



**CODE OF ETHICS AND PROFESSIONAL CONDUCT  
FOR THE EMPLOYEES  
OF THE  
CITY OF BEACONSFIELD**

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**(BEAC-072-1) 2016-09-26  
(BEAC-072-2) 2019-04-23  
(BEAC-072-3) 2022-05-24**

**Adopted by City Council  
November 19, 2012**

**By-Law BEAC-072 - CONSOLIDATED**

## Code of ethics and professional conduct for the employees of the City of Beaconsfield

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À la séance ordinaire du Conseil municipal de la Ville de Beaconsfield, tenue dans la Salle du Conseil, 303 boulevard Beaconsfield, Beaconsfield, Québec, le lundi 19 novembre 2012 à 20 heures.

**WERE PRESENT :** Son Honneur le maire David Pollock et les conseillers Karin Essen, Wade Staddon, Pierre Demers, Roy Baird et Rhonda Massad.

**WHEREAS** the *Municipal Ethics and Good Conduct Act*, which came into effect on December 2, 2010, obliges local and regional municipalities to adopt a code of ethics and professional conduct for municipal employees;

**WHEREAS** the council of any municipality that does not have such a code that meets the requirements of the *Municipal Ethics and Good Conduct Act* must adopt one by by-law no later than December 2, 2012;

**WHEREAS** the formalities set out under the *Municipal Ethics and Good Conduct Act* have been upheld;

**WHEREAS** a notice of motion has been given on October 22, 2012.

On a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ and resolved

**TO ADOPT** the following code of ethics and professional conduct:

### **SECTION 1 – TITLE**

The title of this code is: Code of Ethics and Professional Conduct of the Employees of the City of Beaconsfield

### **SECTION 2 - APPLICATION OF THE CODE**

This code applies to every employee of the City of Beaconsfield.

## **SECTION 3 – OBJECTIVES OF THE CODE**

The objectives of the code are as follows:

1. Give priority to the municipality's values;
2. Institute standards of conduct that foster the adoption of these values;
3. Prevent ethical conflicts and, should any arise, resolve them effectively and with good judgment;
4. Apply control measures to breaches of ethics.

## **SECTION 4 – VALUES OF THE MUNICIPALITY**

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

### **1. Integrity**

All employees shall uphold honesty, rigour and justice.

### **2. Prudence in the pursuit of the public interest**

All employees shall assume the responsibilities related to their mission of public interest. In the accomplishment of this mission, the employees shall act with professionalism, vigilance and good judgment.

### **3. Respect toward other municipal employees, council members and citizens**

All employees shall foster respect and civility in interpersonal relations. They have a right to respect and civility and shall act with respect and civility toward all people they deal with in the pursuit of their duties.

(BEAC-072-3, sec. 1)

### **4. Loyalty to the municipality**

All employees shall foster respect and civility in interpersonal relations. They have a right to respect and civility and shall act with respect and civility toward all people they deal with in the pursuit of their duties. All employees shall protect the interests of the municipality by upholding its laws and by-laws.

### **5. Quest for equity**

All employees shall treat everyone fairly, in accordance with laws and by-laws.

### **6. Honour attached to the office of municipal employee**

All employees shall safeguard the honour attached to their office, which presupposes the constant practice of the five preceding values: integrity, prudence, respect and civility, loyalty and equity.

(BEAC-072-3, sec. 2)

## **SECTION 5 – RULES OF CONDUCT**

### **5.1 Application**

The rules set out in this section shall guide the conduct of municipal employees.

### **5.2 Objectives**

These rules aim, in particular, to prevent:

- any situation where the private interest of an employee might impair his or her independence of judgment in carrying out the duties of office;
- any situation that would run counter to any provision of a government law or by-law or a municipal council by-law or an employee guideline;
- favouritism, embezzlement, breach of trust or other misconduct.

### **5.3 Conflicts of interest**

- 5.3.1** It is forbidden for employees to act or attempt to act, or omit to act, in any way, in carrying out their duties, so as to further their private interests or improperly further those of another person.
- 5.3.2** It is forbidden for employees to use their position to influence or attempt to influence another person's decision so as to further their private interests or improperly further those of another person.
- 5.3.3** It is forbidden for employees to solicit, elicit, accept or receive any benefit, for themselves or for another person, in exchange for taking a position.
- 5.3.4** It is forbidden for employees to accept any gift, hospitality or other benefit, whatever its value that is offered by a supplier of goods or services or that may impair their independence of judgment in carrying out their duties or risk compromising their integrity. (BEAC-072-3, sec. 3)
- 5.3.5** If an employee receives any gift, mark of hospitality or other benefit that is not of a purely private nature or not prohibited under subsection 5.3.4, but that exceeds \$50 in value, the employee must file a written disclosure statement with the Director General of the municipality 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 value of such a gift, mark of hospitality or benefit must not exceed \$200.

### **5.4 Use of municipal resources**

It is forbidden for employees to use municipal resources for personal purposes or for any purpose other than activities related to their duties, subject to a specific policy controlling that use. This prohibition does not include common office equipment (phone or computer, for example) that fair use for purposes other than business may be necessitated by the presence of the employee at work.

This ban does not apply when an employee uses, under non-preferential conditions, a resource placed at the disposition of the citizens.

### **5.5 Use or communication of confidential information**

Employees must not make use of confidential information they obtain in or in connection with the execution of their duties. These obligations continue for a reasonable time after the cessation of employment and continue indefinitely when the information relates to the reputation or private life of others.

### **5.6 Breach of trust and embezzlement**

It is forbidden for employees to misappropriate municipal property for their own use or the use of another person.

### **5.7 Prohibited announcement**

An employee is 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, unless a final decision regarding the project, contract or subsidy has already been made by the competent authority of the municipality.

**(BEAC-072-01, sec. 1, par. 1.1)**

### **5.8 After term rules for certain employees**

It is forbidden for certain City employees, within 12 months after the expiry of his or her term, to serve as a director or officer or senior executive of a legal person or hold employment or any other position so as to obtain for himself or herself or another person undue benefit from his or her prior office as a City employee.

- 1) the Director General;
- 2) the Treasurer and the Assistant Treasurer;
- 3) the Clerk and the Assistant Clerk; and
- 4) any other employee designated by the council of the municipality.”

**(BEAC-072-2, sec. 1)**

### **SECTION 6 – PREVENTION MECHANISM**

Employees who feel they have been placed directly or indirectly in a situation of real, potential or apparent conflict of interest, or who are likely to otherwise contravene this code of ethics and professional conduct, shall advise their immediate supervisor.

In the case of the general manager, he or she must advise the mayor.

### **SECTION 7 – BREACH AND DISCIPLINARY MEASURES**

A violation by an employee of a rule set out in this code of ethics and professional conduct may, on the decision of the municipality and subject to any employment contract, lead to the application of disciplinary measures appropriate to the nature and severity of the violation.

### **SECTION 8 – OTHER CODE OF ETHICS AND PROFESSIONAL CONDUCT**

This code shall not be interpreted to restrict the obligations imposed on municipal employees by laws, by-laws, codes of professional conduct, work contracts including collective agreements, policies or municipal guidelines.

### **SECTION 9 – ENTRY INTO FORCE**

This by-law shall come into force in accordance with the law.

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MAYOR

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CITY CLERK