



THE CORPORATION OF THE TOWNSHIP OF ALBERTON

BY-LAW NO. 30/25

Being a by-law to adopt a Procedural By-law, consolidating all updates made in 2019, 2020 and 2023, to govern the calling, place and proceedings of meetings of Council, Committees of Council and Local Boards

WHEREAS Section 238(2) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that every council and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

WHEREAS the Province of Ontario passed *Bill 187, Municipal Emergency Act, 2020* to provide municipalities flexibility, during a declared emergency as defined therein, to continue municipal operations while practicing social distancing to mitigate impact of the COVID-19 pandemic, while complying with the provisions of the *Municipal Conflict of Interest Act* and adopted parliamentary procedure;

AND WHEREAS Council for the Township of Alberton deems it expedient to update its Procedural By-law both for purposes of functionality and to allow inclusion of changes permitted by certain amendments to the *Municipal Act, 2001, S.O. 2001, c.25* as described above;

NOW THEREFORE Council for the Township of Alberton hereby enacts as follows:

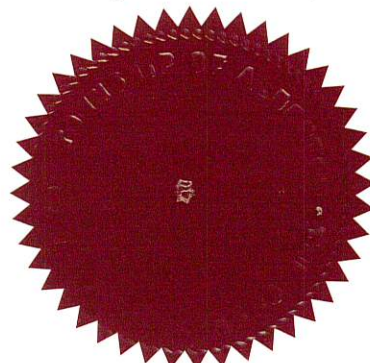
DEFINITIONS

1. In this By-Law:

- (a) “*local board*” when used in this by-law includes a Committee of Adjustment and a Recreation Committee;
- (b) “*Clerk*” means the Clerk of the Municipality of Alberton;
- (c) “*Council*” means the Council of the Municipality of Alberton;
- (d) “*Head of Council*” means the Mayor or Deputy/Acting Mayor;
- (e) “*member*” means a member of Council including the Mayor or a member of a committee or local board;
- (f) “*committee*” means any advisory or other committee, subcommittee or similar entity composed of members of one or more councils or local boards; and
- (g) “*meeting*” means any regular, special, or other meeting of the Council or of a committee as herein defined.

APPLICATION

2. Except as specifically provided for herein, the provisions set out in this By-law shall govern the calling, place and proceedings of all meetings of the Council and of the committees as defined.
3. The following paragraphs apply, with the necessary modifications, to committees and boards established and appointed by Council:
 - (a) paragraphs 7(b) to 23 inclusive;
 - (b) paragraphs 39 to 57 inclusive; and
 - (c) paragraphs 59 to 63 inclusive.



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REGULAR MEETINGS OF COUNCIL

4. Inaugural Meeting:

The inaugural meeting of Council shall be held in Council Chambers at the Alberton Municipal Office at 4:30 p.m. not later than the second Tuesday in December following the municipal election.

5. Regular meetings of Council shall be held in accordance with the following:

- (a) The first regular meeting of Council term shall be held immediately following the inaugural meeting.
- (b) Each succeeding regular meeting of Council shall be held on the third Thursday of each month at 4:30 p.m., unless the Council, by resolution passed at a regular meeting, directs otherwise.
- (c) When a regular meeting of Council:
 - (i) falls on a day which is a public holiday, a civic holiday, or a day off with pay as set out in the *Employee Policy Manual*; or
 - (ii) falls on a day on which the Council is aware that a quorum may not be achieved, the Council shall meet at the same hour on such other day as Council directs by resolution passed at a regular meeting.
- (d) If deemed expedient by it, Council may, by resolution or by proper notice, authorize the holding of a regular meeting:
 - (i) in another place within the municipality; and/or
 - (ii) on a date which is not the third Thursday of the month; and/or
 - (iii) at a commencement time other than as prescribed in this By-Law.

The authorizing resolution for such change may be adopted at the immediately preceding regular meeting or sooner, provided that if it is not possible to pass a resolution at the immediately preceding meeting or at all, notice of the change of date may be posted in the same manner as for a special meeting as set out in Section 6.

- (e) Public notice of the time and place of all regular meetings of Council shall be given by posting a schedule of dates, times and places of regularly scheduled Council meetings for the current calendar year in a conspicuous place in the Municipal Office and on the municipal website. The posted schedule of meeting dates shall be amended from time to time to reflect any change authorized by Council in accordance with Section 5 hereof.

SPECIAL MEETINGS OF COUNCIL

6. Except as otherwise expressly required by legislation, special meetings of the Council will be held in accordance with the following:

- (a) The Head of Council may, at any time, summon a special meeting of Council or, upon receipt of a petition of the majority of the members of Council, the Clerk shall summon a special meeting for the purpose and at the time set out in the petition.
- (b) Unless otherwise directed by the Mayor or by a petition of the majority of the members of Council, a special meeting shall be held at the place where the last regular meeting was held.
- (c) Where a special meeting is not scheduled by way of resolution, notice to members of Council indicating the date, time and place of all special meetings of Council shall be issued by the Clerk not less than forty-eight hours prior to the meeting. Such notice shall be given, and the receipt of same shall be acknowledged and the intent of the member with respect to his/her attendance or non-attendance shall be confirmed, by way of direct verbal communication or by electronic media including direct or recorded telephone contact, facsimile transmission, email, text or other computer link. Notice to a member shall be deemed to have been given at the time confirmation of the receipt of such notice is issued by the member.
- (d) Council may pass a resolution to hold a special meeting of Council in accordance with Section 5.2.

- (e) The Clerk shall give public notice of a special meetings of Council by:
- (i) posting the date, time and place of such meeting in a conspicuous place in the Municipal Office immediately upon the Clerk's receiving confirmation that a sufficient number of members will attend to form a quorum;
 - (ii) where time permits, publication of notice of the meeting in the Township's monthly newsletter;
 - (iii) providing notice of the special meeting to any person who so requests same and such notice shall be given in a manner deemed appropriate by the Clerk;
 - (iv) posting on the Township website of a copy of the notice of any special meeting;
 - (v) publishing or advertising notice of the special meeting in a newspaper or weekly publication at the direction of Council.

MEETINGS OF COMMITTEES AND LOCAL BOARDS

7. Meetings of committees and local boards will be held in accordance with the following:
- (a) Committee of the Whole:
 - (i) Council may, by resolution passed during any regular or special meeting of Council, provide for meetings of the Committee of the Whole to be held at such times and locations as Council may deem appropriate.
 - (ii) The provisions of Section 4 hereof, with respect to regular meeting dates falling on public or civic holidays and the giving of notice, apply with the necessary modifications.
 - (b) Other Committees and Local Boards:
 - (i) It will be the responsibility of each committee and local board to determine from time to time, the time and location of meetings of the committee or board provided that any such determination shall be in compliance with all applicable legislation or regulations.
 - (ii) Notice of a meeting shall be given by the secretary of the committee in the manner determined from time to time by the committee or as otherwise required by legislation or regulation.
8. At the commencement of each term of Council, and from time to time as may be deemed by Council to be necessary or expedient, Council shall appoint a Deputy Head of Council to act in the place and stead of the Head of Council:
- (a) in the event of the absence of the Head of the Council, whether due to illness of the Head of Council or due to his/her refusal to act; or
 - (b) in the event that the office of Head of Council is vacant, until the position is filled by by-election or appointment;
- and, while so acting, the Deputy Head of Council shall have all the rights, powers, authority and responsibilities of the Head of Council.

OPEN MEETINGS

9. Except as provided in Section 10 below, all meetings shall be open to the public.
10. A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
- (a) the security of the property of the municipality or local board;
 - (b) personal matters about an identifiable individual, including municipal or local board employees;
 - (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;



- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; or
- (l) if the meeting is held for the purpose of educating or training the members and, at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.

11. A meeting shall be closed to the public if the subject matter being considered is:

- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purpose of that Act; or
- (b) an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13(1) of *Municipal Act, 2001*, or the investigator referred to in subsection 239.2(1) of the *Municipal Act, 2001*.

12. Before holding a meeting or part of a meeting that is to be closed to the public, the Council, committee or local board shall state by resolution:

- (a) the fact of the holding of the closed meeting; and
- (b) the general nature of the matter to be considered at the closed meeting.

13. If a meeting is closed to the public, no resolution or record of the meeting shall disclose any information that the head of an institution is not permitted to disclose under the *Municipal Freedom of Information and Protection of Privacy Act*.

14. Despite this section, a meeting shall not be closed during the taking of a vote except a vote on a procedural matter or to give direction or instruction to employees, officers or agents of the Council, committee or board.

CALLING OF MEETING TO ORDER AND QUORUM

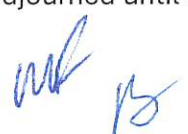
15. As soon after the hour fixed for the holding of a meeting of the Council as a quorum is present, the Head of Council shall take the Chair and call the meeting to order.

ABSENCE OF HEAD OF COUNCIL

16. Subject to the provisions of the *Municipal Act, 2001*, as amended from time to time, in the event that the Head of Council does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council and the Deputy Mayor is not in attendance, the Clerk shall call the members to order and an acting Head of Council shall be appointed from among the members present and he/she shall preside until the arrival of the Head of Council and, while so presiding, the acting Head of Council shall have all the powers of the Head of Council. A presiding officer vote may be done by secret ballot.

NO QUORUM

17. If no quorum is present one-half hour after the time appointed for a meeting of Council, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting.



CURFEW

18. No item of business shall be dealt with at a Council meeting past 11:00 p.m., unless a resolution is passed to continue past 11:00 pm with items of business.

CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL

19. It shall be the duty of the Head of Council or other Presiding Officer:

- (a) to open the meeting of Council by taking the chair and calling the members to order;
- (b) to receive and submit, in the proper manner, all motions presented by the members of Council;
- (c) to put to vote all questions which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the results;
- (d) to decline to put to vote motions which infringe the rules of procedure;
- (e) to restrain the members, within the rules of order, when engaged in debate;
- (f) to enforce on all occasions the observance of order and decorum among the members, including, during a meeting, enforcement of the *Council Code of Conduct*;
- (g) to call by name any member persisting in breach of the rules or order of the Council, thereby ordering him/her to vacate the Council Chambers;
- (h) to receive all messages and other communications and announce them to the Council;
- (i) to authenticate, by his/her signature when necessary, all by-laws, resolutions, and minutes of the Council;
- (j) to inform the Council, when necessary or when referred to for the purpose, on a point of order or usage;
- (k) to represent and support the Council, declaring its will, and implicitly obeying its decisions in all things;
- (l) to ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;
- (m) to expel any person for improper conduct at a meeting;
- (n) to adjourn the meeting when the business is concluded;
- (o) to adjourn the meeting without question in the case of grave disorder arising in Council Chambers.

20. At the discretion of the Head of Council or other Presiding Officer, he/she may:

- (a) request input from a citizen in attendance at the meeting if that person can contribute to the discussion at hand;
- (b) at any time, during discussion on any item, recognize an attending citizen in order to make known his/her wish to contribute to the discussion. Upon such recognition, the individual would be invited to address his/her comments to Council.

AGENDA

21. The Clerk shall have prepared and printed for the use of the members at the regular meetings of Council an agenda under the following headings:

- Call to Order
- Land Acknowledgement
- 1. Added Items
- 2. Adoption of Agenda
- 3. Disclosure of Interest
- 4. Minutes of Previous Meetings
- 5. Reports of Municipal Officers
- 6. Reports of Committees and Boards
- 7. Deputations, Petitions and Presentations
- 8. Finances and Accounts
- 9. Old Business
- 10. New Business



11. Planning
12. Information
13. In Camera – Closed Meeting Session
14. Adjournment

The Clerk shall have the agenda prepared and available by not less than three full working days prior to the regular meeting date.

22. The business of the Council shall, in all cases, be taken up in the order in which it stands upon the agenda unless otherwise agreed by the Council.

RECORD OF MEETING

23. The record of the meeting (the minutes) shall be recorded by the Clerk, in the case of a meeting of Council, or by the appropriate officer, in the case of a meeting of a local board or committee, and shall record:

- (a) the place, date and time of meeting;
- (b) the names of the Presiding Officer or officers and municipal staff in attendance
- (c) disclosure of interest and the general nature thereof, including the provision of written disclosures of conflict of interest;
- (d) the reading, if requested, correction and adoption of the minutes of prior meetings;
- (e) all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not, without note or comment.

PETITIONS AND COMMUNICATIONS

24. Every communication, including a petition designed to be presented to the Council:

- (a) shall be legibly written or printed;
- (b) shall not contain any obscene or improper matter or language; and
- (c) shall be signed by at least one person,

and filed with the Clerk.

DEPUTATIONS

25. Persons desiring to present information on matters of fact or make a request of Council shall give written notice of same to the Clerk not less than seven days before commencement of the meeting of Council, and such notice shall include a brief summary of the matter(s) to be presented.

26. Deputations may be heard by leave of the Head of Council, but shall be limited in speaking to no more than ten (10) minutes, provided that, at the discretion of the Head of Council, the following may be permitted:

- (a) a delegation consisting of more than five (5) persons may be allowed a second speaker, which second speaker shall be considered to be a second deputation for the purpose of this Section;
- (b) a delegation may be allowed to speak in excess of ten (10) minutes.

27. The Clerk shall regularly restrict the number of deputations to two for each meeting of Council.

28. The Head of Council may authorize the addition of a third deputation for a particular meeting where he/she deems it necessary and appropriate.

29. Speakers may submit a written report with details and background on the matter to be considered by Council. The written report shall supplement and support the presentation made to Council.

30. No subject which has been brought before Council as a deputation may be brought before it again unless new information on the subject is being presented.



READINGS OF BY-LAWS AND PROCEEDINGS THEREON

31. Every by-law shall be introduced upon motion by a member of Council, specifying the title of the by-law.
32. Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any act and shall be complete with the exception of the number and date thereof.
33. Every by-law shall have three readings prior to its being passed.
34. The first reading of a by-law shall be received without amendment or debate.
35. If the Council determines that the by-law is to be considered in Committee of the Whole, it shall be so considered previous to the third reading thereof.
36. If Council so determines, a by-law may be considered as being read.
37. The Clerk shall set out on all by-laws enacted by Council the date or dates of the several readings thereof.
38. Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in his/her office for safekeeping.

MOTIONS

39. Notices of Motion:

Notice of motion is required to submit a by-law or resolution to Council which had previously been voted upon where the vote was lost. Notice of motions shall be given in writing delivered to the Clerk at least three (3) business days preceding the date of the meeting at which a motion is to be introduced, and a motion shall be provided with the agenda for that meeting of Council and each succeeding meeting until the motion is considered or otherwise disposed of. The motion shall be submitted to the Clerk in writing over the signature of the mover and seconder and shall be complete and correct. Council may, without debate, dispense with notice of the affirmative note of at least a simple majority of the members present and voting.

40. Introduction of Motions:

Any motion, except a motion requiring notice, may be introduced at any time if it is not out of order, provided that all motions be presented to Council and further that Council, local boards and committees may require that motions must be submitted in writing.

41. Seconding of Motions:

A motion must be formally seconded before the Presiding Officer can put the question or before a motion can be recorded in the minutes.

42. Presentation of Motion by Chairperson:

When a motion is presented to Council in writing, it shall be read or, if it is a motion which may be presented orally, it shall be stated by the Presiding Officer before debate.

43. Amendment:

A motion to amend:

- (a) shall be in writing if the principal motion is in writing;
- (b) shall receive disposition of Council before a previous amendment or the question;
- (c) shall not be further amended more than once provided that further amendment may be made to the main question;
- (d) shall be relevant to the question to be received;
- (e) shall not be received proposing a direct negative to the question;
- (f) may propose a separate and distinct disposition of a question; and
- (g) shall be put in the reverse order to that in which it is moved.

VOTING ON MOTIONS

44. Question Stated:

Immediately preceding the taking of a vote, the Presiding Officer shall state the question in the form introduced except where a motion of the previous question has been resolved in the affirmative. He/she shall state the question in the precise form in which it will be recorded in the minutes.

45. No Interruption After Question:

After a question is finally put by the Presiding Officer, no member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result has been declared.

46. Unrecorded Vote:

The manner of determining the decision of the Council on a motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing or otherwise. Every member present, including the Head of Council, shall vote unless otherwise prohibited by law. If any member does not vote, he/she shall be deemed as voting in the affirmative.

47. Recorded Vote:

When a member present requests a recorded vote, all members present at the Council, board or Committee meeting must vote in alphabetical order, unless otherwise prohibited by law. The names of those who voted for and of those who voted against the motion shall be noted in the minutes. The Clerk shall announce the results. If any member does not vote, he/she shall be deemed as voting in the negative. A request for a recorded vote can be made **only** before an unrecorded vote is taken, except as set out in Section 48 below.

48. Exception:

If a member disagrees with the announcement of the Presiding Officer that a question is carried or lost, he/she may, but only after the declaration of the Presiding Officer, appeal the declaration and request that a recorded vote be taken.

49. Proxy Voting:

Voting by proxy is prohibited.

RULES OF DEBATE

50. Every member, prior to speaking to any question or motion, shall raise his/her hand or rise from his/her seat so that the Presiding Officer may recognize him/her. When two or more members indicate their intention to speak, the Presiding Officer shall designate the member who has the floor. This shall be the member who first, in the opinion of the Presiding Officer, indicated his/her intention to speak.

51. When the Presiding Officer calls for the vote on a question, each member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Presiding Officer, and, during such time, no member shall walk across the room to speak to any other member, make any noise or create any disturbance.

52. When a member is speaking, no other member shall pass between the speaking member and the Chair or interrupt him/her except to raise a point of order.

53. Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.

54. The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by the Rules of Procedure:

- (a) a point of order or personal privilege;
- (b) presentations of petitions;
- (c) to lay on the table;



- (d) to postpone indefinitely or to a day certain;
 - (e) to move the previous question.
55. The following motions may be introduced without notice and without leave, but such motions shall be in writing and signed:
- (a) to refer;
 - (b) to adjourn;
 - (c) to amend;
 - (d) to suspend the Rules of Procedure.
56. Except as provided by Section 53 above, all motions shall be in writing and signed by the mover and seconder.
57. When a member of Council is absent from the place of the meeting due to a declared conflict of interest in a matter, the following additional rules shall apply to his/her absence:
- (a) The member shall advise the Clerk of where he/she will intend to wait during the discussion; and
 - (b) Discussion during the absence of a member shall be restricted to the declared item; and
 - (c) Upon conclusion of the discussion, the Presiding Officer shall confirm with the remaining members of Council that discussion on the item has been concluded, and he/she shall make an announcement to that effect, and the Clerk shall then advise the absent member that the discussion on the matter has been concluded; and
 - (d) For the duration of the Clerk's absence, Council debate on items of business shall cease.
58. All cases not provided for in the proceedings of the Council or in the Committee of the Whole, the matter shall be decided by the Presiding Officer, subject to an appeal to the Council upon a point of order.

POINTS OF ORDER AND PRIVILEGE

59. The Presiding Officer shall preserve order and decide questions of order.
60. The Council, if appealed to, shall decide the questions without debate and its decision shall be final.

CONDUCT OF MEMBERS OF COUNCIL

61. No member shall speak disrespectfully of the Reigning Sovereign, of any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of Canada, or of the Legislative Assembly of the Province of Ontario.
62. No member shall:
- (a) use offensive words or unparliamentary language in or against the Council or against any member;
 - (b) speak on any subject other than the subject in debate;
 - (c) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
 - (d) disobey the rules of the Council or a decision of the Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the rules of the Council;

and, in the event that a member persists in any such disobedience after having been called to order by the Presiding Officer, the Presiding Officer may forthwith put the question, with no amendment, adjournment or debate being allowed, "that such member be ordered to leave his/her seat for the duration of the meeting of the Council", provided that, if the member apologizes he/she may, by vote of the Council, be permitted to retake his/her seat.

63. No person except members and officers of the Council shall be allowed to approach the Council table during the sittings of the Council without permission of the Presiding Officer or the Council upon reference.



64. When the Chair is putting the question, no member shall leave or make a disturbance.

SUSPENSION OF RULES

65. Any procedure required by this by-law may be suspended with consent of a majority of the members of the Council present, with the exception of Section 18 which shall require unanimous consent of the members of Council, and with the exception of Sections 67 through 75 which may not be suspended.

AMENDMENT

66. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting of the Council and the waiving of this notice by the Council is prohibited.

67. Notwithstanding Section 65 above, this by-law may be amended in such manner as is authorized by legislation passed by the Province of Ontario, without notice being given at a previous regular meeting of Council.

ELECTRONIC PARTICIPATION IN MEETINGS

68. Members of Council, Committees of Council and Local Boards of the municipality may participate in meetings of same remotely via electronic means offered or utilized by the Township.

69. Electronic means of participation in the aforesaid Council, Committee and Local Board meetings shall include video, audio or telephone participation, or a combination thereof.

70. To the extent to which Council may authorize same, members attending a meeting of the aforesaid Council, Committees or Local Boards via electronic means:

- (a) shall have the same rights and responsibilities as if such member was in physical attendance in person at such meeting; and
- (b) may participate in a meeting of same, and in any portion of a meeting that is closed to the public while complying with the provisions of Section 239 of the *Municipal Act, 2001*, unless the member is prohibited from participation by the *Municipal Act, 2001* or the *Municipal Conflict of Interest Act*.

71. Members participating in Council, Committee or Local Board meetings by electronic means shall be counted towards quorum of members present at any point in time during a meeting.

72. For purposes of clarity, the meaning of "participation" in the *Municipal Emergency Act, 2020* is deemed to be that members of Council, its Committees or Local Boards who attend a meeting electronically are permitted to fully participate in such meeting, including voting on any matter, unless such member is prohibited from participation by the *Municipal Act, 2001* or the *Municipal Conflict of Interest Act*.

73. Voting during all meetings where electronic participation is utilized by any member, or by the Clerk, shall be conducted by way of recorded vote to ensure transparency and accurate vote count.

74. In order to confirm quorum or attendance during the course of any meeting, where electronic participation of a member at a meeting is by other than live visual means, such member shall verbally confirm the member's presence upon arrival at such meeting, and upon every departure and return to the meeting, and at any time as may be requested by the Head of Council or Chair of the meeting.

75. The conduct of any Council, Committee or Local Board meeting through the use of electronic participation, in whole or in part, does not eliminate the requirement for public notice of meetings in compliance with the Township of Alberton *Notice Policy*.

76. Immediately upon termination of a declared emergency, electronic participation in meetings by members of Council as permitted by the *Municipal Emergency Act, 2020* shall cease, and all

provisions and rules pertaining to meetings as set out in this Procedural By-Law shall apply, unless remote attendance arrangements have been made prior with Head of Council approval.

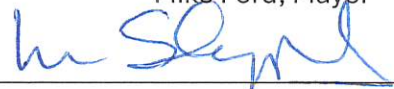
EFFECTIVE DATE

77. This by-law shall become effective upon the date of enactment.
78. All prior procedural by-laws and amendments thereto are hereby rescinded and, where any other by-law previously passed conflicts with this by-law, the terms of this by-law shall prevail.
79. Provisions of this by-law shall also apply to the Alberton Committee of Adjustment and the Alberton Recreation Committee, and any other committee established by Council, whether permanent or impermanent in nature, with the exception of scheduling of meetings and matters prescribed by applicable legislation. Authorizations contained herein which pertain to members appointed to represent the Township of Alberton on any Local Board are intended only to confirm Council approvals with regard to its representative and not to override the adopted procedures of any such Board.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 11th DAY OF DECEMBER 2025.



Mike Ford, Mayor



Lisa Sheppard, CAO/Clerk-Treasurer