



***BY-LAW REGARDING THE ADOPTION  
OF THE REVISED CODE OF ETHICS AND  
CONDUCT FOR MEMBERS OF COUNCIL  
OF THE TOWN OF HAMPSTEAD***

***NUMBER 1042***

04-14-2026  
Version 1.0

**BY-LAW NO. 1042**

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THE REVISED CODE OF ETHICS AND  
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**WHEREAS** the Municipal Ethics and Good Conduct Act (CQLR, c. E-15.1.0.1) requires all municipalities to adopt a code of ethics to ensure that the members of every council of a municipality explicitly adhere to the main ethical values of the municipality, and to provide for the adoption of rules of conduct and the application and enforcement of those rules;

**WHEREAS** every municipality must, before May 01 following a general election, adopt a revised code of ethics and conduct to replace the one in force, with or without amendments;

**WHEREAS** pursuant to section 356 of the Cities and Towns Act (QRLN, c. C-19), notice of motion for the present By-law has been given and a Draft By-law has been tabled at the Regular Council meeting held on March 09, 2026;

**WHEREAS** all Council members received a copy of the present By-law no. 1042 and declare having read it;

**ON APRIL 14, 2026, THE COUNCIL DECREES AS FOLLOWS:**

**SECTION I – ETHICS**

1. The members of the Council of the Town of Hampstead must adhere to the highest standards of honour and integrity in the performance of their duties of office.
2. The following values shall serve as guides to council members in their understanding of the rules of conduct that apply to them, to decision-making and to the general conduct of the members of the Council in their capacity as elected officials, and particularly when situations are encountered that are not explicitly provided for in this code:
  - (1) the integrity of the members of Council;
  - (2) the honour attached to the office of Council member;
  - (3) prudence in the pursuit of the public interest;
  - (4) the respect and civility to be shown to the other council members, to the employees and to the citizens;
  - (5) loyalty to the municipality;
  - (6) the quest for equity.

These values must guide council members in their understanding of the rules of conduct that apply to them.

**SECTION II – CONDUCT**

3. **Scope**

- 3.1 The rules in this chapter should guide the conduct of elected officers as members of the Council, committee or commission of:
  - (1) the Town;
  - (2) any other body in their capacity as members of the municipal Council.

#### 4. **Purpose**

4.1 These rules are intended, in particular, to prevent:

- (1) any situation in which Council members' private interest might impair their independence of judgment in the course of their official duties;
- (2) favoritism, embezzlement, breach of trust or other misconduct.

#### 5. **Respect and civility**

5.1 Council members are prohibited from behaving in a disrespectful manner toward other members of the municipal council, municipal employees or citizens, in particular by using vexatious, denigrating or intimidating language, writings or gestures or any form of vexatious incivility.

#### 6. **Honor and dignity**

6.1 Council members are prohibited from behaving in a way that undermines the honour and dignity of the office of elected officer.

#### 7. **Employment**

7.1 No immediate family member (spouse, child, mother, father, brother or sister) may be employed by the Town of Hampstead in a permanent position. However, unpaid volunteer work is allowed.

7.2 Summer employment of family members of the members of council is allowed, provided that members of council do not try in any way to influence staff hiring, firing or disciplinary decisions with respect to these persons.

The staff must hire the best persons with no regard to their relationship with members of Council. Any attempt to question staff decisions will be a violation of this code.

7.3 Within 12 months after the expiry of his or her term, a member of council may not 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 council member.

#### 8. **Contracts**

8.1 Council members may not contravene section 304 of the Act respecting elections and referendums in municipalities (CQLR, c. E-2.2) by knowingly having a direct or indirect interest in a contract with the Town or a public body contemplated in section 3.1.

A member of Council is deemed not to have such an interest in the cases indicated in section 305 of this Act.

#### 9. **Use of resources**

9.1 Council members may not use the resources of the Town or of any other body referred to in section 3.1 for personal purposes or for purposes other than activities related to the duties of office.

9.2 In the case of resources or tools provided by the Town to all members of Council for the performance of their duties, section 9.1 does not apply if their use does not incur additional costs for the Town or is in accordance with the applicable laws, By-laws, policies, or directives.

9.3 Section 9.1 does not apply where a Council member uses, on non-preferential terms, a resource that is available to all citizens.

#### 10. **Conflicts of interests**

10.1 Council members are prohibited from acting, or attempting to act, or omitting to act, in the course of their official duties, so as to further their private interest or improperly further the interest of any other person or persons.

- 10.2 Council members are prohibited from using their position to influence or attempt to influence another person's decisions so as to further their private interest or improperly further the interest of any other person or persons.
- 10.3 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.
- 10.4 Council members are prohibited from accepting any gift, mark of hospitality or other benefit, whatever its value, that is offered by a supplier of goods or services or that might impair their independence of judgment in the course of their official duties or otherwise compromise their integrity.
- 10.5 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 9.4, but that exceeds \$40 in value, the member must file a written disclosure statement with the 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 Clerk shall keep a public register of these disclosure statements.

- 10.6 Council members may not contravene section 361 of the Act respecting elections and referendums in municipalities (CQLR, c. E-2.2).

In accordance with section 362 of this Act, 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 Town.

Nor does it apply in a case where a Council member's interest is so small that the member cannot reasonably be expected to be influenced by it.

## 11. **Confidentiality**

- 11.1 Council members may not use or communicate, or attempt to use or communicate, whether during or after his or her term, information obtained in or in connection with the carrying out of the duties of office that is not generally available to the public so as to further his or her private interests or those of another person.
- 11.2 Council members may not reveal to anyone information, which can be reasonably considered as confidential, without the consent of the council member who provided him or her such information.
- 11.3 Council members may not make the announcement, during a political fundraising event, of 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.

## **SECTION III – SANCTIONS**

12. Any violation of a rule in this Code by a Council member may result in the imposition by the Commission municipale du Québec of the following sanctions:
  - (1) a reprimand;
  - (2) participation in a professional development program on municipal ethics and good conduct, at the council member's expense, within the time prescribed by the Commission municipale du Québec;
  - (3) the delivery to the Town, within 30 days after the decision of the Commission, of:
    - (a) the gift, mark of hospitality or benefit received, or its equivalent value;
    - (b) any profit obtained in violation of a rule set of this code.

- (4) the repayment of the remuneration, allowance or other amounts received as a member of the Council, a committee or commission, or as a member of a body contemplated in section 3.1, for the period of time determined by the Commission;
- (5) a penalty not exceeding \$4,000, to be paid to the Town;
- (6) the suspension of the Council member for a period of up to 90 days; such a suspension may continue after the expiry of the member's term if he or she is re-elected in an election during the suspension and the latter has not expired on the day the member's new term begins.

When suspended, a Council member may not perform any duty related to the office of mayor or councillor and, in particular, may not, sit on any council, committee or commission of the Town of Hampstead or on any other body in his or her capacity as council member, nor receive any remuneration, allowance or other amounts from the Town or such a body.

#### **CHAPTER IV – FINAL PROVISIONS**

13. The present By-law replaces any other prior code of ethics and conduct for members of Council of the Town of Hampstead.
14. The present By-law will come into effect according to the law.

(s) Jeremy Levi, Mayor  
Jeremy Levi, Mayor

(s) Simona Sonnenwirth  
Simona Sonnenwirth, Deputy Town Clerk