

**CANADA
PROVINCE OF QUÉBEC
REGIONAL COUNTY OFFICE
OF ARGENTEUIL
TOWNSHIP OF WENTWORTH**

BY-LAW NUMBER 2025-004

**BY-LAW RESPECTING THE INTERNAL MANAGEMENT OF MEETINGS
OF THE COUNCIL OF THE MUNICIPALITY OF THE TOWNSHIP
OF WENTWORTH REPEALING AND REPLACING BY-LAW
NUMBER 2022-011**

WHEREAS Article 491 of the *Municipal Code of Québec* chapter C-27.1 allows for the adoption and amendment of By-Laws to regulate the conduct of Council proceedings and the maintenance of good order and decorum during Council Meetings;

WHEREAS the Municipality of the Township of Wentworth wishes to promote harmonious exchanges between Council Members, Officials and the public;

WHEREAS the Municipality of the Township of Wentworth wishes to act to maintain order and decorum during Council Meetings;

WHEREAS it is appropriate for Council to pass a By-Law to this effect;

WHEREAS a Notice of Motion of this By-Law was given and the Draft By-Law deposited at the Council Meeting of February 3rd, 2025;

THEREFORE, it is proposed by Councillor _____ and
RESOLVED

THAT the Council of the Municipality of the Township of Wentworth adopts By-Law 2025-004 "*By-Law respecting the internal management of the meetings of the Council of the Municipality of the Township of Wentworth, repealing and replacing By-Law number 2022-011*", and orders and decrees as follows, namely:

PREAMBLE

ARTICLE 1

The preamble to this By-Law is an integral part of it.

SUBJECT

ARTICLE 2

This By-Law concerns the establishment of the rules of governance and procedures for the meetings of the Municipal Council of the Township of Wentworth.

TITLE

ARTICLE 3

This By-Law number 2025-004 shall be known as the "*By-Law respecting the internal management of the meetings of the Council of the Municipality of the Township of Wentworth*" and shall repeal and replace By-Law number 2022-011.

REPEAL

ARTICLE 4

By-Law number 2022-011 respecting the internal management of Council Meetings of the Municipality of the Township of Wentworth is hereby repealed.

COUNCIL MEETINGS

ARTICLE 5

5.1 Regular meetings of Council shall be held in accordance with the schedule established by resolution of Council, on the days and at the times set out therein, which may be amended by resolution.

5.2 Regular meetings of Council shall generally be held on the first Monday of each month at 7:00 pm.

5.3 Council shall hold its meetings at the Town Hall located at 175 Louisa Road, Wentworth, or at such other place as may be determined by resolution.

5.4 Meetings of Council shall be open to the public.

5.5 All deliberations shall be conducted in a loud and clear voice.

5.6 Special meetings of Council shall be held in accordance with the provisions of the *Municipal Code of Québec*.

SPECIAL MEETINGS OF COUNCIL

ARTICLE 6

6.1 Special Meetings are normally called as required when a decision of Council is necessary before the next regular meeting.

6.2 Notice of Special Meetings of Council and Notice of adjournment in the case of Article 156 of the Municipal Code, shall be given at least two (2) days prior to the day fixed.

6.3 A Special Meeting of any Council may be called at any time by the Mayor, the Clerk-Treasurer or any two members of Council, by giving special written notice of such meeting to all members of Council other than those calling the meeting, at least two (2) days before the day fixed and the person or persons calling the meeting shall determine the contents of the agenda.

6.4 This Notice of Meeting may be notified to the members by technological means in accordance with articles 133 and 134 of the *Code of Civil Procedure* (chapter C-25.01), with the necessary adaptations.

6.5 At a Special Meeting, only the subjects and business mentioned in the Notice of Meeting may be addressed, except with the unanimous consent of the members of Council, if all are present.

6.6 A member of the council of a municipality may, if he wishes, participate remotely in a council meeting by a means that allows all persons participating in or attending the meeting to see and hear each other in real time, in the following cases:

1° during a special meeting;

2° for reasons relating to the member's safety or health, or that of a close relative, and, if a health reason is invoked, for a maximum of three regular sessions per year or, where applicable, for the duration indicated in a medical certificate attesting to the member's need to participate at a distance;

3° because of an impairment resulting in a significant and persistent disability that constitutes an obstacle to his or her participation in person at Council meetings;

4° due to pregnancy or the birth or adoption of a child, in which case the number of consecutive weeks of distance participation may not exceed:

a) 50, if he was not absent due to pregnancy or the birth or adoption of his or her child in accordance with section 317 of the Act respecting elections and referendums in municipalities (chapter E-2.2);

b) the number resulting from subtracting from 50 the number of weeks during which he/she was absent for a reason referred to in subparagraph a.

Remote participation is permitted only if the member attends the session from a location in Quebec or an adjacent province.

The Minutes of the meeting must mention the name of any Council member who participated remotely.

When the majority of Council members participate remotely in a meeting, the Municipality must make a video recording of the meeting and make it available to the public, on its website or on any other website it designates by resolution, as of the business day following the day on which the meeting ended.

ORDER AND DECORUM

ARTICLE 7

7.1 Council shall be presided over at its meetings by its Mayor or the Pro Mayor, or in the absence of either, by a member chosen from among the Councillors present.

7.2 The Mayor or any person presiding in his place shall maintain order and decorum during Council Meetings. He may order the expulsion of any person who disturbs order and decorum.

SOUND AND IMAGE RECORDING

ARTICLE 8

8.1 Any person may, during a Council Meeting, capture images or sounds by means of a technological device. Council may, pursuant to paragraph 2 of article 491 of the Municipal Code of Québec, provide for rules to ensure that the use of technological devices does not interfere with the orderly conduct of business. Notwithstanding the foregoing and in accordance with Article 491 of the Code, the recording of sound and/or images is permitted by members of the public under the following conditions:

- Only members of Council who are present may be captured by a recording device as described above. When citizens speak during question period or during a consultation session, they may be captured or recorded.
- Council may prohibit the recording of images or sounds, if the video recording of each meeting is made available free of charge on the Municipality's Website or on any other website designated by resolution of the Municipality.
- The device used must remain in the physical possession of its user, or be placed on a table or in a space designated and identified for this purpose. The use of the device must be done discreetly without interfering with the conduct of the meeting and the citizens present. Cellular phones and other devices must be turned off.

AGENDA

ARTICLE 9

9.1 The person presiding the Council and the Clerk-Treasurer shall prepare a draft agenda prior to each regular or Special Meeting of Council. The draft agenda for any regular meeting shall be distributed to members of Council no later than 72 hours before a Regular Meeting and 48 hours for a Special Meeting.

9.2 All documentation useful for decision-making is made available to the members of the Council no later than 72 hours before the time set for the start of the meeting, unless an exceptional situation arises.

Failure to do so does not affect the legality of the meeting.

ARTICLE 10

The agenda shall be drawn up according to the following model:

1. Opening
2. Adoption of the agenda
3. Approval of the minutes of the previous meeting(s)
4. Urbanism
5. Public Security
6. Public Works
7. Treasury and General Administration

8. Environment
9. Question period
10. Varia
11. Closing of the meeting

ARTICLE 11

11.1 The agenda of a Regular Meeting is completed and modified, if necessary, before its adoption, at the request of any member of the Council.

11.2 The agenda of a Regular Meeting may, after its adoption, be amended at any time, but then only with the consent of a majority of the members of Council present.

11.3 The agenda of a Special Meeting may be amended only with the consent of all members of Council.

11.4 Items on the agenda of a Regular Meeting shall be called in the order in which they appear.

QUESTION PERIOD

ARTICLE 12

12.1 Council Meetings shall include a period during which those present may ask oral questions of Council members.

12.2 At a Regular Meeting, this period shall not exceed sixty (60) minutes but may be terminated prematurely if there are no further questions addressed to Council.

At a Special Meeting, the question period shall be fifteen (15) minutes in duration and shall deal only with matters on the agenda. The Mayor or any person presiding in his or her stead shall call upon those wishing to ask questions in turn. The Mayor or his or her designate may extend the time for questions if circumstances so require.

12.3 Any member of the public present wishing to ask a question shall:

- a) Identify themselves in advance and provide their street address;
- b) Address the president of the meeting;
- c) Ask only one question and one sub-question on the same subject. However, any person may ask a new question and a new sub-question when all persons wishing to ask a question have done so, and so on in turn until the end of the question period;
- d) Address the question in a polite manner and do not use abusive, vexatious or defamatory language towards anyone.

If a person speaks without asking a question, the Mayor or the person presiding in his place may interrupt and ask him to ask his question.

12.4 Each speaker shall be allowed a maximum of five minutes to ask the two questions, after which the president of the meeting may terminate such intervention.

12.5 Each member of Council may, with the permission of the President, supplement the answer given.

12.6 Only questions of a public nature shall be permitted, as opposed to questions of private interest not business of the Municipality.

12.7 Any member of the public present at a Council Meeting who wishes to address a member of Council may do so only during the question period.

12.8 Any member of the public present at a Council Meeting shall refrain from shouting, heckling, singing, making noise or doing any other act that may interfere with the proper conduct of the meeting.

12.9 Any member of the public present at a Council Meeting shall obey an order of the person presiding over the meeting relating to the decorum during Council Meetings.

WRITTEN REQUESTS

ARTICLE 13

Briefs, letters, motions and petitions shall be deposited during question period, but shall not be read at the Council Meeting unless the elected officials decide otherwise. The briefs, letters, petitions must be legibly written or printed on paper of suitable form and signed. They must be written in plain and respectful language.

RESOLUTIONS AND REGULATIONS

ARTICLE 14

14.1 An Elected Official shall not speak until he or she has signified his or her intention to do so to the president by raising his or her hand.

The Presiding Officer shall call upon the Elected Official according to the order of the requests.

14.2 Resolutions and By-Laws shall be introduced at Council Meetings.

Once presented, the Presiding Officer shall ensure that all members of Council who wish to speak on the matter have had an opportunity to do so.

Once a draft resolution or By-Law has been presented, and all Council Members who wish to vote on the matter have had the opportunity to do so, a Council Member may submit a request to amend the draft.

14.3 When a request for amendment is made by a Council member, the Council must first vote on the amendment submitted. If the amendment is adopted, Council then votes on the original draft as amended. If the amendment is not adopted, Council votes on the original draft. The rules applicable to voting on the original draft apply to voting on amendments.

14.4 Any member of Council may, at any time during the debate, demand the reading of the original proposal or amendment and the President or the Clerk-Treasurer (the Clerk), at the request of the President or the member of Council presiding over the meeting, shall then read it out.

VOTE

ARTICLE 15

15.1 Votes shall be taken orally and shall be recorded in the Council Minute book.

15.2 Except for the Mayor of the meeting, every member of Council is required to vote under penalty of the law, unless he/she is exempt or prevented from doing so because of his/her interest in the matter concerned, in accordance with the *Act respecting elections and referendums in municipalities* (RLRQ, c E-2.2).

15.3 All decisions shall be made by a majority of the members present, except where the law requires a different majority.

15.4 When the votes are equally divided, the decision is considered to be made in the negative. However, the Mayor shall have a vote if he so desires and may decide when the votes are equally divided.

15.5 The statements or justifications of each member of Council in connection with a vote shall not be recorded in the Minutes, except in a case where the member of Council wishes to raise a conflict of interest prior to the commencement of deliberations that he or she wishes to have recorded in the Minutes of the Municipality.

ADJOURNMENT

ARTICLE 16

16.1 Any Regular or Special Meeting may be adjourned by Council to another time on the same day or to another day thereafter, without notice of the adjournment being required to be given to those members not present.

16.2 No new business shall be brought before or considered at an adjourned Special Meeting unless all members of Council are present and consent.

16.3 Any two members of Council may, when a quorum is not present, adjourn the meeting one hour after the lack of a quorum has been ascertained. The time of adjournment and the names of the members of Council present shall be entered in the Minutes of the Meeting.

In such case, special written Notice of the adjournment shall be given by the Clerk-Treasurer to those members of Council who were not present at the time of the adjournment. Service of such Notice shall be recorded at the resumption of the adjourned meeting in the same manner as Notice of a Special Meeting.

PENALTY

ARTICLE 17

Any person who acts in contravention of a provision of the present By-Law commits an offence and is liable to a minimum fine of \$300 for a first offence and \$600 for a subsequent offence, said fine not to exceed \$1000. Fees for each infraction are extra.

Failure to pay within the time limit set by the Court, the offender will be subject to the penalties provided for in the *Code of Penal Procedure of Quebec* (RLRq, c. C-25-1).

INTERPRETATIVE AND FINAL PROVISIONS

ARTICLE 18

No provision of the present By-Law shall be interpreted in such a way as to restrict the powers and privileges granted by law to the members of the Municipal Council.

ARTICLE 19

In the event of a discrepancy between the French and English texts, the French text shall prevail.

COMING INTO FORCE

ARTICLE 20

This By-Law shall come into force in accordance with the Law.

Jason Morrison
Mayor

Natalie Black
General Manager and
Clerk-Treasurer

Notice of Motion:
Draft By-Law:
Adoption of the By-Law:
Public Notice:

February 3rd, 2025
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