
**By-law establishing the
constitution and internal
governance of the Toponymy
Committee**

No. 2026-06-703

By-law No. 2026-06-703 establishing the rules governing the constitution and internal management of the Toponymy Committee

WHEREAS the Municipality of Grenville-sur-la-Rouge wishes to ensure rigorous, consistent and harmonious management of the naming of places within its territory, including, without limitation, roads, parks, green spaces, buildings and public facilities;

WHEREAS toponymy constitutes an important element of municipal identity, as well as cultural and historical heritage, and contributes to the sense of belonging of the population;

WHEREAS the Municipality wishes to establish a structured mechanism for the analysis and recommendation of place names;

WHEREAS the creation of a Toponymy Committee will ensure compliance with the standards established by the **Commission de toponymie du Québec**, as well as the linguistic, historical, cultural and geographical consistency of assigned names;

WHEREAS the Municipal Council wishes to establish a framework for the designation, modification and replacement of place names within its territory;

WHEREAS the Municipal Council considers it appropriate to establish an advisory committee responsible for reviewing requests and making recommendations regarding place naming;

WHEREAS a notice of motion and the tabling of this by-law were duly given at the regular meeting of the Municipal Council held on June 9, 2026;

WHEREAS a copy of the draft by-law was provided to each member of the municipal council, in accordance with the Municipal Code of Québec (CQLR, c. C-27.1);

WHEREAS a copy of the draft by-law was made available to the public for consultation at Town Hall, in accordance with applicable legal provisions;

WHEREAS it is therefore appropriate to adopt By-law No. 2026-06-703 establishing the rules governing the constitution and internal management of the Toponymy Committee;

THEREFORE,

It is proposed by Councillor Carl Woodbury and resolved:

THAT By-law No. 2026-06-703 hereby provides as follows:

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CHAPTER 1: DECLARATORY, ADMINISTRATIVE AND INTERPRETATIVE PROV

Section 1.1 : Declaratory Provisions

1.1.1 : Title of the By-law

This by-law shall be cited as “By-law establishing the rules governing the constitution and internal management of the Toponymy Committee” and is identified as By-law No. 2026-06-703.

1.1.2 : Purpose and Designation

The purpose of this by-law is to establish the Toponymy Committee of Grenville-sur-la-Rouge (hereinafter referred to as the “Committee”) and to define its mandate, composition and functions. The Committee is an advisory body reporting to the Municipal Council.

1.1.3 : Scope and Application

The provisions of this by-law apply to the entire territory of the Municipality of Grenville-sur-la-Rouge.

1.1.4: Conflict with Other By-laws or Laws

Compliance with the present by-law does not exempt a person from the obligation to comply with any other law or regulation under provincial or federal jurisdiction, as well as any other applicable municipal by-law.

1.1.5 : Adoption Section by Section

The municipal council of the Municipality of Grenville-sur-la-Rouge hereby declares that it adopts this by-law chapter by chapter, section by section, article by article, clause by clause, and paragraph by paragraph, such that, should any part of the by-law be declared null and void by a court, that decision shall not affect any other part of the by-law, unless it alters the meaning or scope of the by-law or one of its provisions.

Section 1.2 : Interpretative Provisions

1.2.1 Interprétation des dispositions

Where two standards or provisions of this by-law apply to a use, building, parcel of land, or any other subject governed by it, the following rules apply:

- The specific standard or provision prevails over the general provision;
- The more restrictive provision prevails.
- Unless the context indicates otherwise, it is understood that:
- The use of the verb “SHALL” indicates an absolute obligation;
- The use of the verb “MAY” indicates a discretionary meaning, except in the expression “MAY NOT,” which means “SHALL NOT”;
- The word “ANY PERSON” refers to any natural or legal person;
- Use of the present tense also includes the future;
- The singular includes the plural and vice versa, unless the context provides otherwise;
- The masculine gender includes the feminine, unless the context provides otherwise;
- The table of contents and the titles of chapters, sections, and articles of this by-law are intended to facilitate understanding. In the event of a discrepancy between the text and the titles or table of contents, the text prevails;
- Plans, appendices, tables, charts, symbols, and any form of expression other than the text itself form an integral part of this by-law for all legal purposes. In the event of a discrepancy between a table or chart and the text, the data in the table or chart prevails;
- Dimensions, areas, and other measurements indicated in the by-law are expressed in units of the International System (SI).

1.2.2 : Numbering

The numbering system used in this by-law is as follows: where an article does not include numbering for a paragraph or subparagraph, it is considered a clause:

- 1.Chapter
- 1.1 Section
- 1.1.1 Article
- Clause 1.
 - Paragraph
 - a) Subparagraph

1.2.3 : Terminology

Unless otherwise indicated or unless the context provides otherwise, expressions, terms, and words have the meaning and application assigned to them by the Zoning By-law.

Section 1.3 : Administrative Provisions

1.3.1 Application

The administration of this by-law is entrusted to the Director of the Urban Planning and Environment Department. This person may delegate to any other employee of the Municipality any task or function related to the application of this by-law.

CHAPTER 2: STRUCTURE, ROLE AND INTERNAL GOVERNANCE

2.1 : Role of the Committee

The Committee is responsible for reviewing, analyzing, and making recommendations to the municipal council regarding any matter related to the naming of places within the municipality's territory.

- In this capacity, the Committee is involved in particular with:
- Assigning names to unnamed places;
- Modifying, replacing, or repealing existing names;
- Maintaining the consistency and quality of the toponymic system;
- Integrating names into new development projects.

2.2 : Composition

The Committee is composed of:

- Three (3) members of the municipal council;
- One (1) representative from the Urban Planning Department.

Members are appointed by resolution of the municipal council.

The municipal council may modify the composition of the Committee at any time.

2.3. : Mandates

The Committee's mandates are to:

- Analyze naming requests submitted by any person or entity;
- Make recommendations to the municipal council;
- Ensure compliance with the standards of the Commission de toponymie du Québec;
- Ensure the historical, cultural, geographical, and linguistic consistency of names;
- Establish, maintain, and enhance a bank of names;
- Recommend names within development projects;
- Propose initiatives to promote toponymic heritage;
- Carry out any other mandate assigned by the municipal council.

2.4 : Term of Office

1. The terms of office for Committee members established under this by-law are as follows:
2. For council members, the term ends at the conclusion of their mandate as municipal councillors or at the discretion of the council.
3. The mandate of each member may be revoked at any time by resolution of the municipal council;
4. A member's mandate ends if they cease to reside or have an establishment within the municipality;
5. In the event of a vacancy before the end of a mandate, the replacement member is appointed for the remainder of the term;
6. A member's mandate ends in the event of death, resignation, or failure to attend three (3) consecutive Committee meetings without valid justification. If the member has not attended any meetings since appointment, the period is calculated from the first meeting they should have attended;
7. A member who resigns must notify the Committee secretary in writing. The resignation takes effect on the date the notice is received.

2.5 : Chairmanship

The Committee is chaired by a council member designated by resolution. In the absence of the chair, another elected Committee member acts as chair.

- The chair is responsible in particular for:
- Confirming quorum;
- Presiding over meetings and directing deliberations;
- Ensuring the proper conduct of proceedings;
- Signing official documents when required;
- Reporting to the municipal council.

2.6. : Secretary

The Director of Urban Planning and Environment serves ex officio as the Committee secretary.

The secretary must convene each meeting, prepare the agenda, attend meetings, draft minutes, and prepare any reports requested by the council.

The secretary does not have voting rights.

In the event of the secretary's justified absence, their delegate acts as secretary.

The Committee may call upon resource persons, who may participate in discussions without voting rights.

2.7 : Quorum

A majority of voting members constitutes quorum.

However, if a member leaves during a meeting and quorum is no longer met, the meeting must be immediately adjourned.

Ex officio members are not counted toward quorum.

2.8. : Meetings

The Committee meets as needed, depending on the matters to be addressed.

Meetings are convened by notice indicating:

- Date;
- Time;
- Location;
- Agenda.

2.9. : Minutes

Minutes are prepared for each meeting and distributed to members.

Committee recommendations must be reasoned and supported by analysis.

Whether recommendations are unanimous or not must be indicated.

2.10 : Voting

Except for ex officio members, all members present must vote when a question is put, by declaring themselves “for” or “against,” unless they have declared a personal interest in the matter.

Each member has one vote. Committee recommendations are adopted by a majority of the votes cast.

In the event of a tie, the chair has a casting vote.

2.11 : Closed Sessions and Confidentiality

Committee meetings are held in camera (closed to the public).

Information, discussions, and documents produced as part of the Committee's work are confidential and may not be disclosed before their official submission to the municipal council.

Members are bound by a duty of discretion and confidentiality.

CHAPTER 3: FINAL DISPOSITION

3.1 : Coming into Force

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

Tom Arnold
Mayor

François Rioux
General Director and Clerk-Treasurer

SUMMARY OF THE ADOPTION PROCEDURE

Notice of motion and tabling of the draft by-law:	June 9 th 2026
Adoption of the by-law:	July 14 th 2026
Coming in to Force :	