

**CANADA  
PROVINCE OF QUÉBEC  
REGIONAL COUNTY OFFICE  
OF ARGENTEUIL  
TOWNSHIP OF WENTWORTH**

**BY-LAW NUMBER 2023-004**

**BY-LAW CONCERNING THE COMPOSITION AND INTERNAL  
GOVERNANCE OF THE CIVIL SECURITY COMMITTEE**

**WHEREAS** ensuring the community's safety, security and preparedness in an emergency is one of the top priorities of the Municipal Council;

**WHEREAS** the Municipal Council is aware of the effects that climate change will have on its infrastructures and its citizens in the future;

**WHEREAS** the Municipal Council sees the importance of creating and maintaining a Civil Security Committee dedicated to bringing the community together to feel safe, supported and engaged;

**WHEREAS** a Notice of Motion regarding the present By-Law was given at the Council meeting held on August 7<sup>th</sup>, 2023;

**WHEREAS** a Draft By-Law was deposited at the meeting of August 7<sup>th</sup>, 2023;

**WHEREAS** a revised draft By-Law of Articles 2 and 4 were presented to the members of Council;

**THEREFORE**, it is proposed by Councillor Bill Gauley and  
**RESOLVED** that the Council of the Municipality of the Township of Wentworth orders and statutes by the present By-Law as follows:

**ARTICLE 1 - Preamble**

The preamble forms an integral part of the present By-Law.

**ARTICLE 2 – Civil Security Committee**

The Committee is known as the "Civil Security Committee". It is referred to in this By-Law as the "Committee".

The purpose of the Committee is to discuss and address issues related to public safety and emergency management. Both public safety and emergency management have common features, goals, resources, and requirements. It is for this reason that both subject matters have been combined under the terms of reference of one Committee.

Due to the complexity of both these issues of public safety and emergency management, the Committee will be comprised of two (2) distinct work groups:

### **A) Public Safety**

- a. Share best practices with regards to neighborhood watch programs or practices;
- b. Consideration of existing By-Laws and policies related to the enhancement of community safety;
- c. Policing priorities in Wentworth;
- d. Fire and rescue priorities in Wentworth;
- e. Protection of wildlife and enhancement of community awareness regarding human and wildlife interactions;
- f. Any other matters referred by Council or identified by the Committee for approval by Council.

### **B) Emergency Management**

- a. Undertake a review of the Municipality Civil Security Plan and make recommendations to Council on its need for review;
- b. Understanding that there are five (5) pillars to emergency management (prevention, mitigation, preparedness, response and recovery);
- c. Undertake an assessment of each risk identified for the community and review the five (5) pillars to be included in the revised Emergency Plan;
- d. Undertake a revised enrollment campaign to incite its citizens to register to the Telmatik Emergency System as well as encourage them to acquire "72-hours" worth of emergency supplies;
- e. Subsequently, undertake planning of activities which would prepare our citizens in case of emergency, in particular those identified by risk identification exercise.

These groups will bring forward substantive recommendations to Council in support of those objectives. This work will be done in collaboration with the Police and Fire Departments Civil Security Organizations, key stakeholder groups, and community members.

### **ARTICLE 3 - Mandate**

The Committee is responsible for studying and submitting recommendations to Council on any question concerning Civil Security and the Emergency Measures Plan and everything related to them or any mandate entrusted to it by the Municipal Council.

The Committee will provide advice and recommendations, on the request of Council, in the following areas:

- Share best practices with regards to neighborhood watch programs or practices;
- Undertake planning of activities which would prepare our citizens in case of an emergency, in particular those related to forest fires, storms, and or floods;
- Undertake a review of the Municipality's Civil Security Plan and make recommendations to Council on its needs for review;
- Define the Municipality's public safety campaign to incite its citizens to register to the Telmatik Emergency System as well as encourage them to acquire "72-hours" worth of emergency supplies;

- Consideration of existing or proposed By-Laws and policies related to the enhancement of community safety and emergency preparedness;
- Police priorities in Wentworth;
- Fire and rescue priorities in Wentworth;
- Any other matters referred by Council and;
- Other areas identified by the Committee for approval by Council.

They must organize an emergency response simulation when required.

During municipal or special events, such as demonstrations or open house, they are responsible for setting up and running an information booth.

In all cases, the Municipal Council remains sovereign when making any decision.

#### **ARTICLE 4 – Composition of the Civil Security Committee**

Each work group will be made up of the following members, who are appointed by Council:

- a) a Coordinator, who is also the General Manager and Clerk-Treasurer;
- b) an Assistant Coordinator;
- c) **Public Safety workgroup:** will be comprised of eight (8) ratepayers of the Municipality; one (1) member from the sector, Territoire des Lacs, Louisa, Glen, Lake Bixley/Grace Park, Dunany and Valley Estates and two (2) members from Lake Louisa namely Lake Louisa North and Lake Louisa South;
- d) **Emergency Management workgroup:** can be comprised of up to one (1) ratepayer per each sector, Territoire des Lacs, Louisa, Glen, Lake Bixley/Grace Park, Dunany and Valley Estates and two (2) members from Lake Louisa that have a specific knowledge and experience in the subject matter;
- e) and one (1) Elected Council members per group.

#### **ARTICLE 5 - Term of Office for the Committee**

- a) The term of office for the Committee members is two (2) years;
- b) A member's mandate is automatically renewed after each two (2) year term unless said member resigns;
- c) When a vacancy occurs due to resignation, incapacity to act or death of a member, Council will proceed to the nomination of a replacement for two (2) years, upon recommendation of the Councillor responsible for the Civil Security dossier;
- d) Any member who changes status during the term (from resident to Councillor or vice versa) must resign. Council may nominate the member to the Committee if a position for the member's status is vacant.

## **ARTICLE 6 - Dismissal of Members**

Council may, at any time and upon recommendation of the Councillor responsible for the Civil Security dossier, dismiss a member with cause and replace with another member for a two (2) year mandate. The Committee can request upon unanimous resolution, that Council dismiss a member who missed, without valid reason or legitimate excuse, three (3) consecutive Committee meetings.

## **ARTICLE 7 – Number of meetings**

The Committee must meet regularly four (4) times a year, and more if it deems it appropriate, or at the specific request of Council.

## **ARTICLE 8 - Convening**

The coordinator may convene special meetings of the Committee in addition to those they must hold under their rules of internal management. Invitations are made in writing within a minimum of one week, invitations can be made by email.

## **ARTICLE 9 – Caucus**

Committee meetings are held in closed session, i.e. in the absence of anyone from outside the Committee.

However, for the purposes of a better understanding of a file, the Committee may invite one or more outside persons to address the Committee.

## **ARTICLE 10 – Quorum**

The quorum required for the Committee meetings to be held is fifty percent (50%) plus one (1) member eligible to vote.

## **ARTICLE 11 – Voting rights**

Only the members of the Committee have the right to vote.

Except for the cases expressly provided for in these regulations, any decision of the Committee must be adopted by a majority of the votes of the members present who have the right to vote.

## **ARTICLE 12 - Internal Governing**

The Committee may by resolution and conform to the present By-Law adopt its own procedure regulations for the meetings and general internal governing. These regulations will be put forth in the minutes.

## **ARTICLE 13 - Minutes**

Decisions of the Committee are advisory and are not binding on Wentworth Council's direction and or decisions. Comments or decisions of the Committee must be in a form of a recommendation and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chairman. Where

Committee members are not in favor of a recommendation, dissenting comments must be noted in the Committee minutes.

The minutes cannot be distributed to the public unless the Council decides otherwise. When the recommendations are approved by the Municipal Council, it is up to the Council to render its decision in writing.

#### **ARTICLE 14 - Chairman of the Committee**

The Coordinator is the Chairman of the meeting, he also acts as secretary of the Committee. In the event of the absence of the Coordinator, his Assistant is Chairman of the meeting, and he is entitled to the use of the casting vote.

#### **ARTICLE 15 - Resource Persons**

The Council may also appoint to the Committee persons whose services may be necessary for the performance of its duties. These people do not have the right to vote but can attend the meetings and take part in the deliberations.

With the prior authorization of the Council, the Committee may obtain the support of external professional services for all matters relating to the mandate entrusted to said Committee.

#### **ARTICLE 16 - Confidentiality agreement**

As long as the Council has not ruled on the file in question, any information, or document that is communicated or transmitted to the member of the Committee or of which he becomes aware in the course of his duties, with regard to a file under study, is an information, and a document that the Municipality considers to be confidential. During this period, they must not be disclosed to anyone, except to persons who are themselves entitled to them within the framework of their functions as an Elected Official, Officer or employee of the Municipality.

The opinions expressed by one or other of the members of the Committee during the meetings must likewise remain confidential.

#### **ARTICLE 17 - Treatment of Committee members**

The citizen members of the Committee do not receive any remuneration, they may be reimbursed for their expenses regularly incurred in the performance of their duties, previously authorized by Council. In addition, supporting documents must be attached to the expense accounts.

#### **ARTICLE 18 - Language**

In case of difference between the English and French texts, French takes precedence.

#### **ARTICLE 19 - Coming Into Effect**

The present By-Law will become effective according to the Law.

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**Jason Morrison**  
**Mayor**

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**Natalie Black**  
**General Manager, Clerk-Treasurer**

Notice of motion:

August 7<sup>th</sup>, 2023

Project By-Law:

August 7<sup>th</sup>, 2023

Adoption of By-Law:

November 6<sup>th</sup>, 2023

Public notice:

November 10<sup>th</sup>, 2023