

The Corporation of the Township of Jocelyn

PROCEDURAL BY-LAW

By-law No. 2026-1672

Being a by-law to provide for the adoption of revised Rules of Procedure for the Municipal Council of The Corporation of the Township of Jocelyn and its committees, and to repeal and replace **By-law No.2024-1571**.

WHEREAS Section 238(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires every municipality and local board to pass a procedure by-law governing the *calling, place, and proceedings of meetings, and to provide for public notice of meetings*;

AND WHEREAS Sections 223.2 to 223.8 of the *Municipal Act, 2001*, as amended, authorize municipalities to establish codes of conduct for members of council and local boards and provide for penalties for contraventions;

AND WHEREAS Section 238 of the *Municipal Act, 2001* defines a “meeting” for the purposes of municipal governance;

AND WHEREAS Council has previously enacted **By-law No. 2024-1571** to govern its proceedings and now deems it expedient to repeal and replace that by-law;

NOW THEREFORE, BE IT RESOLVED THAT the Council of The Corporation of the Township of Jocelyn enacts as follows:

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1. DEFINITIONS

In this by-law:

- 1.1 **“Act”** means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
 - 1.2 **“Agenda”** means the list of items to be dealt with at a meeting.
 - 1.3 **“Clerk”** means the Clerk of the Township or their appointed alternate in their absence(Deputy Clerk).
 - 1.4 **“Closed Session”** means a meeting or part of a meeting closed to the public under section 239 of the Act.
 - 1.5 **“Committee”** means any advisory or other committee, including ad hoc committees, established by Council.
 - 1.6 **“Council”** means the Municipal Council of The Corporation of the Township of Jocelyn.
 - 1.7 **“Head of Council”** means the Reeve or Acting Reeve of the Township.
 - 1.8 **“Meeting”** has the same meaning as set out in section 238 of the Act.
 - 1.9 **“Member”** means a member of Council, a committee, or a local board, including the Head of Council.
 - 1.10 **“Quorum”** means a majority of the whole number of members, or not less than two members where quorum is reduced due to declarations under the *Municipal Conflict of Interest Act*.
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2. COUNCIL MEETINGS

- 2.1 The Inaugural Meeting of Council shall be held no later than thirty-one (31) days after the commencement of a new term of Council.
 - 2.2 Regular meetings of Council shall be held once on the first Wednesday of each month at 7:00 p.m. in the Council Chambers. In winter months (November to April), a second meeting per month may be called to address additional items. Additional meetings will be determined by resolution or at the call of the Reeve.
 - 2.3 The Head of Council may call a Special Meeting of Council at any time in accordance with the Act, as amended.
 - 2.4 All regular and special meetings of Council shall be open to the public except where Council resolves to proceed into closed session.
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3. NOTICE OF MEETINGS AND AGENDAS

3.1 Notice of meetings shall be given by posting the meeting schedule and agenda at the Municipal Office and, where practicable, on the municipal website.

3.2 Agendas for regular meetings shall be posted at least forty-eight (48) hours prior to the meeting.

3.3 Failure to provide notice shall not invalidate the proceedings of a meeting.

4. CLOSED MEETING MATERIALS

4.1 All closed meeting materials shall be treated as confidential and returned to the Clerk at the conclusion of the closed session.

4.2 All closed meeting materials shall be printed on coloured paper.

4.3 Materials will be handed out in person at the time of the closed meeting.

4.4 Members will attend closed sessions in person or by using Zoom.

4.5 In the event that a Councillor must attend a closed session virtually – the camera must be on at all times, showing members that they are in a secluded area.

5. JOINT COUNCIL MEETINGS

5.1 When applicable, Joint meetings with other municipalities shall be held at a location determined by the host municipality.

5.2 The host municipality shall be responsible for notice, agendas, and chairing the meeting. The host municipality's procedure by-law will prevail.

6. ABSENCE OF HEAD OF COUNCIL

6.1 If the Head of Council is absent, the Acting Reeve shall preside. If both are absent, Council shall appoint a presiding officer from among the members present.

7. QUORUM AND CALLING MEETINGS TO ORDER

7.1 The Presiding Officer shall call the meeting to order once quorum is present.

7.2 If quorum is not present within fifteen (15) minutes of the scheduled start time, the meeting shall be adjourned.

8. CONDUCT OF COUNCIL MEETINGS

8.1 The Presiding Officer shall maintain order and decorum and decide all questions of procedure, subject to appeal by Council.

8.2 Members shall conduct themselves respectfully and in accordance with this by-law and any applicable Code of Conduct.

8.3 Open meetings may be recorded or streamed online provided they do not interfere with the meeting. When applicable, the Clerk may post the link to the electronic meeting on the Township's website.

9. DUTIES OF OFFICERS

9.1 The Clerk shall prepare agendas, record minutes, and ensure Council decisions are implemented.

9.2 When applicable, the Treasurer shall ensure timely payment of accounts approved by Council unless other relevant policies authorize different procedures and general delegation.

10. AGENDAS

10.1 Items for the agenda must be submitted to the Clerk by the end of the week (Friday at 4:30 p.m.) prior to the meeting.

10.2 Unless approved by majority, Council will discuss items in the following order so if there are actually matters to be discussed:

1. Call To Order
2. Approval of Agenda
3. Approval of Minutes of Most Recent Meeting
4. Reeve's Address
5. Declarations of Disqualifying/Pecuniary Interest
6. Delegations/ Presentations
7. Council Direction From Previous Meeting
8. Committee of the Whole Working Session (*to work on policy/plans*)
9. Legislative Matters
 - 9.1. By-Laws
 - 9.2. Public Hearings: Planning or Zoning Matters
10. Committee / Local Board Reports
 - A. Roads
 - B. Planning
 - C. Landfill
 - D. Tenby Bay Cemetery
 - E. Fire Department
 - F. Building
 - G. Recreation
11. Administrative Matters
 - 11.1 New Business/ Reports from Officers/ Employees on Various Issues (including reports from departments that require Council's approval)
 - 11.2 Financial Update/ Statement
 - 11.3 Update on Capital Projects

- 12. Leadership Issues
 - 12.1 Asset Management Plan
 - 12.2 New Policy
 - 12.3 Notice of Motion
- 13. Correspondence – For Action or For Information
- 14. Closed Session
- 15. Business Arising From Closed Session
- 16. Confirmation of Proceedings By-Law
- 17. Adjournment

10.3 Council may alter the order of business by a majority consensus.

10.4 In the event that no reports, correspondence or discussion topics for any of the items as noted in section 10.2 are included, they will not be listed in the agenda and will not be discussed until necessary.

11. ADDENDUM TO THE AGENDA

11.1 At the request of the Clerk, an addendum may be added for urgent matters arising after agenda publication, subject to approval of Council.

12. MINUTES

12.1 Minutes shall record the proceedings of the meeting without comment, including all resolutions and decisions. Staff, Officers and Council members in attendance shall be recorded in the minutes. If these individuals arrive late or leave early, the time of such shall be noted in the minutes.

12.2 Non-member individuals that are attending the meeting either in person or electronically will not be included in the recorded minutes unless the meeting is a Town Hall, is matter discussed under the Planning Act (as amended), or the individual/group is attending for the purpose of an approved delegation/presentation.

12.3 All approved minutes shall be signed by the Mayor and Clerk with the corporate seal on the documents.

13. ADOPTION OF MINUTES

13.1 Minutes shall be adopted by resolution of Council (preferably occurring at the following meeting), with corrections limited to errors or omissions.

14. PUBLIC PRESENTATIONS AND DELEGATIONS

14.1 Delegations shall request permission to appear before Council in writing using the prescribed form. This must be submitted by the Wednesday of the week prior to the meeting and are subject to approval by the Reeve and Clerk.

14.2 Delegations shall be limited to five (5) minutes unless otherwise approved by Council to be extended to a total maximum of ten (10) minutes.

14.3 Delegations are for information purposes only

14.4 There will be zero tolerance for aggressive, threatening or derogatory remarks from anyone attending or participating in the meeting. The Head of Council can remove anyone from the Chambers found to be in violation of the Code of Conducts or the Zero Tolerance Policy.

14.5 No more than 2 delegations will be heard at a meeting.

14.6 If a delegation requests that Council reconsider a matter that has already been discussed or decided, the request will be automatically denied if it is submitted within three (3) months of the original decision.

15. PASSING OF BY-LAWS

15.1 By-laws shall be introduced by motion and may receive three readings at the same meeting unless other applicable legislation requires multiple readings.

16. MOTIONS

16.1 Motions shall be presented, debated, amended, and voted on in accordance with this by-law.

16.2 All motions voted on will be included in the meeting minutes. Motions that are withdrawn or deferred will still be recorded.

17. ADJOURNMENT

17.1 Meetings shall adjourn at 10:00 p.m. unless Council resolves otherwise.

18. VOTING

18.1 Each member shall have one vote, and all votes shall be taken openly unless a recorded vote is requested by a member. Recorded votes will be included in the minutes when applicable.

19. RECONSIDERATION

19.1 A matter previously decided by Council may be reconsidered (at the request of a Council member) only once, following receipt of a written request to reconsider submitted to the Clerk in advance of the meeting.

20. CLOSED SESSIONS

20.1 Council may enter closed session only in accordance with section 239 of the Act.

21. RULES OF DEBATE AND CONDUCT

21.1 Council shall follow the rules of procedure set out in this by-law and, where not provided for, *Robert's Rules of Order*.

22. POINTS OF ORDER AND PRIVILEGE

22.1 Points of order and questions of privilege shall be decided by the Presiding Officer, subject to appeal.

23. COMMITTEES

23.1 Committees shall be appointed by Council and shall report to Council. Committees shall submit written reports to Council for consideration. Specific committee matters shall not be discussed by Council unless a written report has been submitted.

24. COMMITTEE AGENDAS & PROCEEDINGS

24.1 Committee agendas shall be prepared in a form similar to Council agendas.

24.2 Committee meetings shall follow the same procedure as Council meetings with respect to notice of meetings, minutes, and general procedure. The Chair of the committee will act as the Presiding Officer of the meeting.

25. RESOURCE STAFF

25.1 If requested by the Clerk, Municipal staff shall attend meetings as required and provide support to Council and committees.

26. ELECTRONIC PARTICIPATION

26.1 In the event that a member cannot attend due to unsafe weather conditions, health and safety restrictions, illness or disability, or vacation, Members may participate electronically in meetings in accordance with the Act. Electronic participation shall be conducted using the Township-approved platform, being Zoom.

26.2 When a member is participating electronically by Zoom, they may be counted in determining quorum and have the authority to vote on motions tabled at the meeting.

26.3 Attendance by telephone (audio-only) shall be permitted during open meetings only and shall not be permitted during closed sessions.

26.4 Members participating electronically in closed sessions shall have their camera turned on at all times.

26.5 In the interest of confidentiality, members attending closed sessions electronically shall ensure they are in a private location and that no other individual can hear or observe the proceedings.

26.6 In the event of an emergency as declared by the Reeve or Clerk, all members may attend electronically.

26.7 The Head of Council or delegate may chair a meeting electronically.

26.8 The Clerk may clerk a meeting electronically.

27. REPEAL OF BY-LAW

27.1 By-law No. -----is hereby repealed and replaced with by-law No. 2025-XXXX

28. SHORT TITLE

28.1 This by-law may be cited as the "Procedural By-law".

29. SCHEDULES

29.1 Schedule "A" – Delegation Request Form forms part of this by-law.

READ A FIRST, SECOND AND THIRD TIME AND PASSED on January 21, 2026.

Reeve

Clerk