

CANADA

PROVINCE OF QUEBEC

MUNICIPALITY OF THORNE

**REGULATIONS ON THE INTERNAL MANAGEMENT OF MEETINGS OF THE COUNCIL OF THE MUNICIPALITY OF THORNE**

**WHEREAS** Article 491 of the Municipal Code of Quebec which allows the council to adopt by-laws to regulate the conduct of Council debates and to maintain good order and decorum during meetings;

**WHEREAS** The Municipality of Thorne wishes to take action to maintain order and decorum during Municipal Council meetings;

**WHEREAS** it is appropriate for the Council to adopt a regulation to this effect;

**WHEREAS** notice of motion of this regulation was given at the meeting of November 12, 2024;

FOR THESE REASONS,

It is proposed by J. COURSOL supported by D. STAFFORD and unanimously resolved;

**TITLE**

**ARTICLE 1**

The preamble forms an integral part of these regulations.

**COUNCIL MEETINGS**

**ARTICLE 2**

Ordinary meetings of the Council shall take place in accordance with the schedule established by resolution of the Council, on the days and times set therein and which may be modified by resolution.

**ARTICLE 3**

The Council shall sit in the Council Chambers at Thorne Town Hall located at 775 Route 366 or at such other location as may be determined by resolution.

**ARTICLE 3.1**

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

1° during an extraordinary session;

2° for reasons related to his or her safety or health or that of a relative and, if a health reason is invoked, for a maximum of three ordinary sessions per year or, where applicable, for the duration indicated in a medical certificate attesting that the member's remote participation is necessary;

3° due to a deficiency resulting in a significant and persistent incapacity which constitutes an obstacle to his participation in person at council meetings;

4° due to her pregnancy or the birth or adoption of her child, in which case her remote participation cannot exceed the following number of consecutive weeks:

(a) 50, if he was not absent for reasons of pregnancy or the birth or adoption of his 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 50 from the number of weeks during which he was absent for a reason referred to in subparagraph (a).

c) Remote participation is permitted only if the member participates in the session from a location located in Quebec or a neighboring province.

The minutes of the meeting must mention the name of any member of the council who participated remotely.

Where a 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, from the business day following the day on which the meeting ended.

#### **ARTICLE 4**

Council meetings are public.

#### **ARTICLE 5**

The deliberations must be made in a loud and intelligible voice.

#### **ARTICLE 6**

Unless otherwise stated in the notice of meeting, extraordinary meetings of the council begin at 7:00 p.m.

#### **ORDER AND DECORUM**

#### **ARTICLE 7**

The council is chaired in its meetings by its head or the deputy mayor, or, failing that, by a member chosen from among the councilors present.

#### **ARTICLE 8**

The mayor or any person presiding in his place shall maintain order and decorum and decide on questions of order during council meetings, unless appealed to the council. He may order the expulsion of any person who disturbs the order.

#### **AGENDA**

#### **ARTICLE 9**

The Clerk-Treasurer shall have prepared, for the use of the members of the council, a draft agenda for any ordinary meeting which must be transmitted to the members of the council, with the available documents, at the latest 72 hours in advance. Failure to complete this formality does not affect the legality of the meeting.

## **ARTICLE 10**

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

- a. opening;
- b. adoption of the agenda;
- c. adoption of the minutes of the previous meeting;
- d. correspondence;
- e. committee reports;
- f. presentation of accounts;
- g. expenditure and credit commitments;
- h. adoption of regulations;
- i. notice of motion;
- j. draft regulations;
- k. various;
- l. question period;
- m. lifting of the meeting.

## **ARTICLE 11**

The agenda for a regular meeting is completed and modified, if necessary, before its adoption, at the request of any member of the municipal council.

## **ARTICLE 12**

The agenda of a regular meeting may, after its adoption, be modified at any time, but then, with the assent of the majority of the members of the council present .

## **ARTICLE 13**

The items on the agenda are called in the order in which they appear.

## **RECORDING DEVICES**

### **ARTICLE 14**

a. Filming and photography are prohibited inside the premises where municipal council meetings are held, and the use of any photographic, video, television or other device is prohibited.

b. The use of any photographic, video, television or other device is authorized under the following conditions:

a. Only members of the municipal council and the officers assisting them, as well as, during question period only, persons asking questions of members of the council, may be captured by a photographic camera, video camera, television camera or any other image recording device.

b. The presence of such devices is only permitted in spaces reserved for this purpose and identified, these spaces being described as follows:

At the entrance of the room: to record access to the building or the room, if necessary for security reasons.

The use of any photographic device, video camera, television camera or other image recording device is only permitted on condition that the use of the device is done silently and without in any way disturbing the proceedings of the meeting.

#### **ARTICLE 15**

The use of a mechanical or electronic voice recording device is authorized during municipal council meetings, provided that the use of the device is done silently and without in any way disturbing the holding of the meeting; 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; neither the recording device, nor the microphone or any other component of this device may be placed on the council table in front of it or near it or in a location other than those indicated above.

#### **QUESTION PERIOD**

#### **ARTICLE 16**

Council meetings include two periods during which those present may ask oral questions of council members.

#### **ARTICLE 17**

These periods last a maximum of fifteen minutes each at each meeting, but may end prematurely if there are no further questions addressed to the council.

Persons who reside in the territory of the municipality or who own a building or occupy a business establishment located in this territory have priority to ask a question.

If there is time left after these people have asked their questions, any other person may ask a question of the city council.

#### **ARTICLE 17.1**

Persons wishing to benefit from the priority relating to residents and owners must register with the Clerk-Treasurer (Clerk), providing proof of their identity and ownership, if applicable.

The registration period begins thirty minutes before the start of the session and ends five minutes before the start of the session.

#### **ARTICLE 18**

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

- a. identify yourself in advance;
- b. address the chairman of the meeting;
- c. declare to whom the question is addressed;
- d. 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;
- e. address each other in polite terms and not use abusive or libellous language .

#### **ARTICLE 19**

Each speaker is given a maximum of five minutes to ask one question and one sub-question, after which the chair of the meeting may end the intervention.

## **ARTICLE 20**

The board member to whom the question was addressed may either answer it immediately, answer it at a subsequent meeting or answer it in writing.

## **ARTICLE 21**

Any member of the board may, with the permission of the chairman, supplement the answer given.

## **ARTICLE 22**

Only questions of a public nature will be permitted, as opposed to those of private interest not concerning the affairs of the municipality.

## **ARTICLE 23**

Any member of the public present at a council meeting who wishes to address a council member or the general manager may only do so during the question period.

## **ARTICLE 24**

Any member of the public present at a council meeting who addresses a council member or the general manager during the question period may only ask questions in accordance with the rules established in articles 18, 19, 22 and 23.

## **ARTICLE 25**

Any member of the public present at a council meeting must refrain from shouting, heckling, singing, making noise or making any other gesture likely to hinder the smooth running of the meeting.

Any member of the public present must show respect to the members of the council and other members of the public present in the room.

## **ARTICLE 26**

Any member of the public present at a council meeting must obey an order of the person presiding at the meeting relating to order and decorum during council meetings.

## **WRITTEN REQUESTS**

### **ARTICLE 27**

Petitions or other written requests addressed to the council or to any of the members are neither placed on the agenda nor read at the meeting, except in cases provided for by law.

## **PROCEDURES FOR SUBMITTING APPLICATIONS,**

## **RESOLUTIONS AND DRAFT REGULATIONS**

### **ARTICLE 28**

An elected official shall not speak until he has indicated, by raising his hand, his intention to speak to the president of the assembly. The president of the assembly shall give the floor to the elected official in the order of requests.

### **ARTICLE 29**

Resolutions and regulations are presented by an elected official who explains the project to the council, or, at the request of the president, by the clerk treasurer (the clerk).

Once the bill has been presented, the chairman of the meeting must ensure that all members of the council who wish to vote on the matter have had the opportunity to do so.

Once the draft resolution or by-law has been presented, and all members of the council who wish to speak on the matter have had the opportunity to do so, a member of the council may submit a request for an amendment to the draft.

#### **ARTICLE 30**

When a request for an amendment is made by a member of the council, the council must first vote on the amendment presented.

When the amendment is adopted, the council then votes on the original draft as amended. When the amendment is not adopted, the council votes on the original draft. The rules applicable to voting on the original draft apply to voting on the amendment.

#### **ARTICLE 31**

Any member of the council may at any time during the debate require the reading of the original proposal or the amendment and the president or the clerk-treasurer (the clerk), at the request of the president or the member of the council presiding over the meeting, must then read it.

#### **ARTICLE 32**

At the request of the President of the meeting, the Clerk-Treasurer (the Clerk) may give his opinion or present the observations or suggestions that he considers appropriate with respect to the questions under deliberation.

#### **VOTE**

#### **ARTICLE 33**

Votes are cast orally and, upon request of a member of the council, they are entered in the council's minutes book.

#### **ARTICLE 34**

Except for the president of the assembly, every member of the municipal council is required to vote under penalty of the sanctions provided for by law, unless he is exempt or prevented from doing so because of his interest in the matter concerned, in accordance with the Act respecting elections and referendums in municipalities (RLRQ, c. E-2.2).

#### **ARTICLE 35**

Any decision must be taken by a majority of the members present, except when the law requires another majority.

#### **ARTICLE 36**

When the votes are equally divided, the decision is considered to be in the negative.

#### **ARTICLE 37**

The reasons given by each member of the council during a vote are not recorded in the minutes.

#### **ADJOURNMENT**

#### **ARTICLE 38**

Any ordinary or extraordinary meeting may be adjourned by the council to another time on the same day or to another subsequent day, without it being necessary to give notice of the adjournment to the members who were not present;

No new business may be brought before or considered at an adjournment of a special meeting unless all members of the council are then present and consent thereto.

## **ARTICLE 39**

a. Any two members of the council may, when there is no quorum, adjourn the meeting one hour after the lack of quorum has been noted. The time of the adjournment and the names of the members of the council present must 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 the members of the council who were not present at the adjournment. Service of such notice shall be noted, upon resumption of the

Special notice of such adjournment shall be given by the clerk to the members of the council absent at the time of the adjournment.

The time of adjournment, the names of the members of the council present, the day and time when this meeting was adjourned are entered in the book of deliberations of the council.

## **PENALTY**

### **ARTICLE 40**

Any person who acts in contravention of articles 14, 15, 18e., 23 to 26 and 28 of this regulation commits an offence and is liable to a minimum fine of \$200 for a first offence and \$400 for a repeat offence, said fine not to exceed \$1,000 in any case. Costs for each offence are additional.

In the absence of payment within the time limit set by the Court, the offender will be liable to the penalties provided for in the Code of Criminal Procedure of Quebec (RLRQ, c. C-25.1).

## **INTERPRETATIVE AND FINAL PROVISIONS**

### **ARTICLE 41**

No provision of this by-law shall be construed to restrict the powers granted by law to members of the municipal council.

### **ARTICLE 42**

This Regulation shall come into force in accordance with the Act.

Notice of motion : November 12, 2024

Adoption du règlement : December 10, 2024

  
\_\_\_\_\_  
Karen Kelly  
Mayor

  
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Stacy Lafleur  
Director General

