

## **BY-LAW NUMBER 106-25**

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### **THE CORPORATION OF THE COUNTY OF BRANT**

To adopt proceedings of Council and Committees for the Corporation of the County of Brant

**WHEREAS** pursuant to Section 238(2) of the Municipal Act 2001, R.S.O. 2001 Chapter 25, as amended, every Council and local board shall adopt a procedural by-law to govern the calling, place and proceedings of meetings;

**AND WHEREAS** the Council of the Corporation of the County of Brant is desirous of repealing and replacing By-law Number 14-20, governing the proceedings of Council and Committees for the Corporation of the County of Brant to reflect changes to the standing committee agenda structure, recorded vote procedure, and the inclusion of Strong Mayor Powers, as approved by Council;

**AND WHEREAS** notice of amendments to the Procedural By-law was given as per the Council resolution of September 23, 2025 directing the above-noted changes to be presented for Council's consideration;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE COUNTY OF BRANT HEREBY ENACTS** as follows:

#### **DEFINITIONS**

1. In this by-law:

"Act" means the Municipal Act, 2001, R.S.O. 2001, Chapter 25, as amended from time to time.

"Administration and Operations Committee" means a Committee that addresses matters of a routine nature requiring Council consideration.

"Advisory Committee" means a committee established by Council to provide advice, recommendations, or input on specific matters of public interest or municipal operations. Advisory Committees also refer to any ad hoc or local boards established by Council.

"Clerk" means the Clerk of the County of Brant, or his/her designate.

"Committee" means any standing, advisory or other committee, subcommittee or similar entity, which has been duly appointed to deal with specific administrative matters and provides advice and/or recommendations to Council. Such advice and/or recommendations may be given to Council through a Standing Committee of Council.

"Committee of the Whole" means all Members of the Council of the County of Brant, sitting in Committee of the Whole Council. The purpose of this committee is to facilitate detailed consideration to a matter by using less strict rules than those used in a formal meeting of the Council.

"Confidential matter" shall mean those items of business discussed during In Camera sessions.

"Consent agenda" means a listing of items of business of a routine nature which do not require substantial discussion and/or debate.

"Council" means the Council of the Corporation of the County of Brant.

"Electronic Meeting" means a meeting called and held in full or in part via electronic means (including, but not limited to audio teleconference, video conference or via means of the

internet), with or without in-person attendance.

“Electronic Participation” means attendance at a meeting, whether an in person or electronic meeting, via electronic participation (including, but not limited to audio teleconference, video conference, or via means of the internet). Electronic Participation does not include voting on a matter brought forward at a meeting via e-mail or other communication that does not constitute real-time participation in the discussion and deliberation.

“Head of Council” means the Mayor of the County of Brant.

“Meeting” means any regular, special or other meeting of Council, of a local board or of a committee of either of them, where:

- a. A quorum of Members is present; and
- b. Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.

“Member” means a Member of the Council or a Committee, and includes the Head of Council.

“Notice of Motion” means an advance notice to Members on a matter which Council will be asked to take a position.

“One-third vote” means the affirmative vote of at least one-third of the Members of Council present at the meeting.

“Paramedic Services Committee” means a joint Committee between the County of Brant and City of Brantford that addresses matters related to paramedic services.

“Pecuniary Interest” means a direct or indirect interest, subject to the parameters and exceptions provided in the Municipal Conflict of Interest Act, R.S.O. 1990, as amended.

“Policy Development Committee” means a Committee that addresses matters contain in the Strategic Plan and its associated Action Items, Government Relations, along with other matters of a strategic nature.

“Present” means a member is in attendance at a meeting, whether in-person or via electronic participation, and actively participating in discussion and voting on matters in real-time.

“Presiding Officer” means the head of Council or other Member of Council appointed under Section 226 of the Act, or the Chair of a Committee.

“Provincial Priorities” means the priorities prescribed by legislation, including Ontario Regulation 580/22, as may be amended or added to.

“Question” means a motion that has been placed before the Council or Committee by the statement of the Chair. Only once duly stated by the Chair and “on the floor” can a motion be debated and put to a question of the Members for proper resolution.

“Quorum” means the majority of the total number of the Members of Council or Committee. The quorum for a County of Brant Council meeting shall be six (6) Members of Council.

“Recorded Vote” means the recording of the name and vote of every Member on a matter or question. In the case of a Member who has declared a pecuniary interest on the matter or question, the minutes shall reflect the Member withdrew from the vote.

“Standing Committee” means a Committee established by Council to address matters which Council has deemed appropriate for the Committee to consider. Standing Committees will address matters within the scope and responsibility of Council and will be expected

to provide periodic reports to Council presenting advice and/or recommendations on matters under consideration.

“Two-thirds vote” means the affirmative vote of at least two-thirds of the Members of Council present at the meeting.

## **MUNICIPAL ORGANIZATION AND ADMINISTRATION**

2. The Municipal Act, 2001, S.O. 2001, c.25 as amended, defines the following roles for Council and Municipal Administration staff:

a. Role of Council

It is the role of Council:

- i. to represent the public and to consider the well-being and interests of the County of Brant;
- ii. to develop and evaluate the policies and programs of the County of Brant;
- iii. to determine which services the County of Brant provides;
- iv. to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- v. to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- vi. to maintain the financial integrity of the County of Brant; and
- vii. to carry out the duties of Council under this or any other Act.

b. Role of Head of Council:

It is the role of the Mayor of the County of Brant :

- i. to act as chief executive officer of the municipality by:
  - upholding and promoting the purposes of the municipality
  - promoting public involvement in the municipality’s activities
  - acting as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally;
  - participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents
  - being vigilant and active in causing the laws for the government of the municipality to be duly executed and obeyed;
  - overseeing the conduct of all subordinate officers in the government of it and, as far as practicable, causing all negligence, carelessness and violation of duty to be prosecuted and punished; and
  - communicating to the Council from time to time such information and recommending to it such measures as may tend to the improvement of the finances, health, security, cleanliness, comfort and ornament of the municipality
- ii. to preside over Council meetings so that its business can be carried out efficiently and effectively;
- iii. to provide leadership to the Council;
- iv. without limiting clause (iii) , to provide information and recommendations to the Council with respect to the role of council described in 2(a) iv. and v.;
- v. to represent the County of Brant at official functions; and

- vi. to carry out the duties of the head of Council under the Municipal Act or any other Act.
- c. **Municipal administration:**  
It is the role of the officers and employees of the County of Brant:
  - i. to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
  - ii. to undertake research and provide advice to Council on the policies and programs of the County of Brant; and
  - iii. to carry out other duties required under this or any Act and other duties assigned by the County of Brant.
- 3. The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and Committees thereof and shall be the rules and regulations for the order and carrying out of business by Council and its Committees.

## **COUNCIL AND COMMITTEE MEETINGS**

### **INAUGURAL COUNCIL MEETING**

- 4.
  - a. The Inaugural meeting of the newly elected Council after a regular election shall be held on the first Tuesday on or following the start of the term of Council.
  - b. The Mayor and the Clerk shall be responsible for determining a location for the inaugural meeting, the content and format of the agenda and all arrangements for the proceeding, including the selection of the officiating Clergy person.
  - c. All Inaugural Meetings shall be conducted by the elected head of council, and the procedures shall be decided by the Mayor and the Clerk. Swearing-In will be conducted by a District Judge for the County of Brant, or a Justice of the Peace.

### **REGULAR COUNCIL MEETINGS**

- d. Regular meetings of Council, with the exception of the Inaugural Meeting, shall be held on the fourth Tuesday of each month, in the Council Chambers at the hour of 6:00 p.m., unless otherwise ordered by special resolution of Council.
- e. Council shall meet on the second Tuesday of each month to consider Planning Act matters associated and applications in the form of a public meeting(s) as required under the Planning Act, 1990.
- f. If the Council meeting falls on a public or civic holiday, or a day on which a municipal election is being held, the Council shall, unless it decides otherwise, meet at the same hour the first day thereafter, the same not being a public holiday, civic holiday or a day on which a municipal election is being held.
- g. Council may, by resolution, alter the time, day or place of a regular Council meeting provided forty eight (48) hours notice is given to all Members of Council.
- h. Council may, by resolution, declare a recess at any time during the year.
- i. The Clerk shall prepare a schedule of meetings for Council and its Committees, which shall be submitted to Council for approval by resolution at the Inaugural Meeting and from time to time thereafter. The annual meeting schedule for Council and all Standing Committees shall be available from the Council Services Division

and on the County website.

- j. In the event of inclement weather, the Mayor or in the case of a Committee, the Chair, in consultation with the Mayor, Chief Administrative Officer and Clerk, shall have the authority to postpone a meeting of Council/Committee. Any decision to cancel a meeting will be taken well in advance to allow staff to contact the Members of Council, Committee Members, staff and the public in the most effective manner.
5. All Council and Committee meetings shall be open to the public.

### **IN CAMERA MEETINGS**

- 6.
- a. Meetings or sessions which are closed to the public may be referred to as “In-Camera” meetings or sessions.
  - b. Notwithstanding Paragraph 5 above, a meeting or part of a meeting may be closed to the public if the subject matter being considered relates to:
    - i. the security of the property of the municipality or local board;
    - ii. personal matters about an identifiable individual, including municipal or local board employees;
    - iii. a proposed or pending acquisition or disposition of land by the municipality or local board;
    - iv. labour relations or employee negotiations;
    - v. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
    - vi. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
    - vii. a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.
    - viii. 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;
    - ix. 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;
    - x. 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; or
    - xi. 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.
  - c. A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,
    - i. 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 purposes of that Act; or
    - ii. an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the

## Ombudsman Act

- d. A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
  - i. The meeting is held for the purpose of educating or training the Members.
  - ii. 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.
- e. Before all or part of a meeting is closed to the public, the Council shall state by resolution:
  - i. the fact for holding a closed meeting,
  - ii. the general nature of the matter to be considered at the closed meeting.
- f. A meeting shall not be closed to the public during the taking of a vote.
- g. Despite Section 6.f., a vote may be taken during a closed meeting if:
  - i. Section 6.b. or Section 6.c. permits or requires a meeting to be closed to the public, or
  - ii. The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the County or persons retained by or under contract with the County.
- h. 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.
- i. All information, documentation or deliberations received, reviewed or taken in an in camera meeting is confidential.
- j. No Member shall release or make public any information considered at a closed meeting or discuss the content of such a meeting with persons other than Members of Council or relevant staff Members without the authorization of Council.
- k. Any Member who contravenes Section 6.j. shall be deemed not to be acting in the interest of, on behalf of, or within the authority of the Council or the County of Brant.
- l. Any violation of this regulation may result in exclusion of the offending Member from future closed meetings of Council. That Member will no longer be provided with correspondence, materials or information proposed to be dealt with by Council at an in camera meeting.
- m. The determination of whether or not a violation of the in camera meeting provisions of this by-law, and the length of the exclusion from closed meetings, shall be made by Council prior to the affected Member being excluded from any closed meeting. The results of Council's deliberations shall be reported in the open session of Council.
- n. If the purported violation of the closed meeting provisions of this by-law by more than one Member is to be considered, a separate resolution of Council with respect to each affected Member is to be adopted.
- o. Any Member who contravenes Section 6.j. is guilty of an offence and upon conviction may be liable to a fine or penalty as provided for in the Provincial Offences Act, but no Member shall be convicted of such a contravention if the contravention was through inadvertence, and further, no prosecution for a contravention of Section 6.j. shall be commenced except on the direction of Council,

expressed in a resolution of Council.

- p. Any decision to prosecute a Member of Council shall only be made after Council has met in an in camera session to consider the matter, at which time the Member of Council proposed to be prosecuted may be present and shall have the option of attending with legal counsel, at their own expense, unless proven not guilty, at which time the legal expenses shall be paid by the municipality.

### **SPECIAL MEETINGS OF COUNCIL**

7. A Special or Emergency Meeting of Council may be summoned in accordance with the following conditions:
  - a. The Mayor may, at any time, summon a special meeting.
  - b. The Clerk shall summon a special meeting upon receipt of a petition of the majority of the Council Members for the purpose and time and date stated in the petition.
  - c. The Notice of Special Meeting shall specify the purpose for the meeting. No business shall be transacted at a special meeting other than that for which it was called, unless the majority of the Members so decide.
  - d. In either case a. or b. above, the Special meeting shall be held not sooner than 48 hours following the delivery of the notice, by e-mail, telephone or in-person, to each of the Members of Council.
  - e. Notwithstanding the notice requirement set out above, in the event of a bona fide emergency, the meeting may be held as soon as practicable following receipt of the notice by the Members of Council. Notice may be given by telephone, e-mail, or personal contact as determined by the Clerk.
  - f. Unless otherwise specified in the notice, a special meeting shall be held in the Council Chambers.

### **ORDER OF PROCEEDINGS OF COUNCIL AND STANDING COMMITTEES OF COUNCIL**

8.
  - a. Upon a quorum being present as soon as the hour is fixed for the meeting, the Mayor/Committee Chair shall take the chair and call the Members to order. A majority of the Members shall constitute a quorum.
  - b. The Clerk shall record the names of the Members present.
  - c. In the event the Mayor or Standing Committee Chair is absent or refuses to act, or the office is vacant, or if the Mayor or Standing Committee Chair does not attend within fifteen (15) minutes after the time appointed, the Clerk or Recording Secretary shall call the Members to order and the Members shall temporarily appoint another Presiding Officer from among themselves to discharge the duties of the Chair until the arrival of the Mayor or Standing Committee Chair. The Presiding Officer shall have all the powers, rights and authority of the Mayor and/or Standing Committee Chair and shall be entitled to vote as a Member.
  - d. If there is no quorum present within thirty (30) minutes after the time appointed for the meeting, the Clerk shall record the name of the Members present, and the meeting shall stand adjourned until the next regular meeting or until a special or emergency meeting is called.
  - e. For Council a quorum shall consist of six (6) Members to make a majority of the total

Membership, unless a two-thirds (2/3) majority is required by statute or by-law. If a Member is unable to participate because of a conflict of interest, the provisions of the Municipal Conflict of Interest Act apply to provide for a reduced quorum requirement.

- f. A Member of Council shall notify the Clerk when the Member is aware that he/she will be absent from a meeting.

### **AGENDAS AND SUPPORTING MATERIAL**

9.

- a. Agendas shall be prepared for all meetings of Council and Committees, and will be circulated to all Members of Council. Agendas will include staff recommendations in order to improve communications to Members of Council and the public.
- b. Agendas, along with supporting material, shall be prepared and made available to Members 48 hours prior to the regular meeting. Agendas for all Council and Standing Committee meetings shall be published in advance of the meeting and shall be available to the public during posted business hours at the County Administration Office and on the County website by 4:00 p.m. on the Friday prior to the meeting. The distribution of meeting agendas and the posting of monthly meeting calendars on the County's website shall constitute public notice of meetings in accordance with Section 238(2.1) of the Municipal Act, 2006, c.32, Sch. A, s.102(3).
- c. The business of Council and Committee shall be taken up in the order as listed on the agenda, unless otherwise decided upon by the Mayor, Presiding Officer, Chair or a majority vote of Council. Agendas shall be formatted in accordance with Schedule "D" of this by-law, but modifications to the matters to be included or the order of business may be effected without requiring amendment to this by-law:
- d. Any Member of Council, at any time prior to noon on the Thursday prior to the meeting, may file in writing with the Clerk, an item for inclusion in the agenda under "Other Business" on any matter pertinent to the business of the County.
- e. In preparing the agenda for Council and committee meetings, the Clerk shall compile a list of Consent Items from the agenda, which are routine matters, reports provided for information purposes, reports in response to Council questions, matters of a non-controversial nature, and updates on County projects. Unless any Member of Council may otherwise request, the Consent Items shall be considered by Council in a summary manner. Members are encouraged to ask questions on consent items at a time other than during the meeting.
- f. The Clerk may prepare a supplementary agenda in order to deal with an urgent matter requiring a Council decision or additional information on an agenda matter that became available after the distribution of the agenda.

**DELEGATIONS**

10.

- a. Individuals or groups wishing to appear before Council or a Standing Committee shall advise the Clerk not later than noon on the Thursday prior to the meeting. The Clerk shall make the determination as to deferral of the delegation to a subsequent meeting.
- b. Applications shall be made to the Clerk stating the reasons for the delegation. The delegation shall present a written submission before the meeting, along with a written and/or digital copy of their presentation. Delegation Request Forms, attached as Schedule "B", may be used to outline the subject matter of the delegation, and what action will be requested of Council/Committee. The delegation shall provide the completed form to the Clerk by 12:00 p.m. the Thursday prior to the meeting to be included on the agenda, and by 2:00 p.m. the Monday before the meeting to be included on the addendum. These forms will be available through the Clerk's office and the County website.
- c. Notwithstanding Section 10.a, the Council may, by resolution, permit a person or persons not listed on the agenda to address Council, subject to the said limitations. Persons registering as a delegation after the deadline will be advised by the Clerk that they may not be heard by Council unless a majority of Council Members vote to allow the late delegation. These requests will be listed on the addendum agenda as a request to speak, for Council / Committee's consideration.
- d. Individuals or groups which are listed on an agenda or are otherwise approved to appear before Council shall be limited to not more than ten (10) minutes, except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, limited to speaking not more than a maximum of fifteen (15) minutes. The Clerk or Recording Secretary for the meeting shall keep account of the time expended on all presentations and advise the presenter when there is one minute remaining. At the completion of the allotted time, the presenter shall be advised to cease, and may only continue to present through a motion of Council to that effect.
- e. When more than one person is addressing Council on the same subject, such person or persons following the first person shall be strongly encouraged to not repeat that which was covered by the preceding speaker or speakers.
- f. Members of Council may only ask questions of delegations for clarification or obtaining additional information relevant to the presentation and shall not enter into debate with the delegations. All questions of delegations shall be addressed through the Chair.
- g. Council may refuse to hear delegations when, in the opinion of the Council, the subject of the presentation is beyond the jurisdiction of the County of Brant or the presentation is abusive or includes profanity or threats, including threats of litigation.
- h. Notwithstanding Sections 10.a, 10b., and 10.c., delegations appearing before Council/Committee during a declared public meeting shall be subject to the regulations outlined in Sections 10.d.-g.

**DUTIES OF THE MAYOR OR PRESIDING OFFICER DURING A MEETING**

11. It shall be the duty of the Mayor or Presiding Officer:
  - a. to open the meeting by taking the Chair and calling the Members to order.
  - b. to announce the business before the Council in the order in which it is to be acted upon.
  - c. to receive and submit, in the proper manner, all motions presented by the Members.
  - d. to put to a vote all questions which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result.
  - e. to decline to put to a vote motions which infringe upon the rules of procedure or privileges of the Council, and to cite the reasons therefore.
  - f. to enforce on all occasions the observance of order and decorum among the Members.
  - g. to inform, when necessary, on a point of order or usage.
  - h. to call by name any Member persisting in breach of the rules of order of the Council, thereby ordering the Member to vacate the meeting room for the duration of the meeting. If the Member apologizes, he/she may, by majority vote of Council, be permitted to retake his/her seat.
  - i. to authenticate by signature, when applicable, all by-laws, agreements and documents of Council.
  - j. to represent and support the Council, declaring its will and implicitly obeying its decisions in all things.
  - k. to ensure that the decisions of Council thereof are in conformity with the laws and by-laws governing the activities of Council.
  - l. to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chambers or Committee Room where such behaviour persists.
  - m. to adjourn the meeting when the business is concluded.
  - n. to adjourn the meeting without question, in the case of grave disorder arising in the Council Chambers or Committee Room.

**CONDUCT OF MEMBERS AND GUESTS DURING A MEETING**

12. All Members of Council shall abide by the Code of Conduct for the County of Brant.
13. No Member shall:
  - a. use profane or offensive words, or insulting expressions against the Council or against any Member, staff or guest.
  - b. disturb Council Members, staff or guests, by any disorderly conduct disconcerting to the speaker or the assembly.
  - c. leave their seat or make any noise or disturbance when the Mayor or Presiding Officer is putting a question forward and shall occupy their seat while a vote is being taken and until the result is declared.
  - d. speak on any subject other than the subject in debate.
  - e. resist the rules of order, disobey the decision of the Mayor or Presiding Officer or Council on questions of order.
  - f. permanently leave a meeting without first giving notice to the Mayor or Presiding Officer.
  - g. be permitted to retake their seat after being ordered to vacate by the Mayor or Presiding Officer after having committed a breach of any rule of order of the Council, without making an apology and receiving permission from the Council.
  - h. interrupt the Member who has the floor except to raise a point of order, or a question of privilege.
14. Unless otherwise authorized by the presiding officer, all Members, staff and guests shall address Council through the chair and only when recognized to do so.
15. No Member of Council and no delegations shall be permitted to address Council on any matter that is before any court or tribunal for decision.

**MOTIONS - RULES OF DEBATE**

16. Every Member previous to speaking to a question or motion, shall obtain the permission of the Mayor or Presiding Officer to speak. When more than one Member addresses the Chair at the same time, the Mayor or Presiding Officer shall name the one entitled to speak first.
17. When a Member is called to order, he/she shall cease speaking unless allowed to explain, and the ruling of the Mayor or Presiding Officer shall be obeyed.
18. A Member shall speak no longer than five (5) minutes to any item. No Member shall speak more than once, until every Member who desires to speak has spoken and then only to provide new information or clarification from the Chair, other Member or staff.
19. Notwithstanding any provision of this by-law, and in accordance with Section 284.10 of the Act, if the Mayor is of the opinion that considering a particular matter could potentially advance a prescribed Provincial Priority, the Mayor may require Council to consider the matter at any meeting.
20. Notice of motions shall be given in writing to the Clerk no later than noon on the Thursday preceding the next regular meeting so that the matter may be included in the agenda package.

21. Notwithstanding Paragraph 20, any motion may be introduced without notice if Council, without debate, agrees on a majority vote to dispense with notice.
22. 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 speaking.
23. The Mayor or Presiding Officer may contribute their views on any subject being considered. However, if the Mayor or Presiding Officer desires to leave the Chair for the purpose of taking part in the debate or otherwise, he/she shall call on another Member to take the Chair until he/she resumes the Chair.
24. A motion must be formally moved and seconded before the question can be put or a motion recorded in the minutes.
25. When a motion is presented in Council in writing, it shall be read, or presented as read, or, if it is an oral motion, stated by the Mayor or Presiding Officer.
26. All motions presented in writing shall be signed by the mover and seconder and when approved, signed by the Mayor or Presiding Officer.
27. The following matters and motions may be introduced orally without written notice and without leave, except as otherwise provided by these rules:
  - a. a point of order or personal privilege.
  - b. presentation of petitions.
  - c. to lay on the table (to defer temporarily).
  - d. to postpone indefinitely or to a specific day.
  - e. to move the previous question (immediate vote on the main motion).
  - f. to recess.
  - g. to adjourn.
  - h. a motion that the Council resolve itself into a Committee of the Whole (not debatable).
28. The following motions may be introduced without notice and without leave, but such motions shall be in writing and signed, unless accepted orally by the Mayor or Presiding Officer:
  - a. to refer;
  - b. to amend;
  - c. to suspend the rules of procedure contained in this by-law
29. A motion to amend shall:
  - a. be presented in writing, unless a verbal motion is accepted by the Mayor or Presiding Officer.
  - b. be dealt with by Council before a previous amendment or the main motion.
  - c. not be further amended more than once provided that further amendment may be made to the main motion.
  - d. be relevant to the main motion.
  - e. not propose a direct negative to the main motion.

30. Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be in writing, if so required by the Mayor or Presiding Officer, and shall be decided or withdrawn before the main question is put to a vote.
31. A motion to refer the question:
  - a. shall include the name of the Committee, body or official to whom the question is to be referred.
  - b. shall not be debatable, except where instructions are included, in which case only the instructions shall be debatable.
32. Once read and stated by the Mayor or Presiding Officer (who may request the Clerk to read the motion), a motion may not be withdrawn without the consent of the majority of the Members.
33. Immediately prior to voting on a motion, the Mayor or Presiding Officer shall state the question in the precise form it is to be recorded in the minutes, including any amendments to the question.
34. After a vote on a motion or a motion as amended is called for, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result is declared.
35. Any Member may at the same or any subsequent meeting of Council move for renewal of a motion that has been defeated by less than a majority of all of the Members of Council then in office. For such a renewal motion to be passed, it must have the support of a majority of the Members then in office. The renewed motion may be in the form of the originally defeated motion or in a form similar thereto.

### **VOTING**

36. The Mayor or Presiding Officer, except where disqualified to vote, may vote on all questions.
37. All votes taken at meetings of Council, Committee of the Whole, Policy Development Committee, and Administration and Operations Committee shall be Recorded Votes, with the Clerk to note the name and vote of every Member of any question.
38. The manner of determining the decision on a motion shall be by show of hands. The Clerk may request confirmation from any Member to ensure the accurate recording of the vote.
39. When a Member present at a meeting of Council or Committee does not vote, unless they have abstained because of a conflict of interest, the vote will be considered a negative vote.
40. Except where expressly provided in Statute, any question on which there is an equality of votes shall be deemed to be defeated.
41. No vote shall be taken by ballot or any other method of secret voting and every vote so taken is of no effect. Only votes cast by members present at the meeting will be counted – votes cannot be made via e-mail or other communication outside of the real-time meeting proceedings.
42. When the question under consideration contains distinct propositions, upon the request of any Member, the vote upon each proposition shall be taken separately.
43. If a Member disagrees with the announcement by the Mayor or Presiding Officer that a question is carried or defeated, that Member may object immediately after the declaration and request the vote be retaken for the purpose of clarification.

**RECONSIDERATION**

44. A motion to reconsider:
  - a. is not debatable
  - b. is not amendable
  - c. requires at least a two-thirds majority vote of the Members present at the meeting, regardless of the vote necessary to adopt the motion to be reconsidered.
  - d. shall be in writing.
45. If the action approved in the motion cannot be reversed, the motion cannot be reconsidered.
46. A matter may be reconsidered at the same meeting provided that a Member who voted with the prevailing side on a question moves reconsideration of the matter. Only the mover of the motion to reconsider must have voted with the prevailing side on the question to be reconsidered.
47. Any Member shall give notice of motion to reconsideration of a matter at any Council meeting following the meeting when the matter was considered.
48. A motion to reconsider suspends action on the motion to which it applies until it has been decided.
49. No discussion of the main question which is proposed for reconsideration shall be allowed until the motion to reconsider is carried.
50. No motion shall be reconsidered more than once during a period of twelve months following the date on which the question was decided.
51. When a question is brought before a succeeding Council, it shall be deemed to be new business and not a matter of reconsideration.
52. The following motions cannot be reconsidered:
  - a. to adjourn.
  - b. to recess.
  - c. to suspend the rules.
  - d. to reconsider

**POINTS OF ORDER AND PRIVILEGE**

53. The Mayor or Presiding Officer shall preserve order and decide questions of order.
54. The Council, if appealed to, shall decide the question without debate and its decision shall be final.

**MINUTES**

55. It shall be the duty of the Clerk following each meeting to transcribe the proceedings of each meeting and at the next meeting, the minutes of the previous meeting shall be considered so that any errors therein may be corrected. The Clerk shall ensure that a copy of the minutes of each meeting of Council and each Committee is made available to Members with the next agenda.

56. The minutes shall record:
- a. the place, date, and time of meeting;
  - b. the names of Presiding Officer(s), and of the Members present and the Members not present;
  - c. the reading, presentation, correction and adoption of the minutes of prior meetings
  - d. a summary of comments or issues of delegations.
  - e. all other proceedings of the meeting without note or comment.
  - f. time of adjournment.

### **COMMUNICATIONS**

57. All written messages and enquiries over the signature of the sender for the information of Council on matters of fact or which contain a request for action on the part of the Council in respect of matters within the jurisdiction of the Council and the replies thereto may be referred to a Committee or disposed of forthwith.
58. Messages and enquiries shall be addressed either to Council or the County before they are required to be brought before Council.

### **PETITIONS**

59. A petition in regard to a matter within the jurisdiction of Council made over the signatures of the subscribers may be received on leave of Council, may be disposed of forthwith, assigned to some future time for consideration by Council or referred to a Standing Committee.

### **STANDING COMMITTEE REPORT**

60. The reports of Standing Committees shall be prepared following the meetings of same and shall be included on the agenda of Council.
61. Reports of Committees:
- a. shall be received upon leave of Council;
  - b. may be referred back to the same or another Standing Committee.

### **BY-LAWS**

62. No by-law shall be presented to Council unless the subject matter has been considered and approved by Council.
- a. Notwithstanding any provision of this by-law and in accordance with Section 284.11.1 of the Act, if the Mayor is of the opinion that a by-law could potentially advance a prescribed Provincial Priority, the Mayor may propose the by-law to Council and require Council to consider and vote on the proposed by-law.
  - b. The Mayor shall, in accordance with the regulations, provide to the Clerk and to each Member of Council
    - i. A copy of any by-laws proposed under subsection (a); and
    - ii. the Mayor's reasons for the proposal
  - c. A by-law described in subsection (a) is passed if more than one-third of the

Members of Council vote in favour of the by-law.

- d. For greater certainty, the Mayor may vote as a Member of Council in a vote to pass a by-law described in subsection (a).
63. Every by-law when introduced shall be in printed form and shall contain no blanks except as may be required to conform to accepted procedure or to comply with provisions of any Act.
  64. Every by-law shall be given three readings prior to passage.
  65. The first and second reading of a by-law shall be decided without amendment or debate. Following the second reading, a by-law may be amended only by a motion detailing the proposed amendment, which must be decided by a vote of Council. If the motion to amend the by-law is approved, the third and final reading of the by-law includes the amendment.
  66. By-laws may be given three readings on the same day except when requested otherwise by motion of the majority of the Members present or as otherwise provided in law.
  67. Upon passage, the by-law shall be adopted upon being signed by the Mayor and the Clerk, and embossed with the seal of the Corporation.
  68. Any proposed by-law may be referred to a Committee, Department Head or other Officer for review and comment, including the Solicitor for the Corporation.
  69. As prescribed under Section 284.11 of the Act, if a by-law has not been signed by the Mayor, the Mayor has the power to veto by-laws. The procedures governing the exercise of this authority are set out in Schedule "E" of this by-law, or as may be amended by legislation.

#### **DISCLOSURE OF PECUNIARY INTEREST**

70. It is the responsibility of each Member to identify and disclose any pecuniary Interest, direct or indirect, in accordance with the requirements of the Municipal Conflict of Interest Act, R.S.O., 1990, as amended, for any item or matter before the Council (or before the Local Board / Committee to which they are appointed), whether the Member is present at the meeting or not.
71. If a Member is present at a meeting where a matter is being discussed in open session that they have a direct or indirect pecuniary interest in, the Member shall:
  - a. Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
  - b. Not take part in the discussion of, or vote on any question in respect of the matter;
  - c. Not attempt, in any way, whether before, during or after the meeting, to influence the voting on any such question;
  - d. At the meeting where an interest is disclosed, or as soon as possible afterwards, file a written statement of the interest (Schedule "C") and its general nature with the Clerk of the municipality or the secretary of the local board or committee.
72. If a Member is present at a meeting where a matter is being discussed in closed session that they have a direct or indirect pecuniary interest in, the Member shall:
  - a. Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
  - b. Leave the meeting or part of the meeting during which the matter is under consideration;

- c. Not attempt, in any way, whether before, during or after the meeting, to influence the voting on any such question;
  - d. At the meeting where an interest is disclosed, or as soon as possible afterwards, file a written statement of the interest (Schedule "C"), but not the general nature of that interest with the Clerk of the municipality or the secretary of the local board or committee.
73. If a Member is not present at a meeting where a matter is being discussed, the Member shall file a written statement of interest (Schedule "C") as soon as possible with the Clerk or secretary and shall disclose the interest at the first meeting of the Council, Local Board or Committee thereafter that the Member is in attendance.
74. The Clerk or Secretary for Council, Local Boards and Committees shall:
- a. Record every declaration of pecuniary interest and the general nature thereof, in the open session minutes of each meeting, for items considered in Open Session.
  - b. Record every declaration of pecuniary interest, but not the general nature thereof, in the open session minutes of each meeting, for items considered in Closed Session;
  - c. Maintain a registry in which shall be kept a copy of each declaration of interest statement filed and a copy of the declaration recorded in the minutes. This registry shall be available for public inspection by contacting the Council Services Division.
75. Where a number of Members, who by reason of pecuniary interest, are disqualified to participate in a meeting, which would otherwise result in a loss of quorum, the remaining Members shall be deemed to constitute a quorum, provided such number is not less than two.
76. Where a Member, either on his/her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or standing Committee at which the matter is the subject of consideration, the Member shall:
- a. prior to any consideration of the matter at the meeting, orally disclose the interest and its general nature;
  - b. not at any time, take part in the discussion of, or vote on any question in respect of the matter;
  - c. not at any time, attempt in any way whether before, during or after the meeting to influence the voting on any matter or influence employees or persons interested in a contract with the Council in respect of the matter;
  - d. immediately leave the table and remain absent from it until the matter is no longer under consideration.
77. Where a meeting is not open to the public, in addition to complying with the requirements of Section 71, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.
78. Where the interest of a Member has not been disclosed as required by Section 71 by reason of the Member's absence from the particular meeting, the Member shall disclose the interest and otherwise comply at the first meeting of Council or Committee, as the case may be, attended by the Member after the particular meeting.
79. The Clerk shall record the general nature of any declaration of pecuniary interest made by Members of Council or Committee, as the case may be, and any such record shall appear in the minutes of that particular meeting of Council or Committee, as the case may be.

**GENERAL**

80. Following a regular or new election, the Clerk shall provide each Member of Council with a copy of this by-law, including amendments thereto.
81. Any procedure under this by-law, which is discretionary and not mandatory under statute, may be suspended with the consent of a majority of the Members present.
82. In all other cases, Robert's Parliamentary Rules of Order shall be followed.
83. 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 is given at a previous regular meeting of Council and the waiving of notice is prohibited.
84. Meetings shall always adjourn at 10:00 p.m. unless otherwise decided before that hour by a majority of the Members present at the meeting.

**SEVERABILITY**

85. Should any section, subsection, clause, paragraph or provision of this by-law be declared by a court or competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the provisions so declared to be invalid.

**NOMINATING COMMITTEE**

86. The Nominating Committee shall include the Mayor and four other Members of Council selected by the Mayor.
87. Following each regular municipal election, but prior to the taking of office, an orientation program will be provided to Council, after which Members of Council will notify the Nominating Committee of their areas of interest.
88. Following the Inaugural Meeting, the Nominating Committee will meet and prepare a report to Council making recommendations for the appointment of Members of Council to the Standing Committees, Advisory Committees, Local Boards and other Committees and Groups in effect at the time of election.
89. The Nominating Committee Report and a Report from the Clerk regarding applications received for Citizen Appointments to County of Brant Local Boards and Advisory Committees will be presented at a Special Council meeting. The Nominating Committee Report will be discussed and amended if deemed appropriate. The Clerk's Report on Advisory Committee applications will be considered In Camera as it contains personal information about identifiable individuals. Council will make any resolutions regarding citizen appointments in open session.
90. Council's final resolution on appointments will be drafted into a by-law for consideration at the next Special or Regular Council meeting.
91. Appointments to Boards and Committees of Council shall be for a four-year term, coinciding with the term of Council, unless otherwise specified by Council resolution. Council Member appointments will be reviewed on an annual basis;

**COMMITTEE STRUCTURE**

92. There shall be appointed at the first meeting of each newly elected Council and yearly thereafter, the following Committees which shall compose the Standing Committees:
- a. Policy Development
  - b. Administration and Operations
  - c. Paramedic Services
- 93.
- a. All Standing Committees, with the exception of the Paramedic Services Standing Committee, shall be composed of all Members, including the Mayor. The quorum for these Standing Committees shall be 6 members, inclusive of the Mayor.
  - b. The Paramedic Services Committee shall be composed of three members of the City of Brantford Council (which may include Brantford City Mayor), to be selected by Brantford City Council, in accordance with its standard practices, or as it may determine from time to time, and upon their selection, to be appointed to the Committee by County Council and three (3) members of County Council appointed by County Council (which may include the County Mayor), in accordance with standard practices or as may be determined from time to time.
94. Each Standing Committee shall recommend a Chair and Vice-Chair for approval by Council. The Chair and Vice-Chair positions for the standing committees will be reviewed each year.
95. The reports of Standing Committees shall be prepared following the meetings of same and shall be included on the agenda of Council.
96. When sitting as Committee of the Whole or any Committee which includes all Members of Council, the results of votes taken are not the final decisions of the Council, but have the status of recommendations wherein the Council has the opportunity to consider further and render a final determination pursuant to its regular rules.
97. In the absence of the Chair, the Vice-Chair, if one has been elected, shall preside, and in the absence of the Vice-Chair, the Committee shall elect one of their Members to preside and to discharge the duties of the Chair for the meeting or until arrival of the Chair or Vice-Chair.
98. A Special Committee may be appointed at any time on the motion of a Member of the Council at any meeting thereof to consider and report on any matter or to perform any special service, and such Special Committee shall dissolve as soon as the services for which they were appointed are performed. (The Membership shall be determined by Council at the time of establishment of such Committee.)

**ACCOUNTABILITY AND TRANSPARENCY**

99. The Municipal Act, 2001 requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public. The purpose of this policy is to provide guidance for the delivery of the County of Brant's activities and services in accordance with the principles outlined in Schedule "A" attached hereto. This policy has been developed in accordance with the Municipal Act to comply with Section 270.

**ELECTRONIC MEETINGS**

- 100. Any meeting of Council, a Standing Committee or an Advisory Committee may be called to be conducted by Electronic Participation Only if, in the opinion of the Mayor and/or Chair, in consultation with the Clerk and with such others as may be appropriate, circumstances arise where in-person participation may pose a risk to members of the public, County staff or Members of Council. In this instance, the Clerk will arrange for notice of the change in meeting format to all participants and the public as soon as possible.
- 101. At any meeting of Council, a Standing Committee or an Advisory Committee, members may choose to participate either in-person or via electronic participation, provided that the meeting venue is equipped and able to host electronic participation. At any time electronic participation may be suspended if there are difficulties with the systems needed to facilitate this arrangement. In this event, the Clerk will notify all participants as soon as possible in advance of the meeting so that alternate arrangements can be made.
- 102. Quorum and Voting for Electronic Meeting – Members participating in person and by electronic participation shall be counted for the purposes of determining quorum at the commencement and at any point in time during the meeting, and shall be entitled to vote, through a vote recorded by the Clerk, as if they were attending the meeting in person.
- 103. An electronic meeting may include a closed session, which shall be conducted in the absence of the public and in accordance with all sections of this by-law.
- 104. A public notice of an electronic meeting shall include sufficient information as to provide the public with a means to electronically access the open session of such electronic meeting.

**EFFECTIVE DATE**

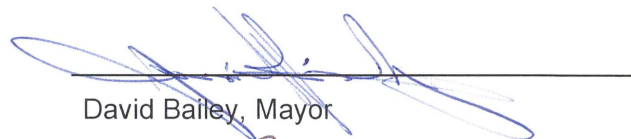
This by-law shall come into force and take effect upon the final passing thereof.

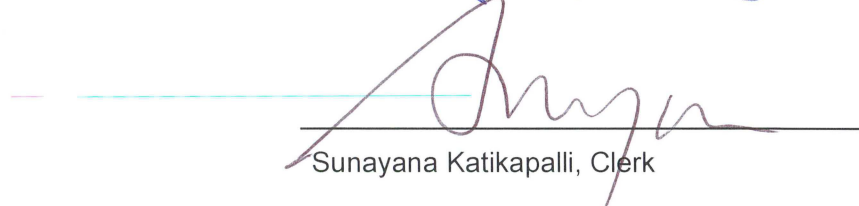
That By-law Numbers 14-20, 32-22, 74-22, 46-23, 121-23, and 70-24 are hereby repealed.

**READ** a first and second time, this 28<sup>th</sup> day of October, 2025.

**READ** a third time and finally passed in Council, this 28<sup>th</sup> day of October, 2025.

**THE CORPORATION OF THE COUNTY OF BRANT**

  
\_\_\_\_\_  
David Bailey, Mayor

  
\_\_\_\_\_  
Sunayana Katikapalli, Clerk

**SCHEDULE "A"****COUNTY OF BRANT****ACCOUNTABILITY AND TRANSPARENCY POLICY****1. Purpose/Application**

The *Municipal Act, 2001* (the Act) requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public. The purpose of this policy is to provide guidance for the delivery of the County of Brant's activities and services in accordance with the principles as outlined herein. This policy has been developed in accordance with the Municipal Act to comply with Section 270.

**2. Definitions:**

- a) **Accountability** – The principle that the municipality will be responsible to the public for decisions made and policies implemented, as well as its actions or inactions.
- b) **Transparency** – The principle that the municipality's decision-making process is open, clear and visible to the public and actively encourages and fosters public participation and openness in its decision-making processes.

**3. Policy Statement**

The Council of the County of Brant is committed to provide good government for its stakeholders in an accountable and transparent manner by:

- encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- delivering quality services to the citizens; and
- promoting the efficient use of staff and public resources.

Accountability, transparency and openness are standards of good governance that enhance public trust. They are achieved through the County of Brant adopting measures to ensure, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders. In addition, wherever possible, the municipality will engage its stakeholders throughout its decision-making process which will be open, visible and transparent to the public.

**4. Policy Requirements**

The principles of accountability and transparency apply to both the political and decision-making process and to the administrative management of the County of Brant. Accountability and transparency are demonstrated to the public through the adoption of various by-laws, policies and procedures, as well as adherence to various Provincial legislative requirements. These include the following:

a. **Open Government & Legislated Requirements**

The County of Brant adheres to the following Provincial legislation that ensures that the municipality conducts its business in an accountable and transparent manner:

- i. The Municipal Act, 2001
- ii. Municipal Conflict of Interest Act
- iii. Municipal Freedom of Information & Protection of Privacy Act.
- iv. Health Information Protection Act.
- v. Public Sector Salary Disclosure Act

b. **Public Participation and Information Sharing**

The County of Brant ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place. The municipality's meetings will be open to the public when and as required under the Act, and Members of the public will have an opportunity to make delegations or comments in writing on specific items at these meetings. In addition, the municipality has adopted policies for the timely disclosure of clear and easily understood information by various means including but not limited to, print media, websites, and social media to name a few, which ensure that the public is informed and able to participate in a meaningful and effective manner. Some specific examples include:

- i. Procedure by-law, including rules for delegations and Code of Conduct for Council and Staff
- ii. Records retention
- iii. Planning processes as legislated by The Planning Act
- iv. Notice to the Public By-law
- v. Closed Meeting Investigator
- vi. Delegation of Administrative and Legislative Matters to Staff By-law
- vii. Participation in the Ontario Municipal Benchmarking Initiative and Reports

c. **Financial Matters**

The County of Brant will be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. Some examples of how the municipality provides such accountability and transparency are as follows:

- i. External audit and report
- ii. Annual and quarterly financial statements
- iii. Five-Year capital budget
- iv. Purchasing by-law
- v. Sale of land by-law
- vi. Budget process
- vi. Annual report on Development Charges
- viii. Municipal Performance Measurement Program reporting

d. **Internal Governance**

The County of Brant administrative practices ensure specific accountability on the part of its employees through the following initiatives:

- i. Performance management and evaluation
- ii. Hiring Policy for the Employment of Relatives
- iii. Orientation/continuing education
- iv. Health and Safety policy and training

5. **Complaints**

The County Clerk shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a written complaint, signed by the complainant, the Clerk shall notify:

- a. In the case of staff, the Department Head and the Director responsible for the area, as well as the C.A.O.
- b. In the case of Council, the Head of Council and the C.A.O.
- c. In the case of the Head of Council, the Committee of the Whole (In Camera)
- d. In the case of a closed meeting, the Meeting Investigator and the C.A.O.

**SCHEDULE 'B'**



**DELEGATION REQUEST FORM**

(Please complete both pages – second page to be used for internal purposes only)

Submission deadlines must be met as per section 10.b of the County's Procedural By-law.

**Name of Delegate(s)** \_\_\_\_\_

- Attending as an individual
- Representing a group/organization/business

Name of Group \_\_\_\_\_

**Date of Meeting** \_\_\_\_\_

- Council
- Committee (specify) \_\_\_\_\_

**Subject Topic** \_\_\_\_\_

**Delegation Overview**

Please briefly summarize the information you wish to share as a delegation.

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**Recommendation to Council/Committee**

- That the County of Brant Council receive your delegation as information.
- That the County of Brant Council take the following recommended action:

Please indicate below what action you would like the County to take with respect to your presentation. Use a separate page if more space is required or attach additional documentation.

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**For Internal Use Only**

**Contact Information**

Please note that this information will be used to contact individuals and/or organizations who have requested to appear as a delegation before County of Brant Council or Committees. The name of the delegate and/or organization will appear on the meeting agenda, which is also posted on the County's website. Please contact the Clerk as noted below if you have any questions or require further information.

Contact Name

Phone Number

Mailing Address

E-mail Address

**Additional Documentation and Presentation Materials**

Additional documentation attached?

Additional documentation to be provided at the meeting?

Please provide the Clerk with 20 copies of all additional documentation to be distributed at the meeting

Will a PowerPoint presentation be made?

**Please Return Completed Delegation Request Form for Council and Committee meetings to:**

**Council Services**

**Phone: 519-442-7268**

**Email: Clerks@brant.ca**



**Schedule “C” –County of Brant Procedural By-law 106-25**

**Declaration of Interest**

The *Municipal Conflict of Interest Act, R.S.O., 1990*, as amended, provides that “at a meeting at which a member discloses an interest under Section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be”.

I, \_\_\_\_\_, being a member of the \_\_\_\_\_  
*(name)* *(Council / Committee name)*

Herein declare a potential \_\_\_\_\_ (direct / indirect) pecuniary interest on the following item:  
*select one – see note below\**

Council / Committee: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Item Number: \_\_\_\_\_

The general nature / reason for this declaration being:  
(note: this is a public document and as such no confidential information should be disclosed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recognizing that this Declaration will be recorded in the Registry of Declaration of Interests and available for public inspection, through the Council Services Division.

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(date)*

\*For an “indirect pecuniary interest” – see Section 2 of the Municipal Conflict of Interest Act;

\*For a “deemed” direct or indirect pecuniary interest – see Section 3 of the Municipal Conflict of Interest Act



**County of Brant Council  
Agenda**

**Date:**  
**Time:** 6:00 p.m.  
**Location:** Council Chambers  
7 Broadway Street West  
Paris, ON

Alternative formats and communication supports are available upon request. For more information, please contact the County of Brant Accessibility and Inclusion Coordinator at 519-442-7268 or by email [accessibility@brant.ca](mailto:accessibility@brant.ca)

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**Pages**

1. Attendance
2. Land Acknowledgement
3. Approval of Agenda
4. Declaration of Pecuniary Interests
5. Delegations / Petitions / Presentations
6. Adoption of Minutes from Previous Meetings
7. Business Arising from the Minutes
8. Consent Items
  - 8.1 Consent Items to be Approved
  - 8.2 Consent Items to be Received
9. Committee Reports
10. Staff Reports
11. Communications
12. Resolutions
13. Other Business
14. In Camera
15. By-laws

16. Councillor Updates

17. Next Meeting and Adjournment



**County of Brant Council  
Agenda**

**Date:**  
**Time:** 6:00 p.m.  
**Location:** Council Chambers  
7 Broadway Street West  
Paris, ON

Alternative formats and communication supports are available upon request. For more information, please contact the County of Brant Accessibility and Inclusion Coordinator at 519-442-7268 or by email [accessibility@brant.ca](mailto:accessibility@brant.ca)

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**Pages**

1. Attendance
2. Land Acknowledgement
3. Approval of Agenda
4. Declaration of Pecuniary Interests
5. Delegations / Petitions / Presentations
6. Adoption of Minutes from Previous Meetings
7. Business Arising from the Minutes
8. Public Hearings under the Planning Act to Receive Information from the Public
9. Public Hearings under the Planning Act to Consider Staff Recommendations
10. Consent Items
  - 10.1 Consent Items to be Approved
  - 10.2 Consent Items to be Received
11. Committee Reports
12. Staff Reports
13. Communications
14. Resolutions
15. Other Business

16. In Camera
17. By-laws
18. Next Meeting and Adjournment



## **Policy Development Committee Agenda**

**Date:**

**Time:** 6:00 p.m.

**Location:** Council Chambers  
7 Broadway Street West  
Paris, ON

Alternative formats and communication supports are available upon request. For more information, please contact the County of Brant Accessibility and Inclusion Coordinator at 519-442-7268 or by email [accessibility@brant.ca](mailto:accessibility@brant.ca)

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**Pages**

1. Attendance
2. Approval of Agenda
3. Declaration of Pecuniary Interests
4. Delegations / Petitions / Presentations
5. Adoption of Minutes from Previous Meetings
6. Business Arising from the Minutes
7. Consent Items
  - 7.1 Consent Items to be Approved
  - 7.2 Consent Items to be Received
8. Staff Reports
9. Communications
10. Chief Administrative Officer's Update
11. Government Relations Update
12. Other Business
13. In Camera
14. Next Meeting and Adjournment



**Administration and Operations Committee  
Agenda**

**Date:**  
**Time:** 9:00 a.m.  
**Location:** Council Chambers  
7 Broadway Street West  
Paris, ON

Alternative formats and communication supports are available upon request. For more information, please contact the County of Brant Accessibility and Inclusion Coordinator at 519-442-7268 or by email [accessibility@brant.ca](mailto:accessibility@brant.ca)

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**Pages**

1. Attendance
2. Approval of Agenda
3. Declaration of Pecuniary Interests
4. Delegations / Petitions / Presentations
5. Adoption of Minutes from Previous Meetings
6. Business Arising from the Minutes
7. Consent Items
  - 7.1 Consent Items to be Approved
  - 7.2 Consent Items to be Received
8. Staff Reports
9. Committee Reports & Minutes
10. Communications
11. Other Business
12. In Camera
13. Next Meeting and Adjournment

## **Schedule "E" - County of Brant Procedural By-law 106-25**

### **Veto powers**

#### **Application**

**284.11** (1) This section applies with respect to by-laws under,

- (a) this Act and the regulations, other than under any prescribed section;
- (b) the *Planning Act* and its regulations, other than any prescribed section; and
- (c) any other prescribed Act or regulation or prescribed section of an Act or regulation. 2022, c. 18, Sched. 2, s. 1.

#### **By-law for consideration**

(2) Despite any procedure by-law passed by the municipality under subsection 238 (2) and subject to subsection (3) of this section, if the head of council is of the opinion that all or part of a by-law that is subject to this section could potentially interfere with a prescribed provincial priority, the head of council may provide written notice to the council of the intent to consider vetoing the by-law. 2022, c. 18, Sched. 2, s. 1; 2022, c. 24, Sched. 3, s. 7.

#### **Same, timing**

- (3) If the head of council intends to consider vetoing the by-law, the head of council shall provide the written notice described in subsection (2) on or before the earlier of two days after the day council voted in favour of the by-law or the prescribed deadline, if any. 2022, c. 18, Sched. 2, s. 1.

## By-law commencement

- (4) Despite any other Act, a by-law that is subject to this section shall be deemed not to have been passed by council until,
- (a) if notice has not been given under subsection (3), the earlier of,
    - (i) the day written approval of the by-law is given by the head of council to the municipality, and
    - (ii) two days after the day council voted in favour of the by-law or the prescribed deadline, as the case may be; or
  - (b) if notice has been given under subsection (3), the earlier of,
    - (i) the day written approval of the by-law is given by the head of council to the municipality, and
    - (ii) 14 days, or such other prescribed time period, after the day the council voted in favour of the by-law. 2022, c. 18, Sched. 2, s. 1.

## Veto powers

- (5) Subject to subsection (6), if the head of council is of the opinion that all or part of the by-law could potentially interfere with a prescribed provincial priority, the head of council may veto the by-law by providing to the clerk, on the day of the veto, a written veto document that includes the veto and the reasons for the veto. 2022, c. 18, Sched. 2, s. 1; 2022, c. 24, Sched. 3, s. 7.

## Same, timing

- (6) The head of council shall not veto a by-law after giving approval under subclause (4) (b) (i) or after the expiry of the time period described in subclause (4) (b) (ii), as the case may be. 2022, c. 18, Sched. 2, s. 1.

## Duties of clerk

- (7) If the head of council vetoes a by-law the clerk shall,
- (c) by the next business day after the clerk receives the written veto document under subsection (5), provide each member of council, other than the head of council, a copy of the written veto document; and
  - (d) make the written veto document available to the public in accordance with the regulations, if any. 2022, c. 18, Sched. 2, s. 1.

## Effect of veto

- (8) If the head of council vetoes a by-law, clause (4) (b) does not apply and the by-law shall be deemed not to have been passed by council. 2022, c. 18, Sched. 2, s. 1.

## Override of veto

- (9) Within 21 days, or such other prescribed time period, after the day the clerk provides the written veto document to the members of council under clause (7) (a), council may override the head of council's veto if two-thirds of the members of council vote to override the veto. 2022, c. 18, Sched. 2, s. 1.

## Head of council may vote

- (10) For greater certainty, the head of council may vote as a member of council in a vote to override a veto. 2022, c. 18, Sched. 2, s. 1.

## Effect of override

- (11) If the council overrides the veto, subsection (8) does not apply and the by law shall be deemed to have passed on the day the council votes to override the veto. 2022, c. 18, Sched. 2, s. 1.

## No notice

- (12) The head of council shall not give notice under subsection (3) after giving approval under subclause (4) (a) (i). 2022, c. 18, Sched. 2, s. 1.