



PROVINCE OF QUEBEC
MUNICIPALITY OF GRENVILLE-SUR-LA-ROUGE

**BY-LAW NUMBER 2026-06-120
ESTABLISHING A CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR MUNICIPAL
EMPLOYEES**

- WHEREAS** the Municipality of Grenville-sur-la-Rouge is subject to the Act respecting ethics and professional conduct in municipal matters (CQLR, c. E-15.1.0.1);
- WHEREAS** this Act requires every municipality to adopt and maintain in force a code of ethics and professional conduct applicable to its employees;
- WHEREAS** certain obligations also arise from the Act respecting elections and referendums in municipalities (CQLR, c. E-2.2), particularly with respect to political financing, political neutrality, and the prevention of undue influence;
- WHEREAS** it is necessary to update and consolidate the provisions of by-law number R-120-12 and its amending by-law RA-120-01-2016 to ensure their full compliance with applicable legal provisions and best practices;
- WHEREAS** notice of motion was duly given at the regular meeting of Council held on June 9, 2026, at the same time as the draft by-law was tabled;
- WHEREAS** a copy of the by-law that is the subject of this resolution was provided to Council members more than two business days before the meeting;
- WHEREAS** all Council members present declared that they had read the by-law and waived the right to read it.
- WHEREAS** copies of the by-law were available to the public for consultation;

CONSEQUENTLY, IT IS PROPOSED BY COUNCILLOR DENIS FILLION AND RESOLVED UNANIMOUSLY BY THE COUNCILLORS PRESENT THAT BY-LAW NUMBER 2026-06-120 BE ADOPTED AND THAT IT ESTABLISHES AND DECREES AS FOLLOWS:

CHAPTER I GENERAL DISPOSITIONS

Article 1 Preamble

The preamble forms an integral part of this regulation.

Article 2 Object

This regulation establishes the rules of ethics and professional conduct applicable to all employees of the Municipality of Grenville-sur-la-Rouge in order to:

- To give priority to the values of the municipality;
- To establish behavioral norms that promote the integration of these values;
- To prevent ethical conflicts and, if they arise, to help resolve them effectively and with discernment;
- To ensure the application of control measures to ethical breaches;
- To promote integrity, transparency and public trust in the municipal administration;

Article 3 **Scope**

Le This regulation applies to all municipal employees, whether full-time or part-time, regular, casual, contract, as well as to cabinet employees, where applicable.

Article 4 **Definitions**

For the purposes of these regulations, the following definitions apply:

- Employee :** any person linked to the Municipality by an employment contract;
Advantage : any benefit, gift, favor, invitation, reward or other advantage, direct or indirect;
Conflict of Interest : any situation where an employee’s personal interest may influence, or appear to influence, the impartial and objective performance of their duties.

CHAPTER II VALUES AND GUIDING PRINCIPLES

Article 5 **Fundamental values**

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

Every municipal employee must respect the following values:

- 1. Integrity**
Every employee values honesty, rigor, and fairness.
- 2. Prudence in the pursuit of the public interest**
Every employee assumes their responsibilities in the face of the public interest mission entrusted to them. In fulfilling this mission, they act with professionalism, as well as with vigilance and discernment.
- 3. Respect towards other employees, elected municipal officials, and citizens**
Every employee promotes respect in human relationships. They have a right to it and act respectfully towards all individuals they interact with in the course of their duties.
- 4. Loyalty to the Municipality**
Every employee seeks the best interests of the municipality, while respecting laws and regulations.
- 5. Impartiality and fairness;**
Every employee treats each person fairly, in compliance with laws and regulations.
- 6. The honour attached to the functions of municipal employees**
Every employee safeguards the honor attached to their position, which presupposes the constant practice of the five preceding values: integrity, prudence, respect, loyalty, impartiality, and fairness.
- 7. Teamwork**
Every employee values teamwork in their work within the municipality.
- 8. Transparency**
Every employee acts with openness and transparency in the performance of their duties. They provide complete, accurate and accessible information, in compliance

with applicable laws, and foster public confidence in the municipal administration by making its decisions, actions and processes understandable and justifiable.

9. Compliance with the legal and regulatory framework

Every employee performs their duties in accordance with applicable laws, regulations, policies, and directives. They ensure their strict application, act within the limits of their delegated authority, and refrain from any conduct that may contravene applicable legal and administrative standards.

CHAPTER III RULES OF CONDUCT

Article 6 Conflict of interest

The employee must avoid any situation of real, apparent, or potential conflict of interest. They must disclose without delay any situation that could place them in a conflict of interest and refrain from participating in any related decision.

Article 7 Benefits, gifts and marks of hospitality

- 7.1 It is prohibited for any employee to act, attempt to act or omit to act in a way that, in the performance of their duties, furthers their own personal interests or, in an abusive manner, those of any other person.
- 7.2 It is forbidden for any employee to use their position to influence or attempt to influence the decision of another person in a way that furthers their own personal interests or, in an abusive manner, those of any other person.
- 7.3 It is forbidden for any employee to solicit, induce, accept or receive, for themselves or for another person, any advantage whatsoever in exchange for taking a position.
- 7.4 It is forbidden for any employee to accept any gift, any mark of hospitality or any other advantage, regardless of its value, that could influence their independence of judgment in the performance of their duties or that risks compromising their integrity.

Article 8 Use of municipal resources

Employees are prohibited from using municipal resources for personal purposes or for purposes other than those related to the performance of their duties, except as provided by a specific policy governing such use.

This prohibition does not apply when an employee uses, under non-preferential conditions, a resource made available to citizens.

Article 9 Transparency in decision-making and administration

In the performance of their duties, all employees must act transparently and responsibly. As such, employees are required to:

- a) adequately document its decisions, recommendations and actions when required by law, regulation, municipal policy or when the nature of the decision justifies it, in order to ensure traceability, understanding and accountability
- b) cooperate in good faith in the processes of access to documents and information, in accordance with the Act respecting access to documents held by public bodies and the protection of personal information, and provide, within the required time limits, the information and documents in its custody, subject to the applicable confidentiality rules
- c) refrain from any concealment, willful withholding or alteration of information, where such conduct is likely to mislead, impair decision-making, compromise proper follow-up of files, affect the quality of work or cause another employee to miss applicable deadlines,

undermine public confidence or contravene the legal, regulatory and administrative obligations of the municipality.

Article 10 **Confidentiality**

An employee must not use confidential information obtained in the course of or in connection with their work. These obligations survive for a reasonable period after the termination of employment and survive at all times when the information relates to the reputation and privacy of others.

Article 11 **Breach of trust and embezzlement**

It is forbidden for an employee to misappropriate, for their own use or for the use of a third party, property belonging to the municipality.

CHAPTER IV POLITICAL FINANCE AND ELECTIONS

Article 12 **Political neutrality**

Every employee must demonstrate political neutrality in the performance of their duties and refrain from any activity that could compromise this neutrality.

Article 13 **Political fundraising activities**

It is forbidden for any employee called upon to participate in a political fundraising activity to announce the completion of a project, the signing of a contract, or the awarding of a grant by the Municipality, unless a final decision has already been made by the authority.

Article 14 **Political contributions**

The employee may not, in the performance of his duties, solicit a political contribution or act in a manner that influences an electoral or referendum decision, in accordance with the Act respecting elections and referendums in municipalities.

CHAPITRE V PREVENTION AND MANAGEMENT MECHANISMS

Article 15 **Declaration of interests**

The Municipality may require any employee to submit a written declaration of interests to prevent conflicts of interest.

An employee who believes they are placed, directly or indirectly, in a real, potential, or apparent conflict of interest, or who is likely to otherwise contravene this code of ethics and professional conduct, must notify their immediate supervisor.

In the case of the Director General, they must notify the Mayor.

Article 16 **Application responsibility**

The Director General is responsible for the application of this regulation and for putting in place the mechanisms necessary for its compliance.

CHAPITRE VI BREACHES AND SANCTIONS

Article 17 **Failure**

Any failure to comply with the obligations set forth in these regulations constitutes a disciplinary offence.

Article 18 **Sanctions**

Depending on the seriousness of the breach, the employee may be subject to disciplinary sanctions provided for by the Municipality's policies and applicable laws, in compliance with any employment contract, which may include dismissal.

Article 19 **Interpretation**

This regulation shall not be interpreted as restricting the obligations to which a municipal employee is subject under any law, regulation, code of professional ethics, employment contract — including a collective agreement — or any municipal policy or directive.

CHAPITRE VII FINAL DISPOSITIONS

Article 20 **Repeal and replacement**

This regulation repeals and replaces regulations numbers R-120-12 and RA-120-01-2016.

Article 21 **Entry into force**

This by-law enters into force in accordance with the law.

Tom Arnold
Mayor

François Rioux
Director general and Clerk-treasurer

Notice of motion and tabling of the draft by-law:	9 juin 2026
Adoption of the by-law :	14 juillet 2026
Notice of promulgation and entry into force:	15 juillet 2026

The French version of this by-law prevails over the English version with respect to its interpretation.