

BY-LAW # 2026-04
A BY-LAW REGULATING THE PROCEEDINGS OF
THE COUNCIL OF THE VILLAGE OF BELLEDUNE

WHEREAS the Local Governance Act, SNB 2017, c 18, was proclaimed and came into force January 1, 2018;

AND WHEREAS under section 195 of the Act a by-law made under the authority of the Municipalities Act, Chapter M-22 of the Revised Statutes 1973, that was in force immediately before the commencement of this section, shall be deemed to have been made under this Act and is valid and continues in force until amended or repealed;

AND WHEREAS the Council for the Village of Belledune creations to By-law# 2026-04 and the repeal of By-law # 10-2004;

THEREFORE BE IT ENACTED by the Council for the Village of Belledune under the authority vested in it by the Local Governance Act S.N.B. 2017, Chapter 18 as follows:

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A. Title

This by-law may be cited as the “Procedural By-law”

B. Definitions

“Act” means the Local Governance Act S.N.B. 2017, c.18, amendments thereto and regulations adopted thereunder;

“Administration” means the Chief Administrative Officer and senior staff of the municipality;

“Assistant Clerk” means the Assistant Clerk of the municipality as appointed by Council in accordance with Sections 71 and 74 of the Act;

“CAO” means Chief Administrative Officer of the administration appointed for the Village of Belledune;

“Chairperson” means the Mayor or in his absence the Deputy Mayor or in the absence of both of them, the member appointed to act in their absence, while presiding at meetings of Council;

“Clerk” means a Clerk appointed pursuant to Section 71 of the Local Governance Act; or his or her designate;

“Closed Meeting” means a meeting of Council not open to the public, so convened if necessary to discuss matters outlined in Section 68 of the Act;

“Committee” means a committee provided for or created by Council;

“Committee of the Whole” means a committee of Council composed of all of the members sitting in committee as Committee of the Whole;

“Conflict of Interest” means the situations described in Part 8 of the Local Governance Act;

“Council” means the Mayor and Councillors of the Municipality;

“Councillor” means a member of Council other than the Mayor;

“Deputy Mayor” means the member of Council who has been elected to act in the place or stead of the Mayor in the absence or incapacity of the Mayor;

“Disrespectful Statements/Actions” mean improper, offensive, or abusive language and/or conduct to another person;

“Electronic Communication” means the attendance of a meeting through electronic means, which includes telephone, speaker phone, personal computer, or other electronic means as technology advances;

“Emergency Meeting” means a meeting convened pursuant to Section E. Meetings of Council – Emergency Meetings of this by-law for local state of emergency or public safety matters;

“Majority” means more than half;

“Mayor” is the member of Council holding the office of Mayor;

“Masculine – Feminine” words importing male persons include female persons;

“Meeting” means any Regular, Special, Committee of Whole or other meeting of the Council;

“Member” means any person elected to the Council and includes the Mayor;

“Participate Remotely” means participating in a Meeting of Council by Electronic Communication;

“Point of Information” means the procedural mechanism by which a member may rise to present or receive urgent, non-debatable information of interest to Council;

“Point of Order” means the procedural mechanism by which a member may rise where this by-law or any other procedural legislation is believed to have been infringed, drawing attention to a breach of rules or improper procedure;

“Point of Privilege” addresses the physical comfort of the room (e.g. noise, temperature) or the conduct of a member;

“Point of Procedure” is a question directed to the Chairperson to obtain information on a matter of the procedural rules or the rules of the Council bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of a motion;

“Postpone” means ‘to put off to a later time’; requires a mover and seconder, can be debated and amended, and is adopted by a majority vote;

“Presiding Officer” means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or if the Deputy Mayor is also absent, then the Councillor elected to act as such by a majority vote of Councillors present;

“Question of Privilege” means the procedural mechanism by which a member may rise to address incorrect, defamatory or slanderous statements made about the Council, members or civic staff;

“Quorum” means a majority of those members of Council holding office at the time of the meeting, including the Mayor;

“Refer” means if you need more time to research the topic; defer the motion to another body or committee for further study, advice, or action.

“Special or Ad Hoc Committee” means a temporary group formed to investigate a specific issue. Unlike Standing Committees, they are dissolved immediately upon completing their designated task and submitting their final report;

“Standing Committee” means permanent groups of elected officials established to manage specific areas of civic business, such as finance, public works, or community services;

“Table a Motion” means to set aside the current issue so the members of Council can immediately address more urgent business. It temporarily pauses discussion without killing the main motion, which can then be brought back later by making a “motion to take from table”;

“Treasurer” means the Treasurer of the municipality as appointed by Council in accordance with Sections 71 and 76 of the Local Governance Act.

C. Application

1. The rules and regulations contained in this by-law:

a) shall be used for the order and dispatch of business in Council;

b) shall apply to Council, employees of the Village of Belledune, and members of the general public.

1.1 In this by-law where the context requires, the singular shall include the plural, and a word importing the plural includes the singular.

1.2 In this by-law where the context requires, references to the male or female gender shall be taken to include the other.

- 1.3 This by-law applies to all Meetings of Council, Committees of Council, and committees as established by Council identified herein.
- 1.4 To the extent that any matter is not dealt with in the Act or this by-law, Council shall refer to Robert's Rules of Order.
- 1.5 The precedence of the rules governing the procedures of Council is:
 - (a) the Act,
 - (b) other provincial legislation,
 - (c) this by-law, and
 - (d) the most recent version of Robert's Rules of Order.

D. Roles & Duties

1. The Mayor shall:
 - a) chair at all meetings of Council, except as provided for otherwise in this by-law,
 - b) provide leadership to Council,
 - c) communicate information and recommend actions to Council for the improvement of the municipality's finances, administration, and governance,
 - d) speak on issues of concern to the municipality on behalf of Council, and
 - e) perform any other duties conferred upon him or her by this by-law or any Act or by Council.
2. The Deputy Mayor shall:
 1. In the absence or inability of the Mayor to act, or if the office of Mayor is vacant, act in the place of the Mayor, and while so acting, he or she possesses the powers and shall perform the duties of the Mayor as designated under the Local Governance Act and this by-law.
 2. Council shall elect a Deputy Mayor at its second regular meeting in June, at which all elected members are present, and the term and position will be re-evaluated and re-elected biennially in June.

The process for election of Deputy Mayor is:

 - a) Interested Councillors will submit their name for the position of Deputy Mayor and give a brief presentation, not to exceed two minutes, or; a Councillor can be nominated by another member of Council,
 - b) If nominated by another member of Council, the nominated candidate must accept the nomination and give a brief presentation, not to exceed two minutes,
 - b) Councillors, by open vote, will vote for their candidate of choice,
 - c) Votes will be tabulated,
 - d) A motion put on the floor accepting the successful candidate and Council will vote on the motion,
 - e) Majority rule, Deputy Mayor will be elected.
 - f) If there is a tie between candidates after Section C subsection 2. 2c), then the names of the tied candidates will be put in a container and one name drawn as the successful candidate,
 - g) A motion put on the floor accepting the successful candidate and Council will vote on the motion,

h) Majority rule, Deputy Mayor will be elected.

3. A Councillor shall:

- a)** consider the welfare and interests of the entire municipality when making decisions,
- b)** bring to the attention of Council matters that may promote the welfare or interests of the municipality,
- c)** participate in developing and evaluating the policies and programs of the municipality,
- d)** participate in meetings of Council, Council committees and any other body to which he or she is appointed by Council, and
- e)** perform any other duties conferred upon him or her by this or any other Act or by Council.

4. It is the duty of the Chairperson to:

- a)** open meetings of Council by taking the chair and calling the meeting to order.
- b)** receive and submit, in the proper manner, all written motions presented by members.
- c)** put to a vote all questions which are regularly moved and seconded or necessarily arise in the course of proceedings.
- d)** determine what motions or amendments are in order, subject to an appeal to Council, and decline to put any motion or amendment before Council which he deems to be out of order or contrary to law.
- e)** state every question coming before the Council, and announce the decision of the Council on all subjects.
- f)** follow the rules of procedure and keep the members, when engaged in debate, within the rules of procedure.
- g)** observe and enforce on all occasions order and decorum among the members and the public.
- h)** call by name any member persisting in breach of the rules of procedure and order him or her to vacate the Council chamber.
- i)** respond to Council regarding points of order, when so requested by a member or members.
- j)** represent and support Council, declaring its will and implicitly obeying its decisions in all things.
- k)** if he or she considers it necessary because of grave disorder, to adjourn the sitting.

5. The Clerk or his or her designate shall take minutes of each Council meeting, which minutes shall record, without note or comment:

- a)** the place, date and time of meetings;
- b)** the name or names of the presiding member or members and the record of attendance of the members and senior staff members;
- c)** the adoption of the minutes of prior meetings, and if requested, correction and;
- d)** all resolutions, decisions and other proceedings of Council.

E. Meetings of Council

1. A newly elected Council shall hold its first Formal Meeting on the day prescribed by the Local Governance Act. A newly elected Council shall not transact any business at its first meeting until the Oaths of Office have been taken and subscribed to by persons present who have been elected to office, and in the event of a recount, a quorum is present. The Clerk is responsible for administering the Oath's of Office to newly elected Council Members.

The first formal meeting of Council after a quadrennial election shall be held not later than the 15th (fifteenth) day of June, following the Council's election.

2. Unless otherwise specifically set out in notice of meetings, all Meetings of Council will be held at the Belledune Municipal Council Chamber at 2471 Main Street, Belledune, N.B. and commence at 7:00 p.m.

3. A Regular, Committee of Whole, or Special Meeting of Council shall adjourn at the hour of 10:00 p.m. if in session at that time and shall reconvene at such other day and time as Council by resolution may direct.

4. Council may agree to an extension of a meeting beyond 10:00 p.m., but not beyond 11:00 p.m. if a majority vote of the members agree to do so.

5. Council meetings which are not closed to the public in accordance with the provision of this by-law may be taped, televised or otherwise electronically or mechanically recorded by a cable television company or by any other licensed telecommunications company or any applicable platform approved by Belledune Council. All meetings of Council that are open to the public, may be recorded and subsequently uploaded to the Village of Belledune's official YouTube channel. The video recording posted to the official channel shall constitute the authoritative and official recording of the meeting for municipal purposes. No other audio or video recording shall be considered an official record.

Regular Meeting

1. Except for its first meeting in a term of Council or otherwise provided, Regular meetings shall be held, on the Fourth Wednesday of each month.

2. If a Regular meeting falls on a holiday, the meeting shall be at the same hour on the following day not being a holiday, unless otherwise determined by Council.

3. The Clerk shall make every reasonable effort to notify the public by posting notice of the meeting in the municipal newsletter (The Messenger), on the Village of Belledune website (www.belledune.com) and any established social media channels as identified in Belledune's Communications Policy at least 24 hours preceding the date and hour of the meeting.

Committee of Whole Meeting

1. Committee of Whole meetings shall be held on the Second Wednesday of each month.
2. If a Committee of Whole meeting falls on a holiday, the meeting shall be at the same hour on the following day not being a holiday, unless otherwise determined by Council.
3. The Clerk shall make every reasonable effort to notify the public by posting notice of the meeting in the municipal newsletter (The Messenger), on the Village of Belledune website (www.belledune.com) and any established social media channels as identified in Belledune's Communications Policy, at least 24 hours preceding the date and hour of the meeting.

Special Meeting

1. The Mayor or any three (3) members of Council upon electronic, verbal or written request, may, at any time, call a Special Meeting of Council on twenty-four (24) hours' notice to the Clerk and members of Council.
2. Notice of any Special Meetings so called shall be circulated electronically, verbally or in writing to members of Council by the Clerk.
3. Council shall not consider any business at a Special Meeting except matters specified in the notice.
4. The Clerk shall make every reasonable effort to notify the public 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 after Council members have been notified of the date and hour of the meeting.

Cancellation- Rescheduled

Whenever possible, the Clerk shall make every reasonable effort to give public notice of a cancelled or rescheduled meeting or of the change of time or location by posting notice to the public on the Village of Belledune website (www.belledune.com) and any established social media channels as identified in Belledune's Communications Policy, before the date and time on which the Council meeting was to have been held.

Emergency Meeting

1. The Mayor, or in the absence of the Mayor, the Deputy Mayor, may call an emergency meeting of Council when deemed necessary.
In the absence of the Mayor and Deputy Mayor, any two -(2) of the remaining Council members may call an emergency meeting. The Clerk shall call the meeting to order and a Chairperson shall be chosen from the members present, who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.
 - a) When such an emergency meeting is called, it shall be considered a Special Meeting, except that the time requirements for notice of Special Meetings shall not apply, and only the subject matter of the emergency shall be considered.

- b)** The Clerk shall use his or her best efforts to give notice of the emergency meeting and the purpose or purposes of the meeting to each member, either electronically, verbally or in writing, and notice shall be given as far in advance of the meeting as practicable.
- c)** An emergency meeting may be conducted in person or from remote locations by use of telecommunications.

Closed Meeting

1. Council may hold Closed Meetings, to be called at the discretion of the Mayor or upon written petition of any three -(3) members of Council, when the subject matter of the meeting includes any of the following as stated in Section 68(1) of the Local Governance Act;

- a)** information the confidentiality of which is protected by law;
- b)** personal information as defined in the Right to Information and Protection of Privacy Act;
- c)** information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract;
- d)** the proposed or pending acquisition or disposition of land;
- e)** information that could violate the confidentiality of information obtained from the Government of Canada or from the government of a province or territory;
- f)** information concerning legal opinions or advice provided to the local government by a municipal solicitor, or privileged communications as between solicitor and client in a matter of local government business;
- g)** litigation or potential litigation affecting the local government or any corporation referred to in subsection 8(1), the local government's agencies, boards of commissions including a matter before an administrative tribunal;
- h)** the access to or security of buildings and other structures occupied or used by the local government, including computer or communications systems;
- i)** information gathered by police, including the Royal Canadian Mounted Police, in the course of investigating any illegal activity or suspected illegal activity, or the source of such information; or
- j)** labour and employment matters, including the negotiation of collective agreements.

2. Before a meeting or part of a meeting is closed to the public, the Council must state, by resolution, the fact that the meeting is to be closed, and the basis under Section 68(1) of the Local Governance Act on which the meeting is to be closed.

3. If a meeting of Council is closed to the public, no decisions shall be made at the meeting except for decisions related to;

- a)** procedural matters,
- b)** directions to an officer of the municipality, or
- c)** directions to a solicitor for the municipality.

4. A record of the closed meetings shall be prepared and signed by the Clerk containing only the following:

- a) the type of matter under subsection 68(3) of the Local Governance Act that was discussed during the meeting; and
- b) the date of the meeting

4.1 The record made shall be available for inspection in the office of the Clerk during regular business hours.

Electronic Meetings

1. A member, other than the Presiding Officer, shall be permitted to attend a meeting using electronic communication, subject to the provisions of the Local Governance Act and this by-law, if that location is able to support its use and it allows members to hear and speak to each other and, in the case of a meeting that is open to the public, allows the public to hear the member.
2. Only members who, at the time of the meeting, are outside of the Municipality or are physically unable to attend the meeting may participate in the manner referred to in this Section.
3. Except for reasons of disability, a member shall not participate in the manner referred to in this Section at more than 25% of any Council meetings held in one year.
4. A member who intends to participate in a meeting in the manner referred to in this Section shall provide sufficient notice to the Municipal Clerk to ensure that the relevant materials may be sent to the member and to ensure that the appropriate electronic means of communication are available and, if applicable, that the public notice referred to in this section is given.
5. A member who participates in a meeting that is Closed to the public in the manner referred to in this Section shall, at the beginning of the meeting, confirm that he or she is alone.
6. A member who participates in a meeting in the manner referred to in this Section shall be deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
7. If a Council meeting or a Council committee meeting is open to the public, use of an electronic means of communication is permitted only if a notice of the meeting is given to the public that includes the following information:
 - a) a statement that an electronic means of communication will be used at the meeting and;
 - b) location where the public may see or hear the meeting.
8. The Presiding Officer shall announce to those in attendance at the meeting that a member is attending the meeting by means of electronic communications.
9. When a vote is called, members attending the meeting by means of electronic communication shall be asked to state their vote only after all other members present at the meeting have cast their vote.

10. When a virtual meeting is arranged with any consultant, legal counsel, or external professional, Council shall make all reasonable efforts to participate collectively from the Belledune Municipal Hall, rather than individually from separate locations.

F. Quorum

For the Village of Belledune, quorum is four (4) members of Council.

1. When there are sufficient members present to constitute a quorum at the time set for the commencement of the meeting, the Mayor, or if the Clerk has been advised that the Mayor will be absent or late, the Deputy Mayor, shall take the chair and call the meeting to order.
2. In the event the Mayor does not attend within ten (10) minutes after the time appointed, the Deputy Mayor shall assume the chair, call the members to order, and if a quorum is present preside during the meeting or until the arrival of the Mayor.
3. In the absence of the Mayor and Deputy Mayor, if a quorum is present within ten (10) minutes after the appointed time, the Clerk shall call the meeting to order and Council will select a Councillor by resolution to act as presiding officer of the Council for that meeting.
4. If there is no quorum within ten (10) minutes after the time appointed for the meeting, the Clerk shall record the names of all members present at that time and the meeting shall be deemed to be adjourned until the next Regular meeting, unless a Special meeting is called for that purpose in the meantime.

G Agenda

All agenda items must be submitted using the standardized Agenda Submittal Form (Appendix A) and provided to the Municipal Clerk for inclusion on the meeting agenda.

Regular Meetings

1. The Clerk shall have prepared, for the use of the members at all Regular Council meetings, an agenda and Council kit, which shall include all items in respect of the agenda matters.
2. Motions and Reports for local government business by members of Council and Staff, shall be submitted on the standardized agenda form, with all relevant information and documentation to the Clerk from the Council members, in writing or by email, for inclusion in the Council packages for the meeting of the Council not later than 4:00 p.m.;
 - a) on the Wednesday of the previous week prior to the Wednesday Regular meetings
3. After a meeting has been called to order, no additional agenda item shall be introduced unless all members of Council are present. An added item may only be considered when the full contingent of Council is in attendance, and a majority of all members vote in favour of adding the matter to the agenda. Where quorum is present but the full Council is not, no new agenda item may be added.
4. The Clerk shall have prepared and printed for Regular meetings of Council, an agenda reflecting the matters to be considered, under the following headings, referred to as the Order of Business:

- 1) Call to Order, Land Acknowledgment, Moment of Reflection, Oath of Office
- 2) Statement of Conflict of Interest
- 3) Adopt the Agenda
- 4) Adoption of Minutes & Business Arising from Minutes
- 5) Public Comments and Questions
- 6) Administrative Reports (CAO, Clerk, Departmental)
- 7) By-laws and Policies
- 8) Motions & Resolutions
- 9) Reports by Members of Council
- 10) Closed Session
- 11) Adjournment

5. The Clerk shall ensure that copies of the agenda and Council packages for Regular meetings of Council are delivered, to each member, in electronic format on the meeting manager system to each Council member

a) by Friday at 4:00 p.m. for Wednesday meetings.

6. Copies of the agenda shall be made available to the general public at the Office of the Clerk, during office hours or on the website of the Village of Belledune (www.belledune.com) by 4:00p.m. on the Monday prior to the Wednesday meeting. In the event of a holiday, the Clerk shall make every effort to post the agenda no later than Tuesday at 9:00 a.m., prior to the Wednesday meeting. Posted agendas shall contain all resolutions and supporting information that is not confidential.

7. Upon notification to the Clerk, each member of Council shall be added to the agenda to address Council, under the heading "Reports by Members of Council", and shall limit their reports to their written submission, regarding municipal business and for a total of four (4) minutes. Members may have their time extended only by leave of the chair.

Committee of Whole Meetings

1. The Clerk shall have prepared, for the use of the members at all Committee of Whole Council meetings, an agenda and Council kit, which shall include all items in respect of the agenda matters.

2. Agenda items by members of Council and Staff, shall be submitted on the standardized agenda form, with all relevant information and documentation to the Clerk from the Council members, in writing or by email, for inclusion in the Council packages for the meeting of the Council not later than 4:00 p.m.;

a) on the Wednesday of the previous week prior to the Wednesday Committee of Whole meetings

3. After a meeting has been called to order, no additional agenda item shall be introduced unless all members of Council are present. An added item may only be considered when the full contingent of Council is in attendance, and a majority of all members vote in favour of adding the matter to the agenda. Where quorum is present but the full Council is not, no new agenda item may be added.

4. The Clerk shall have prepared and printed for Committee of Whole meetings of Council, an agenda reflecting the matters to be considered, under the following headings, referred to as the Order of Business:

- 1) Call to Order, Land Acknowledgement, Oath of Office
- 2) Statement of Conflict of Interest
- 3) Adopt the Agenda
- 4) Presentations / Petitions / Delegations
- 5) Policy and Bylaw Review
- 6) Closed Session
- 7) Adjournment

5. The Clerk shall ensure that copies of the agenda and Council packages for Committee of Whole Meetings of Council are delivered, to each member, in electronic format on the meeting manager system to each Council member

- a) by Friday at 4:00 p.m. for Wednesday meetings.

6. Copies of the agenda shall be made available to the general public at the Office of the Clerk, during office hours or on the website of the Village of Belledune (www.belledune.com) by 4:00p.m. on the Monday prior to the Wednesday meeting. In the event of a holiday, the Clerk shall make every effort to post the agenda no later than Tuesday at 9:00 a.m., prior to the Wednesday meeting.

7. Upon notification to the Clerk, each member of Council who have submitted an agenda item, shall limit their reports to their written submission, regarding municipal business and for a total of four - (4) minutes. Members may have their time extended only by leave of the chair.

Special Meetings

1. For Special meetings, the agenda shall be prepared as the Mayor, or in the case of a petition the Clerk, may direct.

H. Public Participation - Presentations / Petitions/ Delegations

1. Members of the public may be entitled to address Council at Committee of Whole meetings, under the agenda heading "Presentations / Petitions/ Delegations", on matters of municipal jurisdiction or interest.

2. When a member of the public or a representative of any group, or group of persons, wishes to address Council, he or she shall submit a written request, to the Clerk, addressed to the Mayor and Councillors, which includes their name, address, telephone & and topic of discussion:

- a) not later than 2:00 p.m. on the Wednesday of the previous week prior to the Wednesday meetings

3. Upon receipt of information in accordance with the preceding one (1) subsections, (H2) the Clerk may include the Presentations / Petitions/ Delegations on the agenda of a Committee of

Whole meeting of Council and notify the representative of the approval of appearance and date and time of meeting.

4. Except with consent of Council, no member of the public, or group of persons, shall address Council for more than fifteen -(15) minutes, exclusive of the time required to answer questions put to him or her by Council.

5. Each member of the public or spokesperson on behalf of a delegation addressing the Council shall give his or her name. All remarks shall be addressed to the Council as a body through the Chairperson and not to any member thereof. No person, other than the person having the floor, shall be permitted to enter into any discussion without the permission of the Chairperson. No question shall be asked except through the Chairperson.

Audience

1. Members of the public who constitute the audience in the Council Chamber during a Council meeting:

- a) may not address Council without permission of the Council through the Chairperson; and
- b) shall maintain order and quiet.

I. Public Comments and Questions

Members of the public may speak under the agenda heading 'Public Comments and Questions' on matters that relate directly to an item appearing on the agenda of the upcoming meeting or an item that appeared on the agenda of a previous meeting.

Public Comments and Questions will have a ten (10) minute time slot allocation, with each member of the public, who is recognized by the Chair, limited to two (2) minute time slots. Members of the public must address Council through the Chair, stand at the microphone at the podium to ensure audio is properly recorded, and state their name prior to asking a question or making a comment.

J. Conflict of Interest

1. Council members shall be expected to maintain high ethical standards appropriate to their public office, and shall be expected to report any conflict of interest, as required in the Local Governance Act, Section 89.

2. Upon assuming office, each member shall file with the Clerk in the form prescribed, a statement disclosing any conflict of interest of which he or she has knowledge or should reasonably have knowledge; but a member need not disclose particulars of his or her financial interest or the extent of any interest in any matter giving rise to a conflict of interest.

3. Each member shall forthwith make a disclosing, any conflict of interest, where a conflict of interest arises while he or she is in office.

4. Every disclosure of interest filed shall be recorded and kept in a file by the Clerk, submitted to the NB Local Governance Commission and that file shall be open during regular office hours for inspection or examination by any person qualified to vote under the Municipal Elections Act.
5. Where a member has a conflict of interest with respect to any matter in which the Council is concerned, and he or she is present at a meeting of Council, or any other meeting at which the business of Council is conducted, at which the matter is a subject of consideration he or she shall,
 - a) make all reasonable attempts to have the conflict of interest form submitted prior to the beginning of the meeting;
 - b) as soon as the matter is introduced, disclose that he or she has a conflict of interest in the matter; and
 - b) forthwith withdraw from the meeting room while the matter is under consideration or vote.
6. After making the declaration, the member must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
7. The Clerk or designate is to record in the minutes of the meeting the member's declaration, the reasons given for it, and the times of the member's departure from the meeting room and, if applicable, of the member's return.
8. The Chairperson at the meeting must ensure that the member is not present at the meeting at the time of any discussion, debate or vote on the matter.
9. Where the number of members who, by reason of the provisions of the Local Governance Act, are required to withdraw from a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, notwithstanding any other general or special Act, the remaining members shall be deemed to constitute a quorum, if there are not fewer than three.

K. Committees

1. Council may by by-law or resolution create or abolish such Standing Committees as are necessary or expedient for the orderly and efficient handling of the affairs of the Corporation and shall establish generally or in detail the duties and responsibilities, composition, and duration of a committee established.
2. Council may by resolution appoint a Special Committee and its members to consider and report on a specific subject, project or undertaking and appoint persons thereto.
3. When a Special Committee has been appointed by Council, Council shall:
 - a) name the member of that Special Committee who is to act as Committee Chair, and
 - b) in the absence of such direction the committee shall appoint its own chair.
4. When a Special Committee has completed its work and made its report to Council, that committee shall be deemed to be dissolved.

5. The Mayor shall be an ex-officio member of all committees and may, with leave of the chair, take part in any discussion or debate in the committee, but shall not vote.
6. A Councillor may attend meetings of any committee, whether or not a member of that committee, and may, with leave of the chair, take part in any discussion or debate in the committee, but shall not vote.
7. Council may appoint non-council members to municipal committees in accordance with an established process. The municipality will invite residents to submit their names for consideration, and members of Council may also submit names at any time. Administration compiles all submitted names for Council's review. When a non-Council member appointment is required, Council selects and appoints individuals by majority vote.

L. Procedure for Regular and Special Meetings

Motions

1. A motion shall have no standing, and debate on it shall not commence until it has been read by the Clerk, moved and seconded and has been stated by the Chairperson as pending before the Council.
2. After a motion has been read by the Clerk, moved and seconded, and stated by the Chairperson as pending, it is in the possession of Council for consideration, but, with the consent of the majority of Council by motion, and without debate, it may be withdrawn at any time before it has been voted on, but only at the request of the mover.
3. When a motion has been moved and seconded and is being considered by Council, no motion shall be received except a motion:
 - a) to set the time to adjourn; (may be debated, but only as to the time)
 - b) to lay the question on the table or remove from the table; (close to debate)
 - c) to put the previous question; (close to debate);
 - d) to defer the question to a certain time or date; (may be debated)
 - e) to refer the question to some other person or group for consideration; (may be debated)
 - f) to amend the amendment; (may be debated) or
 - g) to amend the main motion; (may be debated) which shall have precedence in the order in which they are named .
4. All motions, which properly are before Council for consideration, are open to debate and may be amended excepting as specifically provided elsewhere in this by-law.
5. An amendment is a motion that the wording of another motion be changed before the vote on it is taken. The following main rules apply to amendments:
 - a) An amendment must be in one of these three forms:
 - 1) to amend by inserting or adding text; or
 - 2) to amend by striking out text; or

- 3) to amend by striking out text and inserting other text in its place.
- b) An amendment is debatable, and requires a majority vote to adopt.
- c) An amendment must be germane (closely related to, or in some way involve) to the motion which it seeks to modify and shall not be directly contrary to the main motion.

6. There may be up to two amendments pending at the same time, while the resolution or by-law is on the floor:

- a) a primary amendment (an amendment to the main motion);
- b) a secondary amendment (an amendment to the amendment).
- c) only one amendment at a time shall be presented to the main motion and only one amendment at a time shall be presented to an amendment.

7. The Clerk shall put amendments in the reverse order to which they have been moved and when all amendments are voted upon, the Clerk shall put the main motion, incorporating any adopted amendments.

Reconsideration

1. After a matter has been decided by Council, that matter may be reconsidered during the term of that Council any time **after six months** after the matter was decided, without the need for a Council resolution that the matter may be reconsidered. The motion can only be made by a member who voted with the prevailing side and can be applied to the vote on any motion except **a)** an affirmative vote whose provisions have been partly carried out; **b)** an affirmative vote in the nature of a contract when the party to the contract has been notified of the outcome; **c)** any vote which has caused something to be done that it is impossible to undo.

2. After a matter has been decided by Council, that matter may be reconsidered during the term of that Council **within six months** after the matter was decided, only if Council by majority vote determines that the matter may be reconsidered and if notice for reconsideration has been given by a member who voted with the prevailing side and included in the agenda and can be applied to the vote on any motion except **a)** an affirmative vote whose provisions have been partly carried out; **b)** an affirmative vote in the nature of a contract when the party to the contract has been notified of the outcome; **c)** any vote which has caused something to be done that it is impossible to undo.

3. When a motion has been defeated, it shall not be brought back to Council as a recurring agenda item unless a majority of Council agrees to renew the matter. Renewal may only occur after a defined period, as established by Council, to ensure that previously settled business is not repeatedly revisited without clear justification.

Rescind.

1. A motion to rescind (annul a motion already adopted) any action taken by the Council may be made at any time but only if no action has been taken on the motion. Such motion can be made and seconded by any member, take precedence over nothing, may be made at any time, requires a two-thirds vote of the members present and it shall be debatable. Nothing herein shall be construed to

prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council.

Debate

1. Except as otherwise provided, no member shall speak without recognition of the Chair.
2. Once a motion is made and seconded, the mover shall have the privilege of speaking first, and have the privilege of closing debate.
3. A member shall speak for a maximum of three -(3) minutes each time speaking on a main motion and three -(3) minutes each time speaking on any amendment.
4. The member who has made a motion (other than a motion for an amendment or a procedural motion) shall be allowed to close the debate for a maximum of an additional three -(3) minutes after all other members have been given an opportunity to speak.
5. When two or more members wish to speak, the Chairperson shall name the member who is to speak first.
6. No member shall speak a second time unless all members have had an opportunity to speak once.
7. No member will speak on any subject other than the subject in debate.
8. Members shall not speak more than twice on a motion except with the consent of the Chairperson.
9. A member of Council may, at any time, rise on a point of order, a question of privilege or a point of information. All debate shall cease and the "point" shall be clearly stated by the member and, if applicable, ruled upon by the Chair.
10. A member may interrupt the person who has the floor to raise a point of order, point of privilege, or a point of procedure when such member feels that there has been a deviation or departure from the rules of procedure and upon hearing such point of order or point of procedure, the ruling of the Chairperson shall be final unless a challenge is made pursuant to. If a member, while speaking, be called to order, he or she shall cease speaking until the question of order is determined, and, if in order, he or she shall be permitted to proceed.
11. A member of Council may, at any time during debate, request that the question, motion or matter under discussion be clarified or restated.

12. A member may ask a question of a previous speaker only through the Chairperson and the question must relate to the speaker's remarks but, in any event a member may ask a question of the Chairperson or of staff through the Chairperson prior to the motion being put to a vote.

13. If any member uses insulting or improper language to the Chairperson or any member, and refuses to apologize or withdraw his or her remarks when so directed by the Chairperson, or willfully obstructs the conduct of business, and refuses to desist when called upon to do so by the Chairperson he or she may be ordered by the Chairperson to leave the Council Chamber for that meeting, and, if he or she refuses to do so, he or she may, on the order of the Chairperson, be removed; and on making an apology to the Chairperson and to any member insulted by him or her, may by a majority vote of the Council be permitted to resume his or her place at such meeting.

Voting

1. The Chairperson shall put a motion to a vote immediately after all members desiring to speak on the motion have spoken.
2. After the Chairperson puts a motion to a vote, no member shall speak to that motion.
3. No member shall leave his or her seat or make any noise or disturbance while a vote is being taken or until the result is declared.
4. Unless disqualified to vote by reason of conflict of interest or otherwise, each member present, excluding the Mayor, shall announce his or her vote openly and individually, by show of hands, and the Clerk shall record it, and no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.
6. The Mayor shall not vote except in the case of equal votes upon a question. Any other Chairperson is entitled to vote.
8. The Chairperson shall announce the result of every vote.
9. Abstention of voting by a member constitutes a vote in the affirmative.

M. Appeal Ruling of Chair

A ruling of the Chair may be appealed to Council by a non-debatable motion. The member shall make a motion substantially as follows: "That the decision of the Chair be overruled." A majority vote of the members of Council in attendance shall be required to overturn a ruling of the Chair and this decision shall be final.

N. Improper Conduct

1. No member of Council shall speak disrespectfully of the Council, another member of Council, staff person or a member of the general public, or use offensive or profane language.
2. Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while in the Council Chamber or addressing the Council and refuses to apologize or

withdraw his or her remarks when so directed by the Chairperson, or willfully obstructs the conduct of business, and refuses to desist when called upon to do so by the Chairperson, may be ordered by the Chairperson to leave the Council Chamber for that meeting, and, if he or she refuses to do so, he or she may, on the order of the Chairperson, be removed from that meeting. If necessary the Chairperson shall seek the appropriate assistance from the Police.

3. Any person who:
- a) breaches this by-law;
 - b) behaves in a disorderly manner; or
 - c) uses threats or profane language in debate,
- may be required to leave the meeting at the discretion of the Chair.

O. Procedural Reference Text

When any matter or proceeding is not contemplated by this by-law or provincial legislation the Chair shall use the 21st Century of Robert’s Rules of Order as a guide.

P. Enactment

The present by-law comes into force on the date of the final reading and enactment thereof.

Q. Repeal

A by-law of the Village of Belledune enacted on the 25th day of October, 2004 entitled “By-law #10-2004, A By-law Regulating the Proceedings of the Council of the Village of Belledune” and all amendments thereto is repealed on the coming into effect of this by-law.

R. Review

This by-law shall be reviewed not less than once every two (2) years.

IN WITNESS WHEREOF the Village of Belledune has caused the Seal of the said Village to be affixed to this by-law the _____ day of _____, 2026 and signed by:

Mayor Mario LaPointe

Clerk Angela Buckle

First Reading by Title: September 1, 2026

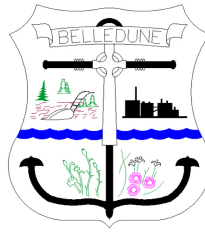
Second Reading by Title: September 1, 2026

Read by Summary: _____

Third Reading by Title and Enactment: _____

APPENDIX A

COUNCILLOR AGENDA ITEM FORM



What? _____

Why? _____

How? _____

Who? _____

When? _____

Where? _____

SUBMITTED BY: _____

FOR REGULAR MEETING: Yes _____ No _____ MEETING DATE: _____

SUBJECT: (Description of Issue):

ACTION REQUESTED: (Proposed motion)

BACKGROUND:

POLICY IMPLICATIONS:

FINANCIAL IMPLICATIONS

Request received the _____
Date

Request received from _____
Signature

DRAFT