



Procedural By-Law for Council of the District of Tobique Valley No. 2023-05-A1

A By-Law to Amend By-Law. 2023-05, A Procedural By-Law For the Council of the District of Tobique Valley.

WHEREAS Subsection 10(2)(a) of the Local Governance Act. S,N.B 2017. C. 18, authorizes local governments to establish by-laws respecting the procedures at council meetings.

AND WHEREAS Council for the District of Tobique Valley wishes to amend By-Law No. 2023-05 to implement changes to Section 4 - Meetings of Council and addition to Section 8 - Committee of the Whole.

NOW THEREFORE the Council of the District of Tobique Valley enacts as follows;

1. Title

This by-law may be cited as “A By-Law to Amend the Procedural By-Law.”

2. Amendment to Section 4 – Meetings of Council

a) (i) Newly elected Council members will complete a Disclosure of Conflict of Interest at the first regular meeting of council as indicated in subsection 91 of the Local Governance Act. Section 91 and Conflict of Interest form to be provided to members.

d) The Council shall hold its Regular monthly meeting at 7:00 p.m. on the third Monday of every month in the Council Chambers at the Phil Sharkey Memorial Centre. In the event that Monday is a holiday the meeting shall be held on the Tuesday of that week.

(d) (i) The agenda shall be posted on the Thursday prior to the scheduled meeting. The order of business for Regular meetings of Council shall be stated in the agenda in the following format;

1. Call to Order
2. Land Acknowledgement Statement
3. Lord's Prayer
4. Adoption of the Agenda
5. Declaration of Conflicts of Interest
6. Adoption of the Minutes
7. Presentations (10 minutes)
8. Correspondence
9. Business Arising from the Minutes
10. Recommendations from the Committee of the Whole
11. New Business
12. Notice of Motion
13. Councillor Statements/Inquiries
14. Next Meeting Date
15. Adjournment

(l) Any meeting of Council may be closed to the public in accordance with Sections 68(1), 68(2), and 68(3) of the Local Governance Act.

Closed Meetings of Council are scheduled to be held at 6:00 p.m. on the third Monday of each month in the Council Chambers at the Phil Sharkey Memorial Centre. If the third Monday falls on a statutory holiday, the meeting shall be held on the following Tuesday at the same time and location.

Closed Meetings will only be held when there are matters requiring consideration under the provisions of the Local Governance Act. If there are no items to be addressed in a closed session, the meeting will not be convened.

3. Addition to Committees

Committee of the Whole

The Committee of the Whole plays an important role in supporting Council's decision-making process. When Council sits as the Committee of the Whole, no final decisions are made. Instead, matters are reviewed and discussed in detail, and recommendations may be developed for consideration by Council. These recommendations must be brought forward to a Regular Council Meeting, where Council may formally approve, amend, reject, and authorize their implementation.

The Committee of the Whole serves as a valuable forum for strategic discussion, policy development, and the thorough examination of issues within Council's jurisdiction. It provides the Mayor and Councillors with an opportunity to discuss matters in a less formal setting, explore options, ask questions, and gather information before decisions are made. This process encourages participation by all members of Council and helps ensure that recommendations are well-informed before being presented for final consideration at a Regular Council Meeting.

Purpose

The purpose of the Committee of the Whole is to allow Council members to meet in a less formal and structured manner to:

- Discuss issues that are part of Council's governance accountability and mandate for the District of Tobique Valley;
- Discuss issues of long-term planning and policy development;
- Discuss finance, zoning and land development issues that are part of the accountability of Council; and
- Make recommendations to Council to be discussed and voted on at a Regular Meeting of Council
- Council may hold a short information session. When necessary, without the presence of the public, to review certain files of a more complex nature. Discussion will take place during the Committee of the Whole Meeting.

Composition and Structure

- The Committee of the Whole is comprised of the Mayor and all Councillors.

- The Mayor will serve as the Chair of the meeting. In the absence of the Mayor, the Deputy Mayor shall act as Chair. In the absence of the Mayor and Deputy Mayor, the Committee of the Whole will appoint a Chair of the members present.
- The Committee of the Whole meetings are scheduled on the second Monday of the month. In the event that Monday is a holiday the meeting shall be held on the Tuesday of that week.
- A notice shall be published on municipal social media indicating the date, time and location of the meeting. Committee of the Whole will not be live streamed.
- These working meetings' sole objective is to discuss and obtain information from staff or issue directives to staff. Any subject, motion or by law will continue to be addressed at a regular or special meeting for a decision or adoption.
- Minutes of the meeting will be maintained to document discussions and recommendations made by the Committee of the Whole. These minutes will be made available for public viewing on the district's website.

Procedure

The CAO/Clerk and Department Supervisors will attend Committee of the Whole meetings to support Council's discussion and debate. The CAO/Clerk will ensure, depending on the topic of discussion, that other staff members will be in attendance to support Council in their discussions.

4. Effective Date

This by law comes into force on the date of its third reading and enactment by council.

FIRST READING BY TITLE **June 15, 2026**

SECOND READING BY TITLE **June 15, 2026**

THIRD READING IN ITS ENTIRETY AND ENACTED _____

Aaron Jones
Mayor

Patty St. Peter
Clerk