Municipalité de | Municipality of
Pontiac

ADMINISTRATIVE COMPILATION
BYLAW 04-26

BYLAW 04-26 REPEALING AND REPLACING BYLAW 03-22 ENACTING THE CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR EMPLOYEES OF THE MUNICIPALITY OF PONTIAC

Adopted by the Municipal Council on XX, 2026
Entry into force on XX, 2026

Name and/or number of bylaw, politic, resolution	Date of Council's approval	Coming into force	Status
Bylaw 03-22	April 12, 2022	April 26, 2022	Repealed and replaced
Bylaw 09-12	December 11, 2012	December 13, 2012	Repealed and replaced

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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.

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CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF PONTIAC

BYLAW 04-26 ENACTING THE CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR EMPLOYEES OF THE MUNICIPALITY OF PONTIAC

REGULAR meeting of the Council of the Municipality of Pontiac, held on XX, 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 Bylaw 03-22 on April 12, 2022;

WHEREAS, pursuant to section 16 of the *Municipal Ethics and Good Conduct Act* (CQLR, c. E-15.1.0.1, hereinafter the "Act") , every municipality must have a code of ethics and professional conduct applicable to its employees;

WHEREAS the *Act to amend the Act respecting elections and referendums in municipalities, the Municipal Ethics and Good Conduct Act and various legislative provisions* (SQ 2021, c. 31), which came into force on November 5, 2021, amended, among other things, the mandatory content of the code of ethics and professional conduct applicable to municipal employees;

WHEREAS it is therefore appropriate to adopt a revised Code of Ethics and Professional Conduct for Employees;

WHEREAS a review committee representing the various categories of municipal personnel, namely management staff, white-collar employees, blue-collar employees and firefighters, was established to consult employees and gather their proposed amendments;

WHEREAS the proposed amendments were reviewed with the General Management and Municipal Council and subsequently submitted for legal review;

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WHEREAS the formalities prescribed by the Act for the adoption of this bylaw have been complied with;

WHEREAS a notice of motion for this bylaw was given at the regular meeting held on March 10, 2026, and a new notice of motion was given at the regular meeting held on November 10, 2026;

WHEREAS the draft bylaw was presented and tabled at the regular meeting held on November 10, 2026;

WHEREAS a public notice containing a summary of the draft bylaw was published on XX, 2026;

THEREFORE, it is moved by Councillor XX and seconded by Councillor XX;

AND RESOLVED THAT Council adopt Bylaw 04-26 as follows:

ARTICLE 1: DECLARATORY AND INTERPRETATIVE PROVISIONS

1.1 The title of this by-law is: **Bylaw 04-26 enacting the Code of Ethics and Professional Conduct for Employees of the Municipality of Pontiac.**

1.2 The mandatory rules provided for in the Municipal Ethics and Good Conduct Act are deemed an integral part of this Code and prevail over any inconsistent provision of the Code.

1.3 The Code defines the conduct expected of employees in the performance of their duties and provides for measures to be applied in the event of non-compliance with its provisions.

The Code also aims to establish and maintain the confidence of citizens and partners in the municipal administration.

1.4 The preamble forms an integral part of this Code.

1.5 In this Code, the masculine form is used solely to simplify the text. It refers to all persons, regardless of gender.

1.6 The Code does not replace the laws and bylaws in force governing the Municipality and, more generally, municipal affairs and occupational health and safety. Rather, it supplements the various obligations and general duties applicable to municipal employees under applicable laws and other bylaws, including any other code of ethics or professional conduct

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to which an employee may be subject under the Professional Code (CQLR, c. C-26), any other law or regulation governing a profession, or membership in an association.

1.7 The Code shall not be interpreted as prohibiting an employee from performing an act or exercising a right under the Act respecting elections and referendums in municipalities (CQLR, c. E-2.2).

1.8 An annotated version of this Code and a separate administrative guidance document may be made available to employees to facilitate understanding and application of the rules of ethics and professional conduct. The comments, practical examples, scenarios and additional explanations contained in these documents are provided for information and illustration only. They are not exhaustive, do not form an integral part of this Code and may not alter or restrict its scope.

1.9 The Code sets out, without limitation, the Municipality's ethical values and employees' rules of conduct, and pursues the following objectives:

(a) Establish common rules of professional conduct throughout the organization incorporating the Municipality's ethical values;
(b) Ensure integrity, loyalty and respect in conduct;
(c) Ensure a healthy, respectful and civil work environment;
(d) Prevent conflicts of interest;
(e) Ensure that control and corrective measures are applied in the event of a breach.

ARTICLE 2: DEFINITIONS

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

Benefit: Any benefit received, of any kind, whether permitted or not, including a gift, donation, favour, reward, service, gratuity, hospitality, remuneration, privilege, preference, compensation, gain, profit, meal, admission, advance, loan or discount.

Relevant and authorized training or professional development undertaken in connection with an employee's duties is excluded, whether provided free of charge or otherwise.

Undue benefit: Any benefit, gain, privilege or preferential treatment unjustifiably obtained, granted or provided, particularly through the use of current or former duties, authority, influence or privileged information acquired while performing duties for the Municipality.

Work environment: The professional relationships that foster a respectful, healthy environment free from incivility, intimidation, harassment or any other conduct that undermines a person's dignity or

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integrity.

Code: *Bylaw 04-26 enacting the Code of Ethics and Professional Conduct for Municipal Employees of the Municipality of Pontiac*

Council: The Municipal Council of the Municipality of Pontiac.

Actual conflict of interest: The existence of a personal or pecuniary interest known to a staff member and sufficient to influence the performance of their duties by affecting the impartiality of their opinions or decisions.

Potential conflict of interest: An interest that is foreseeable and sufficiently likely to affect the performance of an employee's duties or public responsibilities. Identifying a potential interest makes it possible to prevent a conflict of interest.

Professional conduct: The set of rules and duties governing employees' functions, conduct and relationships with one another and with other persons.

Employee: Any person, unionized or non-unionized, including management personnel, who works full-time, part-time or occasionally for the Municipality and receives a salary.

Ethics: The moral principles on which employees' conduct must be based, considering the Municipality's values.

Confidential information: Verbal or written information, held in any medium or known to the Municipality, that is not available to the public, has not yet been made public or is confidential under a law, by-law, policy or directive.

Personal interest: An interest connected to the employee personally and distinct from that of the general public. Except in the case of management employees, employment conditions attached to an employee's duties do not constitute a personal interest.

Social media: Any digital tool or platform allowing content or opinions to be shared (Facebook, Instagram, Snapchat, TikTok, Teams, LinkedIn, etc.).

Municipality: The Municipality of Pontiac

Close person: Any person with whom an employee has a family, spousal,

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romantic or personal relationship that could influence their objectivity or reasonably create that appearance, particularly in circumstances that could give rise to favouritism or nepotism.

Supervisor or immediate supervisor: An employee representing the first level of authority and exercising direct control over another employee's work. For the purposes of this Code, this also includes group leaders and team leaders when they exercise direct authority over an employee's work.

Depending on the circumstances, the Director General reports either to the Mayor, who exercises oversight and supervision over the Municipality's affairs and officers, or to Municipal Council sitting in session. For department directors, the immediate supervisor is the Director General and/or Deputy Director General.

ARTICLE 3: APPLICATION OF THE CODE

3.1 This Code applies to all employees of the Municipality, subject to any specific provision to the contrary.

3.2 The rules set out in this Code do not limit the Municipality's management rights in respect of employees.

ARTICLE 4: VALUES

4.1 The Municipality's principal ethical values for employees are:

4.1.1 Integrity

Integrity entails acting with probity and honesty.

4.1.2 Honour associated with one's duties

Honour requires employees to uphold the dignity of their duties. It entails restraint, respect for decorum and an obligation not to act in a manner that undermines public esteem for municipal administration.

4.1.3 Prudence in pursuing the public interest

In any decision-making process or analysis involving one or more choices, prudence requires employees, in particular, to obtain sufficient information and evaluate the available options in order to fulfill their responsibilities objectively and with sound judgment, in the public interest.

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The public interest involves making decisions for the greater good of the community, rather than favouring private or personal interests to the detriment of the general interests of the population and the Municipality.

4.1.4 Respect and civility

Respect entails treating others with consideration. Civility entails courtesy, politeness and good manners.

Civility consists of implicit or explicit standards governing conduct that promotes harmonious and productive relationships for the benefit of all members of a group. Such conduct reflects respect, politeness, courtesy, good manners and cooperation.

4.1.5 Loyalty to the Municipality

Loyalty requires employees to carry out their duties in the fundamental interests of the Municipality, with objectivity and independence of mind. It entails setting aside personal interests in accordance with applicable rules.

4.1.6 Commitment to fairness

Fairness entails treating everyone justly, objectively, impartially and without discrimination.

4.1.7 Discretion and restraint

All employees must exercise discretion regarding information learned in the performance of their duties and preserve the confidentiality of confidential information to which they have access. They must exercise restraint in their actions and communications.

4.1.8 Professionalism

All employees perform their duties competently and diligently. They keep the knowledge required to perform their duties up to date.

These values must guide the conduct of every employee.

ARTICLE 5: RULES OF PROFESSIONAL CONDUCT

5.1 Respect, Civility and Fairness

5.1.1 Employees are prohibited, in the performance of their duties, from behaving disrespectfully or uncivilly toward any other person, including through offensive, disparaging, discriminatory or intimidating words, writings or gestures.

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5.1.2 Every employee must act fairly in the performance of their duties, particularly to avoid any form of harassment or discrimination.

5.1.3 Every employee must behave respectfully at all times and contribute to maintaining a healthy, harmonious workplace free from incivility.

5.2 Loyalty

5.2.1 No employee may discredit the Municipality and thereby undermine its credibility or tarnish its image or reputation.

5.2.2 Every employee must act with loyalty, honesty and integrity toward the Municipality, which includes giving precedence to the public interest over their own interests or those of another person.

5.2.3 Every employee must comply with applicable bylaws, policies, directives, procedures and practices.

5.2.4 Employees must devote to the Municipality the necessary and reasonable time required for the normal performance of their duties.

5.2.5 Every employee must exercise restraint and judgment when publicly expressing opinions, particularly in communications posted on social media.

5.2.6 In the performance of their duties or in any public communication, including on social media, employees must avoid harming the Municipality's image and refrain from disclosing internal or confidential information obtained through their work.

5.2.7 An employee who individually receives a directive from a member of Council concerning municipal administration or the performance of their work must forward it to the Director General, unless the intervention is authorized by law, a Council resolution or a valid delegation.

5.3 Conflicts of interest

5.3.1 Every employee must act impartially and objectively at all times.

5.3.2 Every employee must at all times avoid promoting or attempting to promote their personal interests or, improperly, those of any other person to the detriment of the Municipality. This includes using their position to influence or attempt to influence another person's decision.

5.3.3 Employees are prohibited, directly or indirectly, from granting an advantage or favour to another person in the course of their duties for the purpose of obtaining preferential treatment or an advantage for themselves, a family member, a close person or, improperly, any other person.

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5.3.4 An employee who is in an actual or potential conflict of interest must take steps to put an end to that situation.

In case of doubt, the employee must promptly inform their immediate supervisor and comply with the directions provided.

5.3.5 Every employee must promptly inform the Director General, using the form in Appendix C, whenever a relationship with a close person could place the employee in an actual or potential conflict of interest.

The purpose of this disclosure is to allow the Municipality to assess whether the disclosed relationship:

(a) creates, may create or may reasonably appear to create a conflict of interest;

(b) may influence the employee's objectivity, recommendations or decisions in the performance of their duties;

(c) may compromise fairness in the workplace.

Disclosure of such a relationship does not mean that a conflict of interest exists.

Disclosure is mandatory where the persons concerned have a direct supervisory, authority or evaluation relationship.

Where the immediate supervisor is involved in the relationship, the disclosure is submitted to senior management. Where the Director General is involved, it is submitted to Municipal Council, with administrative support from the Deputy Director General.

The Municipality may implement any reasonable and proportionate administrative measure to prevent a conflict of interest or favouritism, including removal from a decision, modification of a supervisory relationship or restriction of certain access rights.

5.3.6 Every employee must provide truthful, accurate and complete information in any disclosure made under this Code, including through the form in Appendix C.

Employees are prohibited from knowingly making a false declaration, providing misleading information or deliberately omitting relevant information that could reveal an actual or potential conflict of interest.

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Any breach of this obligation constitutes a violation of this Code and may result in the sanctions set out in section 7.5, depending on the nature and seriousness of the breach.

5.4 Prevention of favouritism

An employee may not participate, directly or indirectly, in any decision concerning the hiring, evaluation, remuneration, promotion, disciplinary measures or working conditions of a close person.

The employee must promptly disclose the situation and withdraw from the decision-making process.
In such circumstances, an impartial third party shall be designated to preserve the impartiality of the process.

5.5 Receipt or solicitation of benefits

5.5.1 It is strictly prohibited for any employee to solicit, accept or receive, for themselves or another person, any gift, hospitality or other benefit, regardless of its value, offered by a supplier of goods or services to the Municipality, or that is likely to influence their independence of judgment or compromise their integrity.

In case of doubt, the employee should not accept the benefit before discussing it with their immediate supervisor or the Director General.

However, a benefit not offered by a supplier of goods or services may be accepted where all **three of the following conditions** are met:

1° It is received in accordance with a rule of courtesy, protocol, hospitality or custom;

2° It does not consist of money or any financial instrument, such as a share, bond or negotiable instrument, including a gift card, gift certificate or discount;

3° It is not of a nature to cast doubt on the employee's integrity, independence or impartiality.

An employee who receives a benefit meeting these conditions must **declare** it to their immediate supervisor. The declaration must be entered in a register maintained for that purpose by the clerk-treasurer (or clerk).

5.5.2 Any benefit received by an employee in contravention of subsection 5.4.1 or received incidentally at a public event where the employee represents the Municipality (such as a door prize without personal expenditure), must immediately

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be declared in writing and turned over to the Director General or Deputy Director General, who shall determine its institutional allocation or disposal.

5.6 Use of the resources of the Municipality of Pontiac

5.6.1 Every employee must use the Municipality's property and resources with care, in accordance with established directives.

5.6.2 Employees are prohibited from using, directly or indirectly, the Municipality's resources for personal purposes or for purposes other than activities related to the performance of their duties, unless such use is permitted by a specific authorization or directive of the Municipality.

The first paragraph does not apply:

a) Where an employee uses a resource generally made available to citizens, under the same conditions applicable to them;

b) In a case of force majeure where the health and safety of one or more persons is endangered.

5.6.3 Employees are prohibited from accumulating, claiming, retaining or using for personal purposes loyalty points, miles, rebates, gift cards, credits or any other promotional benefit arising from purchases made in the performance of their duties or paid for with municipal funds.

These benefits belong to the Municipality and must be used solely in its interest, in accordance with applicable policies and directives.

This prohibition does not apply to loyalty points, miles, rebates, gift cards, credits or other promotional benefits associated with an employee's personal credit card where that card is used, with the authorization of the Director General, to make a purchase for the Municipality in the performance of their duties.

5.6.4 Employees are prohibited from recovering for personal use any objects or materials taken in charge by the Municipality, including during municipal collections or at the ecocentre.

However, objects intended for reuse may be recovered with the authorization of the person in charge of the ecocentre or the Director General.

5.6.5 Employees must use and access the Municipality's computer and electronic resources, including public and administrative Wi-Fi networks in municipal buildings, collaborative platforms (e.g., Teams), cloud services, computerized data and institutional social media, securely and professionally, in accordance with the Municipality's policies and directives.

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Employees must protect the confidentiality of information to which they have access and comply with rules governing the protection of personal information.

5.7 Professionalism

5.7.1 Every employee must demonstrate diligence, professionalism, courtesy and good faith in the performance of their duties. This includes regular attendance and punctuality.

5.8 Discretion, restraint and confidentiality

5.8.1 Employees are prohibited from using, disclosing, attempting to use or attempting to disclose confidential information, within the meaning of this Code, obtained in the performance of or in connection with their duties, except where such use or disclosure is authorized in the performance of their duties or permitted by law.

5.8.2 Every employee must take all reasonable measures necessary to ensure and preserve the protection of confidential information, particularly when using technological tools.

In case of doubt regarding the confidential nature of a document or information, the employee must verify the applicable procedure with their immediate supervisor or the person responsible for the application of the *Act respecting Access to documents held by public bodies and the Protection of personal information* (CQLR, c. A-2.1).

5.8.3 The obligations set out in the preceding subsections continue to apply after termination of employment with respect to confidential information learned in the performance of or in connection with the employee's duties.

Notwithstanding the termination of employment, the employee must preserve the confidentiality of all confidential information, deliberations, exchanges and discussions learned in the performance of or in connection with their duties.

5.9 Wrongdoing, Breach of Trust and Misappropriation

5.9.1 In the performance of their duties, every employee must obtain prior authorization from their immediate supervisor or the Director General of the Municipality before publishing, disclosing, communicating, disseminating or commenting on any information or document related to their duties to any representative of the media.

5.10 Consumption of Alcohol and Other Substances

5.10.1 Every employee is prohibited from consuming or distributing, in the performance of their duties or at their workplace, alcohol, drugs, medication or any other

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substance likely to impair their judgment or interfere with the safe performance of their work or that of any other person.

Notwithstanding the first paragraph, an employee who, in the performance of their duties, is required to attend an event where alcoholic beverages are served does not contravene this Code provided that they consume alcohol in moderation, comply with subsections 5.7.1 and 5.10.3, and conduct themselves appropriately.

5.10.2 Every employee must, at all times, be capable of performing their assigned duties safely, properly and with sound judgment.

5.10.3 Every employee is prohibited from performing their duties or being present at their workplace while their faculties are impaired by the consumption of alcohol, drugs, medication or other substances likely to affect their judgment or interfere with the safe performance of their duties.

Notwithstanding the first paragraph, the Director General may exceptionally authorize the consumption of alcohol at a workplace during special events. Such authorization must not be granted where it could adversely affect the continuity or quality of services provided to the public.

5.11 Occupational Health and Safety

5.11.1 In the performance of their duties, every employee must take all reasonable measures to protect their health, safety and physical integrity, as well as those of any other person.

5.12 Outside Activities and Employment

5.12.1 Where an employee is paid or receives any form of remuneration from the Municipality to serve on an external organization, the employee must refuse any remuneration, attendance fees, honoraria or any other form of compensation from that organization that would result in the employee receiving double remuneration, unless authorized by the Municipality.

5.12.2 No employee may engage in any activity or hold any position or employment that could place them in a conflict of interest with respect to their obligations toward the Municipality.

5.13 Partisan Political Activities

5.13.1 In order to preserve public confidence in the municipal electoral process and ensure compliance with the principles of loyalty and political neutrality, an employee may engage in partisan political activities relating to a municipal election only where

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such activities are not likely to impair their ability to perform their duties in accordance with this Code.

Notwithstanding the first paragraph, the following persons are prohibited from engaging in any partisan political activities:

a) The Director General and the Deputy Director General;
b) The Clerk-Treasurer and the Deputy Clerk-Treasurer;
c) The Treasurer and the Assistant Treasurer;
d) The Auditor General, where applicable.

5.13.2 Every employee is prohibited from announcing, during a political fundraising activity, the implementation 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 authority of the Municipality.

5.13.3 Nothing in this section prohibits an employee from attending a political meeting, making a contribution to a political party or candidate in accordance with the law, being a member of a political party, or signing a declaration of candidacy or an application for authorization in support of a candidate or political party.

Notwithstanding the foregoing, the first paragraph does not apply to the Clerk-Treasurer and their respective deputies, nor to any other employee while serving as a member of the election personnel.

5.14 Wrongdoing, Breach of Trust and Misappropriation

5.14.1 Every employee is prohibited from committing a wrongdoing within the meaning of the *Act to facilitate the disclosure of wrongdoings relating to public bodies* (CQLR, c. D-11.1). A serious breach of ethical and professional conduct standards is, in particular, considered a wrongdoing.

5.14.2 Every employee is prohibited from misappropriating, for their own benefit or use, or for the benefit or use of a third party, any resource, property or sum of money belonging to the Municipality, unless it involves a service or activity generally offered by the Municipality.

5.15 Post-Employment Obligations of Certain Employees

5.15.1 During the twelve (12) months following the end of their employment, the following employees are prohibited from holding a position as a director or officer of a legal person, accepting employment or performing any other function in such a manner that they or any other person derive an undue advantage from their former duties as an employee of the Municipality, except where the new duties do not allow such an advantage to be obtained:

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a) The Director General and the Deputy Director General;
b) The Clerk-Treasurer and the Deputy Clerk-Treasurer;
c) The Treasurer and the Assistant Treasurer;
d) Any other employee designated by resolution of the Municipal Council following their hiring.

ARTICLE 6: PREVENTION MECHANISM

6.1 A copy of this Code shall be provided to every employee upon its coming into force or, in the case of a new employee, at the time of hiring.

Every employee must:

- Read and familiarize themselves with this Code;
- Sign the acknowledgement form provided in Appendix A and submit it directly to the Deputy Director General and Human Resources Officer;
- Complete the comprehension test relating to this Code.

Upon successful completion of the test, a certificate of completion shall be issued to the employee. The employee must submit this certificate to the Deputy Director General and Human Resources Officer for inclusion in their personnel file.

Students, replacement employees and day camp employees must complete the test before commencing their duties. All other employees must complete it within thirty (30) days following their hiring.

All signed acknowledgement forms, as well as any declarations of conflicts of interest or relationships with a close person, must also be submitted to the Deputy Director General and Human Resources Officer for inclusion in the employee's personnel file.

6.2 Every employee who believes that they are, directly or indirectly, in a situation of actual or potential conflict of interest, or who may otherwise contravene this Code, must immediately notify their immediate supervisor.

6.3 Every employee who witnesses or possesses information concerning a situation that provides reasonable grounds to believe that a breach of this Code relating to health and safety has been committed or is about to be committed must report it to their immediate supervisor.

ARTICLE 7: ENFORCEMENT, MONITORING AND SANCTIONS

7.1 The Director General of the Municipality is responsible for the application of this Code.

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Where a complaint or report concerns the Director General, the Deputy Director General shall be responsible for handling the matter and may, where necessary, refer its examination to an independent person.

7.2 No employee shall be subjected to reprisals, including disciplinary measures, demotion or adverse changes to their working conditions, for having, in good faith, reported a breach or cooperated in an internal investigation.

7.3 Any complaint, report or information communicated to the Municipality concerning a situation that provides reasonable grounds to believe that a breach of this Code has been committed or is about to be committed shall be treated confidentially.

7.4 Every employee is required to cooperate with investigations or verifications conducted by the Municipality in connection with the application of this Code. Failure to cooperate may result in a sanction.

7.5 Any breach of this Code by an employee may result, by decision of the Municipal Council or the Director General, where the latter has the authority to do so under the law, and in accordance with any employment contract, in the imposition of any sanction appropriate to the nature and seriousness of the breach.

No sanction may be imposed on an employee unless the employee:

1° Has been informed of the facts and the alleged breach;
2° Has been given a reasonable opportunity to present their observations and to be heard.

7.6 In the event of a breach of this Code committed after the termination of an employee's employment, the Municipality may, depending on the circumstances and at its sole discretion, apply to any judicial or administrative body to enforce this Code, seek redress or protect its rights.

7.7 The application of this Code and its internal complaint-handling mechanism shall not limit or prevent a complainant or a person implicated in a complaint from exercising any other right or remedy provided for under any law, regulation, collective agreement, employment contract or policy of the Municipality.

Depending on the nature of the situation, the person concerned may, in particular, file a grievance, make a disclosure to the *Commission municipale du Québec* where it concerns a wrongdoing relating to the Municipality, or refer the matter to the *Commission des normes, de l'équité, de la santé et de la sécurité du travail, the Commission des droits de la personne et des droits de la jeunesse*, the courts or any other competent body.

ARTICLE 8: REPEAL AND REPLACEMENT

8.1 This bylaw repeals and replaces Bylaw No. 03-22 and any previous bylaw dealing with the same subject matter.

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ARTICLE 9: COMING INTO FORCE

9.1 This bylaw shall come into force in accordance with the law.
9.2 The Municipality shall conduct an administrative review of this Code at least every four (4) years, or earlier where legislative or organizational changes warrant such a review.

Given at PONTIAC (Quebec), this XXX, 2026.

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Mario Allen Director General	Roger Larose Mayor

Notice of motion: 2026-11-10
Tabling of the draft bylaw: 2026-11-10
Publication of the public notice: 2026-11-26
Adoption of the bylaw:
Resolution:
Date of publication and coming into force:

APPENDIX A

ACKNOWLEDGEMENT OF RECEIPT, REVIEW AND COMMITMENT TO COMPLY WITH THE CODE OF ETHICS AND PROFESSIONAL CONDUCT

I, the undersigned,

Name:_____

Position: _____

I hereby declare that:

☐ I have received a copy of Bylaw No. 04-26 Enacting the *Code of Ethics and Professional Conduct for Employees of the Municipality of Pontiac;*

☐ I have read and fully understood its contents;

☐ I undertake to comply with all provisions of this Code in the performance of my duties;

☐ I undertake to consult the Director General or, in their absence, the Deputy Director General whenever I have questions or doubts regarding the application of this Code.

Signed at (*location*) _____, on (*date*) _____.

Employee's signature: _____.

For Administrative Use Only

I confirm that I received this acknowledgement on (*date*) _____ and placed it in the employee's personnel file.

Name of person responsible:_____

Signature : _____ Date : _____

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APPENDIX B

CERTIFICATE OF SUCCESSFUL COMPLETION OF THE COMPREHENSION TEST

I, the undersigned, _____, holding the position of _____, hereby certify that I have completed the **Comprehension Questionnaire on the Code of Ethics and Professional Conduct for Employees of the Municipality of Pontiac.**

I certify that I have obtained a satisfactory result demonstrating an adequate understanding of the principal ethical values, obligations and rules of professional conduct set out in **Bylaw 04-26 Enacting the Code of Ethics and Professional Conduct for Employees of the Municipality of Pontiac**, and that I am capable of applying these principles in the performance of my duties.

I further acknowledge that it is my responsibility to comply with the provisions of the Code of Ethics and Professional Conduct at all times and to consult my immediate supervisor whenever I am faced with a situation that may raise an ethical or professional conduct concern.

Signed at (*location*) _____, on (*date*) _____.

Employee's signature: _____

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For Administrative Use Only

I confirm that the employee identified above has successfully completed the *Comprehension Questionnaire on the Code of Ethics and Professional Conduct for Employees.*

Result obtained: _____ / _____

☐ Passed
☐ Review of the Code completed (if required)
☐ Certificate placed in the employee's personnel file

Name of manager or person responsible: _____

Position: _____

Signature: _____ Date: _____

APPENDIX C

DECLARATION FORM FOR A SITUATION THAT MAY GIVE RISE TO A CONFLICT OF INTEREST

1. Employee Identification

Name: _____ Position: _____

2. Description of the Situation

I hereby declare a situation that may give rise to an actual or potential conflict of interest in the performance of my duties.

Name of the individual or legal entity concerned: _____

Nature of the relationship or interest involving this person:

☐ Relationship with a close person (family, spousal, romantic or personal relationship)

☐ Financial or professional interest

☐ Other: _____

3. Professional Context (if applicable)

☐ Direct hierarchical relationship

☐ Supervisory or evaluation relationship

☐ Regular collaboration

☐ No hierarchical relationship

Description of the situation that may give rise to a conflict of interest:

4. Declaration

I consent to the Municipality collecting and retaining the information contained in this form for the purposes of enforcing the Employees' Code of Ethics and Professional Conduct, preventing conflicts of interest and, where necessary, implementing appropriate measures to avoid violations of this Code.

I understand that this declaration will be treated confidentially and used solely for the purposes for which it is made. This declaration will be retained in accordance with the Municipality's applicable records retention requirements, after which this form will be securely destroyed.

I declare that the information provided in this form is true, accurate and complete to the best of my knowledge.

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I undertake to notify the Municipality without delay of any significant change concerning the situation declared.

I acknowledge that knowingly making a false declaration or intentionally omitting relevant information may constitute a breach of the Code of Ethics and Professional Conduct and may result in the sanctions provided for therein.

Signature: _____ Date: _____

FINAL DRAFT

For Administrative Use Only

Assessment of the situation:

_____

_____

_____

_____

Measures implemented (if applicable):

☐ No measures required
☐ Adjustment of responsibilities
☐ Modification of the supervisory relationship
☐ Other (specify): _____

Person responsible: _____ Date : _____

Signature : _____