



BY-LAW RCM-110

BY-LAW ESTABLISHING THE CODE OF ETHICS AND PROFESSIONAL CONDUCT OF ELECTED MUNICIPAL OFFICERS

Notice of motion	January 19, 2026
Tabling of the draft by-law	March 16, 2026
Public notice 7 days prior to adoption – Section 12	March 25, 2026
Adoption of the by-law	April 13, 2026
Entry into force	April 17, 2026

Regular meeting of the municipal council of the City of Dorval held at the chapel of the “Quatre Vents” residence located at 12 avenue du Dahlia, Dorval, Québec, on April 13, 2026, at 7 p.m. Mayor Marc Doret presides the meeting.

---oOo---

WHEREAS under section 13 of the *Municipal Ethics and Good Conduct Act* (CQLR, c. E-15.1.0.1), the municipal council must, before May 1 following any general election, adopt a revised code of ethics and professional conduct of elected municipal officers, that replaces the current one;

WHEREAS a notice of motion of the draft by-law *RCM-110 establishing the Code of ethics and professional conduct of elected municipal officers* was given at the regular meeting of the Council held on January 19, 2026;

WHEREAS the draft by-law *RCM-110 establishing the Code of ethics and professional conduct of elected municipal officers* was tabled at the regular meeting of the Council held on March 16, 2026;

WHEREAS a public notice presenting the draft by-law *RCM-110 establishing the Code of ethics and professional conduct of elected municipal officers* was given on March 25, 2026;

WHEREAS the by-law *RCM-110 establishing the Code of ethics and professional conduct of elected municipal officers* was adopted at the regular meeting of the Council held on April 13, 2026.

THE MUNICIPAL COUNCIL DECREES AS FOLLOWS:

SECTION 1: Application

The present code is applicable to every member of the municipal council of the City of Dorval.

SECTION 2: Purpose of this code

The purpose of this code is as follows:

- 2.1 Prioritize the values upon which a member of the municipal council shall base his or her decisions, and contribute to a better understanding of the municipality's values;
- 2.2 Establish standards of conduct that facilitate the integration of these values in the elected officers' decision-making process, and more generally, in their conduct as council members;
- 2.3 Prevent ethical conflicts and, if they arise, facilitate their resolution efficiently and with discernment;
- 2.4 Ensure the application of control measures to ethical breaches.

SECTION 3: Values of the municipality

The following values shall guide the decision-making process of the members of council, and in general, their conduct as elected officers, in particular when encountering situations that are not explicitly provided for in this code or in the municipality's various policies.

3.1 Integrity

All members value honesty, rigour and justice.

3.2 Prudence in the pursuit of the public interest

All members take responsibility for the public interest mission they are entrusted with. In fulfilling this mission, they shall act with professionalism, vigilance and discernment.

3.3 Respect and civility towards other council members, employees of the municipality and citizens

All members promote respect and civility in human relations. They are entitled to it and shall act with respect and civility towards all those with whom they have dealings in the course of their duties.

3.4 Loyalty to the municipality

All members act in the best interest of the municipality.

3.5 Quest for equity

All members treat every person fairly and, as much as possible, interpret applicable laws and by-laws in accordance with their spirit.

3.6 Honour attached to the office of council member

All members protect the honour attached to their office, which presupposes the constant practice of the above-mentioned values: integrity, prudence, respect and civility, loyalty and equity.

SECTION 4: Rules of conduct

4.1 Application

The rules in this section must guide the conduct of elected officers in carrying out their duties as members of the council, of a committee or of a commission:

4.1.1 of the municipality; or

4.1.2 of another body when they serve in their capacity of members of the municipal council.

These rules must guide the conduct of those individuals after the expiry of their term as council member.

4.2 Purpose

These rules, in particular, aim to prevent:

4.2.1 Any situation where the private interest of a council member may influence his or her independence of judgment in carrying out the duties of office;

4.2.2 Favouritism, embezzlement, breach of trust or other misconducts.

4.3 Conflicts of interest

4.3.1 It is prohibited for any member to act or attempt to act, or omit to act, in any way, in carrying out the duties of office, so as to further his or her private interests or improperly further those of another person.

4.3.2 It is prohibited for any member to use his or her position to influence or attempt to influence another person's decision so as to further his or her private interests or improperly further those of another person.

The member is deemed to not be contravening to this section when he or she falls under the exceptions listed in the fourth and fifth paragraphs of subsection 4.3.7.

4.3.3 It is prohibited for any member to solicit, elicit, accept or receive any benefit, whether for themselves or for another person, in exchange for taking a position on a matter that may be brought before a council, a committee or a commission on which the council member sits.

4.3.4 It is prohibited for any member to accept 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 his or her independence of judgment in carrying out the duties of office, or that may compromise their integrity.

4.3.5 Any gift, mark of hospitality or other benefit received by a council member that is not of a purely private nature or covered by subsection 4.3.4 shall, where its value exceeds \$200, be reported in a written disclosure statement with the City Clerk of the municipality within 30 days after receiving such gift.

The disclosure statement must contain an accurate description of the gift, mark of hospitality or benefit received and specify the name of the donor as well as the date and the circumstances under which it was received. The City Clerk keeps a public register in which such disclosure statements are recorded.

4.3.6 It is prohibited for any member to contravene section 304 of the *Act respecting elections and referendums in municipalities* (CQLR, c. E-2.2).

A member may not knowingly have an interest, directly or indirectly, in a contract with the municipality or a body referred to in section 4.1.

A member is deemed to not have such an interest where:

- 1° the member acquired his or her interest by succession or gift and renounced or divested themselves of it as soon as possible;
- 2° the interest of the member consists in holding shares of a business corporation which they do not control, of which they are neither a director nor an executive officer and of which they possess less than 10% of the voting shares issued;
- 3° the interest of the member arises from the fact that they are a member, director or executive officer of another municipal body, a public body within the meaning of the *Act respecting the Access to documents held by public bodies and the Protection of personal information* (CQLR, c. A-2.1), a non-profit organization or an organization of which they are required by law, as a member of the council of the municipality or the municipality body, to be a member, a director or an executive officer;
- 4° the object of the contract is a remuneration, an allowance, the reimbursement of expenses, social benefits, goods or services to which the member is entitled as a condition of employment attached to their duties with the municipality or municipal body;
- 5° the object of the contract is the appointment of the member to a position as an officer or employee, provided that the position is not one that makes its holder ineligible;
- 6° the object of the contract is the supply of services offered to the public by the municipality or municipal body;
- 7° the object of the contract is the sale or leasing, on non-preferential terms, of an immovable;
- 8° the contract consists of bonds, notes or other securities offered to the public by the municipality or municipal body or in the acquisition of such bonds, notes or securities on non-preferential terms;
- 9° the object of the contract is the supply of goods or services that the member has an obligation to render to the municipality or municipal body pursuant to a legislative or regulatory provision;
- 10° the object of the contract is the supply of goods by the municipality or municipal body and where the contract was entered into before the member held office as a member of the municipality or municipal body and before they became a candidate at the election in which they were elected;

11° in case of *irresistible force*, where the general interest of the municipality or municipal body requires that the contract be entered into in preference to any other contract.

4.3.7 It is prohibited for any member to contravene section 361 of the *Act respecting elections and referendums in municipalities* (CQLR, c. E-2.2).

The member who is present at a sitting when a matter in which they have a direct or indirect pecuniary interest is taken up for consideration, shall disclose the general nature of their interest before discussions on the matter are begun. The member shall also abstain from participating in the discussions and from voting or attempting to influence the vote on that matter.

Where a sitting is not public, the member, in addition to the preceding, must, after disclosing the general nature of their interest, leave the sitting while the matter is being discussed and voted on.

Where the matter in which the member has a pecuniary interest is taken up for consideration at a sitting not attended by the member, they must disclose the general nature of their interest at the first sitting attended by the member after becoming aware of that fact.

This section does not apply where the member's interest consists of remuneration, allowances, reimbursements of expenses, social benefits or other conditions of employment attached to their duties with the municipality or municipal body.

Nor does this section apply where the interest is so minor that the member could not reasonably be influenced by it.

4.4 Use of municipal resources

It is prohibited for any member to use the resources of the municipality or of any other body referred to in section 4.1 for personal purposes or for purposes other than activities related to the duties of office.

The above paragraph does not apply in the case of resources and equipment supplied by the municipality to all council members for the exercise of their office duties, as long as any personal use of such does not generate additional expenses for the municipality.

This prohibition does not apply where the council member uses, on non-preferential terms, a resource put at the disposal of the citizens.

4.5 Use or communication of information

It is prohibited for any member to use or communicate, or attempt to use or communicate, whether during or after their term, information obtained in or in connection with the carrying out of the duties of office that is not generally available to the public so as to further their private interests or those of another person.

4.6 Post-term

Within 12 months after the expiry of their term, it is prohibited for a member to serve as a director, officer or senior executive of a legal person or hold employment or any other position so as to obtain for themselves or another person undue benefit from their prior office as council member of the municipality.

4.7 Breach of trust and embezzlement

It is prohibited for a member to divert any asset belonging to the municipality to their own use or to the use of a third party.

4.8 Announcement at a political financing activity

It is prohibited for any member to announce, 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, unless a final decision regarding the project, contract or subsidy has already been made by the competent authority of the municipality.

4.9 Respect and civility

It is prohibited for any member to behave in a disrespectful manner toward other members of the municipal council, municipal employees or citizens, in particular by using vexatious, derogatory or intimidating words, writings or gestures or any form of incivility of a vexatious nature.

4.10 Honour and dignity

It is prohibited for any member to behave in a way that undermines the honour and dignity of the office of elected officer.

SECTION 5: Professional development program of elected officers

Any member must, within six months after the beginning of their first term and within nine months after the beginning of any subsequent term, participate in a professional development program on municipal ethics and good conduct.

This program must be delivered exclusively by the persons or bodies authorized by the *Commission municipale du Québec*. In addition to containing any compulsory minimum content that must be determined by the Commission, the program must be aimed at encouraging participants to reflect on municipal ethics and adhere to the values set out in the code of ethics and conduct, and help them acquire the competencies they need to understand and observe the rules set out in the code. The program must also address the role and responsibilities of elected officers.

Any member must, within 30 days after participating in such a program, report their participation to the clerk of the municipality, who in turn reports it to the council.

SECTION 6: Sanctions

6.1 Any violation of a rule of the present code by a member of the municipal council may result in one or more of the following sanctions:

6.1.1 a reprimand;

6.1.2 the participation in a professional development program on municipal ethics and good conduct, at the council member's expense, within the time prescribed by the *Commission municipale du Québec*;

6.1.3 The remittance to the municipality, within 30 days following the decision of the *Commission municipale du Québec*:

1° of the gift, mark of hospitality or benefit received, or of its equivalent value;

2° of any profit made in violation of a rule set out in the present code;

- 6.1.4 the reimbursement of the remuneration, allowances or other amounts received as member of a council, committee or commission of the municipality or member of a body referred to in section 4.1 for the period determined by the *Commission municipale du Quebec*;
- 6.1.5 a penalty not exceeding \$4000, to be paid to the municipality;
- 6.1.6 the suspension of the council member for a period of up to 90 days; such a suspension may continue after the expiry of the member's term if they are re-elected in an election during the suspension and the latter has not expired on the day the member's new term begins.

When a council member is suspended, they may not perform any duty related to the office of mayor or councillor and, in particular, may not sit on any council, committee or commission of the municipality, or in their capacity as council member, or of any other body, nor shall receive any remuneration, allowance or other amount from the municipality or such body.

SECTION 7: Replacement

The present by-law repeals and replaces By-law RCM-88-2022.

(signed) Marc Doret
MAYOR

(signed) Nathalie Hadida
CITY CLERK

DECLARATION

**ACCEPTANCE OF A GIFT, MARK OF HOSPITALITY, OR BENEFIT
IN ACCORDANCE WITH SECTION 4.3.5 OF BY-LAW RCM-110**

Name of recipient: _____

Name of donor: _____

Date of receipt: _____

Description of the gift, mark of hospitality, or benefit:

Value of the gift, mark of hospitality or benefit: _____

Circumstances surrounding the event:

Date of receipt of declaration by City clerk: _____

Signature of City clerk: _____

(To be completed by the member of council and tabled with the City clerk within 30 days following the event.)