



**Village of Belledune
Committee of Whole Council Meeting
August 28, 2026**

Time: 9:00 AM
Place: Belledune Council Chambers
Present: Councillor, Dawn Hickey
Councillor, James Carrier
Mayor, Mario LaPointe
Councillor, Brenda Cormier
Absent: Councillor, Ron Bourque
Late: Deputy Mayor, Cynthia Robinson
Staff Present: Chief Administrative Officer, Landon Lee
Clerk Treasurer, Angela Buckle
Staff Absent:
Staff Late:

Call to Order & Welcome

- Acknowledgement of "Treaties of Peace and Friendship"
- Reaffirm Oath of Office

Adopt Agenda

M 2026/08/28-103

**Brenda Cormier moved that the Agenda be Adopted as Presented, seconded by Dawn Hickey.
MOTION CARRIED.**

Statements of Conflict of Interest

Presentations / Petitions / Delegations

Business

- Procedural By-Law Review

Recap of changes made:

- Title was included on first page
- The definition of "emergency meeting" will be updated once that table of contents is updated

- The definition of "refer" includes additional language to include "defer the motion to another body or committee for further study, advice, or action"
- Changes were made in the Roles and Duties section under Deputy Mayor to include that "a Councillor can be nominated by another member of Council" and "If nominated by another member of Council, the nominated candidate must accept the nomination and give a brief presentation, not to exceed two minutes"
- In section 3 under Meetings of Council wording was changed to include "Committee of Whole"
- In the Regular Meeting section the wording to move the Regular Meeting to the fourth Wednesday of the month
- In section 3 under Regular Meeting wording was changed to include "and any established social media channels as identified in Belledune's Communications Policy" for posting notices
- A new section was included for Committee of Whole Meetings with language similar to that of the Regular Meeting and the meeting will take place on the second Wednesday of the month
- Under
- In section 1 under Special Meeting the wording "written petition" has been changed to "electronic, verbal, or written request"
- In section 2 under Special Meeting the wording "shall be circulated in writing" to "shall be circulated electronically, verbally or in writing" and sections (a), (b), and (c) have been removed
- In section 3 under Special Meeting the wording "Council may determine with the unanimous consent of the members present to suspend this provision" has been removed
- In section 4 under Special Meeting wording has been changed from "by posting notice of the Special Meeting on the Village of Belledune website (www.belledune.com) as soon as possible" to "by posting notice of the Special Meeting on the Village of Belledune website (www.belledune.com) and any established social media channels as identified in Belledune's Communications Policy, as soon as possible"
- Changes made to the Cancellation - Rescheduled section to include updating social media channels
- Changes on page 9 were to update from the Municipalities Act to the Local Governance Act

Footer on the bottom needs to be changed to 04.

Councillor, Robinson feels for electronic meetings that are not Council meetings, but members of Council meeting with someone virtually, that Council members should be together in the boardroom and not logging in from home because virtual meetings don't lend well to discussions. CAO, Lee said that he will make a note of that and see where he can fit that into the by-law.

Electronic Meetings:

- Change section 3 to include also Committee of Whole and Special Meetings unless the regulation specifies it this way. CAO, Lee will check into that.

Quorum:

- Change section 3 to include "by resolution" in the part that states "Council will select a Councillor to act as presiding officer"
- In section 2 change from "five (5) minutes" to "ten (10) minutes"

- In section 3 change from "fifteen (15) minutes" to "ten (10) minutes" depending on the legislation, CAO, Lee to check
- In section 4 change from "fifteen (15) minutes" to "ten (10) minutes"
- Include in the beginning of this section that quorum is four out of the six members

Agendas:

- In section 1 change the wording from "clerk shall have prepared" to "clerk shall receive agenda items and have prepared" and replicate this wording for a new section for Committee of Whole Meetings
- Move the section regarding how agenda items are received and put it before the Agenda header so that it applies to all meetings
- Agenda items are to include a completed agenda item form with a copy of the form attached to the by-law as an Appendix
- In section 2 remove reference to submitting to the Clerk "by fax" and add in "by email". Also change the wording in section (a) to say the Wednesday prior to the Wednesday meeting
- In section 3.1 include language to say that an agenda item can not be removed if the item has been properly submitted
- In section 4:
 - Include Truth and Reconciliation component
 - Move Statement of Conflict of Interest up to number 2 in the Order of Business
 - Remove the section for Presentations/Petitions/Delegations and include it in the Committee of Whole
 - Move the Public Comments & Questions component to just below the Adoption of Minutes and state that the comments and questions must be related to agenda items and comments are limited to two minutes per person and total time is ten minutes
 - Change "Statements by Members of Council" to "Council Reports" and remove names if a Councillor has nothing added to the agenda under their name. This item will be moved to be below the section entitled "Motions and Resolutions"
 - Change the Reports section to include CAO, Clerk, and Departmental
 - Remove the section entitled "General Correspondence" this will be included in CAO Reports
- In Section 5 change the wording "in printed format" to "in electronic format in the meeting management software" and remove the section that says "municipal mailbox" and change the reference in 5 (a) to Wednesday meetings from Monday meetings
- In Section 6 add wording to say that all information and reports will be made available as long as it's not confidential or privileged information
- In Section 7 change "Statements by Members of Council" to "Reports by Members of Council"

Need to add in a section for Committee of Whole. Mostly the same process as a Regular Meeting. The Order of Business would go as follows:

- Call to Order, Land Acknowledgement, Oath of Office
- Statements of Conflict of Interest
- Adopt the Agenda
- Presentations/Petitions/Delegations
- Policy and By-Law Review

- Closed Session
- Adjournment

CAO, Lee will look to see how other municipalities order the "Statements of Conflict of Interest", if they have that section before or after "Adopt the Agenda"

Public Participation - Presentations/Petitions/Delegations:

- In section 2 (a) change "prior to Monday meeting" to "prior to Wednesday meeting"
- In section 1 change "matters of municipal jurisdiction" to "matters of municipal jurisdiction and interest"
- Combine sections 2 and 3
- In section 4 change "preceding two (2) subsections" to "preceding subsection", change from Regular meeting of Council to Committee of Whole meeting of Council, and change "the clerk shall include the Presentations" to "the clerk may include the Presentations"
- In section 5 include language to allow Council to consent to a presentation going longer than fifteen (15) minutes

Conflict of Interest:

- In section 1 change from referencing the Municipalities Act to the Local Governance Act
- CAO, Lee to check to see if a disclosure of interest also needs to be filed with the Local Governance Commissioner and, if so, will updated section 4
- In section 5 add additional language to say that a conflict of interest needs to be declared to the clerk prior to the meeting

Council took a recess at 10:55am and returned at 11:03am.

Committees:

- Add a section 7 to add in language around incorporating the Non-Council Member Committee Appointment Policy into this by-law and remove the section that states that each year in January a flyer will be sent and change it to a flyer will be sent as the need arises

Procedure for Regular and Special Meetings

- In section 1 include language to say that the clerk reads the motion
- In section 2 change the language to add in that the person making the motion wants to withdraw and it can be withdrawn with the majority of Council
- Remove section 3 (b) and confirm the rest with Robert's Rules of Order
- In section 7 change the wording from "The Chairperson shall put amendments" to "The Clerk shall put amendments"

Debate:

- In section 10 also include Point of Interest

Voting:

- In section 6 include language that states that with the exception of the Mayor, every other Chairperson is allowed to vote

- Section 8 is new but will be changed from "No vote by a member constitutes a vote in the affirmative" to "Abstention of vote by a member constitutes a vote in the affirmative"

Procedural Reference Text:

- Change from "21st Century of Robert's Rules of Order" to "most recent version of Robert's Rules of Order"

Enactment:

- Change language to remove date and say that it comes into force on the date of the final reading

Repeal:

- Adjust the date

Councillor, Carrier asked how Council wants to handle questions after a meeting, will they leave as a Council or stay as a Council? CAO, Lee said that he thinks this will be addressed with the restructuring because the by-law prescribed that you would do public questions and comments after adjournment. Now once the meeting adjourns, if there are people mingling it's not part of the formal meeting. Councillor, Cormier advised that the best thing to do is to leave the desk.

- Next Committee of Whole Meeting

The next Committee of Whole Meeting will be Monday, August 31, 2026 at 6:30pm.

Council

Mayor, LaPointe

Councillor, Bourque

Councillor, Carrier

Councillor, Cormier

Councillor, Hickey

Deputy Mayor, Robinson

Administration

Chief Administrative Officer, Landon Lee

Clerk/Treasurer, Angela Buckle

Closed Session

Adjournment

M 2026/08/28-104

**Cynthia Robinson moved that the meeting adjourned at 12:20pm, seconded by James Carrier.
MOTION CARRIED.**

Mayor

Clerk Treasurer