

**Consolidation of By-Law no. 1429 on the code of ethics and good
conduct of municipal employees of the Town of Mont-Royal**

Updated to : March 28, 2022

(By-laws No 1429, 1429-1, 1429-2 and 1429-3)

Scope

1. This code applies to every employee of the Town of Mount Royal.

Purpose of this code

2. The purpose of this code is as follows:
 - (1) to give priority to the values of the municipality;
 - (2) to establish standards of behaviour which promote these values;
 - (3) to prevent ethical conflicts and, if they arise, help in resolving them effectively and judiciously;
 - (4) to ensure measures to enforce this code are applied in case of any breach of conduct.

Values of the municipality

3. The following values shall serve as guides to the municipal employees conduct and particularly when situations are encountered that are not explicitly provided for in this code or in the municipality's various policies:
 - 1) **Integrity**

Employees shall promote the values of honesty, rigorousness and justice.
 - 2) **Prudence in pursuit of the public interest**

Employees shall endeavour to meet their responsibilities toward the public duties entrusted to them. In fulfilling this mission, they shall act with professionalism, diligence and good judgment.
 - 3) **Respect and civility for other employees, elected municipal officers and citizens**

Employees shall promote respect and civility in human relations. They have a right to respect and civility in turn, and shall act with respect and civility toward all those with whom they have dealings in the course of their official duties.

(2022) By-law 1429-3, s. 1

4) **Loyalty to the municipality**

Employees shall work in the best interests of the municipality.

5) **Fairness**

Employees shall treat all people justly by acting, as far as possible, in the spirit of the laws and regulations.

6) **Honour**

Employees shall safeguard the honour of their position, which presupposes constant practice of the five above-mentioned values: integrity, prudence, respect and civility, loyalty and fairness.

(2022) By-law 1429-3, s. 2

Rules of conduct

Scope

4. The rules in the following sections should guide the conduct of municipal employees.

Purpose

5. These rules are intended, in particular, to prevent:
- (1) any situation in which employees' private interest might impair their independence of judgment in course of their official duties;
 - (2) any situation that would be contrary to any provision of a government act or regulation or to a by-law of Town Council or to a directive applicable to an employee;
 - (3) favouritism, embezzlement, breach of trust or other misconduct.

Conflict of interest

6. Employees are prohibited from acting, or attempting to act, or omitting to act, in the course of their official duties, so as to further their private interest or improperly further the interest of any other person or persons.
7. Employees are prohibited from using their position to influence or attempt to influence another person's decisions so as to further their private interest or improperly further the interest of any other person or persons.
8. Employees are prohibited from soliciting, eliciting, accepting or receiving any benefit, whether for themselves or for another person or persons, in exchange for taking a position.

9. Employees are prohibited from accepting any gift, mark of hospitality or other benefit, whatever its value that is offered by a supplier of goods or services or that might impair their independence of judgment in course of their official duties, or otherwise compromise their integrity.

(2022) By-law 1429-3, s. 3

10. If an employee receives any gift, mark of hospitality or other benefit that is not of a purely private nature or not prohibited under section 9, but that exceeds \$200 in value, the employee must file a written disclosure statement with the Town clerk within 30 days of receiving the benefit. The disclosure statement must contain an accurate description of the gift, mark of hospitality or benefit received, and state the name of the donor, the date and the circumstances under which it was received. The clerk shall keep a public register of these disclosure statements.

Use of municipal resources

11. Employees are prohibited from using the resources of the municipality for personal use or for purposes other than activities related to their official duties, subject to a specific policy governing such use.

This prohibition does not apply when an employee uses a resource generally available to citizens, and does so on non-preferential terms.

Use or communication of confidential information

12. Employees shall not use information of a confidential nature which they obtain in performing or in the course of their work. These obligations continue for a reasonable period following termination of employment and in perpetuity when the information concerns the reputation and privacy of others.

Breach of trust and embezzlement

13. Employees are prohibited from diverting goods belonging to the municipality for their private use or use by a third party.

Announcements during political financing activities

- 13.1 Employees are prohibited from announcing, during a political financing activity, the carrying out of a project, the making of a contract or the granting of a subsidy by the municipality, the whole unless a final decision regarding the project, the contract or the subsidy has already been made by the competent authority of the municipality.

(2016) By-law 1429-1, s. 1

Rules applicable to certain employees after the end of their employment

- 13.2 The following employees and their assistant(s) are prohibited, in the 12 months following the end of their employment with Town of Mount Royal, from holding the position of director or officer of a legal person, a job or any other position of a type that allows the employee concerned or any other person to take undue advantage of his or her previous position as an employee of the Town:

- (1) the Town manager;
- (2) the Treasurer;
- (3) the Clerk
- (4) all other holders of a managerial position.

(2018) By-law 1429-2, s. 1

Prevention mechanisms

14. Employees who believe they have been placed, directly or indirectly, in an actual, potential or apparent conflict of interest situation or who are otherwise likely to fail to comply with this code of ethics and good conduct shall notify their immediate superior of it, who will notify the Town manager.

In the case of the Town manager, he or she shall notify the mayor of it.

15. A violation by an employee of a rule of the code of ethics and conduct may, on a decision of the municipality and subject to any contract of employment, entail any sanction warranted by the nature and seriousness of the violation.
16. This code shall not be interpreted as restricting the obligations imposed on municipal employees by any law, regulation, code of professional conduct, contract of employment including collective agreements, or municipal directive.
17. This by-law shall come into effect according to law.