



VILLAGE OF BELLEDUNE

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Village of Belledune Procedural Bylaw Changes Summary

As part of its ongoing commitment to transparent, effective, and accountable municipal governance, the Council of the Village of Belledune has completed a comprehensive review and update of the Village of Belledune's Procedural By-law. The new By-law 2026-04 replaces the previous By-law 10-2004 and reflects updated practices for Council meetings, public participation, agendas, committees, and Council procedures. The following summary highlights the most significant changes and is intended to help residents understand how the new procedures affect Council meetings and opportunities for public involvement.

1. Regular Council Meetings – New Meeting Day

Regular Council meetings were held on the third Monday of each month. Effective October 2026, Regular Council meetings will now be held on the **fourth Wednesday of each month**.

2. Committee of the Whole – Formal Monthly Meeting

The previous by-law did not establish a regular monthly Committee of the Whole meeting schedule. Effective October 2026, Committee of the Whole meetings are established for the **second Wednesday of each month**. A separate agenda structure is provided for these meetings, which will include the Presentations/Petitions/Delegations and Closed Sessions agenda items previously seen on the Regular Meeting agenda. Committee of Whole meetings are designed to be less formal than Regular meetings, with more fluidity for discussion by council.

3. Public Questions & Comments – New Dedicated Process

Public Comments and Questions previously appeared at the end of the Regular Council agenda, after adjournment-related business. Effective October 2026, a dedicated "Public Comments and Questions" section is incorporated into the Regular Council agenda. Members of the public may speak on:

- an item appearing on the agenda for the upcoming meeting; or
- an item that appeared on a previous agenda.

The Public Comments and Questions section is limited to 10 minutes total, with each recognized speaker limited to 2 minutes. Speakers must address Council through the Chair, use the podium/microphone, and state their name to the Chair.

4. Public Presentations / Delegations – Moved to Committee of the Whole

Members of the public can request to address Council during Regular Council meetings, with request topics and presentation materials required in advance. Effective October 2026, Presentations, Petitions and Delegations are now directed to Committee of the Whole meetings. Written requests must be received by the municipal Clerk by 2:00 p.m. on the Wednesday of the preceding week. Presentations remain limited to 15 minutes, unless Council consents to additional time.

5. Meeting Agendas – Earlier Public Availability

Under the previous bylaw, the public agenda was required to be available by 9:00 a.m. on the day of the meeting. Effective October 2026, Regular and Committee of the Whole agendas are to be available by 4:00 p.m. on the Monday before the Wednesday meeting, with a holiday provision allowing posting by Tuesday morning. Agendas will now include additional information, including the resolutions to be passed by council, and any supporting documentation that is not confidential.

6. Council Meeting Procedure

The 2026 by-law adds or clarifies several parliamentary procedures, including definitions for points of information, order, privilege and procedure; rules for reconsideration and renewal of defeated matters; and additional provisions concerning motions, debate and voting.

7. Abstentions

A new provision states that an abstention by a Council member constitutes a vote in the affirmative. The previous by-law did not contain this provision.

8. Regular Review of the Procedural By-law

The 2026 by-law requires that the Procedural By-law be reviewed at least once every two years.

A handwritten signature in black ink, appearing to read 'L. Lee'.

Landon Lee

Chief Administrative Officer
Village of Belledune