise, resolve them effectively and with good judgment;
- 4) Apply control measures to breaches of ethics.

**ARTICLE 4 : VALUES OF THE MUNICIPALITY**

The following values shall serve as a guide for the conduct of municipal employees, especially when the situations encountered are not explicitly set out in this code or by the various policies of the municipality.

**1) Integrity**

All employees shall uphold honesty, rigour and justice.

**2) Prudence in the pursuit of the public interest**

All employees shall assume the responsibilities related to their mission of public interest. In the accomplishment of this mission, the employees shall act with professionalism, vigilance and good judgment.

**3) Respect and civility towards other employees, elected officials of the municipality and citizens**

Every employee promotes respect and civility in human relations. He or she is entitled to them and acts with respect and civility towards all persons with whom he or she deals in the course of his or her duties.

**4) Loyalty to the municipality**

All employees shall protect the interests of the municipality by upholding its laws and by-laws.

**5) Quest for equity**

All employees shall treat everyone fairly, in accordance with laws and by-laws.

**6) Honour attached to the office of municipal employee**

Every employee shall safeguard the honour attached to his or her duties, which presupposes the consistent practice of the five preceding values: integrity, prudence, respect and civility, loyalty and fairness.

**ARTICLE 5 : RULES OF CONDUCT**

**5.1 Application**

The rules set out in this section shall guide the conduct of municipal employees.

**5.2 Obligations following the end of employment**

Within twelve months of the end of his employment, the following persons are prohibited:

- 1° the director general and the assistant director general;
- 2° the clerk-treasurer and the assistant;
- 3° the treasurer and the assistant;
- 4° the clerk and the assistant;
- 5° all employees designated by the municipal council;

Within twelve (12) months of the end of employment to hold a position of director or officer of a corporation, employment or any other function, in such a way that he or she or any other person derives an undue advantage from his or her previous duties as an employee of the municipality.

**5.3 Objectives**

These rules aim, in particular, to prevent:

1. all situation where the private interest of an employee might impair his or her independence of judgment in carrying out the duties of office;
2. any situation that would run counter to any provision of a government law or by-law or a municipal council by-law or an employee guideline;
3. favouritism, embezzlement, breach of trust or other misconduct.

**5.4 Conflicts of interest**

**5.4.1** It is forbidden for any employees to act, attempt to act or omit to act in such a way as to further, in the performance of his or her duties, his or her personal interests or, in an abusive manner, those of any other person.

**5.4.2** It is forbidden for any employees to use his or her position to influence or attempt to influence the decision of another person in such a way as to further his or her personal interests or, in an abusive manner, those of any other person.

**5.4.3** It is forbidden for any employee to solicit, arouse, accept or receive, for himself or for another person, any advantage whatsoever in exchange for a position.

**5.4.4** It is forbidden for any employees to accept any gift, hospitality or other benefit, however valuable, offered by a supplier of goods or services or that may influence his or her independence of judgment in the performance of his or her duties or that may compromise his or her integrity.

**5.4.5** Every gift, mark of hospitality or other benefit received by an employee that is not of a purely private nature or referred to in section 5.4.4 must, where its value exceeds \$200, be the subject, within thirty days of its receipt, of a written declaration by the employee to the clerk-treasurer of the municipality. This declaration must contain an adequate description of the gift, hospitality or benefit received, and specify the name of the donor and the date and circumstances of its receipt.

**5.5 Use of municipal resources**

No employee shall use the resources of the municipality for personal purposes or for purposes other than activities related to the performance of his or her duties, subject to a specific policy governing such use. La présente interdiction ne s'applique pas lorsqu'une

employée ou un employé utilise, à des conditions non préférentielles, une ressource mise à la disposition des citoyennes et citoyens.

**5.6 Use or communication of confidential information**

The employee must not make use of confidential information obtained in the performance or in the course of his or her work. These obligations survive for a reasonable period of time after termination of employment, and survive at all times when the information relates to the reputation and privacy of others.

**5.7 Breach of trust and embezzlement**

No employee shall misappropriate property belonging to the municipality for his or her own use or to the use of a third party.

**5.8 Financing policy and public announcement**

No employee shall make an announcement, at a political fundraising event, of the completion of a project, the conclusion of a contract or the granting of a subsidy by the municipality, unless an final decision on the project, contract or subsidy has already been made by the competent authority of the municipality.

**ARTICLE 6: PREVENTION MECHANISM**

An employee who believes that he or she is placed, directly or indirectly, in a situation of real, potential or apparent conflict of interest, or who is likely to otherwise contravene this Code of Ethics and Professional Conduct, must notify his or her supervisor or immediate superior. In the case of the Director General, he or she must notify the Mayor.

**ARTICLE 7: BREACH AND DISCIPLINARY MEASURES**

A breach of a rule provided for in this Code of Ethics and Professional Conduct by an employee may result, by decision of the municipality and in compliance with any contract of employment, in the application of any sanction appropriate to the nature and seriousness of the breach.

Any complaint from citizens under this Code must:

1. be filed confidentially with the Director General, who will, if necessary, determine whether there has been a contravention of the Code of Ethics and Conduct;
2. be complete, be written, motivated and accompanied, if applicable, by any supporting document, and come from any person who is aware of a breach of this Code of Ethics and Conduct.

With respect to the Director General and Clerk-Treasurer, any complaint must be filed with the Mayor of the Municipality.

No penalty may be imposed on an employee without the employee:

1. has been informed of the reproach addressed to him;
2. had the opportunity to be heard.

**ARTICLE 8: OTHER CODE OF ETHICS AND PROFESSIONAL CONDUCT**

This Code shall not be construed as restricting the obligations imposed on a municipal employee by law, by-law, code of professional ethics, contract of employment including a collective agreement, municipal policy or directive.

**ARTICLE 9: REPLACEMENT**

This By-law replaces By-law No. 2018-017

**ARTICLE 10: ENTRY INTO FORCE**

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

\_\_\_\_\_  
Robert Bergeron  
Mayor



\_\_\_\_\_  
Pierre Vaillancourt,  
Director general / clerk-treasurer

Notice of motion given March 1<sup>st</sup>, 2022  
Project By-Law presented and deposited March 1<sup>st</sup>, 2022  
Employee's consultation March 22, 2022  
Public notice given March 2, 2022  
By-Law adopted April 5<sup>th</sup>, 2022  
Publication of the notice of promulgation April 6<sup>th</sup>, 2022  
Resolution number 2022-04-083

## PUBLICATION OF THE ADOPTION OF BY-LAW NUMBER 2022-042

Notice is hereby given by the undersigned director general / clerk-treasurer of the Municipality of Kazabazua, that at the ordinary meeting of April 5, 2022, following the adoption of the Act to amend the Act respecting elections and referendums in municipalities, the Act respecting ethics and professional conduct in municipal matters and various legislative provisions (Bill 49), assented to on November 5, 2021, provides for amendments to the Act respecting ethics and professional conduct in municipal matters to be incorporated into the Code of Ethics and professional conduct of Municipal employees of the Municipality of Kazabazua, the Municipality must amend the Code of Ethics, that the council will adopt by-law number 2022-042 concerning the

### **Code of Ethics and professional conduct of Municipal employees of the Municipality of Kazabazua.**

That any person interested may consult this by-law at the municipal office located at 30 Begley Road between the hours of 8:00am to Noon and 1:00pm to 4:00pm Monday through Friday.



\_\_\_\_\_  
Director General

March 2, 2022  
Date

---

### **Certificate of publication**

#### **By-Law № 2022-042**

I the undersigned Pierre Vaillancourt, Director General, of the Municipality of Kazabazua certifies, under my oath of office that I issued the Public Notice regarding the By-Law 2022-042 by posting a copy at each of the locations designated by By-law 2017- 012, on March xx, 2022, between the hours of 8:00 am. and 4:00 pm.



\_\_\_\_\_  
Director General

March 2, 2022  
Date

## NOTICE OF PROMULGATION

On April 5, 2022, the Council of the Municipality of Kazabazua adopted By-law 2022-042 concerning the Code of Ethics and professional conduct of Municipal employees of the Municipality of Kazabazua.

This By-Law comes into force on the day of publication of this notice.

A copy of this By-Law is available for consultation at the office of the Director General, located at 30 Begley Road, Kazabazua, during office hours.

Given in Kazabazua, this April 06, 2022.



---

Director General

---

## Certificate of publication

I, the undersigned, Director General of the Municipality of Kazabazua, certifies that the public notice regarding the coming into force of By-law 2022-042 concerning the Code of Ethics and professional conduct of Municipal employees of the Municipality of Kazabazua has been published in accordance with By-law 2017-012, on April 6, 2022 between 08:00 am. and 4:00 pm.

Given in Kazabazua, this April 6, 2022



---

Director General

**Swearing-in**

I, \_\_\_\_\_  
Given name Family name

Confirms having received a copy of the Code of Ethics and Conduct for Employees of the Municipality of Kazabazua.

I also confirm that I have read the rules stipulated therein and declare under oath that I will perform my duties with honesty and justice in accordance with the law and the Code of Ethics and Professional Conduct of Municipal Employees of Kazabazua and that I am undertakes to comply with the rules of this code that apply after the end of my term.

\_\_\_\_\_  
Employee's signature

Declared under oath before me on \_\_\_\_\_, 2022 at Kazabazua

\_\_\_\_\_  
Person authorized to receive oaths

\_\_\_\_\_  
In the capacity as