

BY-LAW No. 2026-10

A BY-LAW RESPECTING THE PROCEEDINGS OF THE COUNCIL OF THE COMMUNITY OF THREE RIVERS

PURPOSE: A By-law of The Community of Three Rivers in the Province of New Brunswick, for the purpose of establishing the proceedings of the Council of The Community of Three Rivers.

WHEREAS: Subsection 10(2)(a) of the *Local Governance Act*, authorizes and requires local governments to establish a by-law respecting the procedures at council meetings, including any matters prescribed by regulation;

WHEREAS: The enactment of this by-law repeals the following by-law(s):

- By-law No. 2022-03, A by-law Respecting the Proceedings of the Council of The Community of Three Rivers, and all amendments thereto;

BE IT ENACTED by the Municipal Council of The Community of Three Rivers under the authority vested in it by the *Local Governance Act*, S.N.. 2017 ch.18 as follows:

I. TITLE

This bylaw shall be cited as the "Procedural By-Law".

II. DEFINITIONS

"Act" means the *Local Governance Act*, S.N.B. 2017, c. 18 and regulations made thereunder, as amended.

"Administration" means the employees of The Community of Three Rivers.

"Agenda" means the agenda for regular or special meetings of Council prepared pursuant to Part VII.

"CAO" means the person appointed to the position of chief administrative officer by Council under the provisions of the Act.

"Clerk" means the person appointed to the position of clerk by Council under the provisions of the Act.

"Council" shall mean the Mayor and Council of The Community of Three Rivers

"Councillor" shall mean a member of the Council other than the Mayor

"Deputy Mayor" shall mean the Member who is appointed pursuant to the Act to act as Mayor in the absence or incapacity of the Mayor.

"Electronic Communications" shall mean that members of Council may attend a Council meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means as technology advances.

"Mayor" shall mean the Chief Elected Official of The Community of Three Rivers.

"Member" means a member of Council duly elected and continuing to hold office, or where the context requires, a member of a Council committee appointed by 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.

"Point 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.

"Presiding Officer" means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor any other member of Council chosen to preside at the meeting.

"The Community of Three Rivers" means the Corporation of The Community of Three Rivers.

"Special Meeting" means a special meeting called by the Mayor pursuant to the Act or this by-law and includes emergency meetings.

"Unanimous consent" means an informal way of taking a vote, used only for routine and non-controversial decisions of a procedural nature.

III. **APPLICATION**

1. This By-Law applies to all meetings of Council.
2. To the extent that a matter is not dealt with in the Act or this bylaw, Council shall refer to *Robert's Rules of Order*.
3. The precedence of the rules governing the procedures of Council is:
 - (a) the Act;
 - (b) other provincial legislation;
 - (c) this bylaw; and
 - (d) Robert's Rules of Order.

4. In the absence of statutory obligation, any provision of this bylaw may be temporarily altered or suspended by unanimous consent of all members present. A motion to temporarily alter or suspend this bylaw is not debatable or amendable.

IV. REGULAR AND SPECIAL MEETINGS

1. Subject to the Act, Council shall hold its Regular (Public) Meetings on the 1st and 3rd Wednesday of each month, beginning at six thirty in the evening (6:30pm) unless otherwise determined by Council.
 - (a) In the event that the day fixed for a regular meeting falls on a holiday, the meeting shall be held on a day decided by Council and such decision shall be made not later than the preceding meeting.
 - (b) Notwithstanding the foregoing, Council may hold only one Regular (Public) Meeting during each of the months of June, July and August.
 - (c) If there are changes to the date and time of a regular meeting, the municipality must give at least twenty-four (24) hours' notice of the change to all Members and on the municipal website.
2. Special Meetings: The Mayor or Deputy Mayor may at any time call a Special meeting. When a special meeting is to be held, the Clerk shall provide written notice of the time, date and place of the meeting to all members and on the municipal website at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting. No business, other than that stated in the notice shall be transacted at a Special meeting unless all members of the Council present at the special meeting agree.
3. Emergency Meetings: An emergency meeting may be called at any time by The Mayor, or in the absence of the Mayor by the Deputy Mayor, or in absence of the Mayor and Deputy Mayor, by a majority of Council when deemed necessary. When such an emergency meeting is called, it shall be considered a Special (public) 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. The Clerk will make reasonable efforts to notify the public when an emergency meeting has been called.
4. The duration of any Regular or Special meeting shall be no more than 2 1/2 (two and a half) hours exclusive of presentations. Once a meeting has reached 2 1/2 hours in duration, a majority vote of the Councillors present is required to continue. If Council votes not to continue, the meeting is adjourned and any unfinished business is carried over to a Special Meeting that must be held within 5 (five) business days of the adjournment. The sole purpose of this Special Meeting is to conclude the unfinished business of the previous meeting and no new items may be added to the Agenda without the unanimous consent of Councillors present at the meeting.

5. Council may call a Closed Session Meeting or Closed Session during a regular meeting, where the public is not given access and which is not recorded for the purpose of discussing any of the following subject matter:
 - (a) Information the confidentiality of which is protected by law;
 - (b) Personal information;
 - (c) Information that could cause financial loss or gain to a person or the municipality or could jeopardize negotiations leading to an agreement or contract;
 - (d) The proposed or pending acquisition or disposition of land for a municipal purpose;
 - (e) Information that could violate the confidentiality of information obtained from the Government of Canada or from the Province of New Brunswick;
 - (f) Information concerning legal opinions or advice provided to the municipality by a solicitor, or privileged communications between solicitor and client in a matter of municipal business;
 - (g) Litigation or potential litigation affecting the municipality or any of its agencies, boards or commissions, including a matter before an administrative tribunal;
 - (h) The access to or security of particular buildings, other structures or systems, including computer or communications systems, or the access to security methods employed to protect such buildings, other structures or systems;
 - (i) Information gathered by police, including the Royal Canadian Mounted Police, in the course of investigating any illegal activity or suspect illegal activity, or the source of such information; or
 - (j) Labor and employment matters, including the negotiation of collective agreements.
6. When a meeting or session of Council is closed to the public, no decisions shall be made except for decisions related to:
 - (a) Procedural matters;
 - (b) Directions to an officer of the Town; or
 - (c) Directions to a solicitor.
7. With the exception of the decisions under Section IV-6, all recommendations from a Closed Session/Closed Meeting which require the approval of Council shall be reported at a Regular or Special meeting of Council.
8. If a meeting is closed to the public pursuant to this Section of the By-Law, a record shall be made containing only the following:
 - (a) The type of matter that was discussed during the meeting; and
 - (b) The date of the meeting.
9. In a closed session, rules and regulations of Council shall be observed.
10. Council members and staff shall refrain from discussing the matters considered during Closed Sessions, other than with other Council members or any administrator that was present at the meeting, or as directed by Council.

11. With the exception of matters that are added to provide information only, any additional matter not included on the agenda, shall only be considered as an addition with the unanimous consent of members of Council present at the meeting.

V. QUORUM

1. More than half of all Members constitutes a quorum, unless otherwise indicated in this by-law.
2. When quorum is present at the time set for commencement of a Council meeting, the Mayor shall call the meeting to order.
3. If there is a quorum present at the time set for commencement of a Council meeting, but the Mayor and Deputy Mayor are absent, the Clerk shall call the meeting to order and shall call for a Presiding Officer from the Members in attendance to be chosen by motion.
4. If quorum is not constituted within fifteen (15) minutes from the time set for commencement of a Council meeting, the Clerk shall record the names of all the members present and shall adjourn the meeting.
5. Whenever a vote on a motion before Council cannot be taken because of a loss of quorum (**less than 3**) resulting from the declaration of a conflict of interest, the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that particular order of business.
6. If a quorum is lost for any other reason than those aforementioned, the meeting will be adjourned.

VI. MEETING THROUGH ELECTRONIC COMMUNICATIONS

1. A Member shall be permitted to attend a meeting using electronic communication, subject to the provisions of the 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 a Member who, at the time of the meeting, is outside of the The Community of Three Rivers or is 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 the regular Council meetings held in a one-year period or at more than four special Council meetings held in a one-year period.

4. A Member who intends to participate in a meeting in the manner referred to in this Section shall provide sufficient notice to the 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 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. The Presiding Officer shall announce to those in attendance at the meeting that a Member is attending the meeting by means of electronic communication.
8. 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 votes.

VII. AGENDAS FOR COUNCIL MEETINGS

1. The agenda for each regular Council meeting shall be prepared by the Clerk or designate. All reasonable efforts shall be made to ensure that the agenda is submitted, together with copies of all pertinent reports, attachments and other information, by the Friday prior to the meeting. The agenda shall be posted on the municipal website 24 hours prior to the meeting.
2. Council shall consider no item of business unless the item has been placed on the agenda, or as a modification to the agenda approved by unanimous consent at the meeting.
3. If, during discussion on an agenda item of business, a related item of business not on the agenda is raised by a Member or Administration, it may be dealt with in one of the following ways:
 - (a) An actionable motion may only be approved with the unanimous approval of all members present at the meeting;
 - or
 - (b) Direction may be given to the CAO to bring the item forward at a future meeting. The CAO may require that Council formally approve this request, if it is believed the request will require a significant amount of administrative time and resource.
4. The general order of business on the agenda shall be as follows; however, the actual order of conduct may be adjusted by Council as necessary:

- (a) Call to Order
 - (b) Adoption of Agenda & Additions
 - (c) Declaration of any Conflict of Interest
 - (d) Adoption of Minutes
 - (e) Presentations
 - (f) Business Arising from The Minutes.(g)
 - (g) Introduction & Consideration of Upcoming Motions, By-Laws & Resolutions
 - (h) Passing of Motions, By-Laws and Resolutions
 - (i) New Business
 - (j) Communications
 - (k) Closed Session
 - (l) Administration
 - (m) Mayor & Council's Comments
 - (n) Finances – Treasurer Report
 - (o) Accounts Payable – General and Utility
 - (p) Adjournment
5. Items 4(L) through 4(N) shall be included on the agenda only once each month, at the second regular meeting of the month. However, during the months of June, July, and August, when only one regular meeting is scheduled, Items 4(L) through 4(N) shall be included on the agenda for that meeting.

VIII. MINUTES

- 1. The Clerk or designate shall record the minutes of Council meetings, in accordance with the Act.
- 2. If a Member arrives late, leaves before the meeting is adjourned, or is absent or temporarily absent from the meeting, it shall be so recorded in the minutes.
- 3. As a matter of course, the Clerk shall record in the minutes, the name of each Member and whether a Member voted against a matter.
- 4. The official minutes of all Council meetings will include the signatures of the Presiding Officer and the Clerk or designate.

IX. PRESENTATIONS

- 1. The Presentations portion of a Council meeting shall provide an opportunity for individuals to appear as a formal delegation or on their own to make brief presentations to Council on matters within the subject matter jurisdiction of Council.

2. All individuals or groups wishing to address Council and wishing to be listed on the meeting agenda should register with the Clerk at least seven (7) calendar days prior to the date of the meeting, providing their name, topic of concern, and indicating whether there has been any previous contact with a member of Council or Administration regarding the matter.
3. Registered presentations shall be limited to ten (10) minutes each, followed by questions from Members if applicable.
4. Members of administration, or external consultants/service providers on behalf of The Community of Three Rivers may make presentations to Council during the Presentations portion of a Council meeting. Such presentations shall not be limited to any amount of time.
5. Council will not entertain submissions from the public on issues that:
 - (a) May be considered in a closed session or closed meeting of Council under the Act;
 - (b) are before the Planning Review and Adjustment Committee (PRAC), the Assessment and Planning Appeal Board, or the courts; or
 - (c) require a statutory Public Hearing.
6. A response to each presenter's comments/concerns may be provided through one or more of the following:
 - (a) immediate response, provided directly at the Council meeting by either a Member or Administration if the matter does not require further research;
 - (b) a motion to refer the matter to Administration for review and recommendation at a subsequent time, depending on the significance of the issue and the time required to adequately research the matter; or,
 - (c) referral of the matter to the Mayor for a follow-up letter on behalf of Council.

X. GENERAL RULES OF COUNCIL

1. Every person wishing to speak during a Council meeting shall address their comments through the Mayor, and no person shall be permitted to speak unless and until the Mayor has granted that person permission.
2. If any Member wishes to ask a question of Administration during a meeting, any such questions shall be directed to the CAO, who may either answer or call upon the appropriate Administration official to respond.

3. A meeting may be adjourned by a Member's motion, without the necessity of being seconded, or by declaration of the Presiding Officer. A declaration by the Presiding Officer to adjourn a meeting may be appealed through a motion decided by a majority of Members.

XI. BYLAWS

1. Where a bylaw is presented at a meeting for enactment, the Clerk shall cause the number and short title of the bylaw to appear on the agenda.
2. The following shall apply to the passage of all bylaws:
 - (a) Every proposed bylaw shall have three (3) separate and distinct readings. Subject to the Act, the title must be read at each reading.
 - (b) A proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and referred for adoption by Council, and such motion and vote may occur under another section of the meeting's agenda, if applicable.
 - (c) A bylaw shall be introduced for second reading by the Clerk, and the following applies at second reading:
 - I. Council may debate the substance of the bylaw;
 - II. Council may propose and consider amendments to the bylaw; and
 - III. Council may refer by motion the bylaw to Administration for further information or a committee for further review prior to second reading.
 - (d) All aspects of passage of a bylaw at second reading shall apply to third reading of any bylaw.
 - (e) Unless all Members present at a meeting declare by resolution that an emergency exists, not more than two of the three readings by title may take place at one meeting of Council.
 - (f) A bylaw shall be passed when a majority of the Members present vote in favor of third reading, provided that any applicable Provincial statute does not require a greater majority.
3. When a bylaw has been given three readings and is signed in accordance with the Act, it is considered an enactment of The Community of Three Rivers and is effective immediately, unless the bylaw or an applicable Provincial statute provides otherwise.

4. The previous readings of a proposed bylaw are rescinded if the proposed bylaw is defeated on second or third reading.
5. After passage, a bylaw shall be signed by the Mayor or Mayor's designate and by the Clerk and shall be impressed with the corporate seal of The Community of Three Rivers. Original copies of all by-laws and amendments will be kept in the Office of the Clerk.
6. Clerical, typographical and grammatical errors in bylaws may be corrected by the Clerk.
7. The Clerk is permitted to consolidate one (1) or more bylaws as deemed convenient and in doing so, must incorporate all amendments to the bylaw into one bylaw, and omit a provision that has been repealed or that has expired.
8. A copy of any bylaw, resolution or record certified by the Clerk as a true copy of the original is prima facie proof of the bylaw, resolution or record.

XII. MOTIONS

1. The Mayor shall have authority to set a time limit and the number of times that a member may speak on the same motion or matter, having due regard to the importance of the matter.
2. After a proposition has been made and seconded and a motion is accepted by the Mayor, it shall be deemed to be in possession of Council; but, may be withdrawn by the Member who made or seconded the motion at any time before a vote is taken or an amendment is made.
3. A motion must be made and seconded by a Member before Council can debate an item.
4. The Clerk shall record all motions in writing before the motion is debated or put to a vote.
5. The Mayor shall reference all motions before they are debated or voted upon.
6. When speaking to a motion, a Member shall at some point during their statement, indicate whether they are for or against the motion.
7. No motion shall be offered that is substantially the same as one that has already been expressed during the same meeting.
8. Where a matter under consideration contains several distinct propositions, a Member may request, or the Mayor may direct, that each proposition be made as a separate motion.

9. After the Mayor has called the vote, no Member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
10. When using electronic communications, the Mayor will ask whether the member is voting for or against the motion.
11. After the Mayor has counted the vote, the Mayor shall declare whether it was "carried", "carried unanimously" or "defeated". Except where provided for in this bylaw or by the applicable legislation, a majority vote of the Members present who are eligible to vote shall decide a motion or question before the Council. If the vote results in a tie, the motion will be considered defeated.
12. A recommendation in a report is not a motion until it is moved and seconded.
13. Council shall consider only one motion at a time.
14. The following motions are not debatable by council:
 - (a) to raise a point of privilege;
 - (b) to raise a point of order;
 - (c) to withdraw a motion;
 - (d) to recess or adjourn the meeting; or
 - (e) to challenge a ruling of the mayor.
15. When a motion has been made and is being considered, no member may make any other motion except:
 - (a) to refer the main motion to the administration, a council committee or some other person or group for consideration;
 - (b) to postpone consideration of the motion;
 - (c) to table the motion;
 - (d) or to amend the motion.
16. If a motion is voted on by council, a member who voted on the prevailing side may move, at the same meeting or continuation thereof, that the vote be reconsidered, provided that the vote has not caused an irrevocable action.
17. A motion to rescind, renew or amend a motion previously adopted may not be introduced where the vote on the original motion has caused an irrevocable action.
18. Before calling the vote on a motion that, if passed, would result in a requirement for an action to be completed by a specified date or within a specific amount of time, the Presiding Officer shall consult with the CAO regarding the practicality of the date specified in the motion.

XIII. SECONDARY MOTIONS

1. Secondary motions may be introduced, debated and voted on in a "last-in-first-out" sequence, e.g.: if an amendment is moved and seconded while a main motion is pending, the amendment is then debated and voted on, and then the debate on the main motion resumes.
2. Secondary motions include subsidiary, privileged and incidental motions. Appendix "B" forms part of this by-law and provides the main rules for the secondary motions that are most frequently applied at meetings.

XIV. VOTING

1. Unless otherwise stated in this by-law or required by Provincial Legislation, all motions of Council shall require a majority vote to be adopted.
2. Unless disqualified to vote by reason of conflict of interest or otherwise upon a by-law, resolution, motion or for any other purpose, each member present shall announce their vote openly and individually, and the Clerk shall record it. No vote shall be taken by ballot or by any other method of secret voting and every vote so taken is of no effect.
3. Abstention shall not constitute a vote and shall not be permitted unless required by reason of disqualification. Disqualifications shall be confirmed by a majority of Council members.
4. The Mayor shall not vote except to have a casting vote in the event of a tie with the exception of the appointment of the Deputy Mayor.

XII. NOTICE OF MOTION

1. Members may bring forward notices of motion under the Introduction and Consideration of Upcoming Motions, By-Laws and Resolutions section of the agenda during a regular Council meeting. Once the Notice of Motion is stated, it will be recorded in the meeting's minutes.
2. A written copy of the Notice of Motion shall be provided to the Clerk prior to the meeting's adjournment.
 - (a) The Notice of Motion will be placed under the Passing of Motions, By-Laws and Resolutions section of the agenda for the next regular Council Meeting at which time the Member who made the Notice of Motion is present, to vote on the matter or determine if it requires additional administrative information

- (b) A Member may request that a Member's motion for which notice has not been provided be considered immediately if a vote dispensing with notice is supported by unanimous approval of Members present.
- 3. A Notice of Motion cannot be made at a special Council Meeting.
- 4. A motion that is on Notice is not debatable until a Member moves the motion

XIII. RULES OF PUBLIC DECORUM

- 1. During a meeting of Council, there is the need for Council to carry out the public business expeditiously in order to ensure that presenters have an opportunity to be heard and that Council has an opportunity for its deliberative process. While any meeting of Council is in session, the following rules shall be observed:
 - (a) A presenter addressing Council shall only do so from the podium or designated table and all comments shall be addressed to Council as a whole or to the Presiding Officer, and not to any single Member, member of administration, or member of the audience.
 - (b) A presenter addressing Council shall not engage in any conduct which disrupts the orderly conduct of any Council meeting.
 - (c) No person in the audience at a Council meeting shall engage in conduct that disrupts the orderly conduct of any Council meeting, including, but not limited to, the utterance of loud, threatening or abusive language, whistling, clapping, stamping of feet, repeated waving of arms or other disruptive acts.
 - (d) No signs, placards or banners shall be permitted in the Council Chamber.
 - (e) No person shall interrupt Members or the Clerk during a Council meeting.
 - (f) No person, other than Members and The Community of Three Rivers administration, shall be admitted into the Council seating area of the Council Chamber.

XIV. MISCELLANEOUS

- 1. No Member shall:
 - (a) use offensive words or against Council or administration, or speak disrespectfully of other Members or administration;
 - (b) speak to a subject, except upon the question in debate;

- (c) reflect upon any vote of Council except for the purpose of moving that such a vote be rescinded or reconsidered; or
 - (d) resist the rules of Council or disobey the decision of the Mayor or of Council on any question of order or practice or upon the interpretation of the rules of Council. In case any Member shall so resist or disobey, they may be ordered by a majority vote of Council to leave their seat for that meeting and should they refuse to do so, the Mayor may request that they be removed by law enforcement. Should the offender provide an ample apology, they may, by majority vote of Council (without debate), be permitted to return to their seat.
- 2. Council may adjourn from time to time to a fixed future date, any special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business for which the meeting was called, but which has not been completed.
- 3. No Member shall have the power to direct or interfere with the performance of any work of the Corporation. This shall in no way however, interfere with or restrict the right of a Member to seek information through the office of the CAO or appropriate Administration member (as established in the Elected Official/Administration Information Policy).
- 4. No animals shall be permitted in Council Chambers, or another Council meeting room, except for registered service dogs.
- 5. When at any meeting of Council, the hour of ten (10:00) pm in the evening is reached, the presiding officer shall declare the council adjourned and leave the chair, unless council members present determine otherwise by a majority vote.

XV. PETITIONS

- 1. Petitions will be submitted to the Clerk and will be processed in accordance with this by-law. On receipt of a petition, the Clerk will include it as an item on the agenda for the next regular meeting of Council in full or summary form; prior to the meeting the clerk may also:
 - (a) refer it to Administration for a report to Council or appropriate Council committee
 - (b) refer it to Administration for action and/or reply, with a copy of Administration's response being sent to Council;
 - (c) refer it to the Mayor for direct reply, with a copy of the Mayor's response being sent to Council; or
 - (d) circulate it to the members of Council individually as information if it does not require any further action by Council.

XVI. DEPUTY MAYOR

1. Council shall elect a Deputy Mayor at its first meeting following a regular quadrennial election. Candidates shall put forward their names for nomination and an election shall be held by the Council in open session. The successful candidate shall hold office for a period of one (1) year at which time the process shall be repeated.
2. In the event that the Mayor is unable to do so, the Deputy Mayor shall perform the duties of the Mayor, including but not limited to presiding over Council meetings.

XVII. COMMITTEES AND BOARDS

1. Mayor shall appoint Council representatives to such committees, boards and commissions as required by legislation, agreement or bylaw as they deem necessary. Unless an immediate appointment is required mid-term, these appointments shall be made on an annual basis.
2. Upon recommendation of the Mayor, Council may make appointments to a board or committee at any time.
3. It shall be the duty of the Presiding Officer of each board or committee to summon members for meetings.
4. The Mayor shall be an ex-officio member of all Council committees and bodies which Council has a right to appoint members under the Act.
5. The Mayor shall be advised in a similar manner as other committee members when any meetings are called.
6. Appointed Council members shall keep the rest of the Council informed of the actions of committees or boards to which they are appointed by Council, by providing regular activity highlights through their Councillor's reports and statements.

XVIII. EFFECTIVE DATE

This By-Law comes into effect on _____, 2026

Read a first time this ____ day of _____, 2026

Read a second time this ____ day of _____, 2026

Read a third time and passed by Council on this ____ day of _____, 2026

Mayor
Peter Saunders

Clerk
Janice Conley

APPENDIX A

SECONDARY MOTIONS

Subsidiary Motions

The seven subsidiary motions are used to help dispose of main motions while pending and are decided by Majority Vote or, if there is no objection, by Unanimous Consent. The motions are listed in order of precedence (rank) from highest (top) to lowest (bottom). All subsidiary motions outrank the main motion, which has the lowest rank of all and may only be voted on when no subsidiary motion remains. Any subsidiary motion that lies above the one being considered is in order, and any below it are out of order until the one being considered is disposed of.

MOTION	COMMON	USES PROCESS
Lay on Table (table)	Set aside temporarily, within the course of the meeting, to allow something of an urgent nature to be done immediately	Can be decided informally by unanimous consent. May resume debate without motion to "take from table". When handled formally requires seconder, majority vote and is not debatable or amendable.
Close Debate (previous question)	End debate and vote immediately.	Can be decided informally by unanimous consent. When handled formally requires seconder, majority vote and is not debatable or amendable.
Limit or Extend Debate	Provide specific amount of time for discussion.	Can be decided informally by unanimous consent. When handled formally requires seconder, majority vote and is not debatable but is amendable.
Postpone to Certain Time	Postpone consideration to a certain time.	Requires seconder. Is debatable as to merit of postponement and is amendable. Majority vote required.
Refer (commit)	Have committee or staff review in detail and report back with a recommendation.	Requires seconder. Is debatable as to merit of referral and is amendable. Majority vote required.
Amend	Changes wording of another motion by adding, deleting or replacing words.	Requires seconder. Is debatable. Secondary amendment (amend pending amendment) allowed. Majority vote required.

Postpone Indefinitely

Avoid taking direct vote.

Requires seconder. Is debatable, but not amendable. Majority vote required.

Privileged Motions

The five privileged motions do not relate to pending business but rather matters of such immediate and overriding importance that involve the meeting itself or the comfort of members that pending business can be interrupted and the matter decided, without debate, by Majority Vote. The privileged motions are shown in order from highest (top) to lowest rank. Privileged motions out rank all subsidiary motions and the main motion. Any privileged motion that lies above the one being considered is in order, and any below it are out of order until the one under consideration is disposed of.

MOTION

COMMON

USES PROCESS

Fix Time to Adjourn

Continue current meeting on another day (e.g. when a public hearing is not concluded).

Can be decided informally by unanimous consent. When handled formally requires seconder, majority vote, is amendable as to time and date, is not debatable.

Adjourn

End meeting.

Can be decided informally by unanimous consent. When handled formally requires seconder, majority vote, is not amendable or debatable.

Recess

Take a short break.

Can be decided informally by unanimous consent. When handled formally requires seconder, majority vote, is amendable as to time, is not debatable

Raise a Question of Privilege

Request to deal with something that affects the comfort of Council or a single Member (e.g. noise or other distraction).

Question of privilege should not generally interrupt a speaker, unless circumstances require. Decided by the Chair.

Call for Orders of the Day

Get meeting back on schedule.

Chair responds by enforcing the agreed upon schedule. By Majority Vote or Unanimous Consent, may deviate from adopted schedule.

Incidental Motions

Below are the most commonly used incidental motions that deal with questions of procedure.

By-L	COMMON	USES PROCESS
Point of Order	Enforce the rules. Is raised by a Member who believes a rule has been breached.	Member raises "Point of Order"; Chair interrupts speaker and recognizes member to state rule being breached. Chair responds to the point raised by making a ruling as to whether the point is taken or not. Chair may opt to ask Council to make decision.
Appeal	Appeal the Chair's ruling on a matter to Council.	No seconder is required. The question "shall the Chair be sustained" is put to a vote immediately and without debate; Chair does not vote. Majority Vote or tie sustains Chair's decision.
Suspend the Rules	Allows Council to waive a rule of order for a specific purpose. Cannot be used to suspend any provisions from the Community Planning Act, Local Governance Act, or other applicable legislation (e.g. voting rules or conflict of interest).	Can be useful when the rules are proving too restrictive and a more flexible approach is needed (e.g. extending time limits for speaking). Motion may be handed by the Chair informally.
Division of Motion (resolution)	Divides a multi-part motion into separate motions.	Question of privilege, should not generally interrupt a speaker unless circumstances require. If member making a request, Chair can handle informally.
Withdraw or Modify	Before debate begins, a main motion (resolution) can be withdrawn or changed by the mover. After debate begins, main motion belongs to assembly which may withdraw it by Majority Vote or Unanimous Consent.	"In light of new information, I withdraw the motion". OR "I request permission to withdraw the motion". Chair takes vote or confirms support through Unanimous Consent.