

**ADMINISTRATIVE COMPILATION
BYLAW 03-26**

**BYLAW 03-26 REPEALING AND REPLACING BYLAW 02-22 ESTABLISHING
THE CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR ELECTED
OFFICIALS OF THE MUNICIPALITY OF PONTIAC**

Adopted by the Municipal Council on April 14, 2026
Entry into force on April 16, 2026

Name and/or number of bylaw, politic, resolution	Date of Council's approval	Coming into force	Status
Bylaw 02-18	March 13, 2018	March 22, 2018	Repealed and replaced
Bylaw 03-18	July 18, 2028	August 14, 2018	Repealed and replaced
Bylaw 02-22	March 8, 2022	March 14, 2022	Repealed and replaced



PREFACE

The reader is hereby advised that any errors or omissions that may be identified in the text below do not affect the enforceability of the regulations and amendments referred to therein, as sanctioned in their original version.

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC

**BYLAW 03-26 REPEALING AND REPLACING BYLAW 02-22 ESTABLISHING THE
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REGULAR meeting of the Council of the Municipality of Pontiac, held on April 14, 2026, at 7:30 p.m., at the Luskville Community Centre, at which meeting were present:

The Mayor, Mr. Roger Larose

The Council Members:

Jean Côté
Scott McDonald
Garry Dagenais
Serge Laforest
Chantal Allen
Dr. Jean Amyotte

All Council members and being a quorum.

WHEREAS the Council of the Municipality of Pontiac adopted, on March 8, 2022, Bylaw number 02-22 establishing a Code of Ethics and Professional Conduct for elected officials, which remains in force;

WHEREAS pursuant to section 13 of the *Municipal Ethics and Good Conduct Act*, CQLR c. E-15.1.0.1, every municipality must, before May 1 following a general election, adopt a revised Code of Ethics and Professional Conduct to replace the one in force, with or without amendments;

WHEREAS a general election was held on November 2, 2025, and it is therefore necessary to adopt a revised Code of Ethics and Professional Conduct for elected officials;

WHEREAS the formalities prescribed by the act for the adoption of such revised code have been complied with;

WHEREAS the Mayor, Roger Larose, states that the purpose of this bylaw 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 Council member, of another body;

WHEREAS a notice of motion for this bylaw was duly given at the regular Council meeting held on February 10, 2026;

WHEREAS the draft bylaw was tabled at the regular meeting of March 10, 2026, and copies were made available to the public;

WHEREAS a public notice was posted on March 25, 2026, containing a summary of the draft bylaw and indicating the date, time and place of the meeting at which the bylaw was to be adopted;

WHEREAS this by-law is adopted pursuant to section 13 of the *Municipal Ethics and Good Conduct Act*, CQLR c. E-15.1.0.1;

THEREFORE, it is moved by Councillor Serge Laforest and seconded by Councillor Dr. Jean Amyotte.

AND RESOLVED TO adopt the following bylaw:

1. Declaratory Provisions

- 1.1. The title of this bylaw is: *Bylaw number 03-26 establishing the Code of Ethics and Professional Conduct for elected officials of the Municipality of Pontiac.*
- 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 the municipal sector generally. It is supplementary and complements the various obligations and general duties applicable to municipal elected officials under applicable legislation and regulations.
- 1.4. This Code must not be interpreted as permitting a departure from the provisions of the laws and regulations in force governing the Municipality, elected officials and the municipal sector generally.

2. Interpretative provisions

This Code must be interpreted in accordance with the principles and objectives set out in the 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 set out herein.

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

- a) « **Advantage** »: Of a pecuniary nature or otherwise, an advantage includes, in particular, any gift, donation, favour, reward, service, gratuity, hospitality, remuneration, compensation, gain, indemnity, privilege, preference, benefit, profit, advance, loan, rebate, discount, etc.
- b) « **Code** »: Bylaw No. 03-26 enacting the Code of Ethics and Professional Conduct for

Municipal Elected Officials.

- c) « **Professional conduct** »: Refers to the body of rules and duties governing the office of council members, their conduct, relations among themselves, as well as their relations with municipal employees and the general public.
- d) « **Ethics** »: Refers to the body of moral principles underlying the conduct of council members and takes into account the values of the municipality.
- e) « **Personal interest** »: Such an interest is related to the elected official personally and is distinct from that of the community he or she represents.
- f) « **Preparatory session** »: Closed meeting of the members of the municipal council in preparation for regular sessions of Council, also referred to as a “caucus.”

3. Application of the Code

This Code, and in particular the rules set out herein, guide the conduct of every member of Council.

Certain rules provided for in this Code also continue to apply after the term of office of any person who has served as a member of Council.

4. Acknowledgement of Receipt, Review and Undertaking

Every member of the municipal council must, within thirty (30) days of receiving this Code, complete and sign a form attesting that he or she:

- a) Has received a copy of the Code;
- b) Has read and taken cognizance of its entire contents;
- c) Undertakes to comply with its provisions;
- d) Undertakes to seek guidance from the Director General in the event of any question or uncertainty regarding the application of the Code (see action plan adopted by Resolution #26-03-5821).

The duly completed acknowledgement form must be submitted to the Clerk-Treasurer, who shall retain it in the elected official’s file.

Failure to submit this acknowledgement within the prescribed time limit constitutes a breach of this Code.

5. Values of the Municipality

5.1. Integrity

Every member of Council values honesty, diligence, and fairness. He or she must demonstrate integrity and honesty beyond reproach.

5.2. Prudence in the Pursuit of the Public Interest

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Prudence requires every member of Council to assume the responsibilities associated with the public interest mission entrusted to him or her in an objective and discerning manner. Prudence implies adequately informing oneself, considering the consequences of one's actions, and examining alternative solutions.

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

5.3. Respect and Civility toward Other Members, Municipal Employees and Citizens

Every member promotes respect and civility in human relations. He or she is entitled to such treatment and acts with respect and civility toward all persons with whom he or she interacts in the performance of his or her duties. Civility implies demonstrating courtesy, politeness, and proper decorum.

Without limiting the generality of the foregoing, every member of Council must:

- Demonstrate civility and courtesy in exchanges and communications, whether oral, written or otherwise, including on the Web and social media;
- Respect the dignity and honour of other Council members, municipal employees, and citizens.

Every member of Council must engage in frank and honest dialogue with other Council members and consider their opinions in order to reach an informed decision.

Every member of Council must observe decorum during a public meeting or a preparatory session of the municipal council. In particular, the member must comply with the directions of the chair of the meeting.

In communications with municipal employees, partners of the Municipality, citizens, the media, and the public in general, a Council member may not use his or her position or title to suggest that he or she is acting or speaking on behalf of the Municipality, unless a resolution has been duly adopted by the municipal council authorizing such representation. This prohibition does not apply to the Mayor when acting within the specific powers conferred upon him or her by law.

5.4. Loyalty to the Municipality

Loyalty requires that duties be carried out 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 the applicable rules. Furthermore, loyalty entails respecting the decisions made by Council.

5.5. Commitment to fairness

Fairness implies demonstrating impartiality, that is, maintaining objective and independent conduct and considering the rights of all. Fairness requires that no discrimination be made.

5.6. The honour attached to the office of council member

- 5.6.1. Every member safeguards the honour attached to his or her office, which presupposes the consistent practice of the five values listed above: integrity, prudence, respect and civility, loyalty, and fairness.
- 5.6.2. Every member of Council must take reasonable steps to attend public meetings and preparatory sessions of the municipal council. The same applies when representing the Municipality at various meetings or events.
- 5.6.3. 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, or attempt to obtain reimbursement for such an expense.

6. Rules of conduct

6.1. Application

The rules set out in this section shall guide the conduct of an elected official acting in his or her capacity as a member of the council, a committee or a commission of:

- a) The Municipality; or
- b) Any other body when sitting in his or her capacity as a member of the Municipality's council.

6.2. Purpose

These rules are intended, in particular, to prevent:

- a) Any situation involving a personal interest of a Council member that could influence his or her independence of judgment in the performance of his or her duties;
- b) Favouritism, misappropriation, breach of trust, or other misconduct.

6.3. Conflicts of interest

- 6.3.1. No member may act, attempt to act, or fail to act in a manner that favours, in the performance of his or her duties, his or her personal interests or, in an abusive manner, those of any other person.
- 6.3.2. No member may use his or her position to influence or attempt to influence the decision of another person in order to favour his or her personal interests or, in an abusive manner, those of any other person.
- 6.3.3. No member may solicit, encourage, accept, or receive, for himself or herself or for another person, any advantage whatsoever in exchange for taking a position on a matter that may be considered by a council, committee, or commission of which he or she is a member.
- 6.3.4. 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.

- 6.3.5. No member of Council may participate in deliberations, vote, or attempt to influence the vote on a matter in which he or she has 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.*
- 6.3.6. Every member of Council must avoid knowingly placing himself or herself in a situation where he or she may be required to choose between, on the one hand, his or her personal interest or that of another person and, on the other hand, that of the Municipality or another body on which he or she sits in his or her capacity as a Council member.
- 6.3.7. Every member of Council must demonstrate impartiality and fairness. He or she may not show favouritism, in particular toward the Municipality's suppliers.
- 6.3.8. Every member of Council must exercise independence of mind and objective judgment, free from personal interest, in order to make the best decisions for the Municipality.
- 6.3.9. A member of Council who becomes aware of a conflict of interest or is advised of one must take the necessary steps to resolve it as soon as possible after becoming aware of it.
- 6.3.10. Every member of Council must prevent and avoid situations in which he or she may be subject to undue influence in respect of a decision that could favour his or her personal interest or, in an abusive manner, that of any other person.
- 6.3.11. Every member of Council must ensure at all times that activities unrelated to his or her duties as an elected official do not conflict with the performance of his or her duties as a municipal elected official.

7. Receipt and solicitation of advantages

- 7.1. No member of Council may solicit, encourage, accept, or receive, for himself or herself or for another person, any advantage whatsoever in exchange for taking a position on a matter that may be considered by the Council, or by a committee or commission of which he or she is a member.
- 7.2. No member may accept any gift, hospitality, or other advantage, regardless of its value, that is offered by a supplier of goods or services, or that could influence his or her independence of judgment in the performance of his or her duties or risk compromising his or her integrity.
- 7.3. Any gift, hospitality, or other advantage received by a member of the municipal 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. Such declaration must contain an adequate description of the gift, hospitality, or advantage 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 these declarations.

- 7.4 When participation fees for an activity are paid by the Municipality (for example, the purchase of a table at a fundraising event) and a member of council receives or wins a prize during the activity, the member must declare it to the Municipality.

The Municipality will then determine, depending on the circumstances, whether the prize will be retained by the Municipality or by the member of council.

When a member of Council has personally paid the required fees to participate in a draw or a separate activity, they may keep the prize obtained.

8. Use of municipal resources

- 8.1. 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 performance of his or her duties.

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

- 8.2. A member of Council may not permit a municipal employee or a third party to use the resources of the Municipality or of any other municipal body related to the Municipality for personal purposes, unless it concerns a service or activity generally offered by the Municipality.
- 8.3. No member may appropriate, for his or her own benefit or for the benefit of a third party, any property or sum of money belonging to the Municipality.

9. Use and disclosure of confidential information

- 9.1. No member may use, communicate, or attempt to use or communicate, whether during or after his or her term of office, information obtained in the performance or in connection with the performance of his or her duties that is not generally available to the public, in order to further his or her personal interests or those of any other person.
- 9.2. No member of Council may use or disclose, for his or her own benefit or that of a third party, privileged information or information in his or her possession that would not otherwise be available or that has not yet been disclosed by the municipal council.
- 9.3. A member of Council may not disclose, in any manner whatsoever, directly or indirectly, an opinion expressed during a preparatory session by another Council member or by any other person participating therein.

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- 9.4. Every member of Council must exercise caution in communications, including on the Web and social media, 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, privileged information and information that is not public include, without limitation, documents and information that are exempt from disclosure or whose confidentiality must be maintained 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 preparatory sessions, and any information subject to professional secrecy, unless such secrecy has been waived by the Municipality.

10. Interference

- 10.1. A member of Council may not interfere in the day-to-day administration of the Municipality or give directives to municipal employees, except in the context of a decision made at a public meeting of the municipal council. In such a case, the directives shall be implemented with municipal employees by the Director General.
- 10.2. It is understood that a member of Council who sits on a committee or commission established by the municipal council, or who is mandated by the municipal council to represent the Municipality in a particular matter, may be required to collaborate with the Director General and municipal employees. Such collaboration is limited to the mandate assigned to him or her by the municipal council.
- 10.3. Under no circumstances may this provision be applied or interpreted in a manner that limits the Mayor's power of supervision, investigation, and control conferred upon him or her by law.
- 10.4. Every member of Council must forward any complaints he or she receives to the Director General of the Municipality, who shall ensure appropriate follow-up. If the complaints concern the Director General, he or she will refer them to the Mayor.

11. Post-term restrictions

During the twelve (12) months following the end of his or her term of office, a former member of Council may not hold a position as a director or officer of a legal person, accept employment, or perform any other function in such a manner that he or she or any other person derives an undue advantage from his or her former position as a member of the municipal council.

12. Breach of trust and misappropriation

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

13. Announcement at a political fundraising activity

No member of Council may announce, at a political fundraising activity, the implementation

of a project, the awarding of a contract, or the granting of a subsidy by the City, unless a final decision regarding such project, contract, or subsidy has already been made by the competent authority of the Municipality.

14. Respect and civility

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

15. Honour and dignity

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

16. Accountability mechanism

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

16.1. Reprimand;

16.2. Participation in municipal ethics and professional conduct training, at the member's own expense, within the timeframe prescribed by the *Commission municipale du Québec*;

16.3. Within thirty (30) days of the decision of the *Commission municipale du Québec*, the return to the Municipality of:

a) any gift, hospitality, or other advantage received, or the value thereof;

b) any profit obtained in contravention of a rule of this Code;

16.4. Reimbursement of any remuneration, allowance, or other sum received for the period determined by the *Commission municipale du Québec* while serving as a member of the council, a committee, or a commission of the Municipality, or of any body referred to in section 5.1;

16.5. A fine of up to \$4,000 payable to the Municipality;

16.6. Suspension of the member of Council for a period not exceeding ninety (90) days. This suspension may extend beyond the end of the member's current term if he or she is re-elected in an election held during the suspension and the suspension has not ended on the day the new term begins.

During a suspension, the member of Council may not perform any duties related to his or her office, including attending any council, committee, or commission of the Municipality, or, in his or her capacity as a member of a municipal council, of any other body, nor may he or she receive any remuneration, allowance, or other sum from the Municipality or such a body.




17. Repeal and replacement

This bylaw repeals and replaces bylaw No. 02-22.

18. Coming into Force

This bylaw shall come into force in accordance with the law.

Given at PONTIAC (Quebec), this April 16, 2026.



Mario Allen
Director General



Roger Larose
Mayor

Notice of motion: February 10, 2026

Tabling of the draft bylaw: March 10, 2026

Publication of the public notice: March 20, 2026

Adoption of the bylaw: April 14, 2026

Resolution: 26-04-5839

Date of publication and coming into force: April 16, 2026

Transmission to MAMH: April 16, 2026

APPENDIX A

**ACKNOWLEDGMENT OF RECEIPT AND AWARENESS
Code of Ethics and Professional Conduct for Elected Officials of the
Municipality of Pontiac**

I, the undersigned,

Name (in block letters): _____

Position: _____

Hereby acknowledge that I have:

- received a copy of *Bylaw Number 03-26 enacting the Code of Ethics and Professional Conduct for Elected Officials of the Municipality of Pontiac*;
- fully reviewed and understood its contents;
- agreed to comply with all provisions of said Code;
- agreed to seek assistance from the Director General or any person designated by the Municipality should any questions or uncertainty arise regarding its application.

Signed at _____, on _____

Signature of elected official: _____

For administrative use only

I confirm having received this acknowledgment on (date) _____.

Name and signature of the Director General: _____