



PROVINCE OF QUEBEC
MUNICIPALITY OF GRENVILLE-SUR-LA-ROUGE

**BY-LAW NUMBER 2026-05-103
ON THE INTERNAL MANAGEMENT OF COUNCIL MEETINGS**

WHEREAS section 491 of the Municipal Code of Québec (CQLR, c. C-27.1) provides that every municipality may adopt by-laws to ensure the maintenance of good order and decorum during council meetings;

WHEREAS the Municipality of Grenville-sur-la-Rouge wishes to replace and update by-law number RA-103-01-2017 and its amendments in order to maintain order and decorum during council meetings;

WHEREAS a notice of motion was given and a draft by-law was tabled at the regular meeting held on May 12, 2026;

WHEREAS the council members declare that they received a copy of the by-law at least two (2) business days before the meeting;

WHEREAS copies of the by-law were available for consultation;

WHEREAS the members of the council declare that they have read the draft by-law and waive their right to read it;

CONSEQUENTLY, IT IS PROPOSED BY COUNCILLOR DENIS FILLION AND RESOLVED THAT BY-LAW NUMBER 2026-05-103 BE ADOPTED AS FOLLOWS :

ARTICLE 1 PREAMBULE

The preamble forms an integral part of these regulations.

ARTICLE 2 PURPOSE

The purpose of this by-law is to establish the rules and procedures applicable to the conduct of municipal council debates and to maintain good order, respect, and decorum during council meetings.

ARTICLE 3 INTERPRETATION AND APPLICATION

This by-law applies to all municipal council meetings, whether ordinary or extraordinary.

The Mayor, the deputy mayor, or any other person called upon to preside over a meeting is responsible for the application of this by-law.

ARTICLE 4 REGULAR MEETINGS

4.1 Regular council meetings are held in accordance with the schedule adopted by resolution before the beginning of each calendar year, on the days and times specified therein, which may be modified by resolution.

4.2 Council meetings are public and are held in the council chamber of City Hall, located at 88 Maple Street, Grenville-sur-la-Rouge, or at any other location determined by resolution.

4.3 Deliberations must be conducted in a clear and audible voice.

4.4 A council member may participate remotely in a council meeting, using a device that allows all persons present or participating to see and hear each other in real time, in the following cases:

- a) during a special meeting;
- b) for a reason related to their safety or health, or that of a close relative, in accordance with section 164.1 of the Municipal Code;
- c) due to a disability resulting in a significant and persistent impairment;
- d) due to pregnancy or the birth or adoption of a child, as provided for in the Municipal Code.

4.4.1 Remote participation is permitted only if the member is participating in the meeting from a location in Quebec or a neighbouring province.

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

4.4.3 When 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 starting the next business day.

ARTICLE 5 AGENDA

5.1 Items on the agenda shall be called in the order in which they appear.

5.2 The agenda for an ordinary meeting may be amended before its adoption or during the meeting with the consent of a majority of the members present.

ARTICLE 6 SPECIAL MEETINGS

6.1 Unless otherwise indicated in the notice of meeting, special meetings shall begin at 6:30 p.m.

6.2 The notice of meeting must be sent to council members at least two (2) days before the meeting.

6.3 The council shall record in the minutes that the notice of meeting was served in accordance with the law.

6.4 If proper service has not been effected, the meeting shall be adjourned immediately.

6.5 A special meeting may be held without notice when all council members are present and unanimously adopt the agenda.

ARTICLE 7 ADJOURNMENT

7.1 Any ordinary or special meeting may be adjourned by the council to another time on the same day or to a subsequent day, without the need to give notice of adjournment to members who were not present.

7.2 No new business may be discussed during the adjournment of a special meeting, except by unanimous consent.

7.3 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 council members present must be recorded in the minutes of the meeting.

In this case, special written notice of the adjournment must be given by the secretary-treasurer to the council members who were not present at the time of the adjournment. The significance of this notice must be recorded, at the resumption of the adjourned meeting, in the same manner as the notice of a special meeting.

Special notice of this adjournment must be given by the secretary-treasurer to the council members absent during the adjournment.

The time of the adjournment, the names of the council members present, and the day and time the meeting was adjourned are recorded in the council's minutes.

ARTICLE 8 DOCUMENTATION

8.1 All documentation relevant to decision-making shall be made available to the members of the municipal council no later than seventy-two (72) hours before the scheduled start time of the regular or special meeting.

However, this period may be reduced:

- in exceptional or urgent circumstances;
- or when the municipal council, by unanimous vote of the members present, deems it has the necessary information to make an informed decision.

ARTICLE 9 QUORUM AND LACK OF QUORUM

9.1 In accordance with Article 155 of the Municipal Code, two council members shall adjourn the meeting if a quorum is not present.

9.2 Written notice of the adjournment shall be sent to the absent members.

ARTICLE 10 QUESTION PERIODS

10.1 Meetings include two question periods, each lasting a maximum of 20 to 30 minutes.

10.2 Anyone addressing the council must identify themselves, speak respectfully, and ask only one question at a time.

10.3 Written requests may be submitted, but not read aloud. A receipt must be issued in accordance with Article 89 of the Municipal Code.

ARTICLE 11 ORDER AND DECORUM

11.1 The mayor or the person presiding maintains order and decorum and may order the removal of any person disrupting the proceedings.

11.2 All persons attending a municipal council meeting must take their seats in the designated areas. They are required to observe decorum and silence, except in the cases and according to the procedures set out in these by-laws. In particular, attendees must refrain from making private conversations, moving around unnecessarily, causing a disturbance, engaging in noisy demonstrations, or taking any action that could disrupt the proper conduct of the meeting.

It is forbidden for any person attending a municipal council meeting to:

- 1) Heckle, shout, make noise, or take any action that could disrupt the proper conduct of the meeting;
- 2) Intimidate, harass, insult, or discredit any member of the Council, a municipal officer, or any other person present;
- 3) Intervene or speak at times other than those expressly designated for that purpose;
- 4) Refuse to obtain or comply with any directive or order from the person presiding over the meeting regarding the maintenance of order and decorum.

ARTICLE 12 DIRECTOR GENERAL RIGHT TO SPEAK

The Director general and Clerk-treasurer may speak at the request of the Chair to clarify the discussions.

ARTICLE 13 RESOLUTIONS AND BY-LAWS

13.1 Resolutions and by-laws are presented by an elected official who explains the proposal to the council or by the Clerk-Treasurer. Once the presentation has been made, the Chair ensures that all council members have the opportunity to vote on the matter. Following this, a request for an amendment to the proposal may be submitted.

13.2 If a council member requests an amendment, the council must first vote on the amendment. If the amendment is adopted, the council then votes on the original proposal as amended.

If the amendment is not adopted, the council returns to voting on the original proposal. The same voting rules apply in both situations.

13.3 At any time during the debates, council members may request that the original draft or amendment be read aloud by the chair, who will then read it again.

ARTICLE 14 VOTE

14.1 Votes are cast orally and, at the request of a council member, are recorded in the council's minutes.

14.2 Except for the chair, every member of the municipal council is required to vote, under penalty of the sanctions provided by law, unless exempt or

prevented from voting due to a personal interest in the matter, in accordance with the Act respecting elections and referendums in municipalities (CQLR, c. E-2.2) and the Code of Ethics for elected municipal officials.

14.3 All decisions must be made by a majority of the members present.

14.4 When the votes are tied, the decision is deemed to be in the negative.

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

ARTICLE 15 RECORDING OF MEETINGS

All council meetings may be recorded in any format, with respect for elected officials and the public.

Recordings must not, under any circumstances, disrupt or interfere with the proceedings of the meetings.

ARTICLE 16 PENAL PROVISION

16.1 Every peace officer is a competent authority for the purposes of enforcing these by-laws and is authorized to issue any statement of offence resulting from a contravention thereof.

16.2 Any contravention of any provision of these by-laws constitutes an offence and renders the offender liable to a fine of one hundred dollars (\$100) for a first offence and two hundred dollars (\$200) for any subsequent offence.

This article does not, however, limit or prevent the mayor, or the person presiding over the meeting, from expelling or having removed any person who disturbs the peace or disrupts the proper conduct of the municipal council meeting.

ARTICLE 17 REPLACEMENT

This by-law replaces by-law number RA-103-01-2017 and any inconsistent by-law or provision.

ARTICLE 18 ENTRY INTO FORCE

This by-law comes into force in accordance with the law.

Tom Arnold
Mayor

François Rioux
Director general and Clerk-treasurer

Notice of motion and tabling of draft by-law :	May 12, 2026
Adoption :	June 9, 2026
Notice of promulgation and entry into force :	June 10, 2026