



ORDINARY MEETING of the Council of Brome Village held in person on Monday, July 6, 2026, at 7:00 p.m. at which were present Councillors Lisa Belanger, Lynn Patenaude, Larry Royea and Anthony Allen. All members of the said council forming a quorum under the chairmanship of Pro-Mayor Christopher Whitehead in accordance with the provisions of the Municipal Code.

The Mayor William Miller and councillor Wesley Patch were absent.

The Director General and Clerk-Treasurer Gail Côté was present.

The citizens can attend the meeting and ask questions.

There were 9 people in the audience.

AGENDA

- 1. OPENING OF THE MEETING**
 - 2. ADOPTION OF THE AGENDA**
 - 3. APPROVAL AND ADOPTION OF THE MINUTES**
 - 3.1 Approval and adoption of the minutes of the June 1, 2026, ordinary meeting
 - 4. BUSINESS ARISING FROM THE LAST MINUTES**
 - 4.1
 - 5. CORRESPONDENCE**
 - 5.1 Request for municipal approval – Cycling event “La Ride des Femmes” – September 12, 2026
 - 5.2 Thank you letter from the Brome Village scholarship recipient
 - 6. URBANISM**
 - 6.1 Municipal inspector’s report
 - 7. FIRST QUESTION PERIOD**
 - 8. OFFICER’S REPORT**
 - 9. GENERAL ADMINISTRATION**
 - 9.1 Adoption of By-law No. 232-26 - Wastewater treatment systems with ultraviolet Radiation
 - 9.2 Notice of motion - Code of ethics and professional conduct for elected officials
 - 10. FINANCIAL ADMINISTRATION**
 - 10.1 Accounts payable
 - 10.2 Accounts paid
 - 11. ROADS**
 - 11.1 Road(s) reports
 - 11.2 Awarding of contract - Supply and spreading of liquid dust control for 2026
 - 11.3 Awarding of contract for ditch cleaning (Mullarkey Road)
 - 11.4 Awarding of contract for minor asphaltting repairs – Postponed to a future meeting
 - 12. ENVIRONMENT**
 - 12.1 Awarding of contract for the cleaning and pumping of manholes
 - 13. PUBLIC SECURITY**
 - 13.1
 - 14. LEISURE AND CULTURE**
 - 14.1
 - 15. VARIA**
 - 16. SECOND QUESTION PERIOD**
 - 17. ADJOURNMENT OF THE MEETING**
-

1
OPENING OF THE MEETING
Resolution 2026-721

The members present at the opening of the meeting formed a quorum; the meeting was called to order by the pro-mayor at 7:04 p.m.

The pro-mayor addresses those present.

2
ADOPTION OF THE AGENDA
Resolution 2026-722

IT IS HEREBY
Moved by Larry Royea
Seconded by Anthony Allen
AND UNANIMOUSLY RESOLVED

THAT the agenda be and is hereby approved.

ADOPTED

3
APPROVAL AND ADOPTION OF THE MINUTES

3.1
APPROVAL AND ADOPTION OF THE MINUTES OF THE JUNE 1, 2026, ORDINARY
MEETING
Resolution 2026-723

IT IS HEREBY
Moved by Lynn Patenaude
Seconded by Lisa Belanger
AND UNANIMOUSLY RESOLVED

THAT the minutes of the June 1, 2026, ordinary meeting be approved as amended.

ADOPTED

4
BUSINESS ARISING FROM THE LAST MINUTES

At the June meeting, concerns were raised regarding septic systems. The Director General advised that she would consult with the municipal inspector for clarification.

The inspector's response was as follows:

"The owner must file a copy of the contract with the municipality where the building or site is served by the treatment system."

"He also confirmed that the municipality does not regularly inspect septic systems. If the municipality wishes to conduct regular inspections, it will need to contract Gestim for this additional service."

5
CORRESPONDENCE

5.1
REQUEST FOR MUNICIPAL APPROVAL – CYCLING EVENT “LA RIDE DES FEMMES” –
SEPTEMBER 12, 2026
Resolution 2026-724

For the second consecutive year, La Ride des Femmes is requesting authorization to allow the Défi La Ride des Femmes, a women’s cycling event, to use the roads within our municipality and temporarily install traffic signs on September 12, 2026.

Building on its success in 2025, the Défi La Ride des Femmes is returning for its second year. As in 2025, the event will offer two routes: one covering 72 km and the other 107 km.

The event does not require any road closures. It only requires authorization for participants to ride in groups of up to 10 cyclists to help ensure everyone's safety.

A permit application has already been submitted to the Ministère des Transports du Québec (MTQ) for the segments under their jurisdiction. However, the MTQ also requires the approval of the municipalities concerned, hence the present application.

IT IS HEREBY
Moved by Anthony Allen
Seconded by Lynn Patenaude
AND UNANIMOUSLY RESOLVED

TO authorize the request for passage through Brome Village.

ADOPTED

5.2
THANK YOU LETTER FROM THE BROME VILLAGE SCHOLARSHIP RECIPIENT

This year, there was one recipient of the Brome Village Bursary at Massey-Vanier High School. Congratulations to Myka Anderson, who was selected as this year's recipient.

Myka plans to attend Champlain College Lennoxville, where she will pursue the Social Science program with a concentration in Psychology.

6
URBANISM

6.1
MUNICIPAL INSPECTOR’S REPORT

The municipal inspector submitted his report for the month of June.

Number of permits:	8
Value of work:	82 700\$
Revenues of:	143\$

7
FIRST QUESTION PERIOD

1. A resident commented that the BBQ was a great time and expressed appreciation to the committee for organizing such a fun event.

8
OFFICER'S REPORT

- The roadsides were cut.
- The roads were graded.
- Calcium was applied to the gravel roads.
- Councillor Lisa Belanger thanked everyone who attended and volunteered at the BBQ. Thirty-three (33) adults and sixteen (16) children attended.

9
GENERAL ADMINISTRATION

9.1
ADOPTION OF BY-LAW NO. 232-26 - THE MAINTENANCE OF SEPTIC INSTALLATIONS
(TERTIARY TREATMENT SYSTEMS FOR DISINFECTION BY ULTRAVIOLET RADIATION)
ON THE TERRITORY OF THE VILLAGE OF BROME
Resolution 2026-725

WHEREAS a notice of motion was given by Wesley Patch at the ordinary council meeting held on June 1, 2026;

WHEREAS a draft by-law was deposited by Wesley Patch at the ordinary council meeting held on June 1, 2026;

IT IS HEREBY
Moved by Lisa Belanger
Seconded by Lynn Patenaude
AND UNANIMOUSLY RESOLVED

THAT the present By-Law No. 232-26 be adopted, and that said by-law ordain, and decree as follows:

WHEREAS the powers attributed to the municipality in terms of the environment, health and nuisances by the Municipal Powers Act (L.R.Q., c. C-47.1);

WHEREAS the municipality is responsible for the application of the Regulation respecting the evacuation and treatment of wastewater from isolated dwellings (R.R.Q., c. Q-2, r. 22; hereinafter the "Regulation");

WHEREAS the treatment of effluents from isolated residences and other buildings is of great importance in terms of public health and environmental quality;

WHEREAS in terms of nuisances and causes of insalubrity, acquired rights do not exist;

WHEREAS similarly, there is no vested right to environmental pollution;

WHEREAS the municipality wishes to ensure the proper maintenance of the tertiary treatment systems for disinfection by ultraviolet radiation;

WHEREAS article 25.1 of the Municipal Powers Act which provides that "any local municipality may, at the expense of the owner of the building, maintain any private wastewater treatment system";

WHEREAS article 95 of the Municipal Powers Act which provides that "any local municipality may install on a building any equipment or device or do any work necessary for the exercise of its powers" and that for these purposes, "the employees of the municipality or the persons it authorizes may enter or circulate on any building at any reasonable time";

WHEREAS notice of motion was given at the regular meeting of June 1, 2026;

CONSEQUENTLY, it is moved by councillor Wesley Patch and unanimously resolved by the council members present that:

ARTICLE I: PREAMBLE

The preamble is an integral part of these rules

ARTICLE II: INTERPRETATION

2.1 Independence of articles from each other

All the articles of these rules are independent of each other and the nullity of one or some of them cannot result in the nullity of the entire rule. Each of the articles not invalidated continues to produce its effects.

2.2 Definitions

In this Regulation, the following expressions and words mean:

Gray water:	Kitchen water, bathroom water, laundry water and water from appliances other than a lavatory.
Wastewater:	Water from a lavatory combined with gray water.
Septic installation:	Any wastewater treatment system.
Occupant:	Any natural person, in particular the owner, tenant, usufructuary, possessor, permanently or seasonally occupying a building subject to this by-law.
Officer in charge:	The officer responsible for the application of this by-law is the building and environment inspector of the municipality or any other person designated by council resolution.
Person:	A natural or legal person.
Designated person:	The system manufacturer, its representative or a qualified third party mandated by the municipality to carry out the maintenance of a tertiary treatment system for disinfection by ultraviolet radiation.
Owner:	Any natural or legal person identified as the owner of a building on the assessment roll in force on the territory of the municipality and on which a building subject to this by-law is located.
Isolated residence:	A single-family or multi-family dwelling comprising six (6) bedrooms or less and which is not connected to a sewer system authorized under section 32 of the Environment Quality Act; Any other building that exclusively discharges wastewater and whose total daily flow is no more than 3,240 liters is considered to be an isolated residence.

Ultraviolet disinfection tertiary treatment system :

A tertiary treatment system with disinfection by ultraviolet radiation referred to in section 15.3 of the Regulation respecting the evacuation and treatment of wastewater from isolated dwellings.

Municipality: Municipality of Brome Village

ARTICLE III: PURPOSE OF THE REGULATION

The purpose of this by-law is to govern the installation, use and maintenance of tertiary treatment systems for disinfection by ultraviolet radiation.

ARTICLE IV: COMPULSORY PERMIT

Anyone wishing to install and use a tertiary treatment system for disinfection by ultraviolet radiation must first obtain a permit from the municipality in accordance with article 4 of the Regulation respecting the evacuation and treatment of wastewater from isolated dwellings.

ARTICLE V: INSTALLATION AND USE

A tertiary ultraviolet disinfection treatment system must be installed by a licensed contractor and operated in accordance with the manufacturer's guides.

In addition, it is prohibited not to connect, disconnect or replace the lamp of an ultraviolet radiation disinfection system.

ARTICLE VI: MAINTENANCE OF WASTEWATER TREATMENT SYSTEMS IN ISOLATED DWELLINGS OF THE TERTIARY TREATMENT TYPE WITH DISINFECTION BY ULTRAVIOLET RADIATION

- 6.1 The municipality provides for the maintenance of any wastewater treatment system for isolated dwellings of the "tertiary treatment with disinfection by ultraviolet radiation" type, as provided for in article 87.14.1 of the water drainage and treatment by-law used detached dwellings (R.R.Q., Q-2 R.22), when the following conditions are met:
- a) it has entered into a maintenance contract with the manufacturer of the system to be installed, its representative or any other person qualified to perform maintenance, meeting the requirements of any applicable regulations and the manufacturer's guide;
 - b) in the event that the maintenance contract is concluded with a person who is not the manufacturer or his representative, the manufacturer shall issue with the system to be installed a maintenance protocol for this system;
 - c) it has entered into an agreement with the owner of the isolated dwelling or with the owner and the occupant, where the owner is not the occupant, in which:
 - The owner or occupant acknowledges having read the requirements of the maintenance contract entered between the municipality and the manufacturer of the system to be installed, his representative or the person qualified to do the maintenance, as the case may be;
 - The owner or occupant agrees to give access at all times to the person bound by contract with the municipality, on 48 hours' notice, and to facilitate the maintenance work on the system to be maintained by this person;
 - The owner or occupant releases the municipality from any liability that is not directly related to the maintenance work, including, without limiting the scope of the foregoing, the normal wear and tear of the system, its obsolescence, its inefficiency, its malfunction, replacement, design or manufacturing defects, etc.;
 - The owner agrees to pay the municipality the tariff imposed on him, and which includes the maintenance costs of the system to be installed, the administration costs equivalent to 10% of the maintenance costs and all other inherent costs. to the interview.

- The owner or the occupant undertakes to inform any purchaser or any new occupant that he is bound by an agreement with the municipality and that the maintenance of the installed system is conditional on the signature by the purchaser or the new occupant of an identical agreement with the municipality.

6.2 The mayor and the director general of the municipality are authorized to sign a maintenance contract with the manufacturer of a wastewater treatment system for isolated residences of the "tertiary treatment with disinfection by ultraviolet radiation" type, his representative or any other person qualified to carry out maintenance, provided that the manufacturer of the system holds a certificate issued by the Bureau de normalization du Québec establishing the conformity of the product with the standard in question and if the product bears the mark of proper Bureau compliance.

6.3 The maintenance contract must include:

- a) That the person who obtains the maintenance contract is recognized by the manufacturer as being authorized to do the maintenance and that he remains so for the duration of the contract, if this person is not the manufacturer of the system or his representative;
- b) That the person who does the maintenance of a system under the contract must follow the maintenance protocol issued by the manufacturer and its modifications, if applicable;
- c) That the person who does the maintenance of a system under the contract must give the municipality, within 90 days following the visit relating to the maintenance, two copies of the maintenance report that he must produce for each maintenance of an installed system. The municipality sends one of the two copies of the report to the owner of the building and keeps the other copy in its archives.

6.4 When it is bound by a maintenance contract with the manufacturer of a water treatment system for isolated residences of the "tertiary treatment with disinfection by ultraviolet radiation" type, its representative or any other person qualified to carry out maintenance, the municipality gives owners or occupants who have signed an agreement under this by-law a 48-hour notice of any maintenance visit to be made by the person who must carry out the maintenance of the system. For the purposes of this paragraph, the municipality agrees with the person in charge of maintenance to send him the list of planned visits within a period allowing him to respect the notice period to be given to the owners or occupants.

6.5 It is the responsibility of the owner or occupier to ensure that the treatment system installed is accessible to the person responsible for maintenance at the time indicated in the notice given under paragraph 6.4 and that there are no obstructions to maintenance of the system or make it more difficult. The owner or occupant must notably identify, in a visible manner, the location of the openings of his tertiary treatment installation for disinfection by ultraviolet radiation and ensure that they are free of any obstruction.

ARTICLE VII: PRICING

7.1 For the purposes of financing the maintenance service for the wastewater treatment systems of isolated residences of the "tertiary treatment with disinfection by ultraviolet radiation" type, the municipality imposes on the owners of the buildings where such a system is installed at a rate established according to maintenance costs provided for in the contract entered into with the manufacturer of the installed system, its representative or any other person qualified to carry out maintenance, including the cost of the parts used, as well as administration costs equivalent to 10% of the maintenance cost.

7.2 The municipality enters on the tax bill of any owner of a building who has benefited, in

the previous year, from the municipal service for the maintenance of septic installations the rate provided for in article 7.1.

ARTICLE VIII : PENAL PROVISIONS

8.1 Issuance of statements of offense

The officer responsible for the application of this by-law is authorized to issue, on behalf of the municipality, statements of offense for any violation of this by-law.

8.2 Specific Offenses

It is an offense for the owner of a building served by a tertiary treatment system for disinfection by ultraviolet radiation, not to have his septic system maintained in accordance with the provisions of this by-law.

It is also an offense for the owner of a tertiary treatment system for disinfection by ultraviolet radiation, the fact of not allowing the maintenance of the system at the time of the first or second visit.

8.3 Offense and fine

Any person who contravenes this by-law commits an offense and is liable to a minimum fine of three hundred dollars (\$300) for a first offence. The maximum fine that can be imposed is one thousand dollars (\$1,000) if the offender is a natural person and two thousand (\$2,000) if the offender is a legal person.

For a repeat offence, the minimum fine is six hundred (\$600) dollars and the maximum fine is two thousand (\$2,000) dollars if the offender is a natural person and four thousand (\$4,000) dollars if the offender is a legal person.

In all cases, the costs of the prosecution are extra.

The deadlines for the payment of fines and costs imposed under this Regulation and the consequences of failure to pay said fines and costs within the prescribed deadlines are established in accordance with the Code of Penal Procedure of Quebec (L.R.Q., c. C-25.1).

ARTICLE IX: ENTRY INTO FORCE

This Regulation comes into force in accordance with the law.

William Miller Mayor	Gail Côté Director General and Clerk-Treasurer
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Notice of Motion	June 1, 2026
Draft by-law deposit	June 1, 2026
Adoption	July 6, 2026
Public Notice	July 7, 2026

9.2
NOTICE OF MOTION - CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR
ELECTED OFFICIALS
Resolution 2026-726

Notice of motion and deposit of the project By-law No. 233-26 concerning the code of ethics and professional conduct for elected municipal officials;

Councillor Lisa Belanger gives notice of motion that at a future meeting of Council, By-law No. 233-26 will be adopted concerning the code of ethics and professional conduct for elected municipal officials;

I hereby deposit By-law No. 233-26 concerning the code of ethics and professional conduct for elected municipal officials.

10
FINANCIAL ADMINISTRATION

10.1
ACCOUNTS PAYABLE
JUNE 2026
Resolution 2026-727

IT IS HEREBY
Moved by Larry Royea
Seconded by Lisa Belanger
AND UNANIMOUSLY RESOLVED

THAT the payment of accounts payable in the amount of \$59 968.07 be and is hereby approved.

Supplier	Description	Amount
DBR	Office 365 license	32.95
DBR	Phone support	31.62
DBR	Service contract	56.46
DMS Sutton	2026 lawn mowing contract	2 299.50
Gestim	Urbanism service (UV by-law)	620.87
Gestim	Municipal inspection (24/05/26 to 19/06/26)	2 460.47
Paris André	Mowing side of roads	724.34
Paysagement Précision	Services rendered	1 618.28
Paysagement Précision	Big garbage pickup	1 793.61
Puits Caron	Drilling an artesian well	26 450.00
RIGMRBM	Landfill fees	864.47
Rona	Cold patch	57.26
Ville de Lac Brome	Agreement – First Responders (finale invoice)	1 897.00
Ville de Lac Brome	Agreement – Fire Department (finale invoice)	18 039.00
Vincent Hélène	Project manager for new Town Hall	3 022.24
TOTAL		\$59 968.07

10.2
ACCOUNTS PAID
JUNE 2026
Resolution 2026-728

Supplier	Description	Amount
BCAS	Rent and cleaning for June	753.09
Ent Raymond Cherrier	Garbage and compost collection and transport	2 864.80
Miller William	New laptop	1 782.10
Monthly remuneration of elected officials	June remuneration	2 282.45
Monthly remuneration of Director General	June salary	3 872.52
TOTAL		\$11 554.96

Supplier	Description (direct debit)	Amount
DBR	Photocopier leasing	105.15
DFS Insurance	Group insurance	582.35
Hydro Québec	Street lighting	198.14
Hydro Québec	Electricity Heritage Park	107.70
IT Cloud	Microsoft monthly subscription fees	28.69
TOTAL		\$1 022.03

TOTAL \$72 545.06

ADOPTED

11
ROADS

11.1
ROAD REPORT(S)

- No comments concerning roads.

11.2
AWARDING OF CONTRACT - SUPPLY AND SPREADING OF LIQUID DUST CONTROL
FOR 2026
Resolution 2026-729

WHEREAS the municipality has nearly 5km of gravel roads;

WHEREAS the dust generated is a source of nuisance for residents and users;

IT IS HEREBY
Moved by Anthony Allen
Seconded by Larry Royea
AND UNANIMOUSLY RESOLVED

TO award the contract for the supply, delivery, and spreading of liquid dust control for the year 2026 to Renald Meunier, at a unit price of \$0.55/LI for a maximum amount of \$10 000 plus applicable taxes;

TO finance this expense, net of tax refunds, from the operating budget;

TO authorize the Director General and Clerk-Treasurer to give all necessary instructions and sign all documents to this effect.

ADOPTED

11.3
AWARDING OF CONTRACT FOR DITCH CLEANING (MULLARKEY ROAD)
Resolution 2026-730

WHEREAS the ditch located on Mullarkey Road requires cleaning to ensure proper drainage;

WHEREAS this work is necessary for the safety of residents and to maintain safe road conditions;

IT IS HEREBY
Moved by Anthony Allen
Seconded by Lisa Belanger
AND UNANIMOUSLY RESOLVED

TO award the contract for cleaning the ditches on Mullarkey Road to Excavation GGM Inc. for the amount of \$6 887.95 plus applicable taxes;

TO finance this expense, net of tax refunds, from the operating budget;

TO authorize the Director General and Clerk-Treasurer to give all necessary instructions and sign all documents to this effect.

ADOPTED

11.4
AWARDING OF CONTRACT FOR MINOR ASPHALTING REPAIRS

Postponed to a future meeting.

12
ENVIRONMENT

12.1
AWARDING OF CONTRACT FOR THE CLEANING AND PUMPING OF MANHOLES
Resolution 2026-731

WHEREAS the municipality is responsible for the cleaning and pumping of the manholes located on its territory;

IT IS HEREBY
Moved by Anthony Allen
Seconded by Larry Royea
AND UNANIMOUSLY RESOLVED

TO award the contract for the cleaning and pumping of manholes to Enviro5 Inc. in the amount of \$4 961.79 plus applicable taxes;

TO finance this expense, net of tax rebates, from the operating budget;

TO authorize the Director General and Clerk-Treasurer to give all necessary instructions and sign all documents to this effect.

ADOPTED

13
PUBLIC SECURITY

- Nothing to discuss.

14
LEISURE AND CULTURE

- Nothing to discuss.

15
VARIA

- Nothing to discuss.

16
SECOND QUESTION PERIOD

1. A resident of Warehill Road reported an apparent issue with the recycling collection schedule. As one end of Warehill Road is in the Town of Brome Lake and the other in Brome Village, the collection days differ: recycling is normally collected on Mondays in Brome Lake and on Tuesdays in Brome Village. However, during the last two collection cycles, recycling for Brome Village section of Warehill Road was collected on Monday instead of the scheduled Tuesday.

The Director General said she would contact the MRC to discuss the situation.

2. A resident suggested that it would be beneficial to post the floor plans for the new Town Hall on the Town's website so that residents could view them.

The Director General stated that she would look into the suggestion.

3. A resident asked for clarification regarding what a “UV system” is.

The Director General explained that a UV system is a new technology for residents who need to install a septic system but have limited space available for the installation.

4. A resident asked whether Valley Road falls under the jurisdiction of the Ministère des Transports du Québec (MTQ).

Other residents continued the discussion, noting that there are several large and dangerous potholes that require attention.

The Director General confirmed that Valley Road is under the jurisdiction of the Ministère des Transports du Québec and that the Ministry is responsible for all repairs and maintenance of the road.

5. Councillor Larry Royea asked whether the estimated production capacity of the new well, in gallons of water, is known.

The Director General stated that she would check with our project manager.

17
ADJOURNMENT OF THE MEETING
Resolution 2026-732

IT IS HEREBY
Moved by Larry Royea
Seconded by Lynn Patenaude
AND UNANIMOUSLY RESOLVED

THAT the meeting be adjourned at 7:50 p.m.

Christopher Whitehead
Pro-Mayor

Gail Côté
Director General and Clerk-Treasurer

“I, Christopher Whitehead, pro-mayor, certify that the signing of the present minutes is equivalent to the signing by me of all the resolutions contained herein within the meaning of article 142 (2) of the Municipal Code.

BY-LAW NO. 233-26

**ENACTING THE CODE OF ETHICS AND PROFESSIONAL CONDUCT FOR ELECTED
MUNICIPAL OFFICIALS OF BROME VILLAGE**

WHEREAS the Council of the Municipality adopted, on February 24, 2022, By-law number 213-22 enacting a CODE OF ETHICS AND GOOD CONDUCT FOR ELECTED MUNICIPAL OFFICERS OF THE MUNICIPALITY OF BROME VILLAGE;

WHEREAS pursuant to section 13 of the Act respecting ethics and professional conduct in municipal matters, CQLR c. E-15.1.0.1 (hereinafter the “AEC”), every municipality must, before May 1 following any general election, adopt a revised code of ethics and professional conduct that replaces the one in force, with or without amendments;

WHEREAS it is therefore necessary to adopt a revised code of ethics and professional conduct for elected officials;

WHEREAS the formalities stipulated in the Act respecting ethics and professional conduct in municipal matters (LEDMM) for the adoption of such a revised code have been observed;

WHEREAS the Director General and Clerk-Treasurer states that the purpose of this by-law is to establish the Municipality's core ethical values and the rules of professional conduct that must guide the conduct of a person serving as a member of the council, a committee or commission of the Municipality, or, in their capacity as a member of the Municipal council, of another body;

WHEREAS this by-law is adopted pursuant to section 13 of the Act respecting ethics and professional conduct in municipal matters, CQLR, c. E-15.1.0.1;

IT IS HEREBY
Moved by
Seconded by
AND UNANIMOUSLY RESOLVED

TO adopt the following by-law:

SECTION 1: DECLARATORY AND INTERPRETATIVE PROVISIONS

1.1. The title of this by-law is: By-law No. 233-26 enacting the Code of Ethics and Professional Conduct for Municipal Elected Officials.

1.2. The preamble forms an integral part of this Code.

1.3. This Code does not replace the laws and regulations in force governing the Municipality and, more generally, municipal affairs. Rather, it supplements and complements the various general obligations and duties applicable to municipal elected officials as set out in applicable laws and regulations.

1.4. This Code shall not be interpreted as allowing any derogation from the provisions contained in the laws and regulations in force governing the Municipality, municipal elected officials, and, more generally, municipal affairs.

ARTICLE 2: INTERPRETATION

- 2.1 This Code shall be interpreted in accordance with the principles and objectives contained in the LEDMM. The rules set out in that Act are deemed to form an integral part of this Code and prevail over any inconsistent rule in this Code.
- 2.2 In this Code, unless the context indicates otherwise, the following mean:
- a) “Advantage”: Whether pecuniary or not, an advantage includes any gift, donation, favor, reward, service, gratuity, hospitality, remuneration, compensation, gain, indemnity, privilege, preference, compensation, benefit, profit, advance, loan, reduction, discount, etc.
 - b) “Code”: By-law 233-26 enacting the code of ethics and professional conduct for elected municipal officials.
 - c) “Council”: The Municipal Council of the Municipality of Brome.
 - d) “Professional Conduct”: Refers to the set of rules and duties that govern the functions of council members, their conduct, the relationships between them, and their interactions with municipal employees and the public in general.
 - e) “Ethics”: Refers to the set of moral principles that underpin the conduct of council members; it takes into account the values of the municipality.
 - f) “Personal Interest”: Such an interest is linked to the individual elected official and is distinct from the community they represent.
 - g) “Council Member”: An elected official of the Municipality, a member of a committee or commission of the Municipality, or a member of the board of another municipal body, when serving in his or her capacity as a member of council of the Municipality.
 - h) “Municipality”: The Municipality of Brome.

ARTICLE 3: APPLICATION OF THE CODE

- 3.1 This Code, and more specifically the rules set forth herein, guides the conduct of every council member.
- 3.2 Certain rules provided for in this Code also apply after the term of office of any person who has been a council member.

ARTICLE 4: MUNICIPAL VALUES

- 4.1. The Municipality’s core ethical values:**
Every council member values honesty, integrity, and fairness. He must demonstrate integrity and honesty beyond reproach.
- 4.2. Prudence in the Pursuit of Public Interest**
Prudence requires every council member to assume their responsibilities in the face of their public interest mandate objectively and with discernment. Prudence implies gathering sufficient information, reflecting on the consequences of their actions, and examining alternative solutions. Public interest implies making decisions for the greater good of the community and not for the benefit of private or personal interests to the detriment of the public interest.
- 4.3. Respect and Civility Towards Other Members, Municipal Employees, and Citizens**
Every member promotes respect and civility in human relations.
- He is entitled to these rights and acts with respect and civility towards all individuals with whom he interacts in the course of his duties. Civility implies demonstrating courtesy, politeness, and good manners.
- 4.4. Loyalty to the Municipality**

Loyalty requires performing one's duties in the best interest of the Municipality, with objectivity and independence of mind. It implies setting aside personal interests and disclosing them transparently, in accordance with applicable rules. Furthermore, loyalty implies respecting the decisions made by the council.

4.5. The Pursuit of Fairness

Fairness implies demonstrating impartiality, that is, conducting oneself objectively and independently, and considering the rights of all. Fairness requires that no discrimination be made.

4.6. The Honour Attached to the Duties of Council Member

Every member upholds the honor attached to their office, which presupposes the consistent practice of the five values listed above: integrity, prudence, respect and civility, loyalty, and fairness.

ARTICLE 5: RULES OF CONDUCT AND PROHIBITIONS

5.1. Application

The rules set out in this article shall guide the conduct of an elected official serving as a member of the council, committee, or commission:

- a) of the municipality; or
- b) of another body when sitting in their capacity as a member of the municipal council.

5.2. Purpose

These rules are intended to prevent:

- a) Any situation of personal interest of the council member that could influence their independence of judgment in the performance of their duties.
- b) Favoritism, malfeasance, breach of trust, or other misconduct.

5.3. Conflicts of Interest

5.3.1. It is prohibited for any member to act, attempt to act, or fail to act in any way that, in the performance of their duties, furthers their own personal interests or, in an abusive manner, the interests of any other person.

5.3.2. It is prohibited for any member to use their position to influence or attempt to influence the decision of another person in any way that furthers their own personal interests or, in an abusive manner, the interests of any other person.

5.3.3. It is prohibited for any member to solicit, induce, accept, or receive, for themselves or for any other person, any advantage whatsoever in exchange for taking a position on a matter that may be referred to a council, committee, or commission of which they are a member.

5.3.4. No member of council may have a direct or indirect interest in a contract with the municipality, subject to the exceptions provided for in section 305 of the Act respecting elections and referendums in municipalities, CQLR, c. E-2.2.

5.3.5. No member of council may participate in deliberations, vote, or attempt to influence the vote on any matter in which they have a direct or indirect financial interest, subject to the exceptions provided for in section 362 of the Act respecting elections and referendums in municipalities, CQLR, c. E-2.2.

ARTICLE 6: RECEIVING AND SOLICITING BENEFITS

6.1. No member of council may solicit, induce, accept, or receive, for themselves or for any other person, any benefit whatsoever in exchange for taking a position on a matter that may be referred to the council, a committee, or a commission of which they are a member. 6.2. No member may accept any gift, hospitality, or other benefit, regardless of its value, offered by a supplier of goods or services or that could influence their independence of judgment in the performance of their duties or compromise their integrity.

6.3. Any gift, hospitality, or other benefit received by a member of the municipal council that is not purely private in nature or covered by section 6.1 must, if its value exceeds \$200 (a municipality may stipulate a lower amount), be declared in writing by that member to the municipal (or city) clerk-treasurer within thirty (30) days of receipt. This declaration must contain

an adequate description of the gift, hospitality, or benefit received, and specify the name of the donor, as well as the date and circumstances of its receipt. The clerk-treasurer (or clerk) maintains a public register of these declarations.

ARTICLE 7: USE OF MUNICIPAL RESOURCES

It is prohibited for any member of council to use the resources of the municipality or any other body referred to in section 5.1 for personal purposes or for purposes other than activities related to the performance of their duties.

This prohibition does not apply when a member of council uses, on non-preferential terms, a resource made available to citizens.

ARTICLE 8 : USE AND DISCLOSURE OF INFORMATION

Confidential Information

It is prohibited for any member to use, disclose, or attempt to use or disclose, both during and after their term of office, any information obtained in the course of or in connection with the performance of their duties that is not generally available to the public, to further their own personal interests or those of any other person.

ARTICLE 9: POST-TERM OF OFFICE

Within twelve (12) months of the end of their term of office, a member of council is prohibited from holding a position as a director or officer of a legal entity, an employment, or any other function in such a way that they or any other person derives an undue advantage from their previous position as a member of the municipal council.

ARTICLE 10: Breach of Trust and Embezzlement

It is prohibited for a member to misappropriate, for their own use or for the use of a third party, any property belonging to the municipality.

ARTICLE 11: ANNOUNCEMENTS AT POLITICAL FUNDRAISING EVENTS

No council member may announce, at a political fundraising event, the completion of a project, the awarding of a contract, or the granting of a subsidy by the city unless a final decision regarding that project, contract, or subsidy has already been made by the appropriate municipal authority.

ARTICLE 12: RESPECT AND CIVILITY

No council member may behave disrespectfully toward other members of the municipal council, municipal employees, or citizens, including through the use of offensive, derogatory, or intimidating words, writings, or gestures, or any form of offensive incivility.

ARTICLE 13: HONOUR AND DIGNITY

No member may conduct themselves in a manner that undermines the honour and dignity of the elected office.

ARTICLE 14: CONTROL MECHANISM

Any breach of a rule set out in this Code by a member of the municipal council may result in the imposition of the following sanctions:

14.1. A reprimand;

14.2. Participation in training on ethics and professional conduct in municipal matters, at the expense of the council member, within the time limit prescribed by the Commission Municipale du Québec;

14.3. The return to the municipality, within thirty (30) days of the decision of the Commission municipale du Québec:

a) Of the gift, hospitality, or benefit received, or its value;

b) Of any profit obtained in contravention of a rule of this Code;

14.4. The reimbursement of any remuneration, allowance, or other sum received for the period determined by the Commission Municipale du Québec as a member of the council, a committee, or a commission of the municipality or of an organization referred to in section 5.1;

14.5. A penalty of up to \$4,000 payable to the municipality;

14.6. The suspension of a member of municipal council for a period not exceeding ninety (90) days. This suspension may extend beyond the end of their term if they are re-elected in an election held during their suspension and the suspension has not ended by the start of their new term.

When a member of municipal council is suspended, they may not perform any function related to their position as a council member and, in particular, may not sit on any council, committee, or commission of the municipality, or, in their capacity as a member of a municipal council or other body, receive any remuneration, allowance, or other sum from the municipality or such body.

ARTICLE 15: REPLACEMENT

This by-law replaces by-law no. (insert former code of ethics and professional conduct number here).

ARTICLE 16: ENTRY INTO FORCE

This by-law enters into force in accordance with the law.

APPENDIX
OPTIONAL CLAUSES

The following rules may be added to the Code of Ethics and Professional Conduct for Elected Officials if the Municipality so desires.

WARNING

It is understood that the Municipality will then adopt ethical and professional standards higher than the minimum required by law. In such a case, an elected official could be found in contravention of their Code of Ethics even if they comply with the law and be subject to sanctions. If certain optional rules are added, they may also be modified or enhanced at the discretion of each Municipality.

Continuation of Section 4.3 – Respect and Civility Towards Other Members, Municipal Employees, and Citizens

- In particular, every member of council must:
 - Demonstrate civility and courtesy in their interactions and communications, including those on the web and social media;
 - Respect the dignity and honor of other council members, municipal employees, and citizens.
 - Every council member must engage in open and honest dialogue with other council members to reach an informed decision.
 - Every council member must observe decorum during a public meeting.

public or private meetings of the municipal council. In particular, council members must respect the directives of the chair of the assembly.

— In their communications with municipal employees, the Municipality's partners, citizens, the media, and the general public, council members may not use their position or title to give the impression that they are acting on behalf of the Municipality, except where a resolution has been duly adopted to that effect by the municipal council. This prohibition does not, however, apply to the mayor, who acts within the scope of the specific powers vested in them by law.

Continued from section 4.6 – Honour Attached to the Functions of Council Member

— Every council member must make reasonable efforts to attend public and private meetings of the municipal council. The same applies when representing the Municipality at various meetings or events.

— No council member may incur any expenditure in contravention of the Act respecting the remuneration of elected municipal officers, CQLR, c. T-11.001, or attempt to obtain reimbursement for such an expense.

— When it comes to travel and expenses that involve reimbursement by the Municipality, every council member must, as far as possible, limit costs to what is reasonable under the circumstances.

Continued from section 5.3 – Conflicts of Interest

— Every council member must avoid knowingly placing themselves in a situation where they may have to choose between, on the one hand, their own personal interest or that of another person, and, on the other hand, that of the Municipality or another organization, while serving on the council in their capacity as a council member.

— Every council member must act impartially and fairly. They may not show favoritism, particularly towards the Municipality's suppliers.

- Every council member must be independent-minded and exercise objective judgment, free from personal bias, in order to make the best decisions for the Municipality.

- Any council member who becomes aware of a conflict of interest, or is notified of one, must take steps to resolve it as soon as possible after becoming aware of it.

- Every council member must prevent and avoid situations in which they risk being unduly influenced in a decision that could favor their own personal interests or, in an abusive manner, the interests of any other person.

- Every council member must ensure, at all times, that their activities other than those related to their elected position do not conflict with the performance of their duties as a municipal councillor.

Article 6 – Receiving or Soliciting Benefits

- When a council member represents the Municipality at an event and receives an attendance prize or any other benefit, without having personally contributed any amount to receive it, they must return it to the Municipality, which will decide how to use or dispose of it.

Article 7 – Use of Municipal Resources

- A council member may not allow a municipal employee or a third party to use the resources of the Municipality or any other municipal body affiliated with the Municipality for personal purposes unless it is a service or activity that is generally offered by the Municipality.

- A member is prohibited from misappropriating, for their own benefit or for the benefit of a third party, any property or sum of money belonging to the Municipality.

Article 8 – Use and Disclosure of Confidential Information

- It is prohibited for any member of council to use or disclose, for their own benefit or for the benefit of a third party, any privileged information or information in their possession that is not otherwise available or that the municipal council has not yet disclosed.

- A member of council may not disclose in any way, directly or indirectly, the opinion expressed in a private meeting by another member of council or any other person participating in such a meeting.

- Every member of council must exercise caution in their communications, particularly on the web and social media, to avoid directly or indirectly disclosing any privileged information or information that is not of a public nature.

For the purposes of this section, and without limiting the generality of the foregoing, privileged information and information that is not of a public nature include, but are not limited to: documents and information that cannot be disclosed or whose confidentiality must be ensured under the Act respecting access to documents held by public bodies and the protection of personal information, CQLR, c. A-2.1, discussions held
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During private meetings and anything protected by professional secrecy, unless the Municipality has waived it in the latter case.

A new section may be added:

X. Interference

X.1 A council member may not interfere in the day-to-day administration of the Municipality or give directives to municipal employees, except during a decision-making process at a public meeting of the municipal council. In such a case, the directives are implemented with municipal employees by the general management.

X.2 It is understood that a council member who is a member of a committee or commission formed by the municipal council, or who is mandated by the municipal council to represent the Municipality in a particular matter, may nevertheless be required to collaborate with the general management and municipal employees. This collaboration is limited to the mandate assigned to them by the municipal council.

X.3 Under no circumstances may this provision be applied or interpreted in such a way as to limit the Mayor's right of oversight, investigation, and control vested in him by law.

X.4 All council members must forward any complaints they receive to the Municipal Director General, who will take appropriate action. If the complaints are directed at the Director General, he will refer them to the Mayor.