



Resolution or
Notation No.

By-Laws of the Municipality of Blanc-Sablon

PROVINCE OF QUEBEC MUNICIPALITY OF BLANC-SABLON

BY-LAW NUMBER 2026-R-002

BY-LAW NUMBER 2026-R-002 ADOPTION OF THE CODE OF ETHICS AND GOOD CONDUCTS OF THE ELECTED MEMBERS

WHEREAS on February 15, 2022, the Municipal Council adopted Bylaw No. 2022-R-001 enacting a Code of Ethics and Professional Conduct for Elected Officials;

WHEREAS pursuant to section 13 of the Act respecting ethics and professional conduct in municipal matters, RLRQ c. E-15.1.0.1 (hereinafter the "LEDMM"), every municipality must, before May 1 following any 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 provided for in the LEDMM for the adoption of such a revised code have been complied with;

WHEREAS the Director General states that the purpose of this bylaw is to set out the Municipality's core values in terms of ethics and the rules of professional conduct that must guide the conduct of a person as a member of the Municipal Council, a committee or a commission of the Municipality or, in their capacity as a member of the Municipal Council, of another body;

WHEREAS these by-laws are adopted pursuant to section 13 of the Act respecting ethics and professional conduct in municipal matters, CQLR, c. E-15.1.0.1;

WHEREAS the notice of motion was given by Councillor **Jeremy Griffin** at the regular meeting of January 20, 2026;

WHEREAS a project by-law was adopted at the regular meeting of March 17th 2026;

CONSEQUENTLY, it is proposed by **Johanne V. Beaudoin**, seconded by **Dany Gaudreault** and unanimously resolved:

TO adopt the Code of Ethics and Good Conduct as follows:



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ARTICLE 1: TITLE

1.1 The title of this code is: Code of Ethics and Professional Conduct for Elected Officials of the Municipality of Blanc-Sablon.

1.2 The preamble forms an integral part of this Code.

1.3 The Code does not replace the laws and regulations in force that govern the Municipality and, more generally, the municipal domain. Rather, it supplements and completes the various obligations and general duties applicable to municipal elected officials that are provided for in applicable laws and other regulations.

1.4 The Code shall not be interpreted as allowing any derogation from the provisions contained in the laws and regulations in force governing the Municipality, municipal elected officials and, more generally, the municipal domain.

ARTICLE 2: INTERPRETATIVE PROVISIONS

This Code shall be interpreted in accordance with the principles and objectives contained in the LEDMM. The rules set out in that Act are deemed to form an integral part of this Code and prevail over any incompatible rule set out in this Code.

In this Code, unless the context indicates a different meaning, the following terms mean:

- a) **“Advantage”**: Whether pecuniary or not, an advantage includes any gift, donation, favor, reward, service, gratuity, hospitality, remuneration, retribution, gain, indemnity, privilege, preference, compensation, benefit, profit, advance, loan, reduction, discount, etc.
- b) **“Code”**: By-law No. 2026-R-002 enacting the code of ethics and professional conduct for municipal elected officials.
- c) **“Professional conduct”**: Refers to the set of rules and duties that govern the function of council members, their conduct, their relationships with each other, and their relationships with municipal employees and the general public.
- d) **“Ethics”**: Refers to the set of moral principles that form the basis of council members' conduct, taking into account the values of the Municipality.
- e) **“Personal interest”**: Such an interest is related to the elected official themselves and is distinct from the community they represent.



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ARTICLE 3: APPLICATION OF THE CODE

This Code, and more specifically the rules set out herein, guide the conduct of all council members.

Certain rules set out in this Code also apply after the term of office of any person who has been a council member.

ARTICLE 4: MUNICIPALITY VALUES

Values serve as a guide for decision-making and, in general, for the conduct of members of the Municipal Council in their capacity as elected officials, particularly when situations arise that are not explicitly provided for in this code or in the various policies of the Municipality.

4.1 Integrity

All board members value honesty, rigor, and fairness. They must demonstrate integrity and honesty beyond reproach.

4.2 Prudence in pursuing the public interest

Prudence requires all council members to fulfill their responsibilities in the public interest objectively and with discernment. Prudence involves gathering sufficient information, considering the consequences of one's actions, and examining alternative solutions.

The public interest involves making decisions for the greater good of the community and not for the benefit of private or personal interests to the detriment of the public interest.

4.3 Respect and civility toward other council members, municipal employees, and citizens

All members shall promote respect and civility in human relations. They are entitled to respect and civility and shall act with respect and civility toward all persons with whom they deal in the course of their duties. Civility implies courtesy, politeness, and good manners.

More specifically, all council members must:

- Be civil and courteous in their interactions and communications, including those on the web and social media;
- Respect the dignity and honor of other council members, municipal employees, and citizens.

All council members must engage in frank and honest dialogue with other council members in order to reach an informed decision.

All council members must maintain decorum during public or private municipal council meetings. In particular, council members must follow the instructions of the chair of the meeting.



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In their communications with municipal employees, the Municipality's partners, citizens, the media, and the general public, council members may not use their position or title to suggest that they are acting on behalf of the Municipality, except in cases where a resolution to that effect has been duly adopted by the municipal council. However, this prohibition does not apply to the Mayor acting within the specific powers conferred upon him or her by law.

4.4 Loyalty to the Municipality

Loyalty requires performing one's duties in the best interests of the Municipality, with objectivity and independence of mind. It involves setting aside personal interests and disclosing them in a transparent manner, in accordance with applicable rules. In addition, loyalty involves respecting the decisions made by the council.

4.5 The pursuit of fairness

Fairness means demonstrating impartiality, i.e., conducting oneself objectively and independently, and considering the rights of everyone. Fairness requires that no discrimination be made.

4.6 The honor attached to the duties of a municipal councillor

All members shall uphold the honor attached to their position, which presupposes the consistent practice of the five values mentioned above: integrity, prudence, respect and civility, loyalty, and fairness.

All council members must take reasonable steps to attend public and private meetings of the municipal council. The same applies when representing the Municipality at various meetings or events.

No council member may incur an expense that contravenes the Act respecting the remuneration of elected municipal officials, CQLR, c. T-11.001, or attempt to have such an expense reimbursed.

When traveling and incurring expenses that involve reimbursement by the Municipality, all council members must, as much as possible, limit their costs to what is reasonable under the circumstances.

ARTICLE 5: RULES OF CONDUCT

5.1 Application

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

- a) of the Municipality, or
- b) of another body when acting in his or her capacity as a member of the municipal council.



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5.2 Objectives

These rules are intended to prevent:

- a) any situation where the personal interest of the board member may influence their independent judgment in the performance of their duties;
- b) favoritism, embezzlement, breach of trust, or other misconduct.

5.3 Conflicts of interest

5.3.1 No member shall act, attempt to act, or fail to act in such a way as to promote, in the performance of their duties, their personal interests or, in an abusive manner, those of any other person.

5.3.2 No member shall use their position to influence or attempt to influence another person's decision in a manner that favors their personal interests or, in an abusive manner, those of any other person.

5.3.3 No member shall solicit, induce, accept, or receive, for themselves or for another person, any advantage whatsoever in exchange for taking a position on a matter that may be referred to a council, committee, or commission of which they are a member.

5.3.4 No member of the 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.

5.3.5 No member of the 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.

All council members must avoid knowingly placing themselves in a situation where they may have to choose between their personal interests or those of another person and those of the Municipality or another organization when acting in their capacity as council members.

All council members must demonstrate impartiality and fairness. They must not show favoritism, particularly toward the Municipality's suppliers.

All council members must be independent-minded and exercise objective judgment without personal interest in order to make the best decisions for the Municipality.

Any council member who becomes aware of a conflict of interest or is notified of one must take steps to resolve it as soon as possible after becoming aware of it.



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All council members must prevent and avoid situations in which they may be subject to undue influence with regard to a decision that is likely to favor their personal interests or, in an abusive manner, those of any other person.

All council members must ensure, at all times, that their activities other than those related to their elected office do not conflict with the performance of their duties as municipal elected officials.

ARTICLE 6: RECEIPT AND SOLICITATION OF BENEFITS

6.1 No member of the board shall solicit, induce, accept, or receive, for himself or herself or for another person, any benefit whatsoever in exchange for taking a position on a matter that may be referred to the board, a committee, or a commission of which he or she is a member.

6.2 No member shall accept any gift, hospitality or other benefit, regardless of its value, that is offered by a supplier of goods or services or that may influence their independence of judgment in the performance of their duties and compromise their integrity.

6.3 Any gift, hospitality or other benefit received by a member of the municipal council that is not of a purely private nature or covered by section 6.1 must, when its value exceeds \$200, be reported in writing by that member to the Clerk-Treasurer of the Municipality within thirty (30) days of its receipt. This declaration must contain an adequate description of the gift, hospitality or benefit received, and specify the name of the donor, as well as the date and circumstances of its receipt. The Clerk-Treasurer shall keep a public record of these declarations.

When a council member represents the Municipality at an event and receives an attendance prize or any other benefit without having to pay a personal participation fee to receive it, the council member must return it to the Municipality, which will decide how to use or dispose of it.

ARTICLE 7: USE OF MUNICIPAL RESOURCES

No member may use the resources of the Municipality or any other organization referred to in Article 5.1 for personal purposes or for purposes other than activities related to the performance of their duties.

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

A council member may not allow a municipal employee or third party to use the resources of the Municipality or any other municipal organization related to the Municipality for personal purposes unless it is a service or activity that is generally offered by the Municipality.



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A member is prohibited from misappropriating property or money belonging to the Municipality for their own benefit or for the benefit of a third party.

ARTICLE 8: USE OR DISCLOSURE OF CONFIDENTIAL INFORMATION

No member shall use, disclose, or attempt to use or disclose, either during or after their term of office, any information obtained in the course of or in connection with the performance of their duties that is not generally available to the public, for their own personal benefit or that of any other person.

No member of the council may use or disclose, for their own benefit or for the benefit of a third party, any privileged information or information in their possession that is not otherwise available or that the municipal council has not yet disclosed.

A council member may not disclose in any way, directly or indirectly, the opinion expressed in a private meeting by another council member or any other person participating in the meeting.

All council members must exercise caution in their communications, particularly on the Web and social media, to avoid directly or indirectly disclosing privileged information or information that is not public in nature.

For the purposes of this section, and without limiting the generality of the foregoing, the following, among other things, are considered privileged information and information that is not public in nature: documents and information that cannot be disclosed or whose confidentiality must be ensured under the Act respecting Access to documents held by public bodies and the Protection of personal information, RLRQ, c. A-2.1, discussions held during private meetings, and anything protected by professional secrecy, as long as the Municipality has not waived the latter.

ARTICLE 9: AFTER TERM OF OFFICE

Within twelve months after the end of their term of office, a council member is prohibited from holding a position as director or officer of a legal entity, a job, or any other position, in such a way that they or any other person derives an undue advantage from their previous duties as a member of the municipal council.

ARTICLE 10: BREACH OF TRUST AND MISAPPROPRIATION

A member is prohibited from misappropriating property belonging to the Municipality for his or her own use or for the use of a third party.



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ARTICLE 11: ANNOUNCEMENT AT A POLITICAL FUNDRAISING EVENT

No member of a municipal council may announce, during a political fundraising activity, the completion of a project, the conclusion of a contract, or the awarding of a grant by the Municipality, unless a final decision regarding the project, contract, or grant has already been made by the municipal council.

ARTICLE 12: RESPECT AND CIVILITY

No council member shall behave in a disrespectful manner toward other council members, municipal employees, or citizens by using, in particular, words, writings, or gestures that are vexatious, disparaging, or intimidating, or any form of incivility of a vexatious nature.

ARTICLE 13: HONOR AND DIGNITY

No member shall engage in conduct that undermines the honor and dignity of the office of elected official.

ARTICLE 14: INTERFERENCE

A council member may not interfere in the day-to-day administration of the Municipality or give instructions to municipal employees, except when a decision is made in a public meeting of the municipal council. In such cases, the instructions are implemented with regard to municipal employees by the general management.

It is understood that a council member who is a member of a committee or commission formed by the municipal council or who is mandated by the municipal council to represent the Municipality in a particular matter may, however, be required to collaborate with senior management and municipal employees. This collaboration is limited to the mandate assigned to them by the municipal council. Under no circumstances may this provision be applied or interpreted in such a way as to limit the Mayor's right of supervision, investigation, and control vested in him or her by law.

All council members must forward any complaints they receive to the Municipality's Director General, who will take appropriate action. If the complaints concern the Director General, he or she will refer them to the Mayor.



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ARTICLE 15: CONTROL MECHANISMS

Any breach of a rule set out in this code by a member of the municipal council may result in the following penalties being imposed:

- a) A reprimand;
- b) Participation in training on ethics and professional conduct in municipal matters, at the council member's expense, within the time limit prescribed by the Commission municipale du Québec;
- c) The return to the Municipality, within thirty days of the decision of the Commission municipale du Québec:
 - of the gift, hospitality or benefit received or the value thereof;
 - any profit made in contravention of a rule of this code;
- d) Reimbursement of any remuneration, allowance, or other sum received for the period during which the member was in breach of a rule of this code as a member of a council, committee, or commission of the Municipality or of an organization referred to in section 4.1;
- e) A penalty of up to \$ 4,000 to be paid to the Municipality;
- f) Suspension of the municipal council member for a period not exceeding ninety (90) days, which suspension may extend beyond the end of his term of office if he is re-elected in an election held during his suspension and the suspension has not ended on the day his new term of office begins.

When a member of the municipal council is suspended, they may not perform any duties related to their position as a council member and, in particular, may not sit on any council, committee, or commission of the Municipality, or in their capacity as a member of a council of the Municipality or another body, nor may they receive any remuneration, allowance, or other sum from the Municipality or such body.

ARTICLE 16: REPLACEMENT

This bylaw replaces Bylaw No. 2022-R-001 enacting the Code of Ethics and Professional Conduct for Elected Municipal Officials of the Municipality of Blanc-Sablon.



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ARTICLE 17: COMING INTO FORCE

This bylaw shall enter into force according to the law.

The notice of motion was given on: **January 20th, 2026**

The present project by-law was adopted on: **March 17th, 2026**

The present by-law was adopted on: **April 21st, 2026**

The present by law was published on: **April 22nd, 2026**

Colin Shattler, Mayor

Karine Benoit, General Director