

PROVINCE OF QUEBEC
CITY OF POINTE-CLAIRE

BY-LAW NUMBER PC-2996

BY-LAW RESPECTING THE INTERNAL
MANAGEMENT OF COUNCIL SITTINGS

In force on January 19, 2026

AT THE REGULAR SITTING OF THE COUNCIL OF THE CITY OF POINTE-CLAIRE, HELD AT CITY HALL,
451, SAINT-JEAN BOULEVARD, POINTE-CLAIRE, QUÉBEC, ON TUESDAY, JANUARY 13, 2026, AT 7:00 P.M.

PRESENT: Councillor Claudine Demers, Councillor Ludovic Matthews, Councillor Kelly Thorstad-Cullen,
Councillor Andrew Swidzinski, Councillor Cynthia Homan, Councillor Bruno Tremblay,
Councillor Eric Stork, as well as Councillor Mike Potvin, chaired by Mayor John Belvedere
forming quorum of council.

AMONGST OTHER BUSINESS TRANSACTED AT SAID SITTING WAS THE FOLLOWING:

BY-LAW NUMBER: PC-2996

RESOLUTION NUMBER: 2026-005

PROPOSED BY COUNCILLOR POTVIN

SECONDED BY COUNCILLOR TREMBLAY

AND UNANIMOUSLY RESOLVED:

WHEREAS pursuant to Section 47 of the Cities and Towns Act (CQLR, chapter C-19) the municipality shall be represented and its affairs administered by its council.

WHEREAS pursuant to Section 331 of the Cities and Towns Act (CQLR, chapter C-19), council must adopt a by-law governing internal management and, in particular, provide for standards concerning the maintenance of order, respect and civility during its sittings.

WHEREAS pursuant to Section 350 of the Cities and Towns Act (CQLR, chapter C-19), by-laws, resolutions and other municipal orders must be passed by the council in session.

WHEREAS a notice of motion was given and a draft of the present by-law was filed at the regular sitting of the Municipal Council of the City of Pointe-Claire held on November 18, 2025.

CONSEQUENTLY, THE COUNCIL DECREES AS FOLLOWS:

PREAMBLE

1. The preamble forms an integral part of the present by-law.

PURPOSE AND APPLICATION

2. The purpose of the present by-law is to establish the rules of internal management of the municipal council in order to promote the orderly conduct of sittings and to ensure the maintenance of peace, order and decorum.
3. The mayor, or in his absence the acting-mayor, or any other person presiding over a council sitting, is responsible for the application of the present by-law.

DEFINITIONS

4. For the purposes of the present by-law and unless the context indicates otherwise, the following words mean:

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| "Adjournment": | The postponement until another day of a council sitting that has not been concluded. |
| "Caucus": | Work meeting held <i>in camera</i> between members of the council. |
| "Debate": | Discussions that take place between the moment a proposal is put forward and its vote. |
| "City manager": | City Manager of the City of Pointe-Claire, or in his absence, the Assistant City Manager. |
| "Clerk": | City Clerk of the City of Pointe-Claire, or in his absence, the Assistant City Clerk. |
| "Member of the council": | The mayor and any city councillor. |
| "Chairman of the sitting": | The mayor, acting-mayor, or any other person who presides over a council sitting. |

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| “Proposal”: | An item brought forward for consideration at a sitting by a member of the council, seconded by another member, and on which all members of the council present, subject to article 24 of the present by-law, are entitled to express their opinion, in particular by means of a vote. |
| “Resolution”: | A proposal adopted by the majority of members of the council present. |
| “Sitting”: | Used alone, means either a regular sitting or a special sitting of the council. |
| “Suspension”: | Temporary interruption during a sitting of council. |

CALENDAR AND ORGANIZATION OF SITTINGS

5. The sittings of council are held in the Council Chambers of the City Hall, located at 451 Saint-Jean Boulevard, or at any other location on the City’s territory that the council designates by resolution.
6. The sittings of the council shall be public.
7. The video recording of each sitting is made available free of charge on the City’s website. The video recording is thus available from the working day following the day on which the sitting ended and for at least five years.
8. The council shall hold regular sittings at least once a month.

Notwithstanding the first paragraph, during a general election year, the council shall not sit during the period provided for that purpose in the Act respecting elections and referendums in municipalities (CQLR, chapter E-2.2), unless a fortuitous event necessitating its intervention occurs. Deliberations during such a sitting shall pertain only to such event.

9. The council shall determine the schedule of its regular sittings, setting the date and time of each sitting, before the beginning of the calendar year.
10. The clerk shall give public notice of the sitting schedule.

The clerk shall also give public notice of any regular sitting to be held on a day or at a time other than that specified in the schedule.

11. Council may adjourn a sitting at any time by a majority vote of members of the council present.

A sitting is automatically adjourned at 11:00 p.m. unless council, by a majority vote of members of the council present, adopts a resolution to extend the council sitting by renewable blocks of thirty (30) minutes.

In all cases, council must adjourn the sitting to another date and time within 72 hours of the adjournment by means of a resolution passed by a majority of the members of the council present.

No new business shall be brought or considered upon any adjournment of a special sitting, unless all the members of the council are present and consent.

12. The Québec flag must be flown on or in front of the municipal building where the sittings of the council are held, to the right if two flags are flown or in the middle in other cases.

13. The clerk prepares, for the use of the members of the council, a draft agenda for each regular sitting.

Any documents useful in making decisions must, barring exceptional situations, be available to the council members not later than 72 hours before the time set for the commencement of the sitting.

14. The mayor may call a special sitting of the council whenever he deems proper, by an oral or written intimation to the clerk of the municipality. The clerk shall issue a notice of convocation summarily specifying the business to be transacted at such sitting and shall cause such notice to be notified to every member of the council not later than 24 hours before the time fixed for the commencement of the sitting, in accordance with the provisions set forth in section 323 of the Cities and Towns Act (CQLR, chapter C-19).

The posting of a notice by registered mail at least two clear days before the sitting is equivalent to notification of the notice of convocation.

15. In case the mayor refuses to call a special sitting when deemed necessary by at least the number of members of the council provided for in the second paragraph, such members may, by a requisition to the clerk of the municipality, duly signed by them, order the sitting to be called. Upon receipt of such requisition the clerk of the municipality shall issue a notice to the members in the manner mentioned in section 323 of the Cities and Towns Act (CQLR, chapter C-19), provided such requisition specifies the business for which the sitting is called.

16. At such special sittings, no business but that specified in the notice shall be considered or disposed of, save if all the members of the council are then present and consent thereto.

Any member of the council present at a special sitting may in writing waive notice of such sitting.

17. The minutes of the sittings of council shall be drawn up and entered in a book to be kept for that purpose by the clerk of the municipality, and after being confirmed at the following sitting, shall be signed by the said clerk and by the mayor or the member who presides over such sitting, and they shall be open to the inspection of any person who wishes to examine them.

The clerk must read the minutes unless a copy thereof has been delivered to each member of the council not later than the day before the sitting at which they are to be approved.

CONDUCT OF SITTINGS

18. The mayor shall preside at the sittings of the council; in the absence of the mayor and of the acting-mayor, the council shall choose another of its members to preside.

19. The chairman of the sitting shall maintain order and decorum during the sittings of the council. He may order that any person disturbing a sitting of the council be removed from the place where the sitting is held, including, but not limited to, members of the public, of the council or the city administration.

20. Seating assignments for members of the council are determined by the chairman of the sitting.

21. A member of the council may, if he wishes, participate remotely in a council sitting by a means that allows all persons participating in or attending the sitting to see and hear each other in real time, in the following cases:

- 1) At a special sitting.
- 2) For reasons relating to the member of the council's safety or health or that of a person close to them and, if a health reason is invoked, for a maximum of three regular sittings per year or, where applicable, for the duration indicated in a medical certificate attesting to the member of the council's need to participate remotely.
- 3) By reason of an impairment resulting in a significant and persistent disability that constitutes an obstacle to their participation in person at council sittings.
- 4) By reason of their pregnancy or the birth or adoption of their child, in which case their remote participation may not exceed the following number of consecutive weeks:
 - a) 50, if they were not absent due to pregnancy or the birth or adoption of their child in accordance with section 317 of the Act respecting elections and referendums in municipalities (CQLR, chapter E-2.2);
 - b) The number resulting from subtracting from 50 the number of weeks during which they were absent for a reason referred to in subparagraph a.

Remote participation is permitted only if the member of the council attends the sitting from a location in Québec or a bordering province.

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

When the majority of members of the council participate remotely in a sitting, the municipality must make a video recording of the sitting and make it available to the public, on its website or on any other website it designates by resolution, as of the business day following the day on which the sitting ended.

22. The majority of the members of the council shall constitute a quorum for the transaction of business, except as otherwise specially provided by the Cities and Towns Act (CQLR, chapter C-19).

The mayor shall be deemed to be a member of the council for the purposes of a quorum.

23. If there be no quorum, two members of the council, thirty minutes after it being established that there is no quorum, may adjourn a sitting to a later date.

Special notice of such adjournment must be given by the city clerk to all members of the council who were not present at such adjournment.

The hour of the adjournment, the names of the members of the council who were present, and the day and hour to which such sitting was adjourned, shall be entered in the minute-book of the council.

24. The mayor or any person presiding at a sitting of the council shall be entitled to vote but need not do so; every other member of the council must vote, unless he is prevented therefrom by reason of his interest in the matter concerned, under the Act respecting elections and referendums in municipalities (CQLR, chapter E-2.2), or if his voting could violate a rule of the code of ethics and conduct of the members of the council of the municipality.

When the matter is considered at a sitting at which the member is not present, he must disclose the general nature of his interest at the first sitting at which he is present after becoming aware of this fact.

When votes are equally divided, the decision is deemed to have been made in the negative.

25. A member of the council may not leave the sitting permanently or temporarily without having his departure noted by the clerk. If he arrives late or returns after having indicated that he was leaving the sitting permanently or temporarily, he must have his arrival or return noted by the clerk.
26. The members of the council in public sittings are subject to applicable laws and to the Code of ethics and good conduct of elected municipal officials.

ORDER AND DECORUM

27. Any person attending a council sitting must at all times behave appropriately and refrain from speaking loudly.

It is prohibited for any person to disturb the peace in the place where a sitting is being held or to disturb persons present therein in any way whatsoever, including, but not limited to, by:

- a) Making a racket, shouting, heckling, swearing, singing or using foul, insulting or obscene language.
 - b) Being under the influence of alcohol or drugs.
 - c) Annoying or intimidating another person or fighting.
 - d) Loitering, running or following another person from place to place.
 - e) Voluntarily making noise or any other gesture likely to interfere with the smooth running of the sitting.
 - f) Circulating any documents.
28. It is prohibited for any person to bring or attempt to bring an animal into the premises where a sitting is being held, with the exception of a guide dog.
29. It is prohibited for any person, during a council sitting, to record images or sounds by means of a technological device so as not to interfere with the orderly proceedings thereof.

Notwithstanding the first paragraph, accredited members of the media are authorized to record images or sounds by means of a technological device subject to prior authorization by the City's Communications Department.

30. It is prohibited to display any sign or poster during a sitting.
31. Members of the council formally address each other by their title or surname and refrain from referring to each other by their first name.

Members of the council shall equally address members of the public and members of the city administration formally.

INTERVENTION PERIOD FOR MEMBERS OF THE COUNCIL

32. The period for interventions by members of the council takes place at the beginning of the sitting, during which the chairman of the sitting gives the floor to each member of the council in turn.

Each member of the council wishing to speak during this period shall have five (5) minutes. The chairman of the sitting ends the intervention when the member of the council has used up their allotted time.

33. This period is intended to provide information of public interest and should not give rise to debate.

During this period, no member of the council may reply to the interventions of another member of the council.

34. Members of the council wishing to intervene during this period must use appropriate and respectful language.

35. Interventions by members of the council may not contravene these rules or contain personal allusions, malicious insinuations, violent, frivolous, vexatious, hurtful or disrespectful words or defamatory statements.

The chairman of the sitting may interrupt or withdraw the right to speak of any member who contravenes the provisions of the first paragraph of the present section.

SPEAKING RIGHTS

36. When a member of the council wishes to speak, other than during the intervention period for members of the council or a debate on a proposal, he must notify the chairman of the sitting of his intention to do so.

The chairman of the sitting shall grant the right to speak to the member of the council in the order requested. The time allotted to a member of the council may not exceed ten (10) minutes.

37. A member of the council who takes the floor must:

- a) Keep to the subject under debate, where applicable.
- b) Express themselves in polite terms and not use abusive or defamatory language.
- c) Treat all persons with consideration, refrain from making personal allusions, insinuations or unconstructive criticism, and refrain from making violent, hurtful or disrespectful remarks.

- d) Demonstrate attentiveness, respect, openness to difference, consideration and tolerance, and recognize the dignity and humanity of all people.
 - e) Facilitate the expression of differences and differences of opinion.
38. A member of the council may intervene at any time if they deem that the present by-law is not being complied with or if they believe that their honour or dignity has been infringed.

Said member of the council is then given the floor to briefly explain the reasons for the intervention. If other members of the council are directly implicated, they shall have the right to briefly express themselves.

When the aforementioned members of the council have spoken, the chairman of the sitting takes the measures he deems appropriate to restore order and decorum so that the sitting may continue.

PROPOSALS AND AMENDMENTS

39. Items on the agenda drawn up for a sitting are considered to be proposals and are subject to amendment.

Any new proposal put forward at a sitting may be the subject of an amendment.

40. Proposed resolutions and by-laws are moved by a member of the council.
41. As soon as a new proposal is moved by a member of the council, they must explain its content.
42. All proposals must be seconded by another member of the council prior to being debated or voted on.
43. Any member of the council wishing to debate a proposal must notify the chairman of the sitting of their intention prior to the vote and may speak only once on the same proposal. Such intervention may not exceed ten (10) minutes.

Notwithstanding the first paragraph, the chairman of the sitting shall grant the member of the council who has moved a proposal the right of rebuttal after all other members of the council have had their turn to speak.

44. When a member of the council intends to speak on a proposal or to put forward a new proposal at a sitting, they must, insofar as possible, notify all members of the council prior to the sitting.
45. Once a proposal is under consideration, no further proposals may be presented.
46. As soon as a proposal has been moved and seconded and all members of the council who wish to speak on the matter have had an opportunity to do so, a member of the council may move an amendment thereto.

Any amendment must be proposed by one member of the council and seconded by another before being debated or voted on.

The council then votes on the original proposal, with or without the amendment.

47. The chairman of the sitting declares the debate on a proposal closed when every member of the council has had an opportunity to discuss it and proceeds with the vote.

PUBLIC QUESTION PERIOD

48. Each sitting shall have one period only during which those present may ask questions.

At a special sitting, questions must relate exclusively to the items on the agenda.

49. Any person wishing to ask a question must, at the entrance to the place where the sitting is being held, make his or her intention known to the city representative, so that the latter may assign the order.
50. Prior to the start of question period, the chairman of the sitting or a representative of the City Manager's office shall follow up on any unanswered questions of public interest from the previous sitting that require further verification.
51. Questions to members of council are addressed to the chairman of the sitting, who may reply immediately or, if further verification is required, may reply at the next regular sitting or in writing. The floor may also be given to another member of the council or to the city manager in order to reply or complete the answer provided.
52. The maximum duration of the question period is ninety (90) minutes. However, a majority of members of the council present may consent that the question period be extended.
53. The number of questions shall be limited to two (2) per person, with or without preamble, and the total time allotted to questions must not exceed three (3) minutes, excluding the response time.

When three (3) separate persons have previously asked a question on the same topic, that topic may not be the subject of further questions until the question period of the next sitting.

54. Questions and answers must be clear and concise in order to encourage the expression of all and maintain good order, as well as to enable as many people as possible to address council and enquire about city affairs.
55. Only questions of public interest are permitted, as opposed to those of private interest that do not concern city affairs.

Question period is not intended to give opinions, advice or debate.

All persons must refrain from making personal allusions, insinuations and using violent, hurtful, threatening or disrespectful language, or from using vexatious, denigrating or intimidating words.

56. The chairman of the sitting or any member of the council or the city administration may refuse to answer a question:
- a) Whose answer would require or constitute a professional opinion or personal assessment.
 - b) Which is frivolous or contains personal allusions, insinuations, violent, hurtful, threatening or disrespectful language or vexatious, denigrating or intimidating words.

- c) Which contains an assumption, inference or attribution of motive or suggests the requested response.
 - d) Which concerns a matter pending before the courts or a quasi-judicial body or a matter under investigation, the answer to which would be prejudicial to the city or to any person, or which might disclose any part of the evidence or argument.
57. The chairman of the sitting may limit or withdraw the right to speak of any member of the public who fails to comply with the provisions of the present by-law.
58. Documents, including petitions, other written requests or information documents, may be filed with the clerk during question period, however such documents may not be read.

CAUCUS

59. The purpose of caucus is to discuss certain matters or prepare for sittings and is not considered a public sitting as defined by law. As such, members of the council are not bound by their opinions expressed in caucus.
60. Caucus is convened by the city manager.
61. Discussions held and documents examined during caucus by members of the council are confidential and are subject to the confidentiality provisions of the present by-law.
62. Members of the council in caucus are subject to applicable laws and to the Code of ethics and good conduct of elected municipal officials.
63. A member of the administration, or any other person mandated to support the administration, may meet with members of the council in caucus in order to provide information required for the performance of their duties.

CONFIDENTIALITY

64. A member of the council who has access to a document for the sole reason that the document is necessary for the performance of his duties may not communicate the document to a third party.
65. The decisions and recommendations expressed, as well as the discussions, exchanges, opinions, statements and comments made during caucus by the members of the council are confidential. At no time may they be made public. Only a decision taken in a public sitting may be discussed, deliberations held *in camera* remain confidential despite the publicity of a decision.
66. The duty of confidentiality to which members of the council are subject applies in particular, but not exclusively, to communications with the media, the public, and members of their families and friends.

PENALTIES

67. Any person who contravenes sections 27 to 30 of the present by-law commits an offence and is liable to a fine of:
- 1) \$ 125 for a first offence.
 - 2) \$ 250 for a second offence.

3) \$ 500 for each subsequent offence.

The present section does not apply to a member of council.

FINAL PROVISIONS

68. The present by-law repeals By-law PC-2712.

69. The present by-law shall come into force in accordance with the law.

(S) John Belvedere

John Belvedere, Mayor

(S) Caroline Thibault

Caroline Thibault, City Clerk