

BY-LAW NO. 2579

**BY-LAW 2579 READOPTING THE
CODE OF ETHICS AND GOOD
CONDUCT FOR THE ELECTED
MUNICIPAL OFFICERS OF THE CITY
OF CÔTE SAINT-LUC**

At a Regular Council Sitting of the Côte Saint-Luc City Council, held by way of videoconference, on Monday, February 14, 2022, at 8:00 p.m. at which were present:

Mayor Mitchell Brownstein, B. Comm., B.C.L., L.L.B

Councillor Lior Azerad

Councillor Sidney Benizri

Councillor Dida Berku, B.C.L.

Councillor Mike Cohen, B.A.

Councillor Steven Erdelyi, B.Sc., B.Ed.

Councillor Mitch Kujavsky, B. Comm.

Councillor Oren Sebag, B.Sc. RN MBA

Councillor Andee Shuster

ALSO PRESENT:

M^e Jonathan Shecter, City Manager and Director of Legal Services and City Clerk

Ms. Tanya Abramovitch, Associate City Manager – Urban Strategy

Ms. Nadia Di Furia, Associate City Manager

M^e Jason Prévost, Assistant Director of Legal Services and Assistant City Clerk, acting as secretary of the meeting

- WHEREAS** the *Municipal Ethics and Good Conduct Act* (“Act”), which came into force on December 2, 2010, requires that every local municipality must have a code of ethics and good conduct which applies to its elected municipal officers;
- WHEREAS** the City of Côte Saint-Luc (“City”) duly adopted its Code of Ethics and Good Conduct for its Elected Municipal Officers (“Code”) on October 17, 2011 under By-Law no. 2352;
- WHEREAS** on January 20, 2014 the City readopted the Code after the general elections held on November 3, 2013 under By-Law no. 2424;
- WHEREAS** as required by Bill 83 – *An Act to amend various municipal – related legislative provisions concerning such matters as political financing*, on September 12, 2016 the City adopted By-Law 2424-1 amending By-Law no. 2424;
- WHEREAS** on January 14, 2018 the City readopted the Code after the general elections held on November 5, 2017 under By-Law no. 2496;
- WHEREAS** in conformity with the Act as amended on May 1, 2019, the City was required to review its Code to ensure conformity;
- WHEREAS** on July 12, 2021 the City readopted By-law 2575 under the same title to ensure conformity and added the enforcement of prohibiting psychological harassment and encouraging civility in the workplace in order to adhere to Bill 49 - *An Act to amend the Act respecting elections and referendums in municipalities, the Municipal Ethics and Good Conduct Act and various legislative provisions*;
- WHEREAS** on November 5, 2021 Bill 49 became law;
- WHEREAS** in conformity with the Act, the City must readopt its Code within 120 days of the general election held on November 7, 2021;
- WHEREAS** the formalities contemplated by the above-mentioned Act have been duly complied with; and
- WHEREAS** a notice of motion has been given;

THAT it be enacted and ordained as By-Law 2579 entitled “By-Law 2579 readopting a Code of Ethics and Good Conduct for the Elected Municipal Officers of the City of Côte Saint-Luc” as follows:

SECTION 1: TITLE

The title of this Code is: “*Code of Ethics and Good Conduct for the Elected Municipal Officers of the City of Côte Saint-Luc.*”

SECTION 2: DEFINITIONS

The following terms in this Code shall have the following meaning:

“**Act**” means the *Municipal Ethics and Good Conduct Act* pursuant to which this Code was adopted by the City.

“**Benefit**” means an actual or promised gift, donation, travel, hospitality, gratuity,

favour, loan, service, benefit, compensation, remuneration, advance, commission, award, amount of money, profit, indemnity, discount, or retribution.

“**City**” means the City of Côte Saint-Luc.

“**City Affiliates**” collectively means, as the context requires, the City customers, the City suppliers and the donors and sponsors of the City.

“**City Clerk**” means the city clerk employed as such by the City and includes the assistant city clerk and, where the foregoing persons are unavailable, the City treasurer.

“**City Contract**” means a contract entered into by the City.

“**City Property**” means the Property belonging to the City.

“**City Treasurer**” means the treasurer employed as such by the City and includes the assistant treasurer.

“**Civility in the workplace**” means an overall attitude and sensitivity that favors communication, dialogue, and co-operation between members of Council, Employees, and City Affiliates, as well as participating in the promotion and maintenance of a climate and work environment that is healthy, respectful, harmonious, and free of harassment. Civility in the workplace includes a safe workplace which nurtures respect, creativity, allegiance, commitment, and productivity.

“**Code**” means this *Code of Ethics and Good Conduct for the Elected Municipal Officers of the City of Côte Saint-Luc* adopted by the City, as revised from time to time.

“**Commission**” means the *Commission municipale du Québec* appointed pursuant to an *Act respecting the Commission municipale* (R.S.Q., c. C-35).

“**Complainant**” shall have the meaning ascribed in Section 9 hereof.

“**Complaint**” shall have the meaning ascribed in Section 9 hereof.

“**Confidential / Privileged Information**” means information that cannot be obtained under the *Act respecting access to documents held by public bodies and the protection of personal information* (R.S.Q., c. A-2.1) and an *Act respecting the Barreau de Quebec*, CQLR c-B-1 or any private information protected under the *Quebec Charter of Human Rights and Freedoms* or any information that is proprietary in nature and not generally available to the public.

“**Conflict of Interest**” means the presence of an interest that is direct or indirect, pecuniary or non-pecuniary, that is purely private in nature, known to a Council Member sufficient to impair his independence of judgement in carrying out the duties of his Office including, without limitation, the taking of a decision or vote in respect of a City by-law or resolution, or the granting of a City Contract to a particular supplier of the City.

“**Contract**” means any oral or written contract between two or more other persons where there is an exchange of monetary and/or non-monetary consideration and obligations, including a payment requisition, purchase order, private contract, or tender in connection with the sale-purchase, rental, subscription, license or other supply of Property. A Contract may include a City Contract.

“**Council**” means, collectively, all the officials duly elected to sit on the City council, including the Mayor and the City Councillors.

“**Council Member**” means an individual member of Council.

“**Disclosure Statement**” shall have the meaning ascribed in Section 8 hereof.

“**Elections and Referendums Act**” shall mean the *Act respecting elections and referendums in municipalities* (R.S.Q., c. E-2.2).

“**Interest**” means a direct or indirect pecuniary interest that is purely private in nature.

“**Legal Person**” means a company (or corporation), partnership, legal trust and such other non-individuals as recognized under Quebec and Canadian laws to the extent that each may apply.

“**Minister**” means the Minister of Municipal Affairs and Habitation responsible for the administration of the Act.

“**Office**” or “**Duties of Office**” or “**Duties**” means the office of city council or the exercise of a Council Member’s duties, whether on Council, on a commission, committee, or other public or municipal body, in which he participates, gives advice, or makes or influences decisions by reason of his office as Council Member.

“**Post-Term**” means the period of 12 months following the end of a Council Member’s Term.

“**Privileged Information**” means information that cannot be obtained under the *Act respecting access to documents held by public bodies and the protection of personal information* (R.S.Q., c. A-2.1).

“**Program**” means a professional development program on municipal ethics and good conduct.

“**Property**” means property that is movable or immovable, tangible, or intangible, including goods, products, services, resources, materials, supplies, equipment, devices, sums of money and intellectual property.

“**Psychological Harassment**” as defined in the *Act respecting labour standards*, CQLR c N-1.1, means vexatious / unwanted behavior that manifests itself in the form of conduct, verbal comments, actions or gestures generally characterized by the following four (non-cumulative) criteria:

- 1) the behaviors are repetitive;
- 2) they are hostile or unwanted;
- 3) they affect the person’s dignity or psychological integrity; and
- 4) they result in a harmful work environment.”

A single serious incidence of such behavior that has a lasting harmful effect on an employee may also constitute psychological harassment.

“**Term**” means the current term of a Council Member who has been elected as a representative of the City following a duly called public municipal election involving the City.

SECTION 3: INTERPRETATION

Gender: The masculine, feminine and neuter genders used in this Code shall include the other gender(s) where appropriate in the context.

Number: The singular in this Code shall include the plural and *vice versa* where appropriate in the context.

SECTION 4: SCOPE AND APPLICATION

This Code applies to every Council Member of the City.

SECTION 5: PURPOSE AND OBJECTIVES OF THIS CODE

The City hereby readopts this Code as a statement of its ethical values to which a Council Member must espouse, and as a guideline for the conduct of its Council Members in connection with their Duties of Office during the Term and where indicated, Post-Term.

The purpose and objectives of the present Code are as follows:

- 1) to prioritize and ensure adherence to the values of the City as described in section 6 on which the Council Members base their decisions, and contribute toward a better understanding of the values of the City;
- 2) to establish rules of conduct and standards of behavior that promote the integration of these values in the general conduct of Council Members towards each other, Employees, City Affiliates and in the decision-making process of Council Members;
- 3) to prevent any situation or ethical conflicts in which Council Members' private interest might impair their independence of judgment in the course of their official duties, and if they arise, help solve them effectively and with discernment; and
- 4) to ensure measures to enforce this Code are applied in case of breach of conduct and apply remedial measures to ethical violations.

SECTION 6: VALUES

Council Members shall use the following values to guide their conduct. While doing so, Council Member shall uphold and promote the equality of the English and French language within the City.

Integrity:

Every Council Member shall uphold honesty, diligence, and justice.

Council Members will conduct themselves in ways that maintain public confidence in the Office to which they have been elected, focus on issues rather than personalities, and avoid aggressive, offensive or abusive conduct.

Prudence in the pursuit of public interest:

Council Members shall assume the responsibilities related to their mission of serving the public interest. In the accomplishment of their mission, Council Member shall act with prudence, professionalism, vigilance, and reasonable judgement.

Civility in the workplace and respect between Council Members, Employees and City Affiliates:

Council Members shall promote respect in their professional relationships. Council Members are entitled to the right to deference and respect and shall act with reciprocal respect towards all individuals with whom they deal with in the context of their duties including other Council Members, Employees and City Affiliates.

Mutual respect and cooperation are required to achieve the Council's goals and implement the Council's strategic priorities through the work of Council and Employees.

Council Members shall be respectful of the role of Employees and make decisions based on political neutrality and objectivity and without undue influence.

Council shall show respect for the professional capacities of the Employees of the City and shall not injure the professional or ethical reputation of said Employees.

Honor attached to the Office of Council Members:

Council Members shall preserve the honor attached to their Office, which presupposes the continuous application of the three preceding values: integrity, prudence, and civility in the workplace.

SECTION 7: RULES OF CONDUCT

7.1. The provisions of this Code are intended to guide the conduct of Council Members during the Term in connection with their Duties of Office and aim to prevent:

- (a) any situation where the Interest of a Council Member might impair his independence of judgment in carrying out his Duties and thereby creates for that Council Member a Conflict of Interest;
- (b) any situation that would be contrary to sections 304 and 361 of *An Act respecting elections and referendums in municipalities (CQLR c. E-2.2)*;
- (c) any situation that allows for favoritism, embezzlement, breach of trust, or other misconduct by a Council Member towards other Council Members, Employees and City Affiliates; and
- (d) any situation that allows for a Council member to violate the value of Civility in the Workplace.

7.2 This Code is not intended to govern the conduct of Council Members in minute detail or to stipulate or resolve every situation where a question of a Council Member's ethics may arise as this would be impossible to achieve. Rather, this Code establishes useful guidelines for its elected municipal officers, thereby demonstrating the City's confidence in the judgement and sense of responsibility of Council in its ongoing application of ethical standards and conduct.

7.3 The City believes that its Council Members possess the skills and attributes required to adequately perform their official Duties in the pursuit of the public interest of the City and encourages only those persons with such skills and attributes to seek elected Office with the City. Failure to act ethically, even if not expressly mentioned in this Code, may subject a Council Member to the sanctions referred to in Section 10.

7.4 While reference is made in this Code to other applicable legislation, this is not meant to be exhaustive. Other provisions of law or regulation may apply to elected municipal officers and their conduct including, without limitation, the *Cities and Towns Act* (R.S.Q., c. C-19), other provisions of the *Elections and Referendums Act*, the *Lobbying Transparency and Ethics Act* (R.S.Q., c. T-11.011), the *Civil Code* (L.Q 1991, c. 64) and the *Criminal Code* (R.S.C. 1985, c. C-46).

7.5 Every Council Member is responsible for familiarizing himself with the same and complying therewith. The provisions of this Code are furthermore not intended to constitute a legal opinion or advice, or an interpretation of the laws applicable to Council.

7.6 CONFLICT OF INTEREST

- a) Council members are prohibited from acting, or attempting to act, or omitting to act, in the course of their official Duties, to further their private interest or improperly further the interest of any other person or persons.
- b) Council Members are prohibited from using their position to influence or attempt to influence another person's decisions to further their private interest or improperly further the interest of any other person or persons.
- c) However, Council Members are not considered to have violated this section when they benefit from the exceptions mentioned in section h) of section 7.6.
- d) Council Members 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 on a matter that may be brought before the Council, a committee or a commission on which the Council Member sits.
- e) Council Members are prohibited from accepting a Benefit, whatever its value, that might impair their independence of judgment in the course of their official duties, or otherwise compromise their integrity.
- f) If a Council Member receives any gift, mark of hospitality or other benefit that is not of a purely private nature or not prohibited under section 7, but that exceeds \$200 in value, he must file a written Disclosure Statement with the

City Clerk within 30 days of receiving the benefit. The Disclosure Statement must contain an accurate description of the gift, mark of hospitality or benefits received, and state the name of the donor, the date, and the circumstances under which it was received. The City Clerk shall keep a public register of these disclosure statements.

- g) Council Members may not knowingly have a direct or indirect interest in a contract with the City or a public body.
- h) A Council Member is deemed not to have such interest if:
- the Council Member acquires such interest as part of an inheritance or donation and renounces or disposes of it as soon as possible;
 - the Council Member's interest consists of holding shares in a company of which he is not an owner, director or senior executive, and in which he holds less than 10% of the voting stock;
 - the Council Member's interest is based on the fact that he or she is a member, director or officer of another municipal or public body within the meaning of *An Act respecting Access to documents held by public bodies* and the *Protection of personal information* (CQLR c. A-2.1), a non-profit organization, or a body of which he or she is required by law to be a member, director or officer in his or her capacity as a member of the City Council;
 - the contract is for remunerations, allowances, reimbursement of expenses, social benefits, goods or services to which the Council Member is entitled as a condition of employment associated with his or her office in the City;
 - the contract is for the Council Member's appointment to an official post or employment which the Council Member is eligible to hold without prejudice to his or her office;
 - the contract is for the delivery of general services provided by the City;
 - the contract is for the sale or rental of an immovable on non-preferential terms;
 - the contract is in the form of bonds, notes or other public securities offered by the City, or is for the acquisition of the securities on non-preferential terms;
 - the contract is for services or goods that the Council Member is required by statute or regulation to supply or render to the City;
 - the contract is for the supply of goods by the City and was signed before the Council Member assumed office in the City, and before he or she entered as a candidate for office or was elected to office;
 - in case of force majeure, the general interest of the City requires that the contract be awarded in preference to all other offers.
- (i) A Council Member, who is present at a session when a matter arises in which he or she has a private pecuniary interest, whether directly or indirectly, must disclose the general nature of his or her interest before debate on the matter begins. Interested Council Members must also abstain from taking part in discussion or debate, voting, or attempting to influence a vote on the matter.
- (j) In a closed session, the Council Member must, in addition to the preceding, disclose the general nature of his or her interest, and then leave the session and remain absent until the matter has been debated and voted upon.

- (k) If the matter on which a Council Member has a pecuniary interest is taken up during a session when the Member is absent, the Member, once he or she becomes aware that matter is under discussion, must disclose the general nature of his or her interest to the first session at which he or she is present.
- (l) This section does not apply in cases where the Council Member's interest consists of remunerations, allowances, reimbursement of expenses, social benefits, goods, or services to which the Member is entitled as a condition of employment associated with his or her office in the City.
- (m) Nor does it apply in a case where a Council Member's interest is so small that the Council Member cannot reasonably be expected to be influenced by it.

7.7 USE OF CITY RESOURCES

Council Members are prohibited from using the resources of the City for personal use or for purposes other than activities related to their Duties.

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

7.8 USE OR COMMUNICATION OF CONFIDENTIAL INFORMATION

Council Members must respect the Confidentiality of information not generally available to the public but which they have obtained in the course of their Duties. This confidentiality applies both during and after their Term of office, and they are further prohibited from using or communicating, or attempting to use or communicate, such information to further their private interests or those of another person or persons.

7.9 CIVILITY IN THE WORKPLACE

Council Members are prohibited from behaving in a manner that is inconsistent with Civility in the workplace as defined in this Code towards the Council, Employees, and City Affiliates by using hurtful, vexatious, denigrating, contemptuous or intimidating language, writings, or gestures.

7.10 BREACH OF TRUST AND EMBEZZLEMENT

Council Members are prohibited from committing fraud, embezzlement, theft, or breach of trust and diverting goods belonging to the City for their private use or use by a third party.

7.11 ANNOUNCEMENT DURING A POLITICAL FINANCING ACTIVITY

Council Members are prohibited from making any announcement, during a political financing activity, of the completion of a project, the conclusion of a contract or the awarding of a subsidy by the City, unless a final decision regarding this project, contract or subsidy has been made by the competent authority of the municipality.

7.12 AFTER TERM OF OFFICE

During the 12 months after the end of Council Members' respective Terms of office, they are prohibited from:

- (a) serving as a director, officer, or senior executive of a corporation, or hold employment or any other position to obtain undue benefit for themselves or another person, based on their previous office as Members of the City Council;
- (b) using or communicating, or attempting to use or communicate, Privileged Information to improperly further his Interests or the Interests of another person;
- (c) being in a situation that would be contrary to sections 304 and 361 of *An Act respecting elections and referendums in municipalities* (CQLR c. E-2.2); and

- (d) being in a situation that allows for favoritism, embezzlement, breach of trust, or other misconduct by a Council Member towards other Council Members, Employees and City Affiliates.

SECTION 8: BENEFITS/ DECLARATION OF INTEREST AND ABSTENTION

8.1. Within 30 days of a Council Member receiving a Benefit that is not purely or primarily of a private nature and whose value exceeds \$200, the Benefit shall be declared in a public register by the Council Member as follows: the Council Member shall make, date and sign, on the standard form mentioned below, a written Disclosure Statement, delivered to the City Clerk, setting out the name of the donor, a description of the Benefit, the date on which the Benefit was received and the circumstances in which the Benefit was received (“**Disclosure Statement**”).

The City Clerk shall:

- (a) create a standard form of Disclosure Statement for convenient and standardized informational purposes; and
- (b) maintain a public register containing all of the Disclosure Statements delivered by Council.

8.2. The City Clerk shall, during the last regular public meeting in December of each year, table an extract from such register containing the Disclosure Statements filed since the preceding December.

8.3. In compliance with Section 361 of the *Elections and Referendums Act*, a Council Member who is present at a public council meeting or otherwise involving his Office when a matter in which he has a direct or indirect Interest is under consideration, shall disclose the general nature of his Interest before the discussions and vote during a public meeting, and abstain from participating in them and from attempting to influence the vote on that matter.

The previous paragraph also applies to a sitting of any board, committee, or commission of the municipality or of a municipal body of which the Council Member is a member.

8.4. In a private meeting, in addition to complying with the requirements of the previous paragraph, the Council Member shall, after disclosing the general nature of his Interest, leave the meeting while the matter is being discussed and voted on. If the Council Member is not present at such a meeting (public or private), the Council Member shall disclose the general nature of his Interest at the next possible meeting attended by the Council Member after becoming aware of that fact.

8.5. This section shall not apply where the Interest: (a) relates to the conditions of employment of the Council Member in connection with his Office, or (b) is so minor that the Council Member could not reasonably be influenced by it.

Furthermore, in compliance with Sections 357-358 of the *Elections and Referendums Act*, within 60 days of being elected, every Council Member shall file a written declaration with Council of his pecuniary Interests in immovables and in Legal Persons likely to make transactions with the City or any municipal body of which he is a member, without mentioning the value or extent of those Interests. The statement must include a list of the employments and administrative positions held and of the loans obtained from a person or body, other than a financial institution, on which the balance in principal and Interest is over \$2,000. Every year, within 60 days after the anniversary of the declaration of his election, every Council Member shall file an updated statement with Council.

SECTION 9: COMPLAINTS AND INVESTIGATION PROCEDURE

Any person who has reasonable grounds for believing that a Council Member's conduct is in violation of this Code (the “Complainant”) may, within three (3) years of the end of the Council Member's Term in which such violation took place, petition the

Commission to examine the alleged conduct of the Council Member for a violation of this Code.

This petition shall be made by the Complainant by sending a sworn written statement setting out the name of the Council Member, the date, and a description of the alleged violation of this Code with reasons (the "Complaint"). The Complainant shall supply all necessary documentary proof in support of his sworn Complaint. The Complainant shall send a full copy of his Complaint and supporting documents to the City Clerk simultaneously with his sending of the Complaint to the Commission.

The Commission may, on its own initiative, obtain from any person information it considers necessary concerning a violation referred to in the Complaint.

The Commission may dismiss the Complaint if the Commission is of the opinion that it is frivolous, vexatious, or clearly unfounded, or if the Complainant refuses or fails to provide the Commission with any information or documents required.

The Act shall govern, inter alia, such further inquiry by the Commission, if of the opinion that the information in its possession is likely to show that a Council Member has violated an applicable rule of the Code, to determine whether such a violation has been committed. Such inquiry shall be held in camera and the Council Member shall be entitled to present a full and complete defense. The Commission shall formulate its recommendations, including whether or not a sanction is recommended against the Council Member, if he is found to have violated this Code, after taking into consideration the values of this Code, the second paragraph of Section 5 of the Act, the seriousness of the violation and the circumstances in which it occurred, including whether or not the Council Member obtained a written advisory opinion, containing reasons, from an ethics and conduct advisor listed as such on the website of the Commission (<http://www.cmq.gouv.qc.ca/>) or took any other reasonable measure to comply with this Code.

The City Clerk must table the Commission's decision to Council at the first regular public meeting held after its receipt.

For additional information, an interested person should consult the Act.

SECTION 10: SANCTIONS

Subject to Section 9 hereof, a violation of a rule of this Code found by the Commission to have been committed by a Council Member may entail, in the discretion of the Commission, the imposition of the following sanction(s):

- (a) A reprimand;
- (b) The return, or refund of value, by the Council Member, within 30 days after the decision of the Commission is rendered, of any Benefit found to have been received by the Council Member;
- (c) The return, or refund of value, by the Council Member, within 30 days after the decision of the Commission is rendered, of any profit made in violation of a rule set out in this Code;
- (d) The reimbursement of the remuneration, allowances or other sums received as Council Member in connection with his Office for the period determined by the Commission;
- (e) A penalty not exceeding \$4,000.00, to be paid to the City;
- (f) 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 he or she is re-elected in an election during the suspension and the latter has not expired on the day the Council Member's new Term begins.

When suspended, a Council Member may not perform any duty related to the Office of Mayor or Office of Council Member and, in particular, may not sit on any Council, committee, or commission of the City or on any other body in his

or her capacity as Council Member, nor may the Council Member receive any remuneration, allowance or other sum from the City or such a body.

- (g) 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.

Where the sanction consists in undergoing a professional development program on ethics and good conduct, the Council Member must, within 30 days after participating in such a program, report his or her participation to the Commission and to the City Clerk, who in turn reports it to the Council.

The Commission may suspend a Council Member who, without a serious reason, failed to participate in the Program within the prescribed time.

SECTION 11: PROFESSIONAL DEVELOPMENT

All Council Members must participate in a Program within 6 months from the commencement of his Term.

The Program must, *inter alia*, encourage participants to reflect on municipal ethics and adhere to the values set out in this Code, and help them acquire the competencies they need to understand and observe the rules set out in this Code.

Within 30 days after participating in such a Program, a Council Member must report his participation to the City Clerk who in turn reports it to Council.

SECTION 12: PROHIBITION OF RETALIATORY MEASURES

No retaliatory measures of any nature whatsoever, nor any pressure, will be exercised against a person who, in good faith, informs the competent authority of a suspected violation of this Code.

Any person who violates this section is deemed to have violated this Code and could be subject to the sanctions indicated in section 10.

SECTION 13: ADOPTION

This Code and its revisions (see Section 14 hereof) shall be adopted pursuant to a by-law adopted at a regular public meeting of Council, according to the procedure set out below:

The adoption of this Code and its revisions shall be preceded by the tabling of a draft by-law at a public meeting of the Council by a Council Member giving the notice of motion.

After the tabling of the draft by-law, the City Clerk must, in accordance with *The Cities and Towns Act* (R.S.Q., c C-19), give a public notice containing a summary of the draft by-law and setting forth the date, time and place of the public meeting at which the by-law is to be adopted. The notice must be published no more than 7 days before the date of the public meeting.

Not later than 30 days of the adoption of this by-law, the City Clerk shall send a certified copy of the by-law to the Minister.

SECTION 14: REVISIONS

Before March 1st following a general municipal election involving the City, Council must adopt a revised code to replace the Code currently in force, with or without amendments, following the procedures set out in Section 13 hereof with the necessary modifications.

Within the 30 days of the adoption of a revised Code, the City Clerk shall send a certified copy of the adopting by-law and the revised Code to the Minister.

SECTION 15: REPLACEMENT AND COMING INTO FORCE

This by-law replaces by-law 2575 and shall come into force according to law.

(s) Mitchell Brownstein

MITCHELL BROWNSTEIN
MAYOR

(s) Jason Prévost

JASON PRÉVOST
ASSISTANT CITY CLERK

CERTIFIED TRUE COPY

**JASON PRÉVOST
ASSISTANT CITY CLERK**

DISCLOSURE STATEMENT

I, _____ hereby disclose that I have received a benefit pursuant to By-law 2579 entitled: "By-law 2579 readopting a Code of Ethics and Good Conduct for the Elected Municipal Officers of the City of Côte Saint-Luc" as outlined below:

Name of donor: _____

Description of benefit: _____

Date benefit received: _____

Circumstances: _____

Name and date

CITY OF CÔTE SAINT-LUC

BY-LAW NO. 2579

**BY-LAW 2579 READOPTING A CODE OF
ETHICS AND GOOD CONDUCT FOR THE
ELECTED MUNICIPAL OFFICERS OF
THE CITY OF CÔTE SAINT-LUC**

ADOPTED ON: _____

IN FORCE ON: _____

CERTIFIED TRUE COPY