



By-law N° 25-2026

RULES OF PROCEDURE

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THE CORPORATION OF THE TOWN OF HAWKESBURY

PROCEDURAL BY-LAW

BY-LAW N° 25-2026

A BY-LAW TO GOVERN THE CALLING, PLACE AND PROCEEDINGS OF THE MEETINGS OF COUNCIL AND ITS COMMITTEES

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

WHEREAS By-law N° 42-2023 was adopted on August 28, 2023, and;

WHEREAS a new revised by-law to govern the calling, place and proceedings of the meetings of Council and its committees is required to strengthen consistency and clarity, to better meet standards, to modernize governance and to further enhance transparency.

Now therefore the Council of the Corporation of the Town of Hawkesbury hereby enacts as follows:

1. INTERPRETATION

1.1 Definitions

For the purposes of this By-law:

- (a) “Act” means the *Municipal Act, 2001, S.O. 2001, c.25*, as amended from time to time;
- (b) “Acting Chair” means the Member appointed by by-law to act in the place and stead of the Chair;
- (c) “Ad Hoc Committee” means an Advisory Committee of specified duration, established by Council to undertake the review of a special issue or short-term project. Such a Committee shall be governed by clear terms of reference, including a clause indicating when the Committee will cease to exist;
- (d) “Advisory Committee” means any board, commission or committee established by Council, other than a Standing Committee, which has at least one (1) Member appointed from Council. The Member(s) appointed by

Council may be Member(s), staff of the Town, and/or member(s) of the public;

- (e) "Authorized Leave" from a Committee meeting means an approved absence that is beyond an individual's control, such as bereavement; serving as a juror or witness, or as the parent or guardian of a minor who has been compelled to attend court to serve as a witness in any court; an illness that has prevented a Member to attend two or more consecutive meetings; hospitalization and caring for a sick child or parent.
- (f) "Chair/Co-Chair" means the Chairperson or Co-Chairperson of a Committee;
- (g) "Chief Administrative Officer" means the Chief Administrative Officer of the Corporation of the Town of Hawkesbury
- (h) "Clerk" means the Clerk of the Town appointed under the Act and shall include a Deputy Clerk and any other employee of the Town to whom the Clerk has delegated any of the Clerk's powers and duties under the Act, to the extent that they are authorized to perform any of the duties of the Clerk under this By-law;
- (i) "Closed Meeting" means a meeting or a part of a meeting of Council, a Committee or Committee of the Whole, which is not open to the public in accordance with the Act;
- (j) "Committee" means any Standing, Ad Hoc, Steering, Joint or Advisory Committee, Sub-Committee or Board and any other similar group composed of individuals appointed by Council, or similar entity established by Council and composed of Members;
- (k) "Committee of the Whole" means a Standing Committee composed of all the Members of Council;
- (l) "Consent Agenda" means the portion of the agenda that may be approved by Council without debate;
- (m) "Council" means the Council of the Town of Hawkesbury;
- (n) "Councillor" means a person elected or appointed as a Member of Council;
- (o) "Electronic Participation" means participation in a Meeting from a remote location by electronic means or service as determined and provided by the Clerk;
- (p) "Majority" means more than half of the votes cast by the Members who are present and eligible to vote;

- (q) "Mayor" means the Head of Council of the Corporation of the Town of Hawkesbury;
- (r) "Meeting" means any regular, special, Committee or other meetings of Council where,
 - (i) a quorum of Members is present, and
 - (ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council or the Committee;
- (s) "Member" means a Member of Council or Committee, including the Chair;
- (t) "Motion" means a proposal by a Member presented in a meeting in accordance with the Rules of Procedure for the consideration of Council or Committee;
- (u) "Notice of Motion" means an oral notice at Council or a written notice received by the Clerk's Office advising Council that the motion described therein will be brought at a future meeting of Council;
- (v) "Pecuniary Interest" means a direct or indirect pecuniary interest of a Member as defined in the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*;
- (w) "Point of Order" means a statement made by a Member of Council during a meeting thereof drawing to the attention of the Mayor a breach of the Rules of Procedure;
- (x) "Point of Privilege" means the raising of a question which concerns a Member of Council or Committee, or the Council or Committee collectively, when a Member believes that their rights, immunities or integrity or the rights, immunities or integrity of the Council as a whole or of a Committee as a whole have been impugned;
- (y) "Procedural Motion" means any motion concerning the manner or time of consideration of any matter before the Council, as opposed to the substance thereof, and includes, without limitation, the following:
 - (i) to extend the time of the meeting;
 - (ii) to refer;
 - (iii) to defer to a specific date;

- (iv) to recess;
 - (v) to adjourn;
 - (vi) to move the question be put; or
 - (vii) to suspend the Rules of Procedure;
- (aa) “Recorded Vote” means a written record of the name and vote of each Member who votes on a question and of each Member present who does not vote;
- (bb) “Rules of Procedure” means the rules and procedures set out in this By-law for the calling, place and proceedings of the meetings of Council and its Committees;
- (cc) “Special Meeting” means a meeting other than a regularly scheduled meeting, called pursuant to the Act or the provisions of this By-law;
- (dd) “Standing Committee” means a Committee established by Council, composed entirely of Members of Council, to carry out duties on an ongoing basis, as specified by Council;
- (ee) “Substantive Motion” means any motion other than a procedural motion;
- (ff) “Town” means the Corporation of the Town of Hawkesbury;
- (gg) “Unauthorized Leave” from a Committee meeting means an absence that is due to a vacation; short-term illness; work commitments; an event that would have the Member miss one meeting for the reason cited;
- (hh) “Two-thirds Vote” means the affirmative vote of at least two thirds of the Members present at the meeting and eligible to vote.

2. GENERAL

- 2.1 The Rules of Procedure contained in this By-law shall be observed in all proceedings of Council and shall be the rules for the order and dispatch of business in Council.
- 2.2 The Rules of Procedure contained in this By-law shall be observed, with necessary modifications, in proceedings of all Committees.
- 2.3 All matters not specifically provided for in this By-law shall be regulated in accordance with the parliamentary procedures outlined in Robert’s Rules of Order.
- 2.4 In the absence of any statutory obligations, the Rules of Procedure may be

temporarily suspended by Council by an affirmative vote of two thirds of the Members present.

- 2.5 This By-law shall not be amended or repealed except by an affirmative vote of two thirds of the Members present, but no such amendment or repeal may be considered at any meeting of Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting of Council. The requirement to give notice shall not be waived.
- 2.6 If any section or part of this By-law is found by any court of competent jurisdiction to be illegal or beyond the power of Council to enact, such section or part shall be deemed to be severable, and all other sections or parts of this By-law shall be deemed to be separate and independent therefrom and to be enacted as such.
- 2.7 Members of the public, including accredited and other representatives of any news media, may use cameras, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record open session proceedings of Council and Committees. These devices may not be used in such a way as to obstruct or disrupt the proceedings of the meeting.
- 2.8 A Committee or Board Member who participates in a Board or Committee meeting remotely via electronic means (e.g., audio and/or video), will have the same rights and responsibilities as if he or she were in physical attendance, including the right to vote.
- 2.9 Role of the Chief Administrative Officer (CAO)

The Chief Administrative Officer is responsible for the management of municipal operations and day-to-day decision-making, including staffing, service delivery, and the implementation of Council decisions within approved budgets and policies.

Members of Council shall exercise their authority collectively and shall not direct staff or involve themselves in administrative decisions except through formal Council direction or where authority has been expressly delegated.

All direction from Council to the administration shall occur through the Chief Administrative Officer or by formal resolution.

Nothing in this section limits Council's authority to establish policy, approve budgets, or provide direction through Council decisions.

3. ROLE OF COUNCIL

Council governs the Town by establishing policies, setting strategic priorities, approving budgets, maintaining the financial integrity of the Town, representing the interests of residents, and carrying out duties of Council under the Act or any other statute. Council exercises its authority collectively through resolutions and by-laws adopted during properly constituted meetings.

Individual Members of Council do not possess authority to direct municipal staff or to make decisions on behalf of the Town unless such authority has been expressly delegated by Council through policy, by-law, or resolution.

Members of Council are expected to engage constructively in deliberations, respect the viewpoints of other Members, and maintain a focus on policy matters rather than personal criticism.

Council is accountable to the public for the direction it provides to the Town and must exercise that authority responsibly and transparently.

4. ROLE OF THE MAYOR

4.1 It is the role of the Mayor:

- (a) to act as the Chief Executive Officer of the Town;
- (b) to preside over Council meetings so that its business can be carried out efficiently and effectively;
- (c) to provide leadership to Council;
- (d) without limiting clause (c), to provide information and recommendations to Council with respect to the role of Council described in clauses 3.1 of this By-law;
- (e) to represent the Town at official functions; and
- (f) to carry out the duties of the Head of Council under the Act and any other statute.

4.2 As Chief Executive Officer of the Town, the Mayor shall:

- (a) uphold and promote the purposes of the Town;
- (b) promote public involvement in the Town's activities;
- (c) act as the representative of the Town both within and outside the Town of Hawkesbury, and promote the Town locally, nationally and internationally; and

- (d) participate in and foster activities that enhance the economic, social, and environmental well-being of the Town and its residents.

4.3 It shall be the duty of the Mayor, with respect to any meetings over which they preside, to:

- (a) open meetings of Council by taking the chair and calling Members to order;
- (b) preserve order and decide all questions of order, subject to appeal, and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- (c) receive and submit to a vote all motions presented by the Members of Council or Committee, as the case may be, which do not contravene the Rules of Procedure;
- (d) announce the results of the vote on any motions so presented;
- (e) decline to put to a vote motions which are contrary to the Rules of Procedure or which are beyond the jurisdiction of Council;
- (f) enforce on all occasions the observance of order and decorum among the Members;
- (g) authenticate by his signature, when necessary, all by-laws, minutes and resolutions of Council or Committee;
- (h) adjourn the meeting when business is concluded;
- (i) adjourn the sitting without a question being put or suspend or recess the sitting for a time to be named if considered necessary;
- (j) enforce on all occasions the Rules of Procedure among the Members;
- (k) restrain Members, when engaged in debates, within the Rules of Procedure;
- (l) call by name any Member persisting in a breach of the Rules of Procedure and order the Member to vacate the Council Chambers;
- (m) expel any person for improper conduct at a meeting;
- (n) permit questions to be asked, through the Mayor, to any officer

of the Corporation in order to provide information to assist any debate when the Mayor deems it proper;

- (o) represent and support Council, declaring its will and implicitly obeying its decisions in all things; and
- (p) perform other duties when directed to do so by resolution of Council.

- 4.4 The Mayor may state relevant facts and their position on any matter before the Council without leaving the chair, but it shall not be permissible for the Mayor to move a motion or debate a question without first leaving the chair.
- 4.5 If the Mayor desires to leave the chair to move a motion or take part in a debate pursuant to subsection 4.4, or otherwise, the Mayor shall call upon a Member to preside until the issue is resolved.
- 4.6 The Mayor shall be the Chair of the Committee of the Whole meetings. The Mayor may also select another Member to chair the Committee of the Whole meetings.
- 4.7 The Mayor shall be a Member of all Committees and shall have full privileges, including the right to vote at meetings thereof, but shall not be eligible to be the Committee Chair/Co-Chair.
- 4.8 In accordance with By-law N° 31-2005, the Councillor who receives the greatest number of votes in the Municipal election will be appointed "Deputy Mayor" to act in place of the Mayor in his absence during Council meetings.

5. REGULAR MEETINGS OF COUNCIL AND COMMITTEE OF THE WHOLE

- 5.1 All meetings of Council and Committee of the Whole shall be held in the Council Chambers located at 600 Higginson Street, Hawkesbury, according to the schedule to be set annually and approved by Council, or at such other time or place as may be designated by Council from time to time.
- 5.2 Regular meetings of Council shall be held on the second Monday of each month, commencing at 6:30 p.m., or at such other time as may be designated by the Mayor from time to time.
- 5.3 The Mayor, in consultation with the Clerk and/or the Chief Administrative Officer may alter the date and/or the time of a Council meeting provided that a notice of 48 hours is posted on the Town's website.

During the months of July and August, regular meetings shall be suspended.

- 5.4 The curfew for each regular meeting of Council is 10:00 p.m. The meeting shall stand adjourned at that curfew, unless the curfew is extended to 10:30 p.m. at the latest, by an affirmative vote of the majority of Members present.
- 5.5 Council may, by resolution, go into the Committee of the Whole and the Mayor shall chair the meeting and shall maintain order during the meeting.
- 5.6 The Rules of Procedure contained in this By-law shall be observed in the Committee of the Whole, with necessary modifications, except that:
 - (a) the number of times a Member may speak on any item shall not be more than two (2); and
 - (b) a motion to adjourn shall not be permitted, except when meeting apart from a regular Council meeting.
- 5.7 The proceedings of the Committee of the Whole, when held as part of the proceedings at a Council meeting, shall be reported by the Chair of Committee of the Whole as soon as the Committee of the Whole rises.
- 5.8 The report of the Committee of the Whole, when held apart from a regular Council meeting, shall be treated in the same manner as a Committee report when being considered by Council.
- 5.9 The Mayor shall have a pre-meeting with the Clerk and/or the Chief Administrative Officer to review the agenda prior to Council meetings to ensure the appropriate placement of items on the agenda, to provide appropriate timing for presentations and to ensure an effective meeting.

6. SPECIAL MEETINGS

- 6.1 Upon notice as set out in Section 6.2, the Mayor may, at any time, call a special meeting of Council and upon receipt of a petition of the majority of the Members, the Clerk shall call a special meeting of Council or Committee of the Whole for the purpose and at the time and place set out in the petition
 - (a) Every effort should be made to circulate a petition for a call for a special meeting to all Members of Council.

- (b) Once received by the Clerk, no Member may add or remove their name from a petition filed under subsection 6.1.

- 6.2 The Clerk shall provide all Members with notice of a special meeting at least forty-eight (48) hours before the time appointed for such a meeting by e-mail at the Member's Town email address, or by contacting the Member by telephone.
- 6.3 No business may be transacted at a special meeting of Council other than that specified in the notice or agenda.
- 6.4 The lack of receipt of a notice of, or an agenda for, a special meeting by any Member shall not affect the validity of the special meeting or any action taken there at.
- 6.5 Special meetings are held during normal working hours. When a meeting must be held outside of these hours, the participation of administrative staff is limited to essential resources, to limit additional costs, but in accordance with applicable human resources management policies.

7. EMERGENCY MEETINGS

- 7.1 Notwithstanding any other provision of this By-law, an emergency meeting of Council may be called by the Mayor without written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the Members of the meeting as soon as possible and in the most expeditious manner available.
- 7.2 The only business to be dealt with at an emergency meeting shall be business dealing directly with the emergency or extraordinary situation.
- 7.3 The lack of receipt of a notice of, or an agenda for, an emergency meeting by any Member shall not affect the validity of the emergency meeting or any action taken thereat.

8. QUORUM

- 8.1 A majority of Members of the Municipal Council is necessary to form a quorum of Council and Committee of the Whole.
- 8.2 As soon as there is a quorum after the time set for the meeting, the Mayor or Chair shall call the meeting to order.
- 8.3 If a quorum is still not present within fifteen (15) minutes after the time set

for the meeting, then the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next meeting.

- 8.4 If a quorum is lost during a meeting and is not regained within fifteen (15) minutes, the meeting shall stand adjourned until the next meeting.
- 8.5 Where the number of Members who, by reason of the provisions of the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, is disabled from participating in a meeting, is such that at that meeting the remaining Members are not of sufficient numbers to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two(2).
- 8.6 Whereby reason of an approved authorized leave by the Committee Chair, a Member(s) is disabled from participating in a meeting, the number of Members shall be reduced temporarily to determine quorum, provided such number is not less than two (2).

9. **STATUTORY PUBLIC MEETINGS**

- 9.1 In accordance with the provisions of the *Planning Act, R.S.O 1990, c. P.13*:
- (a) The Council, along with the Planner and the Clerk, shall provide for the holding of any and all necessary statutory public meetings in accordance with the provisions of the *Planning Act, R.S.O. 1990 c. P.13*, as amended from time to time, with respect to Town's Policy Plan Amendments and recommendations to Council on Local Official Plans and General Policy Local Official Plan Amendments.
 - (b) Statutory public meetings will be held according to availabilities of a quorum of Council, the Planner and the Clerk, or a designate.
 - (c) Statutory public meetings shall be held no earlier than 5:30 p.m. to encourage public participation.
 - (d) Notification will be in accordance with the statutory requirements of the *Planning Act* and good public participation (e.g., written in both English and French, achieves the Town's accessibility policy);
 - (e) The proposed amendment will be available for public review in accordance with the *Planning Act*;
 - (f) The staff report is available for public review prior to the

public meeting; and

(g) The Clerk or designate shall maintain the record of the public meeting.

10. COMMUNITY FORUMS

10.1 Council shall hold two (2) Community Forums annually, as per Policy SG-P-2026-01 at such times and in such manner as determined by the Clerk or the CAO for the purpose of engaging with the public and give to the residents an opportunity to present concerns, offer comments, and discuss issues of municipal and community interest.

11. PUBLIC ACCESS TO MEETINGS

11.1 Except as otherwise provided in this Section, all meetings shall be open to the public.

11.2 As per the *Canadian Charter of Rights and Freedoms*, meetings shall be conducted to respect the freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

11.3 When determined by the Clerk, security personnel (third party, By-law Enforcement Officer) shall be present to oversee the media and public areas of the Council Chambers.

11.4 If a member of the public or media is deemed to be disruptive by the Mayor, the security personnel shall be directed to request the person to stop being disruptive. In the event that the disruptive behaviour continues, the security personnel shall provide the person with a warning. If the warning is not adhered to by the person, the security personnel shall advise the Mayor.

11.5 When advised by security personnel that the disruptive behaviour is continuing, or if the Mayor deems the person to exhibit improper conduct, the person may be expelled from the meeting. If the decision is made to expel the person from the meeting, security personnel will request the person to leave the meeting room. If the person is non-compliant to the request to leave the room, security personnel will contact local police services for assistance.

11.6 In the absence of security personnel, the Clerk (or designate) shall assume the role of the security personnel.

11.7 A meeting or part of a meeting may be closed to the public if the subject

matter being considered is:

- (a) the security of the property of the Municipality or 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 local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

11.8 A meeting of part of a meeting shall be closed to the public if the subject matter being considered is:

- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*, if Council is designated as Head of the institution for the purposes of that Act; or

- (b) an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act, R.S.O 1990, c. O.6*, an Ombudsman referred to in subsection 223.13(1) of the *Municipal Act, 2001*, or the investigator referred to in subsection 239.2(1) of the *Municipal Act, 2001*.
- 11.9 A meeting of Council or of a Committee may be closed to the public if the following conditions are both satisfied:
 - (a) the meeting is held for the purpose of educating or training the Members.
 - (b) at the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council or Committee.
 - (c)
- 11.10 Before holding a meeting or part of a meeting that is to be closed to the public, Council or Committee shall state by resolution:
 - (a) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or
 - (b) in the case of a meeting under Section 11.7, the fact of the holding of the closed meeting, the general nature of its subject matter and that it is to be closed under that section.
- 11.11 Only items contained in the resolution provided for in Section 11.10 shall be considered by the Council or Committee in closed meetings.
- 11.12 A Meeting shall not be closed to the public during the taking of a vote except where:
 - (a) the provisions of this By-law or the Act permit or require the meeting to be closed to the public; and
 - (b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Town or persons retained by or under a contract with the Town.
- 11.13 If an emergency occurs during a closed meeting, the meeting will be automatically deemed suspended in order for staff to manage the emergency.

- 11.14 If an unauthorized recording device is located during a closed meeting, the Mayor or Chair will openly declare the meeting suspended in order for staff to manage the event.
- 11.15 All deliberations while in closed meetings shall remain confidential unless otherwise agreed upon by a Majority vote of Council. Only the final results of deliberations may be made public when such disclosure is authorized by Council.
- 11.16 Meetings closed to the public shall be recorded by video. Recordings will be kept for three (3) years in a safe place by the Clerk who is authorized to share the recordings only with:
- (a) a closed meeting investigator, and only in those instances where they are relevant to a closed meetings investigation and do not breach solicitor-client, or other, privilege:
 - (b) the Town solicitor, or designate, for the purpose of providing solicitor-client advice with respect to the contents of the recording:
 - (c) any participant that was present during the closed meetings; and
 - (d) any additional person authorized by Municipal Council.

12. PUBLIC NOTICE OF MEETINGS

- 12.1 The Clerk shall provide public notice of all meetings of Council and Committee by posting events on the Town's website Council Meeting calendar which include the place, date and time of the meetings and the meeting agendas.
- 12.2 A yearly calendar shall be adopted by the Municipal Council at either a regular meeting or a special meeting prior to January 1st of any given year. All scheduled Council and Committees meetings shall be shown on the yearly calendar.
- 12.3 The yearly calendar shall be posted on the Town's website no later than January 1st of any given year.
- 12.4 The yearly calendar may be revised from time to time to reflect any special meetings that have been called or any modifications.

13. COUNCIL AGENDA

13.1 The Clerk shall prepare the agenda for all regular meetings of Council. The order of proceedings shall be as follows, or as otherwise determined by the Clerk:

1. Opening of the meeting

1.1. Roll Call

1.2. Land Acknowledgement Statement

1.3. Vision

1.4. Civility Pledge

The following Civility Pledge will be added to the Agenda template:

At this Council table, we commit to professionalism, mutual respect, and responsible conduct, recognizing that how we work together affects our decisions, our staff, and our community. We ask everyone present to demonstrate the same respect and civility. May we approach our work with impartial minds, setting aside personal interest in service of the greater good.

2. Adoption of Agenda

3. Disclosures of Pecuniary Interest

4. Consent Items

Note: All items listed under the Consent Items will be enacted by one motion. A unanimous vote is required for consent items. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion that a consent item be separated from the motion. The separated item(s) shall be considered immediately thereafter.

a. Adoption of the minutes of the following meetings:

b. Regular Council meeting...

c. Special meeting of...

4.2. Administrative reports

4.3. Accounts payable

5. Items withdrawn from Section 4. Consent Items

6. Motion to adjourn Regular meeting and go in Committee of the Whole

6.1. Presentations and Delegations

6.2. Council members' items

6.3. Department heads' items

7. Motion to resume Regular meeting

8. Reports from Committee of the Whole
9. Reports of the Mayor and Councillors
10. Matters requiring action
11. Request for support and Proclamation
12. By-laws
13. Notice of Motions
14. Motion for Closed meeting
15. Closed meeting
16. Motion to resume Open meeting
17. Reports from Closed Meeting
18. Confirmation By-law
19. Adjournment

13.2 The business of each meeting shall be dealt with in the order in which it stands in the agenda, unless otherwise decided by a Majority vote of the Members present.

13.3 Every item of correspondence, petition, report and other written material intended to be presented to Council shall be legibly written or printed and shall be signed by at least one person. The Clerk may submit such written communication to Council .

13.4 The Clerk shall distribute the agenda for each regular Council meeting to every Member by e-mail or other electronic means, not less than seventy-two (72) hours before the scheduled meeting.

14. DISCLOSURE OF PECUNIARY INTEREST

14.1 In accordance with the *Municipal Conflict of Interest Act*, where a Member has any pecuniary interest in any matter and is present at a Council meeting or Committee meeting at which the matter is the subject of consideration, the Member shall:

- (a) disclose their pecuniary interest following the adoption of the agenda;
- (b) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (c) not take part in the discussion of, or vote on, any question in respect of

the matter; and

- (d) not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question.

14.2 Where a meeting is not open to the public, in addition to complying with the requirements set out above, the Member shall forthwith leave the meeting for that part during which the matter is under consideration.

14.3 Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest at the next meeting at which such Member attends.

14.4 The Clerk shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by Members of Council or Committees, as the case may be, and any such record shall appear in the minutes of that particular meeting of Council or of Committee.

15. DELEGATIONS AND PRESENTATIONS

15.1 All delegations must address Council at a Committee of the Whole meeting and no more than two (2) delegations per Council meeting.

15.2 Any person, group of persons or organization wishing to address the Council shall complete and submit to the Clerk, a delegation form (attached as Schedule 'A') accompanied with all supporting documentation at least seven (7) days prior to the Committee of the Whole meeting. Requests from delegations who have previously addressed Council on a topic shall not be granted unless they can prove that they have new information to present to Council.

15.3 Any and all material to be presented or distributed (including, but not limited to slide or handouts) during the delegation shall be provided to the Clerk seven (7) days prior to the Committee of the Whole meeting and distributed to Members of Council in advance of the Committee of the Whole meeting. Only the material provided to the Clerk will be allowed to be presented.

15.4 Delegations and presentations shall be limited to a presentation of not more than ten (10) minutes, unless otherwise determined by the Mayor. A delegation of not more than five (5) persons, representing a group or organization, shall be limited to two (2) speakers, permitted to speak not more than ten (10) minutes in total. Only new information is to be presented by successive speakers of such delegation.

15.5 Delegations concerning labour relations, union negotiations and any employee relations will not be heard at any Council meetings. All signed submissions received by the Clerk concerning these matters shall be

referred to the Chief Administrative Officer of the Town.

- 15.6 Delegations that have the potential to undermine respectful discourse or create a hostile, demeaning, or unsafe environment will not be accepted.
- 15.7 Delegations shall not be permitted at Council meetings to address planning matters that were considered at a public meeting pursuant to the provisions to the *Planning Act*.
- (a) Presentations for the purposes of Section 14.3 are defined as visual presentations given by an agency, board, commission, or staff, and shall be limited to:
 - (b) Council business related to services provided by the Town, and programs, policies and practices of the Town;
 - (c) Council – sponsored awards;
 - (d) Corporate Employee Recognition (CERT);
 - (e) Recognition of staff or Councillor accomplishments at the provincial, national or international level; and
 - (f) matters within the Town of Hawkesbury's jurisdiction.

16. **MINUTES OF MEETINGS**

- 16.1 The minutes of every meeting, whether it is closed to the public or not, shall be recorded by the Clerk in the case of meetings of Council, or appropriate officer in the case of meetings of Committee.
- 16.2 The minutes of all meetings of Council and Committees shall record:
- (a) the place, date and time of meeting;
 - (b) the name of the presiding officer and the record of the attendance of the Members present and those who have provided notice of absence, and the name of the recording secretary and senior staff present;
 - (c) the disclosures of pecuniary interests;
 - (d) the late arrivals and early departures of Members;
 - (e) the reading, if requested, correction and adoption of the minutes of prior meeting; and
 - (f) without note or comment, all resolutions, decisions, and other proceedings of the meeting.

- 16.3 The Members may inform the Clerk's Office where reasonable of all planned absences, late arrivals and early departures from Council and Committee meetings.
- 16.4 The minutes of each Council meeting shall be presented to Council at the next regular meeting for adoption.
- 16.5 It shall not be mandatory for the mover and seconder to have attended a meeting for moving and seconding the adoption of the minutes.
- 16.6 Minutes of different meetings may be adopted all at once.
- 16.7 After the Council minutes have been adopted by Council, they shall be signed by the Mayor and the Clerk.
- 16.8 Council and Committee minutes shall be made available for viewing during normal office hours and shall be posted on the Town website, except for the minutes recorded during a meeting or part thereof that was closed to the public in accordance with subsection 11.7 of the present By-law.
- 16.9 The public Committee report of each Committee meeting shall be presented to Council at the next regular Council meeting for consideration and adoption of Committee recommendations contained in it.
- 16.10 Recordings of meetings shall be retained in accordance with the Town's Records Retention By-law.
- 16.11 The closed meeting minutes of each Council or Committee meeting shall be presented to Council at their next regular Council meeting in a closed meeting for consideration and adoption of Committee recommendations contained in it, and reported on in open session, as follows:
 - (a) Be it resolved that the minutes of the closed meeting held on (date) and the recommendations contained therein be adopted or adopted as amended.
- 16.12 A confidential report or recommendation that is submitted directly to Council shall be considered in a closed meeting by Council and reported on in public.
- 16.13 The minutes of all closed meetings of Council and Committees shall record:
 - (a) Where the meeting took place;
 - (b) When the meeting started and adjourned;
 - (c) Who chaired the meeting;
 - (d) Who was in attendance, including the identity of the Clerk or other designated official responsible for recording the meeting;

- (e) Whether any participants left or arrived while the meeting was in progress and if so, at what time this occurred;
 - (f) A detailed description of the substantive and procedural matters discussed, including specific reference to any documents considered;
 - (g) Any motions, including who introduced the motion and seconders; and
 - (h) All votes taken, and all directions given.
- 16.14 The minutes of all closed meetings of Council and Committees shall be made available to Members of Council in person during the next closed meeting for the purpose of review and adoption during that closed meeting. Closed meeting minutes shall not be distributed electronically, circulated by email, or attached to the meeting agenda. The closed meeting minutes shall not be read during a meeting open to the public, and a resolution that these closed meeting minutes be adopted shall be read aloud at a meeting open to the public.

17. CODE OF CONDUCT

- 17.1 A Code of Conduct setting out general standards for acceptable conduct by Members in performance of their public duties is set out in Schedule "A" to By-law - Insert new by-law no. N° XX-2026

18. RULES OF CONDUCT AND DEBATE

- 18.1 Any Member who wishes to speak must raise their hand and be recognized by the Mayor or Chair.
- 18.2 When two (2) or more Members raise their hands, the Mayor or Chair shall designate the order in which they may speak.
- 18.3 The number of times a Member may speak on any item shall not be more than two (2).
- 18.4 When a Member is speaking, no other Member shall pass between that Member and the Mayor or Chair, or interrupt that Member except to raise a point of order.
- 18.5 Any Member may require the question or motion under discussion to be read at any time during the debate, but not to interrupt a Member while speaking.
- 18.6 When the minutes of a Standing Committee meeting are presented to Council, the Committee Co-Chairs or Chairs shall have the first opportunity to speak to the matters included and may explain the basis for the Standing Committee's recommendations.
- 18.7 No Member of Council shall:
- (a) speak disrespectfully of a fellow Member of Council, staff or guest;
 - (b) use offensive words or unparliamentary language;

- (c) speak on any subject other than the subject of debate;
 - (d) leave a meeting without first obtaining permission from the Mayor;
 - (e) upon returning to their seat during a discussion, debate or vote on the resolution which is being discussed;
 - (f) where a matter has been discussed in a meeting closed to the public, and where the matter remains confidential, disclose the content of the matter or the substance of the deliberations of the meeting closed to the public;
 - (g) disobey the Rules of Procedure or a decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the Rules of Procedure.
- 18.8 When a Member has been called to order by the Mayor for failing to observe the provisions in subsection 17.8 and the Member persists in any such disobedience, the Mayor may immediately put the question, no amendment, adjournment or debate being allowed: "That (name of the Member of Council) be ordered to leave their seat for the duration of the meeting of the Council". If the Member apologizes, the Member may, by a Majority vote of Council, be permitted to retake their seat.

19. POINTS OF PRIVILEGE AND ORDER

- 19.1 When a Member believes that their rights, privileges, or integrity, or those of the Members collectively have been prejudicially affected, that Member may ask leave of the Mayor or Chair to raise a question of privilege and after leave is granted, the Member shall state the point of privilege to the Mayor or Chair and the point of privilege shall be immediately decided by the Mayor or Chair.
- 19.2 When a Member desires to call attention to a deviation or departure from the Rules of Procedure, that Member shall ask leave of the Mayor or Chair to raise a point of order and after leave is granted, the Member shall state the point of order to the Mayor or Chair and the point of order shall be immediately decided by the Mayor or Chair.
- 19.3 It shall be the duty of the Mayor or Chair to decide all points of privilege and order and, if called upon to do so, to state the rule applicable to any point of order, practice or procedure. The Mayor or Chair's ruling on a point of order shall be made without debate and shall be final subject only to an immediate appeal from such a ruling by a Member.
- 19.4 In the case of an immediate appeal by a Member from the decision of the Mayor or Chair on a point of order, practice or procedure, said Member shall state the grounds for the appeal and such appeal must be decided, without debate, by the concurring votes of a majority of Members present on "Shall the ruling of the Mayor or Chair be sustained".
- 19.5 When the Mayor or Chair calls a Member to order, that Member shall cease speaking until the point of order is dealt with and that Member shall not speak again to the matter under discussion, without the permission of the Mayor or Chair, unless to appeal the ruling of the Mayor or Chair.

- 19.6 When the Mayor or Chair considers that the integrity of the Chief Administrative Officer or a member of the staff has been impugned or questioned, the Mayor or Chair may permit the Chief Administrative Officer or other staff member present to make a statement to the Council.

20. **NOTICES OF MOTION**

- 20.1 Except as otherwise provided in this By-law, all notices of motion shall be:
- (a) presented at a meeting of Council, but shall not be debated until the next regular meeting of Council; or
 - (b) delivered to the Clerk not less than seven (7) days prior to the date of the meeting at which the motion is to be introduced.
- 20.2 A notice of motion shall:
- (a) be in writing;
 - (b) be included in the agenda;
 - (c) inform Council that the matter will be discussed at a subsequent meeting;
 - (d) be presented as follows:
- I hereby give notice that at the next meeting of Council (or Committee) which will be held on (date of the meeting), I will move a resolution concerning (subject). Name of the mover and seconder
- 20.3 A motion may be introduced without notice if Council, without debate, dispenses with the requirement for notice on the affirmative vote of two thirds of the Members present.
- 20.4 When a Member's notice of motion has been called from the Mayor or Chair at two consecutive meetings and not proceeded with, it shall be dropped from the agenda unless the Council otherwise decides.
- 20.5 If, at the third meeting, such notice of motion is called from the Mayor or Chair and not proceeded with, it shall be deemed to have been withdrawn.
- 20.6 The mover may withdraw a motion or a notice of motion at any time prior to the commencement of debate thereon.

21. **MOTIONS**

- 21.1 A motion may only be considered if written notice thereof was distributed with the agenda for the meeting at which the motion is considered, unless:
- (a) the motion is for Council to adopt a report of a Committee, which report was distributed with the agenda for the Council meeting, in which case the presence of the report constitutes written notice of the adopting motion; or
 - (b) the motion is to:
 - (i) call the question;
 - (ii) refer;
 - (iii) defer;
 - (iv) table;

- (v) recess;
- (vi) adjourn;
- (vii) suspend the Rules of Procedure;
- (viii) decide an appeal on a point of order, practice or procedure;
- (ix) amend a motion; or
- (x) any other procedural motion.

- 21.2 Notwithstanding Section 19.1, a motion which relates to an expenditure of \$50,000 or more may only be considered if written notice thereof and a written staff report thereon were distributed not less than twenty-four (24) hours prior to the time of the meeting.
- 21.3 All motions including motions to adopt a report of a Committee, shall be moved and seconded before being debated or put to a vote.
- 21.4 After a motion has been read or stated by the Mayor or Chair, it shall be deemed to be in the possession of Council, but may, with the permission of Council, be withdrawn by the originator at any time before a decision or amendment.
- 21.5 Except as provided in subsection 20.1 hereof, all motions and resolutions shall be in writing commencing with the words "Be it resolved to".
- 21.6 All motions may be supported or opposed by the mover or the seconder.
- 21.7 There shall never be more than one motion before the Council or Committee at one time.
- 21.8 When the motion under consideration contains two or more matters, upon the request of any Member of Council or Committee, each matter may be voted on separately.
- 21.9 The Clerk shall note the date and shall assign a number on each resolution, along with the names of the mover and seconder and the results of the vote.
- 21.10 A motion shall be decided without debate or amendment if it is to:
 - (a) call the question;
 - (b) refer or defer;
 - (c) adjourn; or
 - (d) extend curfew.

Provided that where a matter that is subject to a motion to refer is a recommendation of a Standing Committee, the Chair or Co-Chair of that Committee may address matters raised in the motion to refer, prior to a vote on the motion.

- 21.11 The priority of motions, in declining order, is set out as follows. Each matter or motion takes precedence over those that are below it in this list (i.e., if moved, it must be decided before others ranking below it):
 - (a) call the question;
 - (b) refer;
 - (c) to lay on the table;

- (d) defer;
- (e) adjourn;
- (f) suspend the Rules of Procedure;
- (g) decide an appeal on a point of order, practice or procedure; and
- (h) amend a motion.

All other motions not listed above are of lower priority and are of equal priority among them.

21.12 Consideration of a motion may be interrupted by consideration of a motion with higher priority.

21.13 When a motion is under debate, no other motion shall be in order except a motion to amend.

21.14 Motion to adjourn

- (a) A motion to adjourn:
 - (i) is not debatable;
 - (ii) is not amendable;
 - (iii) shall not include qualifications or additional statements; and
 - (iv) is always in order, except when a Member is speaking, when the Members are voting or when made in Committee of the Whole.
- (b) When a motion to adjourn has been decided in the negative, no further motion to adjourn shall be made until Council has conducted further proceedings.

21.15 Motion to amend

- (a) A motion to amend:
 - (i) shall be relevant and not contrary to the main motion;
 - (ii) shall not be received if in direct opposition to the main motion;
 - (iii) is debatable; and
 - (iv) is amendable, however, an amendment to the amendment is not.
- (b) Only one motion to amend an amendment to the question shall be allowed at one time and any further amendment must be to the main

question.

- (c) Voting on the main motion and amending motions shall be conducted in the following order:
 - (i) a motion to amend a motion to amend the main motion;
 - (ii) a motion (as amended or not) to amend the main motion; and
 - (iii) the main motion (as amended or not).

21.16 Motion to refer

- (a) A motion to refer a matter under consideration back to a Committee or other body:
 - (i) is not debatable, except when instructions are included, in which case only the instructions shall be debatable;
 - (ii) is amendable with respect to the Committee or other body to which the matter is to be referred and the instructions to the Committee or other body; and
 - (iii) shall take precedence over all amendments or debate of the original motion until it is decided.
- (b) A motion to refer a matter shall specify the Committee or other body to whom the matter is being referred and may contain instructions from Council.
- (c) A motion to refer a matter may only be moved by a Member who has not yet spoken on the matter (except to give the reason(s) for the motion to refer) unless every Member who wishes to speak on the matter has had an opportunity to do so.

21.17 Motion to extend curfew

- (a) A motion to extend curfew beyond the hour of 10:00 p.m.:
 - (i) is not amendable;
 - (ii) is not debatable; and
 - (iii) is always in order, except when a Member is speaking or when the Members are voting.
- (b) Requires a majority vote of the Members present.

21.18 Motion to defer

- (a) A motion to defer a matter under consideration:
 - (i) is not amendable;
 - (ii) is not debatable;
 - (iii) is always in order, except when a Member is speaking or when the Members are voting; and
 - (iv) shall specify a date at which time the matter will again be

considered by Council.

21.19 Motion to rise with/without report

- (a) A motion to rise and report shall be decided without debate.
- (b) A motion to rise without report:
 - (i) is always in order;
 - (ii) takes precedence over any other motion; and
 - (iii) is debatable.

21.20 Motion to call the question

A motion that a vote on the question be now taken:

- (a) can be made only by a Member who is recognized by the Mayor or Chair as the next speaker wishing to speak to the motion in the following words, “that the question be now put”;
- (b) cannot be proposed when there is an amending motion under consideration, except for the purpose of moving that the amending motion be put;
- (c) when resolved in the affirmative, requires that the question (motion, amending motion or motion as amended, whichever is under consideration) be put forward immediately without debate or amendment;
- (d) requires a majority vote of the Members present;
- (e) may be voted against by the mover and seconder;
- (f) is not a point of order;
- (g) is not amendable; and
- (h) is not debatable.

21.21 Motion to reconsider

- (a) At any regular Council meeting, after a matter has been decided by Council, a Member who voted in the majority may present a notice of motion to reconsider the matter. Such notice of motion shall be referred to the next available meeting of Council and shall be included on the agenda under “Motions”.
- (b) Actions of Council that cannot be reversed or suspended cannot be reconsidered.
- (c) Before accepting a notice of motion to reconsider, the Mayor or Chair may ask the Member to confirm that they voted with the majority on the issue in question.

- (d) A motion to reconsider a decided matter shall require the approval of at least two thirds of Council present.
- (e) No decided matter may be reconsidered more than once, nor shall a motion to reconsider be reconsidered.
- (f) No debate on a motion to reconsider shall be permitted, however, the mover of a motion to reconsider may provide or may make a brief and concise statement outlining the reasons for proposing such a reconsideration.
- (g) If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original decided matter may become the next order of business or may be referred to a subsequent meeting.
- (h) A motion to reconsider a Standing Committee decided matter, shall not be reconsidered by a Committee before the motion is submitted to Council for consideration.

21.22 Motion to recess

- (a) A “recess” is a short intermission in the meeting’s proceedings which does not close the meeting, and after which business will immediately be resumed at exactly the point where it was interrupted.
- (b) A motion to recess:
 - (i) is not debatable;
 - (ii) is amendable as to the length of the recess; any such amendment is not debatable; and
 - (iii) requires a Majority vote.

21.23 Upon the request of any Member of Council/Committee, a motion under consideration that contains distinct propositions, can have each proposition voted on separately.

21.24 Notwithstanding Section 20.1, a motion shall be in writing or in electronic form to permit the display on the screens in the Council Chambers during debate.

22. **VOTING PROCEDURES**

- 22.1 A motion shall be put to a vote by the Mayor or Chair immediately after all Members desiring to speak on the motion have spoken in accordance with the Rules of Procedure.
- 22.2 Unless otherwise provided in the By-law or requested by the Mayor or Chair, a vote may be by voice, show of hands, or otherwise.
- 22.3 Unless otherwise provided in the By-law, every Member shall have one (1) vote.
- 22.4 Except for the election of the Chair, no vote shall be taken by ballot or by any other method of secret voting.
- 22.5 Except as otherwise required under the Act, any other statute or this By-law, all motions, resolutions and by-laws shall be carried, passed and enacted, as the case may be, by a Majority vote.
- 22.6 After a motion is put to a vote by the Mayor or Chair, no Member shall speak on that motion, nor shall any other motion be made until after the result of the vote is announced by the Mayor or Chair.
- 22.7 No Member shall leave their seat or make any noise or disturbance while a vote is

- being taken until the vote is declared.
- 22.8 Unless otherwise provided in this By-law, when a question or motion is put to a vote, every Member present at a Council meeting shall vote thereon, except where the Member is disqualified from voting by reason of a declared pecuniary interest or is absent from the Council Chambers when the question or motion is put to a vote.
- 22.9 Every Member who is not disqualified from voting by reason of a declared pecuniary interest shall be deemed to vote against the motion if the Member declines or abstains from voting.
- 22.10 A Member present at the time of a vote may call for a Recorded Vote immediately before or after the taking of the vote.
- 22.11 When a Recorded Vote is requested by a Member on any matter or question, the Clerk shall call each Member by name and such Member shall announce his vote openly. The Members shall be called in alphabetical order starting with the Councillors and then the Mayor or Chair.
- 22.12 Unless otherwise provided in this By-law, each Member present, except a Member who is disqualified from voting by reason of a declared pecuniary interest, shall indicate their vote openly during the taking of a Recorded Vote and the Clerk shall record each vote.
- 22.13 When a Recorded Vote is taken, the names of those who voted for and those who voted against the motion shall be entered in the minutes.
- 22.14 The Mayor or Chair shall announce the result of every vote. If all the Members present when a vote is taken vote unanimously, the Mayor or Chair shall announce the vote accordingly.
- 22.15 If a Member doubts the result of a vote as announced by the Mayor or Chair, that Member may object immediately to the Mayor or Chair's declaration and, upon the affirmative vote of the majority of the Members present, the vote shall be retaken.
- 22.16 Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act.
- 22.17 In a vote, the number of Members constituting the Council shall be determined by excluding the number of Members who are present at the meeting but who are disqualified from voting by reason of a declared pecuniary interest.

23. **ENACTMENT OF BY-LAWS**

- 23.1 No by-law, except a by-law to confirm the proceedings of Council, shall be presented to Council unless its subject matter has been considered and approved by Council.
- 23.2 When introduced, every by-law shall be in English, in typewritten form.
- 23.3 Every by-law shall be given three readings for enactment.
- 23.4 Every by-law enacted by Council shall be signed by the Mayor and the Clerk and sealed with the seal of the Corporation and shall be kept by the Clerk and be available for inspection by any person in accordance with the *Municipal Act, 2001*.
- 23.5 The Clerk shall endorse on all by-laws enacted by Council the dates of the several readings, if any, thereof.
- 23.6 The proceedings of every meeting of Council shall be confirmed by by-law so that every resolution and decision of Council passed at that meeting shall have the same force and effect as if each and every one of them had been the subject of a separate by-law duly enacted.

24. **COMMITTEES**

- 24.1 All meetings of Standing Committees shall be held in the Council Chambers located at 600 Higginson Street, Hawkesbury, Ontario, K6A 1H1.
- 24.2 Standing Committees shall meet on the days and times according to the schedule set annually and approved by Council.
- 24.3 Except as otherwise provided for by the Act or any other statute, Committees may, by resolution, dispense with or alter the time, day and place of any meeting.
- 24.4 A special meeting of a Committee shall be called by the Clerk upon the request of the Committee Chair or Co-Chair, or upon the written request of a majority of the Members of that Committee or, in the absence of the Committee Co-Chair or Chair, upon the request of the Chair.
- 24.5 The Co-Chairs or Chair of each Standing Committee shall be selected by its Members.
- 24.6 The quorum of all Committees shall be a majority of its Members.
- 24.7 As soon as there is a quorum after the time set for the meeting, the Committee Chair or Co-Chair shall call the meeting to order.
- 24.8 If a quorum is still not present within thirty (30) minutes after the time set for the meeting, then the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next meeting.
- 24.9 If a quorum is lost during a meeting and is not regained within fifteen (15) minutes, the meeting shall stand adjourned until the next meeting.
- 24.10 If proper notice of the meeting has been given and a quorum as set out in Section 24.6 is not in attendance at a Committee meeting and therefore, the meeting stands adjourned due to lack of quorum, any emergent items upon the approval of the Chief Administrative Officer and Committee Chair or Co-Chairs can be considered directly at the next Council meeting under Committee reports.
- 24.11 The Rules of Procedure contained in this By-law shall be observed in Committee meetings, with necessary modifications, except that:
 - (a) the number of times a Member may speak on any question shall not be limited;
 - (b) the length of time a Member may speak on any question shall not be limited.
- 24.12 Every staff report shall be referred by the relevant Department to the Chief Administrative Officer or designate for their review, approval, and signature, prior to being included in a Committee agenda.
- 24.13 The Committee Co-Chairs or Chair shall have a pre-committee meeting to review the agenda prior to a Standing Committee meeting to ensure the appropriate placement of items on the agenda; to provide appropriate timing for presentations, and to ensure an effective meeting.
- 24.14 The Clerk or designate shall forward the agenda for every Standing Committee meeting to all Members.
- 24.15 The Clerk or designate shall publish the agenda of every Standing Committee meeting on the Town's website.

- 24.16 A Member who is not a Member of a Standing Committee may attend the meetings of that Committee.
- 24.17 With the consent of the Co-Chair or Chair of the Standing Committee, a Member who is not a Member of the Committee may speak and participate at a meeting of the Committee, but such Member has no vote on the Committee.
- 24.18 Reports may only be submitted to one Standing Committee for consideration. In cases where a matter could fall within the jurisdiction of more than one Standing Committee, the decision on where the matter should be considered shall be made by the Chief Administrative Officer, or designate, in consultation with the Departments Heads and the Clerk. A Committee of the Whole meeting may be called by the Chair in cases where the report is considered by the Chief Administrative Officer or designate to require the consideration by more than one Committee.
- 24.19 Advisory Committees shall consider and report on such matters only as have been referred to them by Council, their respective Standing Committee or such matters as come within their terms of reference.
- 24.20 The minutes of Advisory Committee meetings may be recorded by a secretary designated by the Clerk, by the senior staff member present or by a staff member under the authority of the latter.
- 24.21 The minutes of Advisory Committee meetings shall include sufficient detail where action items are referred to Council (including a list of alternatives considered and costs for any action items) to enable Council to be reasonably conversant with the action required and the deliberations which resulted in the recommendations.
- 24.22 All recommendations and requests of an Advisory Committee shall be directed to its respective Standing Committee.
- 24.23 Every Committee is advisory to Council unless otherwise stated in the terms of reference, by-law or resolution governing the Committee.
- 24.24 No Committee has the power to pledge the credit of the Town, to commit the Town to any particular action, or to give specific direction to any staff member, unless specifically granted such power in the terms of reference, by-law or resolution governing such Committee.
- 24.25 Council may establish Ad Hoc Committees at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Council. Upon appointment, the terms of reference shall be set forth by

Council. The Ad Hoc Committees shall conform to the rules of procedure governing Council and shall report back to Council in the form of a report to Council.

25. TEMPORARY VACANCIES

- 25.1 Should any Member of Committee or Board fail to attend three consecutive regular or special meetings without being authorized to do so by a resolution of the Committee or Board, the Committee or Board may certify such failure and the membership of such a person of the Committee or Board is terminated and the Council may appoint another Member to fill the vacancy.
- 25.2 Should a Member of a Committee or Board die, resign, or be otherwise disqualified, the Council shall, by resolution, declare their seat vacant and may appoint another Member to fill the vacancy.
- 25.3 Should any Committee or Board neglect or refuse to give due attention to any matter before it, the Council may, by resolution, discharge such Committee or Board and appoint another in its place.
- 25.4 Should the Chair of any Committee or Board neglect or refuse to call meetings of the Committee or Board at such times or with such frequency as the proper dispatch of the Committee's or Board's business requires, or do the business of the Committee or Board without the knowledge or consent of its Members, or contrary to their wishes or sanction, the Committee or Board may report such neglect, refusal or action to the Council which may remove such Chair and appoint another Member as Committee Chair.
- 25.5 With regards to the Council, a temporary vacancy shall be treated in accordance with the relevant section of the *Municipal Act, 2001*.

26. BOARDS

- 26.1 Council shall appoint Members to certain Boards and other bodies as follows:
 - (a) Police Board on which the Chair, or another Member of Council appointed by resolution of the Council, is appointed for the term of the Council.
 - (b) Public Library Board on which one (1) Member of Council is appointed for the term of the Council.
 - (c) Business Improvement Area Board (B.I.A.) on which one (1) Member of Council is appointed for the term of Council.

27. POST-ELECTION PROCEDURE

- 27.1 The inaugural meeting of Council shall be held no earlier than the first day of the Term of Council at a time and place determined by the Clerk.
- 27.2 Notwithstanding subsection 26.1, should the first day of the Term of Council fall on a weekend or a statutory holiday, the inaugural meeting may be held on the next business day.
- 27.3 The seating at the Council table shall be determined by the Mayor before the inaugural meeting.
- 27.4 The inaugural meeting will consist of an evening session and shall be called by the

Clerk. The evening session shall commence at 7:00 p.m. in the Council Chambers or any other location and shall be chaired by the Clerk. The purpose of the session shall be for the declarations of office for the Mayor and all Councillors by the Clerk.

- 27.5 At the inaugural meeting of the Council, the only business to be brought before the meeting shall be the following:
- (a) Declarations of office; and
 - (b) Matters incidental to the business of Council.
- 27.6 Despite subsection 26.5, an inaugural address by the Mayor may be delivered at the inaugural meeting of Council or at a subsequent meeting of Council.
- 27.7 A Member shall not take their seat on the Council until they take their declaration of office in the English or French version of the form established by the Minister for that purpose.
- 27.8 No business shall be conducted at the inaugural meeting until after the declarations of office have been made by all Members attending.
- 27.9 At the inaugural meeting, each person who has been elected to Council is entitled to speak and participate and to have one vote.

28. EXECUTION OF DOCUMENTS

- 28.1 Whenever the execution of any document is required to give effect to any resolution or by-law of the Corporation, the Mayor or the Acting Mayor of Council and the Clerk or the Deputy Clerk shall have general authority for and in the name of the Town to execute and to affix the seal of the Corporation to such documents.

29. SHORT TITLE

- 29.1 The short title of this By-law is "The Procedural By-law".

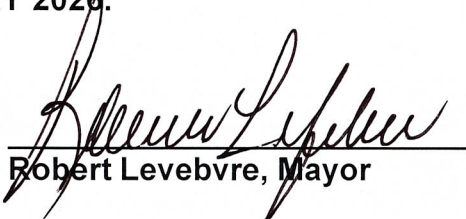
30. REPEAL

- 30.1 By-law N° 42-2023 and all amendments thereto are hereby repealed.

31. EFFECT

- 31.1 This by-law shall become effective on the date of passage.

READ A FIRST, SECOND AND ADOPTED UPON THIRD READING THIS 11th DAY OF MAY 2026.


Robert Levebvre, Mayor


Sonia Girard, Clerk