



PROVINCE OF QUÉBEC
CITY OF BEACONSFIELD

DRAFT

BY-LAW BEAC-174

**BY-LAW ON THE RULES OF CONDUCT AND ON THE REGULAR MEETINGS OF THE
MUNICIPAL COUNCIL**

Adopted at the regular Council
meeting held on XX XXX, 2026



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At a **regular** Council meeting of the City of Beaconsfield, held at the Council Chamber, 303 Beaconsfield Boulevard, Beaconsfield, Québec, on XXXXX, 2026, at XX p.m.;

WERE PRESENT: Mr. Mayor Martin St-Jean, Councillors Dominique Godin, Marie Léveillé, Robert Mercuri, David Newell, Jason Rossie and Tim Quinn

WHEREAS a draft by-law was tabled and a notice of motion for the present by-law was given at the regular meeting of Council held on XXX 2025;

WHEREAS, pursuant to sections 319 and 331 of the *Cities and Towns Act*, the council may make and implement rules and by-laws for its internal management or for the maintenance of order during its meetings;

WHEREAS the *Act to Protect Municipal Elected Officials and to Promote the Unimpeded Exercise of Their Functions* requires every municipality and metropolitan community to adopt standards concerning the maintenance of order, respect, and civility during council meetings;

On motion of Councillor XXXX, seconded by Councillor XX XXX and UNANIMOUSLY RESOLVED:

THE COUNCIL OF THE CITY OF BEACONSFIELD ENACTS AS FOLLOWS:

CHAPTER 1 DEFINITIONS

1. For the purposes of this by-law, the following words mean:

 “Mayor” – means the Mayor of the City of Beaconsfield

 “City Clerk” – means the City Clerk of the City of Beaconsfield

 “Municipal elected official” – a member of the council of the City of Beaconsfield;

 “Council” – the municipal council of the City of Beaconsfield.

CHAPTER 2 PURPOSE

2. The purpose of this by-law is to promote sound management of municipal council meetings and to maintain order, respect, and civility at all times.
3. This by-law supplements the rules already set out in the *Cities and Towns Act*, in division IX entitled "Sitting of the Council", as well as the standards enacted by the *Act to protect elected municipal officers and to facilitate the unhindered exercise of their functions*. The standards of these laws are not fully reproduced in this by-law but form an integral part of it.
4. No provision of this by-law shall be interpreted in such a way as to restrict the powers granted by the various laws to council members, the mayor, or authorized officers.

CHAPTER 3 CALENDAR AND CONVOCAION OF MEETINGS

5. The council holds its regular meetings in accordance with the schedule established by resolution before the start of each calendar year, on the days and at the times set out therein. The council may amend its schedule in accordance with the law.
6. The notice of convocation and a copy of the agenda for any regular meeting must be sent to each council member within the time limits prescribed by law prior to the holding of the meeting.
7. The mayor calls a special council meeting when he sees fit, by verbal or written order to the city clerk. The city clerk draws up a notice of meetings listing the business to be submitted for consideration at the meeting and serves notice on every member of council no later than 24 hours before the time set for the meeting. The posting of a notice by registered mail at least two clear days before a meeting is equivalent to service of the notice of meeting.



8. Where the mayor refuses to call a special meeting when required by at least the number of members of council required by law, those members may, by a written request to the city clerk, signed by them, order the calling of a meeting. On receipt of the request, the city clerk issues a notice of meeting within the period set in section 6 of this by-law, specifying the business for which the meeting is called.
9. The notice of special meeting serves as the agenda. The agenda includes a public question period. At a special meeting, no business other than the one specified in the notice of meeting may be considered, unless all the members of council are then present and consent to it.
10. Where, at a special or a regular meeting, the business to be considered has not been fully dealt with, the council may adjourn as often as necessary to consider and deal with the unfinished business, without giving notice of adjournments to the members present or absent. No new business may be submitted or considered at any adjournment of a special meeting unless all the members of council are then present and consent to it.

At the adjournment of any regular meeting, any new business may be submitted or considered if the majority of council members present give their consent.

CHAPTER 4 – CONDUCT OF MEETINGS

SECTION 1 – General provisions

11. The city clerk draws up the agenda of every council meeting.
12. The floor is reserved for the mayor, members of council, and city officers and employees. The public is admitted at the place reserved for that purpose.
13. The seats assigned to members of council are determined by the mayor.
14. All council meetings are public. Deliberations must be made clearly and aloud.
15. The majority of members of council constitute a quorum for the dispatch of business, unless otherwise provided in the act. The mayor is considered a member of council for the purposes of a quorum.
16. The mayor presides over council meetings; in the absence of the mayor and the acting mayor, where a quorum is present, the council chooses one of its members to preside.
17. Every four months, the council designates a member of council as acting mayor. The Council can, at any time, designate a new action mayor for the period it determines.
18. The presiding member maintains order and decorum during meetings. He may expel from a meeting any person who disrupts the proceedings.
19. The minutes of council meetings and votes are drawn up and entered in a book kept for that purpose by the city clerk or his replacement, and after being approved at the next meeting, are signed by the city clerk or his replacement and the presiding member.
20. The city clerk enters in the minutes the names of members of council present.
21. A member of the council of a municipality who so wishes may participate remotely in a sitting of the council by a means allowing all persons who participate in or attend the sitting to see and hear each other in real time, in the following cases:
 - 1° during a special sitting;
 - 2° because of a reason related to the member's safety or health, or the safety or health of a close relation, 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 that remote participation by the member is necessary;
 - 3° because of a deficiency causing a significant and persistent disability that constitutes a barrier to the member's participation in person in council sittings; or
 - 4° because of the member's pregnancy or the birth or adoption of the member's child, in which case remote participation shall not exceed the following number of consecutive weeks:



a) 50, if the member was not absent due to pregnancy or the birth or adoption of the member's child in accordance with section 317 of the *Act respecting elections and referendums in municipalities* (chapter E-2.2); or

b) the number obtained by subtracting 50 from the number of weeks the member was absent for a reason referred to in subparagraph a.

Remote participation is allowed only if the member participates in the sitting from a location situated in Québec or in a bordering province.

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

22. No member of council may leave the council chamber unless it is recorded in the minutes of the meeting by the city clerk.
23. A member who wishes to speak must address the presiding member by raising his hand. The presiding member assigns the floor to members of council, according to the order of requests.
24. Members of council must limit themselves to the subject matter and avoid personal references, insinuations, violent, offensive or disrespectful remarks about anyone, and unparliamentary language.
25. Every member of council who is present at a meeting where a matter in which he has a direct or indirect pecuniary interest is considered must disclose the general nature of his interest before the beginning of the debate on the matter, and refrain from taking part in the debate and from voting, or attempt to influence the vote on the matter.
26. Where the matter is considered at a meeting not attended by the member of council, he must disclose the general nature of his interest at the next meeting he attends. But the obligation does not apply where the member's interest consists of remuneration, allowances, reimbursements of expenses, fringe benefits or other conditions of employment attached to his duties at the city. Nor does it apply where the interest is so minor that the member could not reasonably be influenced by it.
27. No member of council may speak more than once on the same item. But he has the right of reply where a member moves a motion.

The presiding member must ensure that all councillors who wish to speak have done so before the reply as the reply ends the debate.

28. No member of council may speak for more than 15 minutes at a time on an item, unless authorized by the mayor.
29. The council must consider and deal with all items on the agenda.
30. The City may, according to the terms and conditions it determines, proceed on its own behalf and for subsequent dissemination, with the audio and video recording of council meetings. It reserves the right to make any changes to the recording that would damage a person's reputation.
31. Recording images or sound using technological devices is permitted for anyone attending council meetings, subject to the following conditions:
 - Only council members, officers, and individuals asking questions during question period may be recorded.
 - Recording must be done quietly and without disrupting the meeting.
 - Recording must not interfere with the City's recording.
 - Recording devices may not be placed on or near the council table.

32. No person may:

- a) use violent, offensive or disrespectful language when addressing the council or any person;
- b) refer to the mayor other than by his title;
- c) interrupt or disrupt the proceedings by applause, pandemonium, fanfare or other.
- d) deliberately make noise or engage in any other behavior that could disrupt the proceedings.
- e) engage in vulgar behavior;
- f) engage in debate with the public;
- g) refuse to limit oneself to the subject under discussion;
- h) move between the council table and the public;



Any person attending a council meeting must obey any order issued by the presiding member, based on this section and relating to order and decorum. The presiding member may, after warning and acting reasonably, expel from the council chamber or sanction any person who disturbs the order during a meeting or who contravenes any provision of this bylaw.

SECTION 2 - Motions

33. Every motion must be moved by a member of council and seconded by another member. If a main motion is not seconded, the city clerk shall simply note in the minutes, under the relevant heading, that a main motion was moved by the council member identified and that it was not debated because it was not seconded.

A motion may be simply withdrawn at any time before its proposal. After its proposal, it may be withdrawn with the consent of the majority of members present.

34. During the debate on or the consideration of a motion, no other motion is in order unless it be to:

- a) amend the motion;
- b) suspend the debate or defer the consideration of a motion or its adoption to another meeting;
- c) move the previous question;
- d) adjourn the meeting.

35. A motion to adjourn or to adjourn or suspend the debate is out of order where:

- a) a member of council has the floor;
- b) a motion has been put to a vote;
- c) a motion to the same effect has just been rejected by the council and where the council has not yet resumed debate on the item being considered or on another item.

36. A main motion may be amended. A motion to amend may be amended. A motion to amend an amendment may not be amended.

37. A motion to amend must have the effect of amending the content or subject matter of the main motion. It may not constitute a negation of the main motion and may not introduce new matters or items.

38. A motion to amend an amendment must have the effect of amending the subject matter of the motion to amend. It may not constitute a negation of the amendment or a repetition of the main motion.

39. Only one motion at a time may be raised on the floor: a main motion, a motion to amend, or a motion to amend an amendment.

40. The presiding member, on his own authority or at the request of a member of council, may require that a complex motion be divided.

41. The council must first rule on the motions to amend an amendment that are raised, then on other further motions to amend, and finally on the main motion, in its original or amended version, as the case may be.

42. A member of council may end any debate and ask that the item considered be put to a vote where the majority of members present vote in favour of a motion to move the previous question.

The council immediately rules on the matter, without debate.

43. If the motion to move the previous question is rejected, the debate on the motion resumes at the point where it was interrupted. If the motion is adopted, no other motion is in order and the council then rules on the motion that was raised, without further debate or amendment.

44. A member of council may, at any time during proceedings, require the reading of the motion being considered. The city clerk, at the request of the presiding member, must then act on that request.

45. The members of council cannot use the council meetings to make speeches.



SECTION 3 – Votes

46. The majority of members present at council meetings decide the items and matters submitted, except where a larger number of concurrent votes are required by law.
47. All votes of members of council are public.
48. A motion is put to a vote where the presiding member has closed the debate, has ordered, on his own authority or at the request of a councillor, that the vote be taken. That motion is not debatable.
49. No member of council may enter or leave while the city clerk records the votes. No member of council then absent may return to his seat until the results are declared. No member of council may vote on the matter. The city clerk, when required, takes a roll call in the order determined by the presiding member.
50. Members of council vote by stating that they are for or against the motion considered, without making comments. Members cast their votes by a show of hands.
51. The presiding member is entitled to vote but is not required to do so. Unless specifically mentioned in relation to a particular motion, the presiding member shall not participate in the vote on that motion. Every other member of council must vote, except as provided in section 25.
52. In case of a tie-vote, the decision is deemed to be in the negative.
53. No member of council may cast reflections on a council vote.

SECTION 4 – Questions of privilege

54. Any member of council may raise a question of privilege on the floor if he considers that his honor has been compromised or that his rights, privileges and prerogatives or those of the council have been encroached on.

He then briefly states his case and a debate may follow. Where other members of council are involved, they have the right to give their version of the facts.

That motion is not debatable and may not be amended. If the presiding member considers that the matter is well-founded, he then takes the proper measures. The presiding member may at any time declare the matter closed.

SECTION 5 – Public question period

55. The public question period at a council meeting is limited to 30 minutes. The presiding member may order the resumption of business on the agenda before that time when he is satisfied that all questions have been dealt with. The question period may be extended, if the members present consent to it, to deal with unanswered questions.
56. The presiding member announces the beginning and the end of question periods.
57. At the appointed time, the presiding member gives the floor by turns to every person wishing to ask a question.

Every person wishing to ask a question can send their question in writing by using the form provided for that purpose on the City's website or by presenting themselves at the council meeting during the question period. A question sent in writing must contain a maximum of 900 characters, and only one written question per person is allowed.

When given the floor, the person asking the question addresses the presiding member and states his family name and first name, address (street only) and the name of the organization he represents, if any, and the member of council to whom the question is addressed, as the case may be. Until all the persons present who wish to ask questions have had the chance to do so, the period is limited to one question per person. Priority will be given to individuals physically present in the room to ask their questions verbally. If there is insufficient time to answer all written questions verbally during the question period, a written response will be provided to the person concerned.



58. The presiding member can give precedence to questions put by persons who reside in the territory of the municipality or who are the owners of an immovable or the occupants of a business establishment situated in that territory.
59. Questions must bear on matters of public interest under the jurisdiction of the city, of its council, or on an action under the responsibility of the member in council to whom a question is addressed, or on the intentions of the council or one of its members relating to a legislative or an administrative measure of the city.
- At a special meeting, the questions of persons present must bear on items on the agenda.
60. A question must be brief (lasting no longer than 2 minutes), clear, and contain only the words necessary to obtain the requested information. A short preamble is permitted to provide context. A follow-up or clarification question directly related to the answer received is also permitted, provided that it meets the same conditions of brevity, clarity, and relevance.
61. A question is out of order where:
- a) it has a pointless preamble;
 - b) it contains a hypothesis, a deduction, or attribution of motives;
 - c) the answer would require or constitute a professional opinion or a personal evaluation;
 - d) it bears on a matter pending before a court or a quasi-judicial body, or on a matter under investigation, where the words spoken may be prejudicial to a person or reveal part of the evidence or argument;
 - e) it contains seditious or abusive comments.
62. The answer to a question must bear on the subject matter and be brief and clear.
63. A member of council to whom a question is addressed may refuse to answer where:
- a) it is not considered in the public interest to provide the information requested;
 - b) much work, disproportionate of its usefulness, would be required to collect the information requested;
 - c) the question bears on information contained in a report that has not yet been tabled with the council;
 - d) the question has already been asked.
64. The presiding member must ensure that the question period does not give rise to any debate, either between members of council, or between a member of council and a person present.
65. The presiding member may limit or rule out of order any person in violation of this by-law or who exceeds the time allowed for the question period or the right of any person present to ask questions.
66. The presiding member chairing the meeting may limit the number of questions on the same subject to three. He or she may also limit questions to one per person and ask each speaker to wait until all questions from other speakers present in the room have been asked before asking a new question.
67. The presiding member chairing the meeting may accept the tabling of documents during the meeting, during the public question period.
68. The presiding member must allow comments to be made during the presentation of a minor exemption request on the agenda. The presiding member may also allow individuals to speak during the presentation of a request for a review of a decision by the Demolition Committee or a request for approval of a Site Planning and Architectural Integration Program (SPAIP) on the agenda.

CHAPTER 5 – PENAL PROVISIONS

69. Anyone who, during a sitting of any council of a municipal body, causes disorder in a way that abusively interferes with the conduct of the sitting is liable to a fine of not less than \$50 nor more than \$500.
70. Anyone who hinders the exercise of an elected municipal officer's functions by threatening, intimidating or harassing the officer in a manner that causes them to reasonably fear for their integrity or safety is liable to a fine of not less than \$500 nor more than \$1,500.
71. No penal proceedings may be instituted against an elected municipal officer under section 69 regarding an act performed during a sitting of the council of which the elected officer is a



member, or under section 70 regarding an act directed at another member of the municipal council of which the elected officer is a member.

CHAPTER 6 – FINAL PROVISIONS

- 72. This by-law repeals By-law BEAC-001 on the rules of conduct and on the regular meetings of the municipal council.
- 73. The present by-law shall come into force according to law.

MAYOR

CITY CLERK

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