

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

BY-LAW NUMBER 2023-004-01

**MODIFYING BY-LAW NUMBER 2023-004,
CONCERNING THE COMPOSITION AND INTERNAL GOVERNANCE OF
THE CIVIL SECURITY COMMITTEE**

WHEREAS ensuring the safety, security, and emergency preparedness of the community is one of the Municipal Council's main priorities;

WHEREAS the Municipal Council is aware of the impacts that climate change will have on its infrastructure and its citizens in the future;

WHEREAS the Municipal Council recognizes the importance of creating and maintaining a Civil Security Committee dedicated to bringing the community together so that it feels safe, supported, and engaged;

WHEREAS By-Law number 2023-004, addressing matters related to public safety and emergency management, was adopted on November 6th, 2023;

WHEREAS given the complexity of these two issues, namely public safety and emergency management, the Committee had initially been composed of two working groups;

WHEREAS for reasons of efficiency, the mandates of these two working groups are now consolidated within a single Civil Security Committee;

WHEREAS a Notice of Motion regarding the present By-Law was given by Councillor Paul Sauvé at the Council meeting held on April 13th, 2026;

WHEREAS a Draft By-Law was deposited at that same meeting of April 13th, 2026;

THEREFORE, it is proposed by Councillor _____ 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 – Replacement of the By-Law

The present By-Law repeals and replaces By-Law number 2023-004 and its amendments.

ARTICLE 3 – 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. Public safety and emergency management share common characteristics, objectives, resources, and requirements. For this reason, the two initial committees were **consolidated under the mandate of a single committee:**

Public Safety

- a. Sharing best practices related to neighborhood watch programs or practices;
- b. Consideration of existing By-Laws and policies related to improving community safety;
- c. Policing priorities in Wentworth;
- d. Fire and rescue priorities in Wentworth;
- e. Wildlife protection and improving community awareness of human-wildlife interactions;
- f. Any other matter submitted by the Council or identified by the Committee for approval by the Council.

Emergency Management

- g. Continuing the revised registration campaign aimed at encouraging citizens to register with the Telmatik Emergency System as well as encourage them to acquire a "72-hour" emergency supply;
- h. Undertaking the planning of activities aimed at preparing citizens for emergencies, particularly those identified through the risk identification exercise, by organizing emergency response simulations.

The Committee shall submit substantive recommendations to the Council in support of those objectives. This work shall be carried out in collaboration with Civil Security organizations of the police and fire services, key stakeholder groups, and members of the community.

ARTICLE 4 – Mandate

The Committee is responsible for studying and submitting recommendations to the Council on any question relating to public safety and emergency management, as well as any related matter or mandate assigned to it by the Municipal Council.

The Committee shall provide advice and recommendations, at the request of the Council, in the following areas:

- Sharing best practices related to neighborhood watch programs or practices;
- Undertaking the planning of activities that would prepare citizens in the event of an emergency, particularly those related to wildfires, storms, and/or flooding;

- Further refining the Municipality's Public Safety campaign to encourage citizens to register with the Telmatik Emergency System and to maintain a sufficient emergency supply for a period of "72 hour";
- Reviewing existing or proposed regulations and policies aimed at improving community safety and emergency preparedness;
- Police priorities in Wentworth;
- Fire and rescue priorities in Wentworth;
- Any other matter referred to by Council and;
- Other areas identified by the Committee for approval by Council.

The Committee shall organize emergency response simulations and training sessions for the members of the said Committee.

During municipal or special events, such as demonstrations or open houses, the Committee is responsible for setting up and running an information booth.

In all cases, the Municipal Council remains the final authority in all decision-making.

ARTICLE 5 – Composition of the Civil Security Committee

This Committee shall be composed of the following members, appointed by Council:

- a) One (1) Coordinator, who is also the General Manager and Clerk-Treasurer;
- b) One (1) Assistant Coordinator;
- c) **Public Safety Committee:** composed of at least eight (8) ratepayers of the Municipality - one to three members from each of the following sectors: Territoire des Lacs, Louisa, Glen, Lake Bixley/Grace Park, Dunany, Domaine de la Vallée, and at least two members from Lake Louisa, namely Lake Louisa North and Lake Louisa South;
- d) and one (1) Elected Councillor.

ARTICLE 6 – Term of Office of Committee Members

- a) The term of office of Committee members shall be two (2) years;
- b) A Committee Member's term is automatically renewed at the end of each two-year term unless the member submits a resignation;
- c) When a seat becomes vacant as a result of resignation, inability to perform duties, or death of a member, the Council shall, upon recommendation of the Councillor responsible for the Civil Security file, appoint a replacement for a term of two (2) years;
- d) Any member who changes status during their term of office (from resident to councillor, or vice versa) must resign. The Council may, however, reappoint the member to the Committee, provided that a position corresponding to the member's new status is vacant.

ARTICLE 7 – Revocation of a Member

The Council may, at any time, upon recommendation of the Councillor responsible for the Civil Security file, revoke a member's term for cause and appoint a replacement for a period of two (2) years.

In addition, the Committee may, by an absolute majority vote of its members, request that the Council revoke the term of a member who, without justification or valid excuse, has missed three (3) consecutive meetings of the Committee.

ARTICLE 8 – Number of meetings

The Committee shall meet at least two (2) times per year, and more often if it deems it appropriate, or at the specific request of the Council.

ARTICLE 9 – Convening

The Coordinator may call special meetings of the Committee in addition to those required under their rules of internal management. Notices of meeting shall be given in writing with a minimum notice period of one (1) week. Notices may be sent by email.

ARTICLE 10 – Caucus

Committee meetings are held in closed session, i.e. in the absence of any person who is not a member of the Committee.

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

ARTICLE 11 – Quorum

The quorum required to hold meetings of the Committee shall be fifty percent (50%) plus one (1) of the members entitled to vote.

ARTICLE 12 – Voting rights

Only members of the Committee have the right to vote.

Except in cases expressly provided for in this By-Law, all decisions of the Committee shall be adopted by a majority vote of the members present and entitled to vote.

ARTICLE 13 – Internal Governing

The Committee may, by resolution and in accordance with the present By-Law, adopt its own procedure regulations for the conduct of its meetings and general internal governance. These regulations shall be recorded in writing in the minutes.

ARTICLE 14 – Minutes

The Committee's decisions are advisory in nature and are not binding on the administration or on the decisions of the Council of Wentworth. The Committee's comments or decisions must take the form of recommendations and shall be referred to the Council for review by the Councillor responsible for the Civil Security file after the adoption of the Committee's respective minutes, unless otherwise directed by the president. Where Committee members are not in favour of a recommendation, dissenting opinions must be recorded in the Committee's minutes.

The minutes may not be distributed to the public unless otherwise decided by the Council. When recommendations are approved by the Municipal Council, it is the Council's responsibility to issue its decision in writing.

ARTICLE 15 – Chairman of the Committee

The Coordinator is the president 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 16 – 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 17 – 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 also remain confidential.

ARTICLE 18 – 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 19 – Language

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

ARTICLE 20 – Coming Into Effect

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

Jason Morrison
Mayor

Natalie Black
General Manager, Clerk-Treasurer

Notice of motion:	April 13 th , 2026
Project By-Law:	April 13 th , 2026
Adoption of By-Law:, 2026
Public notice:, 2026

