



By-law # 300 – Internal management By-law

PREAMBLE

WHEREAS section 331 of the *Cities and Towns Act* (RLRQ c. C-19) stipulates that a Council must adopt a By-law governing its internal administration and, in particular, must set out standards regarding the maintenance of order, respect, and civility during its meetings;

WHEREAS the Town of Barkmere wishes to clarify the rules governing its Council's deliberations and public participation in meetings;

WHEREAS notice of a motion for this by-law was given by Councilor Stephen Lloyd at the regular meeting held on May 9, 2026;

WHEREAS a draft bylaw was introduced and explained by the mayor at the regular meeting of May 9, 2026;

THEREFORE, IT IS MOVED BY Monsieur le conseiller Charles Morgan

SECONDED BY Monsieur le conseiller David Castonguay

AND RESOLVED:

TO ADOPT THE FOLLOWING BYLAW:

BY-LAW NUMBER 300 – INTERNAL MANAGEMENT BY-LAW

ARTICLE 1 – PREAMBLE ET GENDER

The preamble forms an integral part of these regulations.

The masculine form is used solely for the purpose of simplifying the text of the by-law.

ARTICLE 2 – COUNCIL MEETINGS

Regular meetings of the Council are held in accordance with the schedule established by resolution of the Council, on the dates and at the times specified therein, which may be amended by resolution.

ARTICLE 3 – PLACE OF MEETINGS

The Council meets in the main hall of the Town of Barkmere Community Centre, located at 199 Barkmere Road in Barkmere, or at any other location designated by resolution.

ARTICLE 4 – VIRTUAL ATTENDANCE

A member of the Council may, if he or she so chooses, participate remotely in a Council meeting by means that allow all persons participating in or attending the meeting to see and hear one another in real time, in the cases and under the conditions provided for by law.

ARTICLE 5 –PUBLIC PARTICIPATION

Council meetings are open to the public.

Discussions and questions must be conducted in a loud and clear voice.

ARTICLE 6 – BROADCAST OF THE SESSIONS

Regular Council meetings are streamed online via a webcasting application that is freely accessible to the public, unless technical difficulties or other circumstances beyond the control of the Town prevent the broadcast.

Meetings are not recorded, stored, or made available once the meeting has been adjourned or closed, unless required by law.

A notification is sent electronically to citizens containing the hyperlink to access the application, as well as the necessary contact information to join the session, no later than 24 hours in advance.

The absence of a broadcast does not affect the legality of the session.

ARTICLE 7 – RECORDING EQUIPEMENT

The use of any camera, video camera, television camera, or other similar device is permitted 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 council members, may be recorded by a camera, video camera, television camera, or any other image-recording device.
- b. The presence of such devices is permitted only in areas designated for that purpose and identified as such, where applicable.

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

Any person wishing to record the proceedings must notify the clerk before the start of the Council meeting.

The use of a mechanical or electronic voice recording device is permitted during meetings, if it has been authorized by the board, as applicable.

The device must be used silently and must not disrupt the meeting in any way; otherwise, the board reserves the right to prohibit any recording of the meetings.

Any device used to record a meeting must remain in the physical possession of its user or be placed on a table or in a designated and identified area for that purpose.

Any reproduction or broadcast of a meeting recording or excerpts thereof must be faithful to the original recording and may not be altered.

Any reproduction or distribution of a meeting recording presented or modified in a malicious or disrespectful manner toward elected officials, municipal staff members, or citizens during a council meeting is prohibited.

The council may revoke the authorization to record meetings from anyone who violates the provisions of this bylaw.

ARTICLE 8 – ORDER AND DECORUM

The Council is chaired at its meetings by the mayor or the deputy mayor, or, failing that, by a member chosen by and from among the councillors present.

The Chair of the Council maintains order and decorum during Council meetings. He or she may order the removal of any person who disrupts the proceedings.

ARTICLE 9 –MUTUAL RESPECT

Any member of the public present at a Council meeting must refrain from shouting, heckling, singing, making noise, or engaging in any other behavior likely to disrupt the smooth conduct of the meeting.

Any member of the public present must show respect towards the Councillors and other members of the public present in the chamber. Consequently, all members of the Councils must show the same respect towards fellow Councillors and members of the public present.

Any member of the public or of the Council present at a council meeting must comply with any order issued by the person presiding officer regarding order and decorum during Council meetings.

ARTICLE 10 – MEETING AGENDA

The clerk-treasurer shall arrange for a draft agenda to be drawn for each regular meeting for the use of Council members; this must be sent to Council members, together with any available documents, no later than 72 hours in advance.

The draft agenda shall be posted on the Town’s website no later than 24 hours in advance.

Failure to comply with these formalities does not affect the legality of the meeting.

ARTICLE 11 – CONTENTS OF THE AGENDA

The agenda must include at least the following items:

- 1.- Opening and welcome
- 2.- Adoption of the agenda
- 3.- Approval of the minutes of the previous meeting(s)
- 4.- Current business
 - 4.1 Announcements
 - 4.2 Correspondence
 - 4.3 Follow-up on previous meeting(s)
 - 4.4 Question period
- 5.- Finance and administration
 - 5.1 Approval of the disbursement journal and authorization to pay bills
- 6.- Environment and parks
- 7.- Urban planning
- 8.- Infrastructure and services
- 9.- Recreation and Culture
- 10.- Legal Affairs
- 11.- Regional and Governmental Affairs
- 12.- Adjournment

It is not necessary to have deliberations or information for all sections.

Agenda items are called in the order in which they appear.

ARTICLE 12 – AMENDMENTS TO THE AGENDA

The agenda for a regular meeting shall be finalized and amended, if necessary, prior to its adoption, at the request of any member of the Council.

The agenda for a regular meeting may, after its adoption, be amended at any time, provided that this approved by a majority of the Council members present.

ARTICLE 13 – QUESTION PERIODS

Council meetings include a period during which those present may put oral questions to Council members.

ARTICLE 14 – DURATION AND PRIORITY

Question time lasts a maximum of thirty minutes at each meeting but may end early if there are no further questions for the Council.

Residents of the municipality, as well as owners of real property or operators of business establishments located within the municipality, have priority when it comes to asking questions.

If there is time remaining after these persons have asked their questions, any other person may ask a question of the Town Council.

ARTICLE 15 – PROCEDURE TO BE FOLLOWED

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

- a. Identify themselves beforehand;
- b. Address the chair of the meeting;
- c. State to whom their question is directed;
- d. Ask only one question and one follow-up question on the same subject. However, any person may ask a further question and a further sub-question once all those wishing to ask a question have done so, and so on in turn until the question period has ended;
- e. Address the chair in a polite manner and refrain from using abusive and/or libelous language.

ARTICLE 16 – DURATION OF INTERVENTIONS

Each speaker is allowed a maximum of five minutes to ask one question and one follow-up question, after which the chair may bring the speaker's turn to an end.

ARTICLE 17 - ANSWERS

The Council member to whom the question has been addressed may either answer it immediately, answer it at a subsequent meeting, or provide a written response.

Any Council member may, with the Chair's permission, add to the response given.

Each response and any additions thereto are limited to five minutes, after which the Chair may bring the speaker's remarks to a close.

ARTICLE 18 – CONTENTS OF THE QUESTIONS

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

In particular, questions relating to applications for permits or certificates, tax bills or assessment notices, made by or addressed to specific individuals, are not permitted.

The Chair of the meeting may interrupt and bring any question to a close if they consider that its content is not in of a public nature or does not concern the affairs of the municipality.

ARTICLE 19 – WRITTEN REQUESTS

Petitions or other written requests addressed to the Council or to one of its members shall not be included on the agenda or read out at the meeting, except in cases provided for by law.

ARTICLE 20 – RECORDING IN THE MINUTES

No questions or answers were recorded in the minutes of the meeting, and nor any written requests or petitions.

ARTICLE 21 – REQUESTS, RESOLUTIONS AND DRAFT BY-LAWS

Members of the Council may only speak after signalling, by raising their hand or by some other polite means, their intention to do so to the Chair of the meeting. The Chair of the meeting grants the floor to member in the order in which requests are made.

ARTICLE 22 – RESOLUTIONS AND BY-LAWS

Resolutions and regulations are tabled for discussion by being proposed and seconded by members of the Council. They are then presented by a member of the Council, who explains the proposal to the Council, or, at the Chair's request, by the Town Clerk.

Once the proposal has been presented, the Chair of the meeting must ensure that all members of the Council who wish to speak 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 move an amendment to the proposal.

ARTICLE 23 – AMENDMENTS ET DELIBERATION

When a member of the Council proposes an amendment, the Council must first vote on the amendment put forward. If the amendment is adopted, the Council then votes on the original motion as amended. If the amendment is not adopted, the Council votes on the original motion. The rules applicable to the vote on the original motion apply to the vote on the amendment.

Any member of the Council may, at any time during the debate, request that the original motion or the amendment be read out, and the Chair, or the Town Clerk at the request of the chair, must then read it out.

At the request of the chair of the meeting, the Town Clerk may give his or her opinion or make such comments or suggestions as he or she deems appropriate in relation to the matters under discussion.

ARTICLE 24 – VOTE AND ADOPTION

At the end of the deliberations, the Chair of the meeting calls for a vote by a show of hands.

ARTICLE 25 – OBLIGATION TO VOTE

With the exception of the chair of the meeting, unless required to do so by law, every member of the Council is required to vote, on pain of the penalties provided for by law, unless they are exempt or prevented from doing so on account an interest in the matter in question, in accordance with the *Act respecting Elections and Referendums in Municipalities (RLRQ, c. E-2.2)*.

An abstention is not considered a vote.

ARTICLE 26 – ADOPTION

All decisions must be made by a majority of the members present, unless the law requires a different majority.

Where the votes are evenly divided, the decision is deemed to have been rejected.

The Chair of the meeting may cast a deciding vote to break the deadlock, provided he or she had not previously voted; however, he or she is not required to do so unless required to do so by law.

ARTICLE 27 – RESULT OF THE VOTE

The vote of each member of the Council is recorded in the minutes. However, the reasons given by each member when voting are not recorded in the minutes.

ARTICLE 28 – ADJOURNMENT OF MEETINGS

Any regular or special meeting may be adjourned by the Council to another time on the same day or to a subsequent day for the consideration and disposal of unfinished business, without it being necessary to give notice of such adjournments to members, whether present or absent.

No new business may be submitted or considered during an adjournment of a special meeting, unless all members of the Council are present at that time and consent thereto.

ARTICLE 29 – ABSENCE OF QUORUM

Where there is no quorum, two members of the Council may adjourn a meeting to a later date, thirty minutes after it has been established that there is no quorum.

The Town Clerk must give special notice of this adjournment to the council members who were absent at the time of the adjournment.

The time of the adjournment, the names of the members of the Council present, and the date and time to which the meeting was adjourned shall be recorded in the council's minutes.

ARTICLE 30 – PENALTY

Any person who contravenes sections 7, 9, and 15(e) of this by-law commits an offense and is liable to a minimum fine of \$200 for a first offense and \$400 for a subsequent offense, provided that such fine shall in no case exceed \$1,000. Court costs for each offense are payable in addition.

Failure to pay within the time limit set by the Court shall render the offender liable to the penalties provided for in the *Code of Criminal Procedure of Quebec (RLRQ, c. C-25.1)*.

ARTICLE 31 – INTERPRETATIVE AND FINAL PROVISIONS

Nothing in this present By-law shall be construed as limiting the powers granted by law to members of the Town Council.

ARTICLE 32 – ENTRY INTO FORCE

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

(Original signed)

Luc Trépanier, Mayor

(Original signed)

Martin Paul Gélinais,
Town Clerk

Procedure for Entry into Force	
Notice of motion	May 9 th 2026
Presentation of By-law	May 9 th 2026
Adoption	July 11 th 2026
Public Notice of Adoption	July 11 th 2026
Come into force	August 5 th 2026

True copy of the original
On the 5th of August 2026



Martin Paul Gélinais, Town Clerk