

**THE CORPORATION OF THE MUNICIPALITY OF CENTRE HASTINGS
BY-LAW NO. 2025-66**

Being a By-law to Govern the Proceedings of Council and Committees of the Municipality of Centre Hastings

WHEREAS section 238(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, requires every municipality to pass a procedure by-law for governing the calling, place, and proceedings of meetings;

AND WHEREAS Council recognizes that transparent, accountable, and accessible decision-making is fundamental to good governance and public confidence in municipal operations;

AND WHEREAS the Council of the Municipality of Centre Hastings is committed to conducting its business in an open, fair, and respectful manner, ensuring that all meetings are managed efficiently and in compliance with statutory requirements;

AND WHEREAS it is the intent of Council that this By-law establish clear rules of order and procedure for Council and Committee meetings, support meaningful public participation;

AND WHEREAS it is deemed expedient to enact a new Procedural By-law to replace By-law 2023-58 to reflect current legislation and best practices;

NOW THEREFORE the Council of the Corporation of the Municipality of Centre Hastings enacts as follows:

1. DEFINITIONS

For the purposes of this By-law, the following terms shall have the meanings indicated:

“Act” means the Municipal Act, 2001, S.O. 2001, c.25, as amended.

“Acting Head of Council” shall first mean the Deputy Head of Council and secondly another designate who shall act as presiding officer in the absence of the Head of Council and Deputy Head of Council.

“Announcement” means a brief statement by a Member of Council, made at the invitation of the Chair, for the purpose of sharing community or ceremonial information. Announcements are non-debatable, shall not introduce new business, and do not form part of the official record of proceedings.

“Chair” means the Head of Council or the Member of Council who presides at a meeting of Council or Committee.

“Clerk” means the Clerk of the Municipality of Centre Hastings or their designate.

“Closed Session” means a meeting or part of a meeting closed to the public in accordance with the Act.

“Committee” means any advisory or other committee, subcommittee, or similar entity established by Council.

“Committee Chair” means the Chairperson of any committee and the Committee Chair shall have the same powers during a Committee Meeting of

Council as Head of Council during Council Meetings whether or not the Chair is a voting member.

“Committee of the Whole” shall mean a meeting of Council in Committee format for discussion purposes.

“Conflict of Interest” means a pecuniary interest as defined in the Municipal Conflict of Interest Act.

“Confirming By-law” means a by-law passed for the purpose of giving general effect to a previous decision or proceeding of Council.

“Council” means the elected Members of the Municipality of Centre Hastings Council.

“Delegation” means any person or group making a formal request or submission to Council in accordance with this By-law, generally limited to ten (10) minutes for the presentation, followed by questions and answers from Members at the discretion of Council.

“Electronic Participation” means participation in a meeting through electronic or technological means, including telephone, video conferencing, or other interactive communication platforms that allow Members to hear and be heard by all participants.

“Extraordinary Circumstances” includes but is not limited to illness, declared emergencies, or conditions beyond a Member’s control that prevent physical attendance at a meeting but do not preclude electronic participation.

“Head of Council” or “Mayor” means the Head of Council of the Municipality of Centre Hastings, as defined in section 225 of the Act.

“Local Board” means a local board as defined in the Act.

“Majority” means more than one-half of the votes cast by Members entitled to vote.

“Meeting” means any regular, special, or other meeting of Council, a Committee, or a Local Board as defined in the Act.

“Member” means a person elected or appointed to serve on the Council of the Municipality of Centre Hastings or appointed to a Committee.

“Motion” means a proposal by a Member, in a form prescribed by this By-law, for the consideration of Council or a Committee.

“Municipality” means The Corporation of the Municipality of Centre Hastings.

“Notice” means written notice provided in accordance with this By-law and posted on the municipal website.

“Notice of Motion” means a written motion given by a Member of Council in accordance with the provisions of this By-law, for consideration by Council at a subsequent meeting. A Notice of Motion is not debatable when introduced, except as otherwise provided herein.

“Pecuniary Interest” means an interest as defined in the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended.

“Point of Order” means a statement made by a Member during a meeting, drawing attention to a breach of the rules of procedure.

“Point of Privilege” means a statement made by a Member concerning the rights or dignity of Council collectively or of the Member personally, to ensure the integrity of Council proceedings.

“Presentation” means an informational briefing to Council at the request of the Municipality or as required by law (e.g., auditors, conservation authorities), not subject to delegation time limits.

“Quorum” means a majority of the whole number of Members of Council or a Committee.

“Recorded Vote” means a vote in which the Clerk records the name and vote of every Member on any matter, in accordance with the Act.

“Resolution” means a motion in writing duly moved and seconded and adopted by a majority vote of the Members present at a meeting of Council.

“Special Meeting” means a meeting of Council other than a regular meeting, duly called in accordance with this By-law.

2. DUTIES AND ROLES

2.1 Council

Council shall carry out the statutory roles and responsibilities as prescribed in section 224 of the *Municipal Act, 2001*.

2.2 Head of Council (Mayor/Chair)

The Head of Council shall carry out the statutory roles prescribed in sections 225 and 241 of the *Municipal Act, 2001*.

When acting as Chief Executive Officer of the Municipality, the Head of Council shall also comply with section 226.1 of the *Municipal Act, 2001*.

In addition, the Head of Council shall:

- a) preside over and open all meetings by taking the Chair and calling the Members to order;
- b) announce the business before Council in the order in which it is to be considered;
- c) receive and submit, in the proper manner, all motions presented by Members;
- d) preserve order and decorum and decide questions of order, subject to an appeal to Council;
- e) put to a vote all questions which are moved and seconded, or necessarily arise in the course of proceedings, and announce the results;
- f) decline to put to a vote any motion which infringes upon the rules of procedure;
- g) authenticate by signature all by-laws, resolutions, and minutes of Council;

- h) represent and support the Council, declaring its will and implicitly obeying its decisions in all matters;
- i) inform Council, when necessary or when referred to, on any Point of Order or Privilege; and
- j) recommend to Council the appointment of Members to serve on Committees, subject to Council approval.

2.3 Absence of the Head of Council

When the Head of Council is absent, refuses to act, or the office is vacant, the Deputy Head of Council shall act in place of the Head of Council and may exercise all rights, powers, and authority of the Head of Council while doing so.

In the absence of both the Head of Council and the Deputy Head of Council, the Members may appoint another Member of Council from among themselves to chair the meeting.

2.4 Designation of Presiding Officer

The Head of Council may consent to the designation of a Member of Council to preside at meetings of Council, as authorized by section 238(4) of the *Municipal Act, 2001*.

2.5 Clerk

The Clerk shall carry out the duties prescribed in section 228(1) of the *Municipal Act, 2001*.

The Clerk may appoint a person in accordance with section 228(4) of the *Municipal Act, 2001* to record the proceedings of Council or Committees. Such appointee shall comply, as practical as possible, with the requirements of section 228(1).

The Clerk is authorized to:

- a) correct minor typographical, grammatical, or clerical errors in by-laws, minutes, or resolutions without requiring further Council approval, provided that no substantive change is made;
- b) establish or amend procedures for electronic or hybrid meetings to ensure transparency, accessibility, and continuity of governance; and
- c) post all public documents in formats compliant with the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

2.6 Municipal Administration

Officers and employees of the Municipality shall carry out the duties prescribed in section 227 of the *Municipal Act, 2001*.

2.7 Chief Administrative Officer

In accordance with section 229 of the *Municipal Act, 2001*, the Municipality may appoint a Chief Administrative Officer (CAO), who shall carry out the duties prescribed in that section.

3. MEETINGS

3.1 Inaugural Meeting

The Inaugural Meeting of Council shall be held no later than the first Monday in December following a regular election, or at such earlier date as may be determined by the Clerk.

3.2 Regular Meetings

- a) Council shall meet in the Council Chambers on the first and third Wednesday of each month from January through November, except on statutory holidays.
- b) Where a meeting falls on a statutory holiday, Council may select an alternate date by resolution.
- c) Planning matters shall be included on the agenda of Regular Council Meetings under a dedicated section entitled "Planning/Public Meetings."
- d) Council may, by resolution, alter the date and/or time of a scheduled Planning and/or Regular Council Meeting, provided that adequate notice of the change is posted on the municipal website in accordance with the notice requirements of this By-law.

3.3 Notice of Meetings

- a) Notice of Council and Committee meetings, together with the agenda, shall be posted on the municipal website at least 48 hours prior to the meeting. In addition to posting notice and agendas on the municipal website, notice shall also be posted on the municipal office bulletin board.
- b) The annual schedule of dates, times, and places of Planning and Regular Council Meetings, as set by Council, shall be made available to the public by January 2nd of each year, by posting on the municipal website.
- c) Public Notice of Changes or Cancellations - Where a meeting date, time, or location is changed or cancelled, the Clerk shall provide public notice as soon as practicable through the municipal website and other available communication channels.
- d) Emergency Meetings - In the event of a declared emergency or other urgent matter requiring immediate action, the Head of Council may call an emergency meeting with less than 48 hours' notice. The Clerk shall record the nature of the emergency and the manner and time by which notice was provided.

3.4 Special Meetings

- a) The Head of Council may call a special meeting to address matters requiring immediate attention, with at least 48 hours' notice to Members.
- b) Only the business stated in the notice of a special meeting shall be considered.

3.5 Quorum

- a) A majority of the Members of Council shall constitute a quorum.
- b) If quorum is not present within fifteen (15) minutes after the scheduled commencement time, the Clerk shall record the names of Members present and the meeting shall stand adjourned.

4 CLOSED MEETINGS

4.1 Authority to Hold a Closed Meeting

Council may only hold a Closed Session in accordance with section 239 of the *Municipal Act, 2001*.

4.2 Permissible Subjects

A meeting or part of a meeting may be closed to the public if the subject matter deals with any of the following:

- a) the security of the property of the Municipality or a local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the Municipality or a local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or a local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) information explicitly supplied in confidence to the Municipality by another level of government or a Crown agency;
- h) trade secret or scientific, technical, commercial, financial, or labour relations information supplied in confidence, where disclosure could reasonably harm the competitive position or negotiations of a person, group, or organization;
- i) a position, plan, procedure, criteria, or instruction to be applied to negotiations carried on by or on behalf of the Municipality or a local board;
- j) matters relating to trade unions between the Municipality and its employees;

- k) consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* if Council or a Committee is acting as the head of the institution;

4.3 Education or Training Sessions

A meeting may be closed if held for the purpose of educating or training Members, provided that no Member discusses or otherwise deals with a matter in a way that materially advances Council decision-making.

4.4 Resolution to Hold Closed Meeting

Before holding a Closed Session, Council shall state by resolution:

- a) the fact of holding the Closed Session;
- b) the general nature of the matter to be considered; and
- c) the specific exception relied upon under section 239 of the Act.

4.5 Procedure in Closed Session

- a) No decisions shall be made in Closed Session except for procedural matters or directions to staff.
- b) All votes of Council shall be taken in Open Session.
- c) The Clerk shall record in the Closed Session minutes:
 - i. the place, date, and time of the meeting;
 - ii. the names of Members and officials present;
 - iii. the general nature of the matters considered; and
 - iv. the section of the Act relied upon for closing the meeting.

4.6 Reporting Out

Following a Closed Session, Council shall rise and report in Open Session on the general nature of the matter considered and, where applicable, the outcome of the discussion.

4.7 Closed Meeting Investigator

Any person may request an investigation of whether the Municipality has complied with the requirements of the Municipal Act, 2001 in respect of a closed meeting. The Ontario Ombudsman shall act as the Closed Meeting Investigator unless otherwise appointed by Council.

5 GENERAL RULES OF CONDUCT

5.1 Conduct of Members

- a) Members shall act with decorum and respect towards Council, staff, and the public.
- b) No Member shall:
 - a. speak disrespectfully of the Sovereign, any Member of Council, staff, or any member of the public;
 - b. use offensive or indecent language;
 - c. disturb another Member while speaking;
 - d. leave their seat or interrupt the proceedings in a disruptive manner; or
 - e. disobey the rules of Council or a decision of the Chair.

5.2 Persistent or serious contraventions of these rules may be referred to the Integrity Commissioner under the Council Code of Conduct for review in accordance with Part V.1 of the *Municipal Act, 2001*.

5.3 General Rules of Conduct for All Attendees

- a) All meeting attendees shall maintain mutual respect and order and shall not disrupt the meeting in any manner.
- b) Signs, placards, and other devices are permitted, provided they do not contain disrespectful or offensive language and do not disrupt the meeting or obstruct an attendee's ability to view the proceedings.
- c) No person shall disturb Council, staff, guests, or the public by disorderly conduct.
- d) Except for Members, municipal staff, and persons authorized by the Head of Council/Chair or Clerk, no person shall approach the area designated for Members, staff, or delegations.
- e) No person shall resist the rules of this By-law or disobey the decisions of the Head of Council/Chair or of Council on questions of order, practice, or upon the interpretation of this By-law.

5.4 Enforcement of Conduct Rules

- a) Nothing limits the authority of the Head of Council/Chair pursuant to the *Municipal Act, 2001* to expel any person for improper conduct at a meeting.
- b) The Head of Council/Chair shall adjourn the meeting without question in the case of grave disorder arising in the Council Chamber.
- c) A person who contravenes the rules of conduct may be ordered expelled from a meeting by the Head of Council/Chair.

5.5 Alleged Contraventions of Conduct

- a) If a Member alleges that a person has contravened the rules of conduct, the Member shall state, on the record, how the rules were contravened.
- b) If the Head of Council/Chair is of the opinion that the person did not contravene the rules, the Head of Council/Chair shall state, on the record, why they believe no contravention occurred.
- c) If the Head of Council/Chair determines a contravention occurred, they shall either:
 - permit the person to apologize immediately to Council for the conduct; or
 - order the person to leave the meeting immediately.

5.6 Apologies

- a) If the person apologizes immediately and the apology is deemed sufficient, the Head of Council/Chair shall permit the person to remain.
- b) If the apology is deemed inadequate, or no apology is offered, the Head of Council/Chair shall order the person to leave the meeting immediately.

5.7 Removal and Repeated Offences

- a) If a person does not voluntarily comply with an order to leave, staff may remove the person or the OPP may be called.
- b) If a person repeatedly contravenes the rules of conduct, Council may, by resolution, authorize legal counsel to pursue remedies against the person.

6. AGENDA

- 6.1** The Clerk shall prepare agendas of Council and Committee meetings as assigned.
- 6.2** Council agendas, along with supporting materials, shall be prepared and made available to Members on the Monday prior to a Regular Council Meeting.
- 6.3** The public shall be able to view the agenda at the Municipal Office and on the municipal website.
- 6.4** All information and correspondence must be received in writing by the Clerk's Office prior to 10:00 a.m. on the Thursday preceding the next Regular Council Meeting.

6.5Agendas for Regular Council Meetings shall be generally formatted as follows, subject to modification without requiring amendment to this By-law:

- a) Call to Order
- b) Approval of Agenda
- c) Disclosure of Pecuniary Interest and General Nature Thereof
- d) Approval of Council Meeting Minutes
- e) Delegations and Presentations (as referred to in Section 15 of this By-law)
- f) Planning/Public Meetings (including statutory planning matters, severance applications, and property standards)
- g) Staff Reports
- h) New and Unfinished Business
- i) Notice of Motion
- j) Correspondence
- k) Minutes from Boards and Committees
- l) By-laws
- m) Closed Session
- n) Confirming By-law
- o) Adjournment

6.6New items of business may only be introduced under “New and Unfinished Business” by way of a Notice of Motion in accordance with Section 20 of this By-law.

6.7The business of Council shall be taken up in the order listed on the agenda unless otherwise decided by resolution of Council during the approval of the agenda.

7. ORDER OF BUSINESS

7.1The business of Council shall be taken up in the order in which it stands upon the agenda unless otherwise decided by Council.

7.2The Head of Council/Chair or designate of each Committee submitting a report shall field questions regarding the report during discussions as required.

7.3When any matter listed on the agenda is left undisposed of at the time of adjournment, either for want of a quorum or otherwise, such matter shall be considered at the next meeting of Council.

7.4Every meeting of Council shall be deemed to be adjourned four (4) hours after the call to order, unless Council grants unanimous consent to extend.

8. COUNCIL MINUTES

- 8.1** The Minutes of Council, as taken by the Clerk or designate, shall consist of a record of all proceedings. Pursuant to the *Municipal Act, 2001*, the Minutes shall be factual and without note or comment.
- 8.2** All Council and Committee Minutes and Reports, following adoption by Council, and all by-laws passed by Council, shall be kept in the Clerk's Office and shall be made available for viewing during normal office hours and on the municipal website, save and except those recorded during a Closed Session in accordance with Section 8 of this By-law and subject to any applicable legislation.
- 8.3** The Clerk shall record minutes of Closed Session meetings in accordance with section 239 of the *Municipal Act, 2001* and present them to Council at a subsequent Closed Session meeting for confirmation.

9 DELEGATIONS AND PRESENTATIONS

- 9.1** Delegations must register with the Clerk by 10:00 a.m. on the Thursday preceding the meeting.
- 9.2** Delegations shall be limited to ten minutes, subject to extension by Council resolution.
- 9.3** A maximum of three delegations shall be permitted per meeting.
- 9.4** Council may, by resolution, extend the number of delegations or the time permitted to address Council in circumstances where it is in the public interest.
- 9.5** Presentations requested by the Municipality or required by statute (e.g. auditors, conservation authorities) are not subject to time limits for delegations and shall be scheduled by the Clerk.

10 RULES OF DEBATE AND VOTING

- 10.1** Every Member, before speaking to any question or motion, shall first be recognized by the Head of Council/Chair and shall address all remarks through the Chair.
- 10.2** Members shall confine their remarks to the question under discussion and shall not use indecorous or offensive language, nor engage in personal attacks or cross debate.
- 10.3** Should more than one Member wish to speak at the same time, the Chair shall determine who has the floor.
- 10.4** Except for the Member who proposed the motion, who shall have the right of reply, no Member shall speak more than once to the same question without leave of the Chair.

- 10.5** A Member may speak twice to a question, for up to ten (10) minutes on the first occasion and up to five (5) minutes on the second occasion.
- 10.6** Member may request that the question or motion under discussion be read at any time during debate, but not so as to interrupt another Member who has the floor.
- 10.7** A Member may explain a remark if misunderstood, but shall not introduce new matters during such explanation.
- 10.8** Unless otherwise authorized by the Chair, all Members, staff, and guests shall address Council through the Chair and only when recognized to do so.
- 10.9** When a Member is speaking, no other Member shall interrupt, hold discourse, or pass between the speaker and the Chair, except on a Point of Order or Privilege.
- 10.10** The Chair may call a Member to order while speaking. The Member called to order shall remain silent unless permitted to appeal the decision of the Chair.
- 10.11** When the Chair is putting a question to a vote, no Member shall leave their seat, walk out of, or cross the Council Chamber.
- 10.12** The Chair may move or debate any motion without vacating the Chair but shall maintain impartiality and decorum at all times.
- 10.13** All Members present shall vote unless prohibited by law. Failure to vote shall be deemed a negative vote in accordance with section 246 of the *Municipal Act, 2001*.
- 10.14** A tie vote shall be declared lost.
- 10.15** Recorded votes shall be taken when requested by a Member, with each Member's vote recorded in the minutes.
- 10.16** The order of precedence for motions, when a question is under debate, shall be as follows:
- a) To adjourn the meeting;
 - b) To recess;
 - c) To raise a Point of Order or Privilege;
 - d) To defer (to a certain time);
 - e) To refer (to staff or Committee);
 - f) To amend;
 - g) To postpone indefinitely; and
 - h) The main motion.

11 CORRESPONDENCE

- 11.1** The Clerk shall not respond to or place on an agenda any correspondence that is anonymous, contains disrespectful or offensive language, or otherwise fails to comply with this By-law. Such correspondence shall not be considered by Council or any Committee.
- 11.2** Correspondence must include the author's full name and current contact information, including at a minimum the author's residence address and telephone number or e-mail address.
- 11.3** Correspondence relating to staff performance, labour relations, ongoing legal proceedings, or solicitation of business shall not be considered by Council.
- 11.4** Correspondence that, in the Clerk's determination, relates to any of the following shall not be placed on the agenda:
- a) matters which are not within Council's jurisdiction;
 - b) matters which have been referred to staff for a report, until the matter is before Council; or
 - c) matters which are the subject of an Education and Training Session.

12 STAFF REPORTS

- 12.1** Written Staff Reports of Officers and Department Heads shall, insofar as practicable, be circulated with the agenda.

13 BY-LAWS AND AGREEMENTS

- 13.1** Every by-law and/or agreement, other than agreements for which signing authority has been delegated by by-law, shall be circulated to Members of Council.
- 13.2** Every by-law and/or agreement shall be introduced by motion or leave, specifying the title thereof, or on recommendation of an adopted report or by an order of Council.
- 13.3** By one motion, by-laws are to be considered read the number of times as required at that session of Council and shall be discussed, committed, or amended forthwith.
- 13.4** Every by-law once passed and/or agreement once authorized shall be dated and duly signed and sealed by the Head of Council or presiding officer at the meeting and the Clerk or designate.

14 MOTIONS / RESOLUTIONS

- 14.1** After a motion has been moved and seconded and placed under the direction of the Head of Council/Chair, it shall be considered to be in the possession of Council but may be withdrawn with the consent of the mover and seconder and the support of a majority of Council.

- 14.2** Every motion, when duly moved and seconded, shall be read by the Clerk or designate in the precise form in which it was introduced and in which it will be recorded in the minutes, and the question shall then be open for discussion and consideration.
- 14.3** Prior to a question being voted on, each Member present in the Council Chamber shall take their seat and shall vote unless they have declared a pecuniary interest pursuant to the *Municipal Conflict of Interest Act*.
- 14.4** A motion to amend, when duly moved and seconded:
- a) may be presented verbally or in writing;
 - b) shall receive disposition of Council before the original question;
 - c) shall not be amended more than twice before voting;
 - d) shall be relevant to the question to be received;
 - e) shall not be received if it proposes a direct negative to the question;
 - f) may propose a separate and distinct disposition of a question; and
 - g) may propose to separate two or more components contained in the original question.
- 14.5** After a question is deemed to be finally put by the Head of Council/Chair, no Member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result declared.
- 14.6** The decision of the Head of Council/Chair as to whether the question has been finally put shall be final, except on appeal by any Member, in which case the decision of a majority of Council shall be conclusive.
- 14.7** Any Member may require any question to be repeated by the Head of Council/Chair prior to voting on such question.
- a. When a Member present at a meeting at the time of a vote requests, immediately before or after the taking of the vote, that the vote be recorded:
 - i. that Member shall vote first;
 - ii. the remaining Members shall vote in alphabetical order; and
 - iii. each Member shall announce their vote openly, and the Clerk shall record each vote. (*Municipal Act, 2001, s.246(1)*)
 - b. The names of those who voted for and those who voted against shall be noted in the minutes, and the Clerk shall announce the results.
- 14.8** A failure to vote under section 19.8 by a Member who is present at the meeting and qualified to vote shall be deemed a negative vote (*Municipal Act, 2001, s.246(2)*).
- 14.9** The Head of Council/Chair shall declare the vote on all questions. If the declaration is challenged, the Head of Council/Chair may require the vote to be retaken in an alternative manner, and the results of this vote shall be final.

15. NOTICE OF MOTION

- 15.1** A Notice of Motion is required when a Member intends to introduce a matter by motion at the next or subsequent meetings of Council.
- 15.2** Motions introducing new matters must be in the hands of the Clerk by 10:00 a.m. on the Thursday preceding the next Regular Council Meeting for inclusion on the agenda.
- 15.3** Every Notice of Motion must be submitted in writing to the Clerk for inclusion in the agenda.
- 15.4** A Notice of Motion is a statement of intention and may be made by a Member at the designated time on the agenda.
- 15.5** When such notice is given, the motion requires no seconder, nor is it debatable until it is presented at a subsequent Council Meeting.
- 15.6** A Notice of Motion may be debated and voted on at the same meeting if the majority of Members present consent.

16 CONFLICT OF INTEREST DECLARATIONS AND REGISTRY

- 16.1** At a meeting at which a Member discloses an interest as defined under section 2 of the *Municipal Conflict of Interest Act*, the Member shall file a written declaration of interest, stating the general nature of the interest, with the Clerk of the Municipality or the secretary of the Committee or Local Board.
- 16.2** A copy of each declaration shall be filed and recorded with the minutes of the meeting to which it pertains.
- 16.3** The Clerk shall establish and maintain a registry of all declarations of interest, which shall be available for public inspection in accordance with the *Municipal Conflict of Interest Act*. The registry shall also be made accessible on the Municipality's Civic Web portal.

17 POINT OF ORDER AND PRIVILEGE

- 17.1** A Point of Order is raised by a Member on a procedural matter.
- 17.2** A Point of Privilege is raised by a Member on a matter relating to the integrity of the Member personally, or of Council as a whole.
- 17.3** The rules governing these procedures are as follows:
 - a) A Member may raise a Point of Order or Privilege directing attention to a matter that affects the rights of the Member or Members.
 - b) The Head of Council/Chair shall decide upon the Point of Order or Privilege and advise Members of the decision.
 - c) Unless a Member immediately appeals the Chair's decision, the decision shall be final.

- d) If appealed, Council shall vote without debate on whether to uphold the Chair's ruling, and that vote shall be final. A recorded vote shall not be permitted.
- e) When a matter has been determined to be a Point of Order, the Member may propose a motion in relation to that Point of Order.

18 RECONSIDERATION

- 18.1** No matter, after being decided by a majority of Council, shall be reconsidered for six (6) months following the date of the decision, without first passing a motion to reconsider.
- 18.2** A motion to reconsider may not be made at the same meeting at which the decision proposed for reconsideration was made.
- 18.3** No discussion of the main question shall be allowed until the motion for reconsideration is carried.
- 18.4** A motion to reconsider may not be introduced without notice unless Council, without debate, dispenses with the requirement for notice.
- 18.5** Once a matter is reopened, it is reopened in its entirety unless the motion to reconsider specifies otherwise.
- 18.6** If the question is reopened, all previous decisions of Council remain in force unless Council decides otherwise.

19 PROCEDURAL APPEALS

- 19.1** Any Member may appeal a procedural decision of the Head of Council/Chair to Council.
- 19.2** The Head of Council/Chair shall decide all questions of order. The decision of the Chair shall be final, subject to appeal. The Chair may, at their discretion, put any question of order to Council, in which case the decision of Council shall be final.

20 COMMITTEES

- 20.1** "Committee of the Whole" is a procedure where more informal discussion may be held. The Clerk or designate will act as secretary of the Committee. Matters decided upon by the Committee must be reported back to Council if action is to be taken.
- 20.2** Standing, Advisory, and Ad-hoc Committees wholly within the jurisdiction of Council may be established, revised, disbanded, and replaced as Council deems necessary. All Members of such Committees shall be qualified electors within the Municipality.
- 20.3** At the first meeting of Council each year, or as soon thereafter as convenient, Council shall establish the Committees it deems necessary and shall make appointments to such boards, Committees, or special purpose bodies as required by statute or otherwise.
- 20.4** The rules of procedure for Committees shall be those contained in this By-law where applicable, unless otherwise prescribed by statute or law.
- 20.5** The Head of Council shall be an ex officio Member of all Standing, Advisory, and Ad-hoc Committees of the Municipality where not otherwise prohibited by statute and shall have full voting privileges when in attendance. However, the Head of Council shall not have the privilege of raising new business or adding matters to a previously completed Committee agenda.

21 PUBLIC ACCESS

- 21.1** Meetings shall be open to the public except as permitted by the Act.
- 21.2** The Clerk may provide a non-interactive virtual viewing link upon request and may authorize delegations to participate virtually.
- 21.3** Agendas, minutes, and by-laws shall be posted on the municipal website.
- 21.4** Electronic Participation by Members

Members of Council or Committee may participate in meetings electronically or in hybrid format, subject to the following:

- a. Members participating electronically shall count toward quorum and may participate fully in debate and voting.
- b. The Head of Council/Chair shall be physically present unless prevented by extraordinary circumstances, in which case another Member may preside.
- c. The Clerk shall establish and maintain procedures to ensure transparency, accessibility, and integrity of all electronic or hybrid meetings.

- d. If a Member's electronic connection is lost for more than five (5) consecutive minutes, the Member shall be deemed to have left the meeting.
- e. Meetings shall continue if quorum is maintained.

22 GENERAL PROVISIONS

22.1 The rules of procedure may be suspended by a two-thirds vote of Members present, unless contrary to the Act.

22.2 In all matters not provided for, Council shall be governed by Robert's Rules of Order, where applicable.

22.3 Public Decorum - Members of the public shall maintain order and decorum during meetings of Council and Committees. The Chair may expel or exclude any person who engages in disruptive behaviour, in accordance with section 241 of the Municipal Act, 2001.

22.4 Chair's Discretion for Announcements

At the discretion of the Chair, Members may be invited at the conclusion of a meeting to make brief, non-debatable statements of a ceremonial or community nature. Such announcements shall be limited to two (2) minutes per Member, shall not introduce new business, and shall not form part of the official record of proceedings.

23. REPEAL AND ENACTMENT

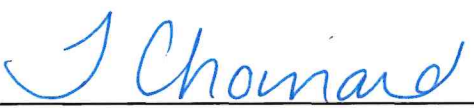
23.1 By-law 2023-58, being a by-law to adopt the COU-001 Procedural Policy, and all amendments thereto, are hereby repealed.

23.2 This By-law shall come into force and take effect upon the date of its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15th DAY OF October, 2025.



THOMAS DELINE, MAYOR



TYPHANY CHOINARD, CAO/CLERK