



**ADMINISTRATIVE COMPILATION  
DRAFT BYLAW NUMBER 06-19**

**CONCERNING THE INTERNAL MANAGEMENT OF THE MUNICIPALITY  
OF PONTIAC**

Adopted by the Municipal Council XXX  
Entry into force on XXX  
Effect of bylaw:

<b>Name and/or number of bylaw, policy, resolution</b>	<b>Date of approval by Council</b>	<b>Date of coming into force</b>	<b>Status</b>
Bylaw 02-12 Meeting procedures of the Municipal Council	May 8, 2012	May 29, 2012	Abrogated
Bylaw 29-13 modifying bylaw 02-12	November 26, 2013	November 29, 2013	Abrogated



## PREFACE

The reader is hereby advised that any errors or omissions that may be identified in the text below do not affect the enforceability of the regulations and amendments referred to therein, as sanctioned in their original version.

REFERRED



CANADA  
PROVINCE OF QUEBEC  
MUNICIPALITY OF PONTIAC

**DRAFT BYLAW 06-19 CONCERNING THE INTERNAL MANAGEMENT  
OF THE MUNICIPALITY OF PONTIAC**

**REGULAR** meeting of the Council of the Municipality of Pontiac, held on XXX, 2020, at 7:30 p.m. at the Luskville Community Centre, located at 2024 Route 148, Pontiac, at which meeting were present:

**the Mayor, Mrs. Joanne Labadie**

the Council Members :

Leslie-Anne Barber  
Susan McKay  
Nancy Draper-Maxsom  
Thomas Howard  
Scott McDonald  
Isabelle Patry

All Council members and being a quorum.

**WHEREAS** the Municipal Council wishes to repeal and replace its bylaws number 02-12 and 29-13 concerning the rules and procedures to be followed by the Council of the Municipality of Pontiac during its public meetings;

**WHEREAS** a notice of motion was given on December 11, 2019, by Councillor Mrs. Leslie-Anne Barber and that the draft bylaw was presented at the same meeting;

**THEREFORE**, it is moved by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**AND UNANIMOUSLY RESOLVED THAT THIS BYLAW BE ADOPTED AND THAT IT BE ORDERED AND RULED AS FOLLOWS:**

**CHAPTER I**

**PRELIMINARY PROVISIONS**

**1. Purpose and scope of application**

The purpose of this bylaw is to determine the rules of internal management relating to the preparation and conduct of Municipal Council meetings.

**2. Terminology**

Unless the context indicates otherwise, words and expressions used in this bylaw have the following meaning:

- "Regular meeting":** Monthly statutory meeting of the members of the municipal Council on the dates set out in the calendar of meetings adopted by resolution no later than December of each year.
- "Special meeting":** Meeting of the members of the municipal Council which has an exceptional character in order to respond to a concern of an urgent and ad hoc nature.
- "Preparatory session"** In-camera meeting of the members of the municipal Council in preparation for regular sessions of Council, also referred to as a "Caucus".

*"Quorum"*: A quorum represents the absolute majority of the members of the municipal Council.

### 3. Replacement

This bylaw repeals and replaces bylaws #02-12 and #29-13 concerning the procedures to be followed by the Council of the Municipality of Pontiac during its meetings.

## CHAPTER II

### PREPARATION OF THE MEETINGS

#### 4. Agenda

Unless the Municipal Council decides otherwise, the agenda must be drawn up according to the following model:

1. **OPENING OF THE MEETING**
2. **FLOOR TO THE PUBLIC AND QUESTIONS**
3. **ADOPTION OF THE AGENDA**
4. **ADOPTION OF THE MINUTES OF PREVIOUS MEETINGS**
5. **ADMINISTRATION - FINANCE AND HUMAN RESOURCES**
6. **PUBLIC SAFETY**
7. **PUBLIC WORKS**
8. **ENVIRONMENTAL HEALTH**
9. **URBAN PLANNING**
10. **RECREATION AND CULTURE**
11. **MISCELLANEOUS**
12. **TABLING OF DOCUMENTS**
13. **PUBLIC QUESTION PERIOD**
14. **CLOSING AND ADJOURNMENT OF THE MEETING**

The titles of these headings may differ, but the essence must remain the same.

This model does not apply to special sessions of the municipal council.

#### 4.1 Modification of the agenda

The agenda of a regular meeting shall be completed and amended, if necessary, before its adoption, at the request of any member of the Municipal Council and upon authorization of the President of the meeting.

## CHAPTER III COUNCIL MEETINGS

### SECTION I

#### General information

#### 5. Regular meetings

Any regular council meeting is held at 7:30 p.m. at the Luskville Community Centre located at 2024, Route 148 in Pontiac, on the schedule of meetings adopted by resolution, no later than December of each year.

The Council members may decide to temporarily change the day and place of the meetings.

#### 6. Preparatory Sessions ("Caucus")

The Council shall meet at least the one week and not later than 72 hours before the regular meeting. The purpose of this meeting is to prepare for the regular meeting.

These meetings are held in-camera and the information discussed is confidential and cannot be shared. The same applies to the positions taken and comments made by Council members. The meetings are held in the conference room at the Town Hall, at the time agreed upon by the Council members. However, the place and time may be changed if the Council agrees.

A caucus may also be organized to discuss a specific topic or to hear presentations, receive training, meet with representatives or to hold any type of in-camera meeting.

## **7. Special sessions**

In addition to the regular meetings provided for in this chapter, special meetings may be called at any time by the President of the Council, the Director General and Secretary-treasurer or by two members of the Council.

During a special meeting, only the subjects and business mentioned in the notice of meeting may be discussed, except with the unanimous consent of the Council Members, if they are all present.

Notice of a special meeting must be given to all Council members, other than those who convene the meeting, at least two days before the day fixed for the meeting.

## **8. Failure to comply with the formalities for convening the meeting**

Failure to comply with the formalities prescribed by law for convening a council meeting may not be invoked where all the members of the council present on the territory of the Municipality have attended and that they expressed their waiver in an explicit or implicit manner, by participating to the meetings' deliberations.

## **9. Presidency of the Council meetings**

During its meetings, the Council is presided by the Mayor or the Pro-Mayor.

In their absence, the Director General calls for order and presides over this sole deliberation, which is the choice of an appointed president chosen among the Councilors present.

The Pro-Mayor or the designated president, depending on the case, only presides the meeting until the arrival of the Mayor or the Pro-Mayor, depending on the case.

## **10. Secretary**

The Director General of the Municipality acts as secretary of Council meetings. In his absence, he shall be replaced by the Assistant Director General.

Before proceeding with business, if these two persons are not present, a resolution of the Municipal Council will be adopted to authorize one or more persons to act as secretary for this meeting.

## **SECTION 2**

### **Course of the sessions**

## **11. Opening of the meeting and quorum**

### **11.1 Verification of quorum**

It is assumed that the quorum verified at the beginning of the meeting lasts throughout the meeting, but any member of the Municipal Council may request a quorum verification during the meeting.

### **11.2 Loss of quorum**

The official observation of a loss of quorum invalidates the continuation of the deliberations but does not affect decisions taken prior to this observation.

## **12. Deliberation**

The deliberations of the meeting shall be recorded in the minutes.

Only a member of the Municipal Council may request that a mention be entered in the minutes of the meeting. The Director General may decide whether to accept or not to enter mention in the minutes.

### **13. Resolutions and regulations**

To be included on the agenda of a regular Council meeting, any resolution must first have been discussed at the preparatory meeting, unless there is an exceptional situation.

Only the Mayor may table a new resolution that was not discussed at the preparatory session.

### **14. Rules governing the question periods**

Council meetings include two (2) question periods, one after the adoption of the agenda and the other one, before the end of the meeting.

Persons wishing to ask a question must have signed the register in advance. The President may agree to hear a question from a person whose name is not on the register.

Question periods and answers are not recorded in the minutes.

No record is required during the second question period. The President asks the audience if there are any questions.

Each person has a maximum of three (3) minutes to formulate his questions. Questions must be formulated in an interrogative form.

Questions are respectfully addressed directly to the President of the meeting. Only the latter may give the right to speak and allow another member of the Municipal Council or a member of the audience to respond or speak.

After 30 minutes or if there is any digression, the President of the meeting may decide to end the said question period.

### **15. Rules governing minor variances**

An additional period for questions and comments is provided in the case of an application for a minor variance.

## **CHAPTER IV ORDER AND DECORUM**

### **16. Duties and obligations of members of the Municipal Council**

Members of the Municipal Council have a duty to respect the order and silence necessary for the smooth progress of the meeting and therefore, must any obstructive behavior.

Members of the municipal Council are entitled to freedom of speech in accordance with the rules of procedure.

Members of the Municipal Council must obtain the consent of the President before any speech is made. They must also have obtained it before speaking directly to another member of the Municipal Council or in order to be able to go beyond their maximum speaking time of fifteen (15) minutes.

Members of the Municipal Council shall also obtain the consent of the President before making any request for information to a member of the public.

When a vote is requested, no member of the Municipal Council may leave his seat until the vote is lifted.

**17. Conduct of members of the public**

Any member of the public present at a Council meeting shall refrain from obstructing the proper conduct of the meeting by avoiding any coarse language or indecent behaviour towards anyone and shall obey any order of the President relating to order and decorum.

Any member of the public present at a Council meeting who wishes to address a Council Member may only do so during question periods.

**18. Use of recording devices**

The President may ask people in the room to turn off any electronic devices, cellular or otherwise, that may interfere with the proceedings.

Only members of the Municipal Council, officers assisting them and members of the public addressing members of the Council during question periods may be captured on a camera, video camera, television camera or any other recording device.

**CHAPTER V**

**FINAL PROVISION**

**19. Entry into force and publication**

This bylaw will come into force in accordance with the law and repeals bylaws #02-12 and #29-13.

Adopted in Pontiac, this --- two thousand and twenty.

\_\_\_\_\_  
Mr. Pierre Said  
Director General

\_\_\_\_\_  
Mrs. Joanne Labadie  
Mayor

Notice of motion:

Presentation of the draft bylaw:

Adoption of the bylaw :

Date of publication of the public notice:

Transmission to MAMH:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_