

Notice of motion	March 10, 2026
Tabling of the By-law	March 10, 2026
Adoption of the By-law	April 14, 2026
Public notice and coming into force	April 15, 2026

TOWN OF BAIE-D'URFÉ  
PROVINCE OF QUEBEC



**Baie-D'Urfé**

**BY-LAW NUMBER 1123 ESTABLISHING THE CODE OF ETHICS AND GOOD CONDUCT FOR ELECTED MUNICIPAL OFFICERS**

- WHEREAS the current Code of Ethics and Good Conduct for elected municipal officers was established by By-law No. 1104 pursuant to the *Act respecting ethics and professional conduct in municipal matters*, CQLR c. E-15.1.0.1;
- WHEREAS a general election will be held in November 2025 in accordance with the *Act respecting elections and referendums in municipalities*, CQLR c. E-2.2;
- WHEREAS section 13 of the *Act respecting ethics and professional conduct in municipal matters*, CQLR c. E-15.1.0.1, requires the adoption of a revised Code of Ethics and Good Conduct replacing the one in force, with or without amendments, following a general election
- WHEREAS the formalities prescribed by the *Act respecting ethics and professional conduct in municipal matters*, CQLR c. E-15.1.0.1 have been respected
- WHEREAS in accordance with section 356 of the *Cities and Towns Act*, CQLR c. C-19, at the meeting held on March 10, 2026, Councillor Thompson gave notice of motion of this By-law. The draft was also tabled and presented in accordance with section 10 of the *Act respecting ethics and professional conduct in municipal matters*, CQLR c. E-15.1.0.1;

WHEREAS no amendments have been made to the draft since it was tabled

THEREFORE, it is moved:

THAT By-law No. 1123 be adopted. This By-law decrees and orders as follows:

*Table of Contents*

**CHAPTER 1 : GENERAL PROVISIONS**

Section 1 Application of the code

Section 2 Purpose of the code

Section 3 Values of the Town

**CHAPTER 2 : RULES OF CONDUCT**

Application

Section 4 Application of the Rules of Conduct

Section 5 Objectives of the Rules of Conduct

Rules concerning conflicts of interest

Section 6 Personal interests

Section 7 Abuse of influence

Section 8 Improper benefits

Section 9 Gifts and benefits

Section 10 Disclosure of gifts and benefits

Section 11 Interests in municipal contracts

Section 12 Disclosure of a pecuniary interest

Section 13 Use of municipal resources

Section 14 Use or communication of confidential information

Section 15 After term of office

Section 16 Breach of trust and malversation

Section 17 Announcement at a political fundraising activity

Section 18 Respect and civility

Section 19 Honour et dignity

Rule concerning interference

Section 20 Administrative interference

### **CHAPTER 3 : MECHANISMS AND ENFORCEMENT**

Section 21 Sanctions

### **CHAPTER 4 : TRANSITIONAL AND FINAL PROVISIONS**

Section 22 Repeal

Section 23 Coming into force

## **CHAPTER 1 : GENERAL PROVISIONS**

### **Section 1 Application of the code**

This Code applies to every member of the Council of the Town of Baie-D'Urfé.

### **Section 2 Purpose of the code**

The purpose of this Code is as follows:

- [1.] To give priority to those values on which Council Members base their decisions, and to contribute toward a better understanding of the values of the Town;
- [2.] To establish standards of behaviour which promote the effective integration of these values into the decision-making process of elected officers and, more generally, into their conduct as such;
- [3.] To prevent ethical conflicts and, if they arise, to help in resolving them effectively and judiciously;
- [4.] To ensure that measures of control are applied in cases of any breach of professional conduct.

### **Section 3 Values of the Town**

The following values shall serve as guides for decision-making and, more generally, the conduct of Council Members in their capacity as elected officers, particularly where situations encountered are not explicitly provided for in this Code or by the Town's various policies:

- [1.] **Integrity:** Every member values honesty, rigour and fairness.

- [2.] **Prudence in the pursuit of the public interest:** Every member assumes responsibilities relating to their public-interest mission and acts professionally, with vigilance and discernment.
- [3.] **Respect and civility toward other Council Members, Town employees and citizens:** Every member promotes respect and civility in human relations and acts accordingly toward all persons with whom they deal.
- [4.] **Loyalty to the Town:** Every member shall work in the best interest of the Town.
- [5.] **Fairness:** Members shall treat all persons with justice and, where possible, by interpreting laws and regulations in accordance with their spirit.
- [6.] **Honour attached to the office of Council Member:** Members shall safeguard the honour of their position, which presupposes the constant practice of the five above-mentioned values: integrity, prudence, respect and civility, loyalty and fairness.

## *CHAPTER 2 : RULES OF CONDUCT*

### *APPLICATION*

#### **Section 4      Application of the Rules of Conduct**

The rules set out in this section should guide the conduct of elected officers as members of the Council, a committee or a commission of:

- a)      The Town of Baie-D'Urfé
- or
- b)      any other body in their capacity as Council Members of the Town of Baie-D'Urfé.

The rules set out in this Chapter must also guide the conduct of Council Members after the expiry of their term of office.

#### **Section 5      Objectives of the Rules of Conduct**

These rules are intended, in particular, to prevent:

- a) any situation where a Council Member's private interest may impair their independence of judgment in the exercise of their duties;
- b) favouritism, malversation, breach of trust or other misconduct.

## *RULES CONCERNING CONFLICTS OF INTEREST*

### **Section 6      Personal interests**

Council Members are prohibited from using their position so as to further their private interests or improperly further the interest of any other person.

### **Section 7      Abuse of influence**

Council Members are prohibited from using their position to influence or attempt to influence the decision of another person so as to further their private interests or improperly further the interest of any other person.

However, Council Members are not considered to be contravening this rule where they benefit from the exceptions mentioned in paragraphs five and six of Section 12.

### **Section 8      Improper benefits**

Council Members are prohibited from soliciting, eliciting, accepting or receiving any benefit, whether for themselves or for another person, in exchange for taking a position on any matter that may be brought before a Council, committee or commission on which they sit.

### **Section 9      Gifts and benefits**

Council Members are prohibited from accepting any gift, mark of hospitality or other benefit, regardless of its value, if such gift, benefit or mark of hospitality is offered by a supplier of goods or services, may impair their independence of judgment, or may compromise their integrity.

### **Section 10     Disclosure of gifts and benefits**

Any gift, mark of hospitality or other benefit received by a Council Member, which is not purely private in nature and is not prohibited under Section 9, must, where

its value exceeds \$20, be disclosed in writing to the Town Clerk within thirty (30) days following its receipt.

Such disclosure must contain a sufficient description of the gift, hospitality or benefit received, the donor's name, as well as the date and circumstances of its receipt. The Town Clerk shall maintain a public register of such disclosures.

### **Section 11     Interests in municipal contracts**

Council Members are prohibited from contravening section 304 of the *Act respecting elections and referendums in municipalities*, chapter E-2.2. A Council Member must not knowingly have a direct or indirect interest in a contract with the Town or a body referred to in Section 4.

A Council Member is deemed not to have such an interest in the following cases:

- a) the member acquired the interest through succession or donation and renounced it or disposed of it as soon as possible;
- b) the interest consists in holding shares in a corporation which the member does not control, of which the member is neither a director nor an executive officer, and in which the member holds less than 10% of the voting shares issued;
- c) the interest arises from the fact that the member is a Council Member, director or executive officer of another municipal body, public body, non-profit organization, or other body required by law;
- d) the contract provides for remuneration, allowance, reimbursement of expenses, social benefit or service to which the member is entitled as a condition of employment attached to the office;
- e) the contract concerns the appointment of the member to a position which does not render the person ineligible;
- f) the contract concerns services generally offered by the Town or the body;
- g) the contract concerns the sale or lease of an immovable at non-preferential conditions;
- h) the contract consists in obligations or securities offered to the public and acquired at non-preferential conditions;

- i) the contract concerns goods or services the member is required to provide by law or regulation;
- j) the contract was entered into before the member held office or became a candidate;
- k) in a case of force majeure, the general interest of the Town requires the contract.

### **Section 12     Disclosure of a pecuniary interest**

Council Members are prohibited from contravening section 361 of the *Act respecting elections and referendums in municipalities*, chapter E-2.2.

A Council Member present at a meeting where a matter in which they have a direct or indirect private pecuniary interest is to be considered must disclose the general nature of that interest before debate begins. The member must abstain from participating in the debate, voting or attempting to influence the vote.

In a closed session, the member must also leave the meeting for the duration of deliberations and voting.

If the matter is considered at a meeting from which the member is absent, the member must disclose the general nature of the interest at the first meeting attended after becoming aware of the matter.

This section does not apply where the interest consists in remuneration, allowances, reimbursements, social benefits or other employment conditions attached to the office.

It also does not apply where the interest is so minimal that the member cannot reasonably be influenced by it.

### **Section 13     Use of municipal resources**

Council Members are prohibited from using the resources of the Town or any other body referred to in Section 4 for personal purposes or purposes unrelated to the exercise of their duties.

This prohibition does not apply where a Council Member uses, on non-preferential terms, a resource generally available to citizens.

**Section 14      Use or communication of confidential information**

Council Members are prohibited from using, communicating or attempting to use or communicate, during or after their term of office, confidential information obtained in the course of their duties and not generally available to the public, in order to further their private interests or those of any other person.

**Section 15      After term of office**

During the twelve (12) months after the end of their term of office, Council Members are prohibited from holding office as director or executive officer of a legal person, employment or any other function, in such a manner that they or another person derive an improper benefit from their former duties.

**Section 16      Breach of trust and malversation**

Council Members are prohibited from diverting for their own use or that of a third party any property belonging to the Town.

**Section 17      Announcement at a political fundraising activity**

Council Members are prohibited from announcing, during a political fundraising activity, the carrying out of a project, the awarding of a contract or the granting of a subsidy by the Town, unless a final decision has already been made by the competent authority.

**Section 18      Respect and civility**

Council Members are prohibited from behaving disrespectfully toward other Council Members, Town employees or citizens through, in particular, vexatious, degrading or intimidating words, writings or gestures, or any form of vexatious incivility.

**Section 19      Honour et dignity**

Council Members are prohibited from conduct that undermines the honour and dignity of the office of elected officer.

## *RULE CONCERNING INTERFERENCE*

### **Section 20     Administrative interference**

Council Members may not interfere in the day-to-day administration of the Town. Interference includes, in particular, giving directives to Town employees otherwise than through a decision taken at a public Council meeting, pursuant to a directive of the General Management, or communicating with Town employees to obtain information not generally accessible to the public except through an established municipal procedure.

It is understood that a Council Member who sits on a committee or commission formed by the Council, or who is mandated by the Council to represent the Town in a particular matter, may be required to collaborate with the General Management and Town employees. Such collaboration is limited to the mandate assigned.

In no case may this section be interpreted so as to limit the Mayor's powers of supervision, investigation and control granted by law.

## *CHAPTER 3 : MECHANISMS AND ENFORCEMENT*

### **Section 21     Sanctions**

Any violation of a rule or provision of this Code by a Council Member may result in one or more of the following sanctions:

- a) a reprimand;
- b) the obligation to participate, at the member's expense, in ethics training within the time prescribed by the *Commission municipale du Québec*;
- c) reimbursement of any remuneration, allowance or other sum received, for the period determined by the Commission, as a member of Council, committee or commission or a body referred to in Section 4;
- d) a penalty not exceeding \$4,000, payable to the Town;
- e) suspension of the member for a period not exceeding 90 days, which may extend beyond the end of their term if the member is re-elected;
- f) delivery to the Town, within thirty (30) days of the Commission's decision:

- i. the gift, hospitality or benefit received, or its equivalent value;
- ii. any profit derived in contravention of this Code.

Where a Council Member is suspended, the member may not exercise any function related to his or her office as a Council Member and, in particular, may not sit on any Council, committee or commission of the Town, or, in his or her capacity as a member of a municipal council, of any other body, nor receive any remuneration, allowance or other sum from the Town or from such a body.

#### *CHAPTER 4 : TRANSITIONAL AND FINAL PROVISIONS*

##### **Section 22     Repeal**

This By-law repeals and replaces By-law No. 1104 establishing the Code of Ethics and Good Conduct for elected municipal officers of the Town of Baie-D'Urfé.

##### **Section 23     Coming into force**

This By-law comes into force in accordance with the law.

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Heidi Ektvedt,  
Mayor

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Marie-Hélène Brunet, notary  
Town Clerk