



Minutes

Municipality of Sheenboro

Date: September 12th 2016 Time: 7:30 P.M. Location: 59 Sheen road, Sheenboro

Attendance P R/A Attendance P R/A

Doris Ranger	x		Dick Edwards	x	
John Brennan	x		Donald Kreiger		x
Lorna Brennan Agnesi	x		Lawrence Gleason	x	
Karen Shea	x		Fernand Roy	x	

Agenda Items

Discussion

Call Meeting to Order	Mayor Ranger opens the meeting
Adoption of the agenda	01-12-09-16 Adoption of the agenda Moved by Mr. John Brennan to adopt the agenda with the additions . <p style="text-align: right;">Adopted</p>
Approval of August 8th 2016 Minutes	02-12-09-16 Accept the Minutes Moved by Mr. Lawrence Gleason that we accept August 8 th meeting minutes as presented. <p style="text-align: right;">Adopted</p>
Fire Chief Report	Fire Chief Mr. Glynn Fleury gives his monthly fire department report. We had many fires during the month . Even forest fires in the sector of McGyllivery lake. The Training is going well. Chichester is completing section 3 Mansfield and Allumette finishing section 2. Incident reports include . Fire works, and complaint from neighbors burning garbage. Truck vehicle are all ok except St-Joseph truck is done. Test on pumper annually. Budget items: Install box at fire hall to drop off the fire inspection sheets. Dry hydrant will not be ready to be installed this year. Any structural fire we have automatic back-up from Waltham During the day from 6 to 6

	<p>Visitor: Mrs. Rhonda Perry from the SADC presents the services the SADC offers for local business.</p> <p>And how they can help . Economic summit October will be resumed in November . Cel service and internet is not good enough for business. Pontiac SADC is unique in Canada for the following reason : they are bilingual , close to Ontario. they have made 5.2 Billions \$ in loans. They partner-ship for the financing, they do the ground work. We have a first in Qc to sign with the MRC to manage all the loans. for business going through the SADC and the MRC. Self employment benefit. For people starting a business.</p>
<p>Christmas party/ Loan for fire truck.</p>	<p>The economic summit happening in Maniwaki on October 3rd will be repeated in a summary version in November at the Pontiac conference center.</p> <p>For the fire fighters and municipal worker Christmas party will need to be reviewed and come with a proposition.</p> <p>If we decide to purchase a vehicle for the fire chief should we use the funds from the fund raised?</p> <p>03-12-09-16 Purchase on hold until next budget.</p> <p>Moved by Mr. Lawrence Gleason that we wait until next year budget before purchasing a vehicle for the fire chief.</p> <p style="text-align: center;">Adopted</p>
<p>Question period / Visitors SADC presentation</p>	
<p>1. Payment of the bills</p>	<p>04-12-09-16 Payment of the bills</p> <p>Moved by Mr. Lawrence Gleason that we pay the bills of the month as listed.</p> <p style="text-align: center;">Adopted</p>
<p>1.2 Snow-plowing bids.</p>	<p>05-12-09-16 Plowing call for tender</p> <p>Moved by Mr. Lawrence Gleason that we go with SEAO for the snow-plowing.</p> <p style="text-align: center;">Adopted</p>
<p>1.3 Cutting trees</p>	<p>Both Shamus and John agreed to let us cut underbrush at the corner of Glass property.</p> <p>06-12-09-16 Brushing along roads.</p>

	Moved by Mr. John Brennan that we proceed with brush and grass cutting on hard top road for an amount of 4000\$ Adopted.
1.4 Zoning project	
1.5 TECQ Grant	Proposed meeting with the Engineer September 19 th 10:00 A.M.
1.6 Sale of house	07-12-09-16 Sale of property Moved by Mr. Lawrence Gleason that we sell to Jamie Brennan the house for 4000\$ Adopted
1.7 FQM Convention	
1.8 AECL Emergency plan/ Open house	08-12-09-16 Tel. Booster Moved by Mrs. Lorna Brennan Agnesi that we proceed to purchase the tel. booster from WEPC after getting the P.O. from AECL. Adopted.
1.9 Petawawa army invite	
2.0 Economic summit	
2.1 Contractual policy	Notice of motion Mr. Dick Edwards gives notice of motion to the effect that he will introduce a by-law on contractual management.
2.2. Code of Ethics by-law up date	09-12-09-16 Code of Ethics for Members of Council Moved by Mrs. Lorna Brennan Agnesi that we adopt the modification to the code of ethics for council members. . Municipality of SHEENBORO Province of Québec Whereas the municipality is empowered to adopt by-laws and regulations.

Whereas the Government of Québec has made it mandatory for every municipality to adopt a code of ethics.

Whereas a notice of motion has been deposited at the August 8TH^d 2016 meeting by councilor Mrs. Lorna Brennan Agnesi .

Consequently it is proposed to adopt the following by-law, following the special procedures relative to the by- law.

It is moved by Mrs. Lorna Brennan Agnesi that this municipality adopts the present by law, namely **The Code of Ethics and Good Practices for the municipality of Sheenboro modified in 2016.**

Code of Ethics and Good Practice

The present code of Ethics & Good practice for elected members is adopted in accordance with the law on Ethics and Good Practice concerning municipal Matters (2010,C.27).

According to this law all municipalities must adopt a code of Ethics and Good Practice for elected members

in order that all elected members must adhere to the by-law and its principles, concerning matters of ethics.

As well as guaranty the adoption of such a code of ethics and the implementation of mechanism allowing the control necessary for this by-law.

The main reason for a municipality to adopt a code of ethics are:

1. To insure the integrity of all members of council

2. To recognize the honor included in the function of council members

3. The assurance of respecting the public interest

4. To prone the respect between other members of council, employees and citizens.

5. To Assure the Loyalty to the municipality

6. The pursuit to attain full equity for all

The values specified in the code of Ethics and Good Practice must guide all persons to whom this guide applies to.

The rules in the code of Ethics and good practice are to prevent among other the following conditions:

1. All situations where the personal interest of a member of council

may influence his judgment in the exercise of his duties.

2. All situation contravening article 304 & 361 of the electoral law.L.R.Q., chapter E.2.2);

3. Favoritism, bad faith, abuse of power or confidence or any other refutable actions.

Interpretation:

All words keep their usual meaning in the code except for the following definition:

" Advantage" Includes all presents, gifts, favor, rewards, service, commissions, gratification, mark of hospitality, remuneration , retribution, gain , indemnity, privileges, preference, compensation, benefit, profit, advance, loan, reduction discount or all other form of favor or promise of such advantage.

" Personal Interest" Personal interest of the concern person whether be director indirect, cashable or not, real or apparent or potential is distinct without necessary being exclusive of the general public or that could be perceived as such by a reasonable informed person. Is excluded from this notion the case where the personal interest consist of remunerations , allocations, expenses, refund, social benefit or other work condition s related to the position of the concern person in the municipality.

" Relative Interest" Interest for the consort of the concern person; his children or interest in a society, company, cooperative or association with whom the concern person has a business relation . It can be

direct or indirect cashable or not, real or apparent or has the potential to be. It is distinct without being exclusive from the general public or that can be perceived as such by a reasonable informed person.

Municipal organization:

1. An organization that the law declares mandatory or agent of a Municipality.

2. An organization that its board is mainly composed of members of Council of the same municipality.

3. An organization that sees its budget adopted by the municipality or that its financing is assured for more than half its budget.

4. A council, a commission, or a committee formed by the municipality in charge of examining or studying a question presented by the council.

5. A business, a corporation, society, or association that has a member delegated or designated to represent the municipal interest.

Fields of Applications.

The present code of ethics applies to all members of the municipal council.

1. Conflict of interest

All persons must abstain from knowingly putting themselves in a situation where they may be called to make a choice between their personal interest or one of their relatives versus the interest of the municipality or a municipal organization.

In the case the situation exists the person must make public this situation, and abstain from participating in the discussion or deliberation on the subject in conflict. Without limiting the above declaration. It is forbidden to all person to act or attempt to act or omit certain actions that would influence or favor personal interest or by abusing the situation and influencing another person. It is also forbidden to any person from using their position in order to influence or attempt to influence another person in such a way that it would favor his personal interest or in an abusive way influence another person.

2. Advantages It is forbidden to all persons:

To accept, request, or solicit all advantage for herself or another person that may have Decisional power on a council, committee, commission that she may be in conflict of interest. To accept all advantages whatever its value that may influence your impartiality of judgment in the exercise of your functions or that risk to compromise your integrity. The person that receives any advantage exceeding 200\$ and that is not of purely private situation or subject to paragraph 2. of the first section must within 30 days of it's reception produce a written declaration to the director general or secretary-treasurer of the municipality containing the description of this advantage , the name of the donor, the date and circumstances of its reception.

3. Discretion & Confidentiality

It is forbidden to anyone during his mandate and after, to use, communicate, or attempt to use or communicate the information obtained during the exercise of his functions and that information that is not normally

available to the public in order to gain personal interest for him or any other person.

4. Use of Municipal resources

It is forbidden to anyone to use or to allow to use municipal resources, goods, assets and service for personal use or for use other than for the exercise of his functions.

5. Respect the decision process Everyone must respect the law, the policy, norms (By-law and Resolutions) of the municipality and other municipal bodies relative to the decision process.

6. Obligation of loyalty after a mandate

Everyone must act with loyalty towards the municipality in order to respect the disposition of the law. It's forbidden to use or disclose all confidential information that this person obtained during the course of his mandate Without limiting the generality of the above paragraph, it is forbidden to anyone within 12 month's from the end of his mandate, to occupy an administration seat or to manage a corporation, or work or any functions that herself or someone else would get an unfair advantage because of the information obtain while exercising his mandate for the municipality.

6.1 It is forbidden to any member of a municipal council to announce during a fund raiser the proposed project that has not yet materialized or a municipal grant that has not finalized.

7. Sanctions

In conformity with articles 7 and 31 of the law on ethics and good practice for

municipalities (2010.c.27) Any member of Council that contravenes any of the articles in this code of Ethics and good practice are subject to the following sanctions:

1. A reprimand
2. To return to the

municipality within 30 days following the Decision of the Municipal Commission of Québec:

- a. The gift, the mark of hospitality or advantage received or its value.
- b. Of all profit made because you contravened the present by-law.

3. The refund of all remuneration, allocation and other amount received, during the period that the offence to the code of Ethics and good practice lasted while you were a member of council, or committee or a municipal commission or organization.

4. To suspend a member of Council for a period not more than 90 days. This suspension cannot be longer than the end of the mandate. When a member of council is suspended, he cannot sit on any committee, council, or municipal Commission as well as a member of municipal council or other organization or any municipal Council. He will not be entitled to receive remuneration or allocation or any sum of money from the municipality or other municipal organization.

Adopted at the September 12th 2016 meeting
Posted the 28th day of f September 2016

Mayor Mrs. Doris Ranger

: _____

Director-General Mr. Fernand

Roy: _____

Adopted

10-12-09-16 Code of Ethics for employees.

Moved by Mrs. Lorna Brennan Agnesi that we adopt the modifications to the code of ethics for members of council.

Canada

Province of Québec

Municipality of Sheenboro

By-law concerning code of ethics and good practice for municipal employees.

Whereas according to article 2, 16 and 18 of the law on Ethics and good practice for municipal affairs (L.R.Q.c. E-15.1.0.1) the Municipality of Sheenboro must adopt a by-law regulating ethics and good practice covering their municipal employees. This by-law must enumerate the municipal values on ethics and good practice as well as the procedures to adopt to implement and enforce this code.

Whereas a notice of motion has been given by Councillor Mrs. Lorna Brennan Agnesi at the August 8th 2016 meeting and that a copy of the project of the by-law has been distributed to all members of council on September 5th 2016

Whereas a consultation of the employees has been done on the 05 of September 2016

Whereas a publication of the by-law project has been done on August 22nd 2016, stating that this by-law would be adopted at the regular meeting of September 12th 2016.

Consequently it is moved by Councillor Mrs.

Lorna Brennan Agnesi

That the municipality adopt the code of ethics and good practice bylaw concerning municipal employees modified this September 12th 2016

By law number C.1-20-11-2012-1

Article 1. The values:

1. The integrity of the municipal employee
2. The pride of being a municipal employee
3. Ensuring the public interest
4. Respect between the employees, the Municipal council and the citizens
5. Loyalty to the Municipality
6. Quest for fairness

Every employee must adhere to these values in the performance of his or hers duties.

The values stated in this code must guide all employees to whom it applies in the pursued of the public interest respecting the ethics and good practice code.

Main goal

The employees must execute their duties in such a manner as to respect the interest of the public and keep a good relationship of confidence between the citizens and the municipality of Sheenboro.

The objectives

Prevent:

1. situations where the interest of the employee could influence his

judgement in making decision that would not be in the best interest of the public

2. all situation that is in opposition to the values stated in this code of Ethics and good practice
3. all favoritism, wrong doing, abuse of confidence and all other misconduct

Interpretation

Unless the context opposes it all words keep their normal signification except for the following words or expression:

1. **Advantage:** All advantages whatever it may be or the promise of such an advantage.
2. **Conflict of interest:** All situations where the employee must decide between his personal interest and the interest of the municipality.
3. **Confidential information:** all information that is not public and that the employees know because of his duties working for the municipality.
4. **Immediate superior:** the person that represent the first level of authority above the employee and that exercise a control on the work. In the case of the Director-General his immediate superior is the Mayor.

General obligations:

The employee must

1. execute his duties in the best

	<p>way possible caring for the good result</p> <ol style="list-style-type: none">2. respect the present code its policy its rules and the employers directives3. Perform his duties and obligations toward the Municipality. He must not denigrate the Dignity or reputation of his employer, his co-workers the members of council that are in relation with his work. <p>The electoral law do not contradict this code, if the electoral law allows actions that are not considered as partisan then this code do not overrule these legal actions</p> <ol style="list-style-type: none">4. always act with honesty and integrity5. at work be properly dressed for the work to be performed6. To communicate to the employer all information that he knows is relevant and important for the Municipality <p>The present code must not be interpreted or applied in such a way as to prevent the employees from applying all necessary security precautions that is necessary to insure his safety and well balanced work place for his mental as well as physical health for him and his co-workers.</p>
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Particular obligations.

Rule 1. Conflict of interest

An employee must avoid all situations where knowingly he chooses his personal interest rather than the interest of the Municipality or in an abusive way over some other person

The employee must:

1. Assume his duties consciously in conformity with the laws and regulations in place in the Municipality or its organisations.
2. Restrain from having alone or with an associate a contract with the Municipality. This prohibition doesn't apply to contract that are allowed by law.
3. When a situation risk putting him in a conflict of interest he must inform his superior.

Without limiting the particularity of the above paragraph it is forbidden to all employees to:

1. Act, or try to act or refuse to act in such a way that this action favors his personal interest or in an abusive way contravene someone else's.
2. To use his position in the municipality to influence or try to influence a decision of another person in such a way that it would favor his personal interest or in an abusive way create de prejudice to another person.

Rule 2. The advantages.

It is forbidden to all employees:

1. to solicit, request, or imply receiving a favor for a decision or act that he may or may not undertake that would benefit him personally or someone else , if he accepts to act in the sense of the advantage he receives.
2. to accept any advantage of any value if this advantage influences his decision or affects his judgement and integrity.

However it is not forbidden to accept an advantage if it respect the following three conditions :

1. It is received in the form of commonly accepted practice of good hospitality and appreciation not influencing any decision.
2. It is not an amount of cash, bonds or any other bank draft.
3. The advantage do not create and illusion of affecting the integrity or good judgement of the employee.

The employee that receives such an advantage must declare it to his immediate superior. The declaration is then registered in a specific register for this purpose held by the Secretary-Treasurer.

Rule 3. Discretion and confidentiality.

An employee must not knowingly use, or try to use or communicate or try to communicate information that is not public, but because of his position he knows about it and he intends to use this information for his personal gain or so to create for him or someone else an advantage

The employee must use all necessary precaution to protect confidential information especially during an electronic communication.

In case of doubt the employee must address his concern to the person responsible for the communication of information to find out if the information is or is not confidential.

Rule 4. Use of municipal resources

A municipal employee cannot use Municipal resources for his personal use or any other use other than in the exercise of his duties.

This interdiction don't apply when the resources is available for everyone in the municipality.

The employee must

1. Use the municipal resources with diligence and care. When he uses them in the execution of his duties for the municipality he must follow the municipal policy, rules and directives.

2. To have and hold a valid permit or authorization at all time when using municipal vehicles.

Rule 5. Respecting peoples.

The relationship between workers, municipal members, or any citizen must be base on respect, consideration and civility.

The employee must

1. Act in an equitable way when exercising his duties and not cause prejudice or preferred treatment to one worker over another.
2. Abstain from holding injurious remark, comments and actions either by words, actions, or simply attitude that could affect a person's dignity and integrity.
3. Use the appropriate language relating to his duties.

Rule 6. The obligation of loyalty.

The employee must be loyal and faithful to his duties towards his employer.

Without limiting the above paragraph, any person leaving a job with the municipality must not gain special advantages due to the information that his duties would

have supplied him with.

Rule 7. Sobriety

It is forbidden to any employee to consume or the entice someone to consume alcohol drinks or illegal drugs during the work time. A Person must not be under the influence of such alcohol drinks or drugs during his work period.

However when an employee attends a function that serves alcoholic beverages and it is custom to consume it as allowed as long as the employee keeps his consumption reasonable.

Rule 7.1. Public announcement

It is forbidden t any employee of the municipality to publicly announce the grant of the municipality or other source of financing proposed and not delivered yet during a fund raiser event.

Sanctions:

Within the respect of the work contract whomever contravene any article of this code of ethics is subject to reprimand handed down either by the Municipality or the Director-General if that power has been handed down to him .

In the case where the contravention occurs after the employee has left

the employment of the Municipality
the Municipality may call upon the
courts system to obtain sanctions or
repairs to protect its interest

The municipality recognizes the
corrective aspect of discipline in the
work place. It also recognizes that
the disciplinary sanctions will be just
and reasonable and proportionate to
the gravity of the contravention.

Application and control:

All complaint from the citizen in
regard to this code must:

1. be deposited in all confidentiality
with the Director General or
Secretary-Treasurer that will
determine if a contravention to
the Code of Ethics and good
practice as in fact been
committed.
2. Be complete, be in writing, be
justified and accompanied if
applicable by all documents
justifying the contravention. It
must also be presented by the
person that has first hand notice
the contravention and not from
someone that simply was made
aware of the situation but is not
him or herself eye witness to the
contravention.
3. If the complaint concerns the
Director-General (Secretary-
Treasurer) then the complaint
must be made the same way as
paragraph 1 and 2 but must be
directed to the Mayor.

Before a sanction can be imposed to

	<p>an employee the employee must:</p> <ol style="list-style-type: none"> 1. be informed of the reason for the complaint 2. have the chance to explain himself or herself. <p>Rule 8. Abrogation .</p> <p>The present by-law abrogates and replaces all previous by-law , resolutions, politics and directive concerning the present code of Ethics and good practice.</p> <p>Rule 9. Coming into force</p> <p>The present by –law will become enforce once all the formalities for such a by law has been accomplished according to the law.</p> <p>Mayor Mrs. Doris Ranger :_____</p> <p>Director-General Mr. Fernand Roy _____</p> <p style="text-align: center;">Adopted</p>
2.3 Docks	The new docks need to be recognized as the municipal docks. . Inform the committee that we have a lawyer on retainer and that council is ready to send a legal letter if they require.
2.4 Intergenerational park	Putting stone and trees on Parking lot and trees in the park plus a cement pad plus two toilet rooms and wash station.
2.5 Amphibious Challenge	

2.6 Ottawa River group request	<p>11-12-09-16 Ottawa River 150th celebration</p> <p>Moved by Mrs. Karen Shea that we agree to send a letter of support to the Ottawa River group requesting support.</p> <p style="text-align: center;">Adopted</p>
2.7 Readers winner award	<p>12-12-09-16 Attend Ceremony award.</p> <p>Moved by Mrs. Karen Shea that the Mayor and a RA representative attend the award ceremony since we have nominations. on Sept 21st 6:30 to 9:00. And purchase a congratulation notice in the Pontiac Journal.</p> <p style="text-align: center;">Adopted</p>
2.8 Store	<p>Get in touch with the old store owner to clean up in front of the old store.</p>
3.0 Closing	<p>13-12-09-16 Closed.</p> <p>Moved by Mr. Lawrence Gleason that we close the meeting 9:55 P.M. Adopted.</p> <p>Mayor Mrs. Doris Ranger _____</p> <p>Director-General Mr. Fernand Roy: _____</p>