

**MUNICIPALITY OF LITCHFIELD
PROVINCE OF QUEBEC**

Project BY-LAW NUMBER 2022-248

**ENACTING THE CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR
EMPLOYEES OF THE MUNICIPALITY OF LITCHFIELD**

WHEREAS the Municipal Ethics and Professional Conduct Act (MEPA), assented to on December 2, 2010, created the obligation for all local municipalities to adopt a code of ethics and professional conduct that sets out the main ethical values of the municipality and the rules that must guide the conduct of 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 referred to as "PL 49" and assented to on November 5, 2021, requires the addition of a rule relating to the receipt of a gift or benefit by an employee

WHEREAS, pursuant to Section 18 of the MMDA, any decision regarding the adoption of the Code of Ethics and Professional Conduct shall be made by by-law;

WHEREAS, notice of motion was given by John Stitt at a council meeting held on April 4, 2022;

WHEREAS the adoption was preceded by the presentation and tabling of a draft by-law dated APRIL 4, 2022, as well as a consultation with employees on the draft by-law held on April 13th 2022;

WHEREAS, pursuant to Section 12 of the said Act, a public notice containing a summary of the proposed by-law was published on April 5, 2022;

WHEREAS Council deems it expedient, essential and in the public interest to comply with the requirements of the Act by amending the Code of Ethics and Professional Conduct for the employees of the Municipality;

THEREFORE, it was moved by John Still and unanimously resolved by a majority of the Councillors present that the following by-law be adopted:

Article 1 Preamble

The preamble of the present by-law is an integral part of it.

Article 2 Purpose

The purpose of the present by-law is to replace the Code of ethics and professional conduct for the employees of the Municipality, in particular, to add a clarification concerning gifts and benefits received by a municipal employee.

Article 3 Code of Ethics and Professional Conduct for Employees

The Code of ethics and professional conduct for the employees of the Municipality of (insert the name of the municipality), attached as Annex A, is adopted.

Article 4 Acknowledgement of the Code of Ethics and Professional Conduct

A copy of the Code of Ethics and Professional Conduct is given to each employee of the Municipality. The employee must certify to the Director General, on the form provided for this purpose, that he/she has received a copy and has read it within ten (10) days following its receipt. The completed certification shall be placed in the employee's file.

The mayor shall receive a copy of the certificate from the Director General and Clerk-Treasurer.

Article 5 Replacement

This by-law replaces by-law number 2018-238 enacting a code of ethics and professional conduct for municipal employees, adopted on October 1, 2018. Any mention or reference to a code of ethics and professional conduct for municipal employees, whether in a by-law, resolution, policy, contract, etc., is deemed to refer to this by-law.

Article 6 Coming into force

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