



Resolution or
Notation No.

By-Laws of the Municipality of Blanc-Sablon

PROVINCE OF QUEBEC MUNICIPALITY OF BLANC-SABLON

BY-LAW NUMBER 2026-R-003

BY-LAW NUMBER 2026-R-003 ADOPTION OF THE CODE OF ETHICS AND GOOD CONDUCT OF THE MUNICIPALITY OF BLANC-SABLON MUNICIPAL EMPLOYEES

WHEREAS the Municipal Ethics and Good Conduct Act (the "Act" which came into force in December 2010) requires that every local municipality must have a Code of Ethics and Good Conduct which applies to all employees;

WHEREAS the Act to amend the Act respecting elections and referendums in municipalities, the Act respecting ethics and professional conduct in municipal matters and various legislative provisions, commonly known as "PL 49" and assented to November 5th, 2021, requires the addition a rule relating to the receipt of a gift or advantage by an employee;

WHEREAS following Bill 83, there is a need to adopt a new Code of Ethics and Professional Conduct for municipal employees;

WHEREAS the formalities contemplated by the Code of Ethics and Good Conduct have been duly complied with;

WHEREAS as of February 15, 2022, by Bill 155, section 16.1 of the Municipal Ethics and Professional Conduct Act has been amended to require municipalities to provide in the Code of Ethics and deontology of municipal employees, "post-employment" rules similar to those found for elected officials.

WHEREAS a notice of motion was given by the councillor **Alexis Beaudoin** on January 20th, 2026;

WHEREAS a project bylaw was adopted at the regular meeting of March 17th 2026;

CONSEQUENTLY, it is proposed by **Jeremy Griffin**, seconded by **Dany Gaudreault** and duly resolved to adopt the Code of Ethics and good Conduct as follows:

ARTICLE 1: DECLARATORY AND INTERPRETATIVE PROVISIONS

1.1 The title of this bylaw is: Bylaw 2026-R-003 Code of Ethics and Professional Conduct for Municipal Employees.



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1.2 The mandatory rules set out in the Municipal Ethics and Professional Conduct Act are deemed to be an integral part of this Code and prevail over any incompatible rule set out in this Code.

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

The Code also aims to ensure 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 The Code does not replace the laws and regulations in force governing the Municipality and, more generally, the municipal sector and occupational health and safety. Rather, it supplements and completes the various obligations and general duties applicable to employees of the Municipality, which obligations and duties are set out in applicable laws and other regulations, including any other code of ethics or professional conduct to which the employee may be subject under the Professional Code (RLRQ, c. C-26) or any other law or regulation governing a profession or his or her membership in an association.

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

1.7 The Code sets out, in a non-exhaustive manner, the ethical values of the Municipality and the rules of conduct for employees, and pursues the following objectives:

- a) To establish common ethical rules for the organization that incorporate the ethical values of the Municipality;
- b) To ensure behavior that is honest, loyal, and respectful;
- c) To ensure a healthy, respectful, and civil work environment;
- d) To prevent conflicts of interest;
- e) To ensure the application of control and corrective measures in the event of a breach.

ARTICLE 2: TERMINOLOGY

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

Benefit: Any benefit of any kind whatsoever. Benefits include, but are not limited to: gifts, donations, favors, rewards, services, gratuities, hospitality, remuneration, privileges, preferences, compensation, benefits, profits, meals, admissions, advances, loans, discounts, etc. However, any training taken in connection with the performance of an employee's duties, whether free of charge or not, is excluded from the concept of benefit.



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Code: Bylaw No. 2026-R-003 enacting the Code of Ethics and Professional Conduct for Employees of the Municipality of Blanc-Sablon.

Council: The municipal council of the Municipality of Blanc-Sablon.

Professional conduct: Refers to all the rules and duties that govern the duties of employees, their conduct, and their relationships with each other and with other people.

Employee: Refers to any person, unionized or not, including any member of management, who works full-time, part-time, or occasionally for the Municipality and who receives a salary.

Ethics: Refers to the set of moral principles on which employee conduct must be based. Ethics take into account the values of the Municipality.

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 deemed confidential by law, regulation, policy, or directive.

Personal interest: Such an interest is related to the employee personally and is distinct from that of the general public. Except in the case of management employees, the working conditions associated with the employee's duties do not constitute a personal interest.

Municipality: The Municipality of Blanc-Sablon.

Supervisor or immediate supervisor: An employee representing the first level of authority who exercises direct control over the performance of another employee's work. For the purposes of this Code, the immediate supervisor of the Municipality's Director General is the Mayor, with the necessary adjustments.

ARTICLE 3: PURPOSE OF THIS CODE

3.1 This Code applies to all employees of the Municipality.

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

ARTICLE 4: VALUES OF THE MUNICIPALITY

4.1 The following values serve as a guide for the conduct of municipal employees, particularly when situations arise that are not explicitly covered by this code or by the various municipal policies.

4.1.1 Integrity

Integrity implies demonstrating probity and honesty.



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4.1.2 Honor attached to one's duties

Honor requires remaining worthy of one's duties. It implies restraint and respect for decorum, as well as the obligation not to act in a manner that would cause the public to lose respect for the municipal administration.

4.1.3 Prudence in pursuing the public interest

In any decision-making or analysis involving one or more choices, prudence requires, in particular, that all employees obtain sufficient information and evaluate the possible options in order to assume their responsibilities objectively and judiciously, in the public interest.

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 general interest of the population and the Municipality.

4.1.4 Respect and civility

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

Civility is a set of implicit or explicit norms that govern behaviors that promote harmonious and productive relationships, for the benefit of all members of a group. This behavior refers to standards of respect, politeness, courtesy, good manners, and cooperation.

4.1.5 Loyalty to the Municipality

Loyalty requires performing one's duties in the fundamental interest of the Municipality, with objectivity and independence of mind. It involves setting aside personal interests, in accordance with applicable rules.

4.1.6 The pursuit of fairness

Fairness means treating everyone in a fair, objective, impartial, and non-discriminatory manner.

4.1.7 Discretion and reserve

All employees are bound to discretion with regard to what they learn in the course of their duties and must respect the confidentiality of the confidential information to which they have access. They must act with restraint in their actions and communications.

4.1.8 Professionalism

All employees must perform their duties with competence and rigor. They must keep their knowledge up to date as required to perform their duties.



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4.2 These values must guide the conduct of all employees.

ARTICLE 5: CODE OF CONDUCT

5.1 Respect, civility, and fairness

5.1.1 Employees are prohibited from behaving in a disrespectful or uncivil manner toward any other person in the performance of their duties, including through the use of words, writings, or gestures that are vexatious, disparaging, discriminatory, or intimidating.

5.1.2 All employees must act fairly in the performance of their duties, in particular to avoid any form of harassment or discrimination.

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 All employees must act with loyalty, honesty, and integrity toward the Municipality, which means, in particular, giving precedence to the public interest over their personal interests or those of another person.

5.2.3 All employees must comply with the regulations, policies, directives, procedures, and practices in effect.

5.2.4 Employees must devote to the Municipality all the time necessary and reasonable for the normal performance of their duties, including when working remotely.

5.2.5 All employees must exercise restraint in the public expression of their opinions. This applies to communications posted on social media.

5.3 Conflicts of interest

5.3.1 All employees must behave impartially and objectively at all times.

5.3.2 All employees must at all times avoid promoting or attempting to promote their personal interests or, in an abusive manner, those of any other person to the detriment of the Municipality, which includes using their position to influence or attempt to influence another person's decision.

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



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5.3.4 When an employee is in a situation of actual, apparent, or potential conflict of interest, they must act to resolve the situation.

In case of doubt, they must immediately inform their immediate supervisor and comply with the instructions given to them.

5.4 Receiving or soliciting benefits

5.4.1 No employee shall solicit or accept any gift, hospitality, or other benefit, regardless of its value, for themselves or for another person:

- a) Offered by a supplier of goods or services; or
- b) That could influence their independent judgment in the performance of their duties; or
- c) That could compromise their integrity.

5.4.2 When an employee, in the performance of their duties, attends an event and receives a door prize or other benefit without having to pay a personal fee to receive it, they must return it to the Municipality, which will decide how to use or dispose of it.

5.5 Use of municipal resources

5.5.1 All employees must use municipal property with care and in accordance with best practices. They must use it in accordance with municipal policies, rules, and guidelines.

5.5.2 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 a specific policy, authorization, or directive of the Municipality permits such use.

The first paragraph does not apply:

- a) When an employee uses, on non-preferential terms, a resource generally available to citizens; or
- b) In a case of force majeure where the health and safety of one or more persons is at risk.

5.5.3 Employees must use and access computer or electronic resources, including computerized or cloud-based data, in a secure manner that protects the integrity and confidentiality of the information contained therein.

5.6 Professionalism

5.6.1 All employees must demonstrate rigor, professionalism, courtesy, and good faith in the performance of their duties. This includes diligence and punctuality.



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5.7 Discretion, reserve, and confidentiality

5.7.1 Employees are prohibited from using, communicating, or attempting to use or communicate confidential information, as defined in this Code, obtained in the course of or in connection with the performance of their duties.

5.7.2 All employees must take all reasonable measures necessary to ensure and preserve the protection of confidential information, particularly when using technological tools.

If in doubt about the confidentiality of information, employees must consult their immediate supervisor or the person responsible for enforcing the Act respecting Access to documents held by public bodies and the Protection of personal information (RLRQ, c. A-2.1).

5.7.3 The obligations set out in the preceding paragraphs continue to apply after termination of employment with respect to confidential information that the employee has become aware of in the course of or in connection with the performance of their duties.

Despite the termination of their employment, employees must respect the confidentiality of all information, debates, exchanges, and discussions of a confidential nature that they have become aware of in the course of or in connection with the performance of their duties.

5.8 Communication and dissemination of information

5.8.1 In the course of their duties, all employees must obtain prior authorization from their immediate supervisor or the Municipality's Director General before publishing, disclosing, communicating, disseminating, or commenting to any media representative on information or documents related to the performance of their duties.

5.9 Consumption of alcohol and other substances

5.9.1 Employees are prohibited from consuming or distributing, in the performance of their duties or at their workplace, alcohol, drugs, medication, or any other substance that could affect 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, must participate in an event where alcoholic beverages are served, does not contravene this Code if they consume alcohol in moderation, comply with subsections 5.6.1 and 5.9.3, and behave appropriately.

5.9.2 At all times, every employee must be able to perform the duties assigned to them safely, adequately, and with good judgment.



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5.9.3 No employee shall perform their duties or be present at their workplace while their faculties are impaired by the consumption of alcohol, drugs, medication, or other substances that may affect their judgment or interfere with the safe performance of their duties.

Notwithstanding the first paragraph, the Director General may, in exceptional circumstances, authorize the consumption of alcohol in the workplace during special events. Such authorization shall not be granted if it could adversely affect the continuity or quality of customer service.

5.10 Occupational health and safety

5.10.1 In the performance of their duties, employees must take all reasonable measures to protect their health, safety, and integrity, as well as that of any other person.

5.11 Outside activities and occupations

5.11.1 When an employee is remunerated or receives any form of compensation from the Municipality for serving on an outside organization, they must refuse any remuneration, attendance fee, honorarium, or any other form of compensation from that organization that would result in the person receiving double remuneration, subject to the Municipality's authorization.

5.11.2 No employee may engage in any activity or hold any position or job that could place them in a conflict of interest with regard to their obligations to the Municipality.

5.12 Partisan activities

5.12.1 In order to preserve public confidence in the municipal electoral process and to ensure compliance with the principles of loyalty and political neutrality, employees may engage in partisan activities related to municipal elections only when such activities are not likely to interfere with their ability to perform their duties in accordance with this Code.

Notwithstanding the first paragraph, the following persons may not engage in any partisan activity:

- (a) the Director General and Clerk-Treasurer and his or her deputy;
- (b) the Auditor General, if any.

5.12.2 No employee may announce, at a political fundraising event, 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 competent authority of the Municipality.



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5.12.3 Nothing in this section prohibits an employee from attending a political meeting, contributing to a party or candidate in accordance with the law, being a member of a political party, or signing a statement of candidacy or application for authorization.

Notwithstanding the foregoing, the first paragraph does not apply to the Clerk-Treasurer and their respective assistants, or to any other employee while they are members of the election staff.

5.13 Misconduct, breach of trust, and malfeasance

5.13.1 No employee shall commit a wrongdoing within the meaning of the Act to facilitate the disclosure of wrongdoing in public bodies (RLRQ, c. D-11.1). A serious breach of ethical and professional standards is considered to be a wrongdoing.

5.13.2 No employee shall divert for their own benefit, or for their own use or for the benefit or use of a third party, any resource, property, or sum of money belonging to the Municipality, unless it is a service or activity that is generally offered by the Municipality.

5.14 Post-term of office for certain employees

5.14.1 Within twelve (12) months following the end of their employment, the following employees are prohibited from holding a position as director or officer of a legal entity, or from holding a job or any other position, in such a way that they or any other person derives an undue advantage from their previous duties with the Municipality:

- a) The Director General and Clerk-Treasurer and his or her deputy;
- b) Any other employee designated by the municipal council.

ARTICLE 6: PREVENTION MECHANISM

6.1 Upon coming into force, a copy of the Code shall be given to each employee, who must read it. Subsequently, a copy of the Code shall also be given to any new employee who joins the Municipality, who must read it.

All employees must acknowledge receipt and read the Code using the form provided for this purpose in Appendix A of this Code. This signed acknowledgment must be submitted to the Municipality's chief administrative officer.

6.2 Any employee who believes they are in a situation that contravenes or is likely to contravene this Code must immediately notify their immediate supervisor.

6.3 Any employee who witnesses or has information about a situation that gives reasonable grounds to believe that a breach of this Code in relation to health and safety has been committed or is about to be committed must report it to their immediate supervisor.



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ARTICLE 7: ENFORCEMENT, MONITORING, AND SANCTIONS

7.1 The enforcement of this Code is the responsibility of the Municipality's chief administrative officer.

When the Director General is the subject of a complaint or report, the matter must be referred to the Mayor, who is then responsible for enforcing this Code with respect to that situation.

7.2 Any employee who, in good faith, reports or cooperates in an audit or investigation related to a situation that reasonably gives rise to believe that a breach of this Code has been committed or is about to be committed shall not suffer any reprisals as a result.

7.3 Any complaint, report, or information communicated to the Municipality in connection with a situation that reasonably gives rise to believe that a breach of this Code has been committed or is about to be committed shall be treated confidentially.

7.4 All employees are required to cooperate with any investigations or audits conducted by the Municipality in connection with the application of this Code. Failure to cooperate may result in disciplinary action.

7.5 Any breach of this Code by an employee may result, upon decision of the municipal council or the chief administrative officer, if the latter has the authority to do so in accordance with the law and in compliance with any employment contract, in the application of any disciplinary action appropriate to the nature and seriousness of the breach.

7.6 In the event of a breach of this Code committed after the end of the employee's employment, the Municipality may, depending on the circumstances and at its sole discretion, apply to any judicial or administrative authority to ensure the application of this Code, obtain redress, or protect its rights.

ARTICLE 8: REPLACEMENT

8.1 These regulations repeal and replace Regulation 2022-R-002 and the name of the regulation enacting the Code of Ethics and Professional Conduct for Employees currently in force, as well as any previous regulations on the same subject.



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ARTICLE 9: ENTRY INTO FORCE

This Bylaw comes into force in accordance with the law.

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

The present project bylaw was adopted on: March 17th, 2026

The present bylaw was adopted on: April 21st, 2026

The present bylaw was published on: April 22nd, 2026



Colin Shattler, Mayor



Karine Benoit, General Director