

CANADA
PROVINCE OF QUEBEC
MUNICIPALITY OF PORTAGE-DU-FORT

BY-LAW NUMBER 004-2018

Pertaining to the questions period at council meetings of the Municipality of Portage-du-Fort;

WHEREAS council members agree to assure public participation during the council meetings;

WHEREAS Alan Farrell, councillor, gave notice of motion at the special meeting held on August 10, 2018;

THEREFORE,

It is moved by and seconded by Gerald Manwell to adopt by-law number 004-2018 pertaining to the questions period at council meetings of the regional county municipality and council orders and statues by the present by-law as follows:

BY-LAW NUMBER 004-2018
PERTAINING TO THE QUESTION PERIOD

SECTION 1

The sittings of council include a question period during which the persons attending may put oral questions to council members.

SECTION 2

The question period is limited to 20 minutes each sitting but can end prematurely if there are no more questions to be addressed to council.

SECTION 3

Notwithstanding article 2, and at the entire discretion of the mayor, a second question period of a maximum of ten minutes can be held at the end of a sitting.

PROCEDURES TO BE FOLLOWED BY ANY MEMBER OF THE PUBLIC

SECTION 4

Any member from the public that is present and wishes to put forward a question must:

- A) identify him or herself;
- B) address the question to the chairman of the meeting;
- C) declare to whom the question is addressed;
- D) address council with use of proper language and refrain from offensive or libellous remarks;
- E) put forward one question only along with one sub-question on the same subject.

However, anyone wishing to put forward a new question followed by a new sub-question may do so whenever all persons present have had their opportunity to address council until the expiration of the question period.

SECTION 5

Any member of the public has a maximum time allotted for addressing council with one question and one sub-question of 5 minutes, after which, the chairman of the meeting may put an end to the intervention.

SECTION 6

The member of council to whom a question is addressed to, may answer immediately, may answer at a subsequent sitting or may answer in writing.

SECTION 7

Any member of council can, with permission from the chairman, complete the answer to a question.

SECTION 8

Only questions of public interest are allowed, in opposition to private interest questions not concerning the municipality.

SECTION 9

Any member of the public present during a sitting by council wishing to address any member of council or the secretary-treasurer, may do so only during the question period.

SECTION 10

Any member of the public present during a sitting whom addresses a member of council or the secretary-treasurer during the question period may only address such questions which are in conformity with the rules established under sections 4, 5, 8 and 9.

SECTION 11

Any member of the public present during a sitting must abstain from shouting, heckling, signing and making noises or any gestures likely to hamper the normal progress of the sitting.

SECTION 12

Any member of the public present during a sitting must comply with the rules pointed out by the chairman of the meeting and pertaining to order and decorum during council sittings.

SECTION 13

All petitions or written requests addressed to council or to one of its members are neither included in the agenda nor read during the sitting except for cases already defined by law; furthermore, all correspondence received by this regional county municipality which is not signed or an original copy, will not be considered as being worthy of a reply by either an employee or an elected member of this municipality.

PROCEDURES TO BE FOLLOWED BY ANY MEMBER OF THE COUNCIL

SECTION 14

A member of council will speak only after having signified, by raising his hand, its intention to do so, to the president of the meeting. The president of the meeting gives the right of speech accordingly to the order of the requests.

ADMINISTRATION AND SANCTION

SECTION 15

The council authorizes in a general way any peace officer and the secretary of the meeting of the MRC Pontiac to start all penal procedures against any offender to any disposition of the present by-law, and authorize consequently in general these persons to deliver the necessary offence report; these persons are in charge for the application of this by-law.

SECTION 16

Any person that contravenes to the 4 d, 9 to 12 and 14 of the by-law commits an offence and is liable to a minimum fine of \$200.00 for a first infraction and to \$400.00 for a second offence, in any case the fine be superior to a \$1,000.00. The fees for each offence are not included.

The default of payment within the delay ordered by the Court, the offender will be liable for the sanctions provided by the Quebec Penal Code Procedures (L.R.Q., c. C-25.1).

INTERPRETATIVE AND FINAL DISPOSITION

SECTION 17

No provision of this by-law should not be interpreted in a manner to restrain the powers that are provided by a law to the members of the Municipality of Portage-du-Fort.

SECTION 18

The by-law will come into force according to the Law.

CERTIFIED TRUE COPY OF THE ORIGINAL GIVEN IN PORTAGE-DU-FORT

Lynne Cameron
Mayor

Lisa Dagenais
Director General

Notice of motion :	August 10, 2018
Date of adoption of the by-law :	August 27, 2018
Notice of publication :	August 30, 2018
Coming into force :	August 27, 2018