

**THE MUNICIPALITY OF GRAND LAKE**  
**BY-LAW NO. 01**  
**A PROCEDURAL BY-LAW FOR "THE PROCEEDINGS OF COUNCIL"**

**PURPOSE:** A By-law of the Municipality of Grand Lake, in the Province of New Brunswick, for the purpose of establishing the proceedings of the Council of the Municipality of Grand Lake.

**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 and

**WHEREAS:** The Minister of Local Government and Local Governance Reform may make or amend by-laws of a restructured local government as per [An Act Respecting Local Governance Reform, subsection 11\(2\)](#);

**WHEREAS:** The enactment of this by-law repeals the following by-law(s);  
Village of Minto By-law No. 138 "A by-law of the Municipality of the Village of Minto, regulating the proceedings of council" AND,  
Village of Chipman By-law No. 16 "A by-law relating to the meetings of the council"

**BE IT ENACTED** by the Minister of Local Government and Local Governance Reform as follows:

**1. TITLE**

This By-Law shall be cited as the "Proceedings of Council".

**2. APPLICATION**

These proceedings of council by-law apply to the following:

- a) all members of the council, including mayor, deputy mayor and councillors, and
- b) all members of staff required or requested to attend council meetings, and
- c) any members of the public appearing at council meetings.

- d) shall be used for the order and dispatch of business in council and committees.

### **3. DEFINITIONS**

- a) "Clerk" means a clerk of The Municipality of Grand Lake appointed under [Section 71 of the Local Governance Act](#);
- b) "Chair" means the member of council presiding over council meetings;
- c) "Closed" means a meeting of Council not open to the public, so convened in accordance with [the Local Governance Act](#);
- d) "Council" means the mayor and councillors of "The Municipality of Grand Lake";
- e) "Point of information" means the procedural mechanism by which a member may rise to present or receive information of interest to the council;
- f) "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;
- g) "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;
- h) "Quorum" means a majority of those members of council.
- i) "Chief Administrative Officer" means the Chief Administrative Officer of The Municipality of Grand Lake appointed by the Minister of Local Governance under Section 71(2) of the Local Governance Act;

### **4. MEETINGS OF COUNCIL**

- a) The council shall hold its first meeting in accordance with [Section 35 of the Local Governance Act](#).
- b) At its first meeting, the mayor shall select a deputy mayor from among the councillors. The deputy mayor shall be effective for a term of four years.

- c) The Council shall hold its regular meetings at alternating locations between the former Villages of Minto and Chipman municipal council chambers on the first Monday of every month at 7:00 pm. If that Monday falls on a holiday, the meeting shall be held on the following Monday of the next week.
- d) The notice of the regular meeting shall be posted in a public place one week prior to the meeting date.
- e) The clerk shall be responsible for preparing and circulating the agenda for all meetings of the council. The deadline for agenda submissions for a regular meeting of the council shall be noon on the Thursday prior to a meeting. The agenda of a regular council meeting shall be posted on the Friday prior to the scheduled meeting.
- f) A quorum must be present at all regular and special meetings of the council. If quorum is not present after one-half (1/2) hour, the clerk shall record the names of the Council members present and the meeting shall stand adjourned until the next scheduled regular meeting, or a special meeting is scheduled in accordance with subsection 4(f).
- g) The mayor or a majority of the council upon written petition, may, at any time, call a special meeting of the council on twenty-four (24) hours' notice to the clerk and members of council.
- h) Notice of any special meetings shall be circulated in writing to members of council by the clerk. The notice of a meeting shall be posted on the local government's website.
- i) The council shall not consider any business at a special meeting except matters specified in the notice unless all members of the council present at the special meeting agree.
- j) Any meeting of the council may be closed to the public as stipulated in Section 68 of the Local Governance Act:

## **5. ELECTRONIC MEETINGS**

- a) It is permitted to use electronic means of communication in a council meeting or a committee of council meeting if it allows members of council 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 members.

- b) Any individual participating in a meeting electronically must advise the clerk one day prior to the meeting.
- c) If a closed session occurs, the members who are participating electronically shall, at the beginning of the meeting, confirm that the member is alone.

**6. PROCEDURE FOR ALL MEETINGS OF THE COUNCIL**

- a) The mayor shall chair all meetings. If the mayor is unable to chair a meeting, the deputy mayor shall act as chair for the meeting.
- b) Except as otherwise provided, no member shall speak without being recognized by the chair.
- c) Once a motion is made and seconded, the mover shall have the privilege of speaking first and of closing debate.
- d) A member of the council may, at any time, rise on a point of order, a point of privilege or a point of information. All debate shall cease, and the matter shall be clearly stated by the member and, if applicable, ruled upon by the chair.
- e) A member of council may, at any time during debate, request that the question, motion, or matter under discussion be clarified or restated.
- f) All members of the council shall follow the rules set forth in the Code of Conduct By-Law. No member of council shall speak disrespectfully of the council, another member of council, staff person or a member of the public, or use offensive or profane language.
- g) Unless disqualified to vote by reason of conflict of interest, every member of the council including the mayor present shall announce their vote openly and individually, and the clerk shall record it.
- h) Members of the public shall not be entitled to address the council during the meetings unless the clerk has been notified at least five business days prior to the council meeting, and the item has been added to the agenda of the meeting.

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

## **7. MINUTES**

The minutes shall record, without note or comment:

- a) the place, date, and time of the meeting,
- b) the name of the presiding officer and the attendance of council members,
- c) the reading, if required, correction and adoption of the minutes of prior meetings, all resolutions, decisions, and proceedings of the meeting.

## **8. COMMITTEES**

- a) The council may establish or abolish committees of council. The council shall appoint, to such committees, members who are qualified voters of the local government. Committees of the council shall have at least one member of the council on the committee.
- b) The council shall approve the mandate of each committee.
- c) The council may establish special or ad hoc committees. The council shall appoint people who are qualified voters of the local government thereto. Special or ad hoc committees shall have at least one member of the Council on the committee.
- d) The mayor may be a member of all committees or may appoint a member of the council to attend any committee meeting on the mayor's behalf.
- e) The committee chair shall send notice of meetings to each member of the committee at least twenty-four (24) hours before the time of the meeting.

- f) The clerk or designate shall record the minutes of all committee meetings. The minutes shall be circulated to all members of the committee. Minutes of committee meetings shall be provided to the clerk within seven (7) days of the approval of the minutes.

**9. OTHER PROCEDURAL MATTERS**

This by-law shall identify the procedural text that the council is to use to govern matters of procedure that arise during a meeting of the council that are not otherwise provided for in the Act or the procedural by-law.

**10. EFFECTIVE DATE**

Given under the hands of the Transition Facilitator, on behalf of the Minister of Local Government and Local Governance Reform,

on this 13<sup>th</sup> day of December, 2022.

  
Don Ferguson, Transition Facilitator

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