By-law 2025-065

Being a By-law to Govern the Proceedings of the Council of The Corporation of the City of Cornwall

Consolidated copy including amendments

By-law	2025-099	Strong Mayor Powers	Oct.14,2025
By-law	2025-115	Inaugural Meeting	Nov.24.2025
By-law	2026-13	Use of Cell Phones Restriction on Virtual Meetings	January 26, 2026
By-law	2026-95	Public Notice Requirements	October 13, 2026

The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2025-065

Department:	CAO
Division:	Clerk's Division
By-law Number:	2025-065
Report Number	2023-24-CAO
Meeting Date:	December 11, 2023
Subject:	By-law 2025-065 being a By-law to Govern the Proceedings of the Council of the Corporation of the City of Cornwall Consolidated copy including amendments

WHEREAS, The *Municipal Act, 2001*, (the "Act") mandates the council of every municipality in Ontario to pass a Procedure By-law for governing the calling, place, and proceedings of meetings; and

WHEREAS, Section 238(2) further indicates that every municipality and local board shall pass a procedure By-law for governing the calling, place and proceedings of meetings; and

WHEREAS, Following Council's 2024-2025 Mid-term Governance process, and in consideration of that process and its June 23, 2025, Report to Council, Council deems it appropriate to make the necessary adjustments to Procedural By-law 2023-112, which are included within By-law 2025-xxx, and also repeals and replaces By-law 2023-112 in its entirety; and

WHEREAS, The Council shall also follow regulations as set out within the Municipal Conflict of Interest Act, the parliamentary authority of "Robert's Rules of Order", latest edition; and now therefore be it

RESOLVED, That the Council of The Corporation of the City of Cornwall enact the following Procedure By-law to govern the proceedings of the Council and its Committees; and be it further

RESOLVED, That By-law 2020-103 and 2012-058 be and are hereby repealed; and be it further

RESOLVED, That the Council of The Corporation of the City of Cornwall enacts as follows

ARTICLE I
Short Title

1. Citation

This By-law shall be referred to as the Procedure By-law.

ARTICLE II
INTERPRETATION

In this By-law,

2.1 Abstention

"Abstention" means a refusal to vote either for or against a proposal

2.2 Act

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

2.3 Acting Mayor

"Acting Mayor" means the Member appointed, by By-law, to act from time to time in the place and stead of the Mayor for the purposes of chairing meetings. The Acting Mayor is not considered to be the "head of council" for the purposes of, and referenced in, the *Municipal Act, 2001*.

2.4 Ad Hoc Committee

"Ad Hoc Committee" means a committee established by Council, with defined start and end dates, addressing a temporary or singular issue, and is composed of Members of Council and may have also include the appointment of non-members.

2.5 Advisory Committee

"Advisory Committee" means a committee established by Council to act in an advisory capacity on operational and/or strategic issues as identified by Council and is composed entirely of members of the public.

2.6 **Cell phones** (also called **mobile phones**)

“Cell Phones” are portable electronic devices that allow people to communicate wirelessly over long distances and support in-coming or out-going calls, texts and internet access.

2.7 Chair

"Chair" means the Mayor or Acting Mayor of any meeting of Council, or the Chair at any meeting of a committee.

2.8 Chief Administrative Officer

"Chief Administrative Officer" and/or the "CAO" means the most senior manager of the City of Cornwall, as described in Section 229 of the Act, and appointed by By-law.

2.9 Clerk

"Clerk" means the Clerk of the City of Cornwall, as described in Section 228 of the Act, and appointed by By-law.

2.10 Committee

"Committee" means an ad hoc, standing, advisory, or other special purpose committee established by Council, but does not include the Committee of the Whole of Council.

2.11 Committee Chair or Chair

"Committee Chair" or "Chair" means the Chair of an ad hoc, standing, advisory or other special purpose committee established by Council.

2.12 Committee of the Whole

"Committee of the Whole" means all the Members of Council present and sitting in Committee of the Whole of Council and reports directly to Council.

2.13 Consent Agenda

"Consent Agenda" means the portion of the agenda that may be approved by Council without debate.

2.14 Council

"Council" means the Council of The Corporation of the City of Cornwall.

2.15 Debate

"Debate" means a discussion to put forth reasons for or against a matter or item, in which a difference of opinion is expressed.

2.16 In Camera Meeting

"In Camera" means a meeting, or portion of a meeting, closed to the general public in accordance with the relevant legislation and this By-law.

2.17 Direction to Staff

"Direction to Staff" means a request submitted by a Member of Council in accordance with Article 17 and, with the will of Council/Committee, where staff has agreed to undertake additional actions, within existing resources and within the scope of an item of business already on the agenda.

2.18 Local Board

"Local Board" means a local board of the City of Cornwall as defined in the *Municipal Act, 2001*, or other relevant legislation.

2.19 Meeting

"Meeting" means any regular or special Council or Committee meeting when a quorum is present as defined by the Act and includes meetings where some or all Members of Council are attending via electronic participation.

2.20 Member

"Member" means a Member of Council of the City of Cornwall.

2.21 Municipal Corporation

"Municipal Corporation" means The Corporation of the City of Cornwall.

2.22 Point of Order

"Point of Order" means a statement made by a Member during a meeting drawing the attention of the Mayor to an apparent contravention of the rules, procedures, or generally accepted practices of Council, as set out in Article 23.

2.23 Question of Privilege

"Question of Privilege" means the raising of a question which concerns a Member of Council, or the Council collectively, when a Member believes that their rights or integrity, or the rights or integrity of Council as a whole, have been impugned, as set out in Article 20.

2.24 Position or Opinion

"Position" or "Opinion" means something believed or accepted as true by a person.

2.25 Presiding Officer

"Presiding Officer" means the Mayor at a regular or special meeting of Council, or the Chair of a Committee or, in the absence of either, another Member of Council appointed in accordance with the provisions of this By-law.

2.26 Rules of Procedure

"Rules of Procedure" means the rules and regulations of Council, as provided for in this By-law.

2.27 Special Committee

"Special Committee" means a special committee of Council, composed of Members of Council and may also include the appointment of non-Members, who assemble to discuss a particular subject matter as directed by Council.

2.28 Staff

"Staff" means the statutory officers and employees of the City of Cornwall.

2.29 Standing Committee

2.29.1 Composition- all Members

A Standing Committee shall be composed of all Members of the Council

2.29.2 Appointment-Chair

The Chair of a Standing Committee shall be a Member of Council appointed to the Committee and the Vice-Chair of a Standing Committee shall be appointed by the Committee.

2.29.3 Named - limited

At this time, the Planning Advisory Committee is the only Standing Committee of Council.

ARTICLE III
GENERAL PROVISIONS

3.1 Purpose and Principles

3.1.1 Purpose

a) Council and its Committees shall observe the Rules of Procedure as set out in this By-law in all their proceedings. These Rules of Procedure shall be used to guide the order, consideration and dispatch the business of the Council and its Committees and, whenever possible, with the necessary modifications, for all advisory and ad hoc committees unless otherwise provided.

b) These Rules of Procedure are intended to align with, and support, the City of Cornwall's policies regarding transparency and accountability.

3.1.2 Principles

a. Each Member of Council has the following rights:

i) The right to vote on all matters, subject to any declaration of a pecuniary interest;

ii) The right to information to help make decisions, unless otherwise prohibited by law;

iii) The right to be treated with respect; and

iv) The right to attend and participate in an efficient and effective meeting.

b. No item shall be placed on an agenda with respect to a matter which is not within the jurisdiction of Council or its Committees. The Mayor, and/or Chair, in consultation with the City Clerk, shall determine any issues regarding jurisdiction.

3.2 Suspension - Rules - Two-thirds Vote

a. These Rules of Procedure, or any provision therein, may be suspended for the purpose of that Meeting, or for purposes of a specific matter, by a vote of two-thirds of the Members present and eligible to vote.

b. A motion pursuant to Article 3.2a shall identify the rationale for the basis for the request for the suspension of the Rules of Procedure or the late introduction of the item, as the case may be.

3.3 Calculation - Two-thirds Vote

Where necessary, the calculation of two-thirds vote shall be rounded up to the next highest, whole number.

3.4 Applicability to all Meetings

This By-law applies to all meetings and proceedings of Council and its Committees.

3.5 Support to Other Municipalities

If requests are submitted from other municipalities for Council to support an issue, the motion to support those requests shall be made by a Member of Council.

3.6 Parliamentary Authority

The governing legislation, the Procedural Bylaw, or any standing or special rules of order adopted by The Corporation of the City of Cornwall shall govern the procedures of Council. Where inconsistencies exist, the current edition of “Roberts Rules of Order” will be the parliamentary authority which governs the proceedings of The Corporation of the City of Cornwall.

3.7 Cell Phone & Electronic Device Restrictions

***(Amendment January 26, 2026 Bylaw 013-2026)

1. No member, staff, or attendee may use a phone or personal electronic device during a **Closed Meeting**, *unless expressly authorized by the Chair for emergencies*.

2. Devices must be **off or silent** and **stored away** for the duration of the meeting.
3. Any member receiving an emergency message must:
    a. Inform the Chair immediately
    b. Request leave to respond

ARTICLE IV
MEETINGS

4.1 Inaugural - Time – Place

The Inaugural Meeting of Council following a regular election shall be considered Council's first meeting and shall be held on the fourth Monday in November of an election year. ***(amended by By-law 2025-115, Nov.24.25)

4.1.1 Inaugural Agenda

The Mayor and the Clerk shall be responsible for the content of the Agenda of the Inaugural Meeting and the arrangements for the Inaugural proceedings.

4.2 Regular - Schedule - Designated - Time

The next and each succeeding regular Council meeting shall be held on the second and fourth Mondays of each month, commencing at 7:00 p.m. at such place designated for such purpose by Council and shall be held in accordance with the schedule of meetings of Council prepared by the Clerk.

4.3 Holiday

All regular meetings shall be held on Mondays unless such a day is identified as a public or civic holiday, in which case Council shall meet at the same hour on the next following business day which is not a public or civic holiday.

4.4 March, July, August and December - Exceptions

Despite the provisions of Articles 4.2 and 4.3, there shall be one meeting of Council in the month of March, which shall be held on the fourth Monday of the month. During the months of July, August and December, the meetings shall be held on the second Monday of each month.

4.5 Notice - Public Meeting

~~4.5.1 Notice - Previous Agenda~~

~~Notice shall be given of all public meetings of Council on the previous Agenda detailing the order of business, immediately following the Confirming By-law unless the day of meeting is other than that provided by this By-law.~~

4.5.1 Notice – Council Meetings *(amended by By-law 2026-95)*

The public shall be provided with notice of the date, time, and place of all Council meetings, together with an agenda of matters anticipated to be considered at the said meeting, at least 24 hours in advance of the meeting

4.5.2 Notice – City Website

Notice of all meetings of Council shall also be given by means of posting the notice on the City's website.

4.6 Electronic Participation

4.6.1 Electronic Participation - General

a. Any Member of Council may participate in any open or closed Council or Committee meeting electronically and be counted for the purposes of establishing quorum.

b. Any Member of an ad hoc, advisory, or other special purpose Committee established by Council may participate in meetings electronically and be counted for the purposes of establishing quorum.

c. Any Member of Council or Member of an ad hoc, advisory, or other special purpose Committee established by Council shall have the same rights, responsibilities and privileges as if they were in physical attendance at the meeting.

4.6.2 Electronic Participation - Specific

a. Electronic participation may be conducted by way of telephone, video conferencing software or other electronic means, following any instructions provided by the Clerk to ensure that the meeting may

proceed in the most transparent, efficient and effective manner under the circumstances.

b. The means of electronic participation for Council and Committee meetings shall be communicated to Members and the Public in advance of the meeting.

c. In accordance with the relevant legislation regarding pecuniary interests, Members who have declared a pecuniary interest regarding a matter to be considered shall mute their microphone and turn off their video to the electronic meeting and not participate in any way with respect to the matter in question.

d. A Member who is participating electronically in a meeting who, for any reason, will no longer be attending the meeting prior to adjournment, shall advise the Mayor and Clerk of their absence and fully disconnect from the electronic meeting.

4.6.3 **Limits on Virtual Attendance** (Amended by By-law 013-2026 January 26, 2026)

a. Members may attend virtually no more than 3 times per calendar year, unless Council approves otherwise by resolution.

b. Each request for virtual attendance must include a written justification.

4.7 Meetings

4.7.1 Special Meeting - Mayor

In addition to regular meetings of Council, the Mayor may, at any time, call a Special Meeting of Council by giving direction to the Clerk, stating the date, time, and purpose of the Special Meeting.

4.7.2 Special Meeting - Members of Council

Upon receipt of a petition of the majority of the Members, the Clerk shall call a Special Meeting for the purpose and at the date and time mentioned in the petition.

a) In scheduling a Special Meeting of Council pursuant to Article 4.7.1 or Article 4.7.2, the Clerk shall liaise with all Members of Council in an effort to ensure that a quorum be in attendance.

~~**4.7.3 Notice - Clerk**~~

~~The Clerk shall give all Members notice of a Special Meeting of Council. Such notice shall be issued at least twenty-four (24) hours before the time appointed for the meeting.~~

4.7.3 Notice – Clerk *(amended by By-law 2026-95)*

The Clerk shall provide notice to the public of all Special Meetings of Council, regardless of whether they are to deal entirely with matters properly considered at a closed meeting pursuant to subsection 239(2) of the Municipal Act, 2001, as amended or replaced, in the same manner (regarding content and timing) as notice provided pursuant to section 4.5 of this By-law.

4.7.4 Delivery - Notice

Notice may be given by delivering the notice personally (by leaving at the Member's residence or place of business, or by facsimile transmission to such residence or place of business, or by e-mail or telephone) to each Member.

4.7.5 Nature of Business - Notice

The notice shall indicate the nature of the business to be considered, as well as the date, time, and place of the Special Meeting.

4.7.6 No Other Business

No business other than that indicated in the notice shall be considered at the Special Meeting.

4.7.7 Special Meeting - Place

All Special Meetings of Council shall be held at the location of the last regular meeting of Council, unless an alternative location is specified in the notice.

4.8 Emergency Council Meeting - Notice

Despite any other provision of this By-law, an emergency meeting of Council may be held without written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the Members about the meeting in the most expedient manner available in the circumstances.

4.9 Location - Council Meeting

Council meetings shall be held in Council Chambers located at City Hall. The Inaugural Meeting and other meetings may be held at another location if public notice has been provided.

4.10 Meetings Open to the Public

Meetings of Council shall be open to the public except as provided for in this By-law and in accordance with the *Municipal Act, 2001*, or any other relevant legislation.

4.10.1 Meeting Open to Public - Record

All Council meetings open to the public shall be recorded without note or comment on all resolutions, decisions and other proceedings and shall also be electronically recorded and archived pursuant to the City's records management requirements.

4.11 Meetings Closed to Public - Subject Matters

4.11.1 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 City of Cornwall;

b. personal matters about an identifiable individual, including staff:

c. a proposed or pending acquisition or disposition of land for the purposes of the City;

d. labour relations or employee negotiations;

e. litigation or potential litigation, including matters before administrative tribunals, affecting the City;

f. the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

g. a matter in respect of which Council is authorized by statute to hold a closed meeting;

h. information explicitly supplied in confidence to the City 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 City, 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 City and has monetary value or potential monetary value; or

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 City.

4.11.2 A meeting or part of 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 Council is the head of the institution for the purposes of that legislation; or

b. an ongoing investigation respecting the City by the Ontario Ombudsman appointed under the *Ombudsman Act*, an ombudsman referred to in Subsection 221.13 of the *Municipal Act, 2001*, or the investigator referred to in Subsection 239.2 (1) of that Act.

4.11.3 A meeting of Council may be closed to the public if the following two (2) conditions are both satisfied:

a. The meeting is held for the purpose of educating or training the Members; and

b. At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council.

4.12 In Camera Meeting - Resolution

4.12.1 A resolution to close a meeting or part of a meeting shall state:

a. The fact of holding the closed meeting; and
b. The general nature of the matter to be considered at the closed meeting by reference to the specific issue to be considered at the closed meeting.

4.12.2 In Camera Meeting - Time

In camera meetings shall commence at a time prescribed by the Clerk upon consultation with the Chief Administration Officer and the Mayor.

4.12.3 In Camera - Confidential Matters

Members shall ensure that confidential matters disclosed to them during in camera meetings are kept confidential. This includes, but is not limited to, all information, documentation, deliberations received, reviewed or taken in an in- camera Meeting, which may

not be released to the public or any individual not entitled to be present at the meeting.

4.12.4 Confidential Reports - In Camera Meetings

If a confidential report considered at an in-camera meeting includes a recommendation that the report be "received for information", Council shall introduce a motion in open session, after the closed session discussion, using the following procedural motions:

a. In Closed Session: "That Council rise from the in-camera meeting and report out"; and

b. In Open Session: "That confidential report [cite report number] be received."

4.12.5 Report Recommendations - In Camera Meetings

If a report includes substantive recommendations for Council approval, the recommendations may be introduced in open session after the closed session discussion, using the following procedural motions:

a. In Closed Session: That Council rise from the in-camera meeting and report.

b. In Open Session: That the recommendations contained in confidential report [cite report number] be approved.

4.12.6 Reports - Direction to Staff - In Camera Meetings

A Council direction to staff to report back at a subsequent meeting may appear as part of a recommendation in the staff report and Council may introduce this in open session using the following procedural language:

That staff be directed to report back at a subsequent meeting of Council in relation to [state subject matter as appropriate and any relevant details].

4.12.7 Limits on Voting - In Camera Meetings

No voting may take place during an in-camera meeting unless the vote is for a procedural matter or for giving direction or instructions to officers, employees or agents of the municipality, or persons retained by or under contract with the municipality.

4.12.8 Council Response - In Camera Meetings - Inquiries

The response of Members to inquiries about any matter dealt with during a closed meeting, prior to it being reported publicly, shall be: this matter is still confidential; no comment; or similar words to that effect. Members may only speak publicly about those aspects of an in-camera meeting that have been made public; all other aspects of the matter shall remain confidential.

4.12.9 Release of Information – In Camera Meeting

The release of any information about matters dealt with by Council at a closed meeting shall be by the Mayor or the Acting Mayor, and only upon the direction of the majority of Council.

4.12.10 No Release – Agenda Items – In Camera Meeting

Agendas or any items thereon for consideration by Council at an in-camera meeting shall not be released to the public.

4.13 Budget ****(Amended Oct. 2025 Bylaw 2025-099)***

a) As required by the Act, the Mayor shall prepare and propose a budget for Council to consider. This budget will be presented to Council at a designated Special Council – Budget meeting. The budget must be proposed on or before February 1 of each year.

    i) If the Mayor does not propose a budget to Council by February 1, in accordance with that Act, Council shall prepare and adopt a budget.

b) After receiving the Mayor's proposed budget, City Council may, within 30-days, pass motion(s) to amend the proposed budget.

    i) Council may reduce the 30-day amendment period.

    ii) If Council does not approve amendments within the 30-day amendment period, the budget is deemed to be adopted.

c) Within 10-days of the expiry of the Council amendment period, the Mayor may veto any amendments by way of Mayoral decision.

i. The Mayor may shorten the 10-day veto period.

d) Within 15-days of the expiry of the Mayor's veto period, City Council may vote to override the Mayor's veto. Such a vote requires a two-thirds (7 members) vote to be approved.

i. If multiple amendments have been vetoed, a vote of two-thirds (7 members) is required to override each veto.

ii. Council may reduce the 15-day veto override period.

iii. An approved override cannot be vetoed by the Mayor.

e) Once all processes outlined in section 4.13 have been satisfied, the budget is deemed to have been adopted.

ARTICLE V
ROLES

5.1 Council

It is the role of Council to:

a. represent the public and to consider the well-being and interest of the City;

b. develop and evaluate the policies and programs of the City;

c. determine which services the City provides;

d. ensure that administrative practices and procedures are in place to implement the decisions of Council;

e. ensure the accountability and transparency of the operations of the City, including the activities of the senior management of the City;

f. maintain the financial integrity of the City;

g. carry out the duties of Council under this By-law, *the Municipal Act, 2001*, or any other Act;

h. direct staff, by majority vote, to perform such duties as is necessary to the efficient management of the affairs of the City; and

i. direct staff, by majority vote, to research such matters as Council deems necessary.

5.1.1 No Individual Authority

No individual Member may direct any staff to perform such duties that have not been authorized by resolution of Council.

5.1.2 Policies - Members - Respect

Members shall respect and adhere to the policies established by Council and shall, under no circumstances, attempt to circumvent these policies.

5.1.3 Council - CAO - Liaison

Except as provided by this By-law, Members will liaise primarily with the Chief Administrative Officer.

5.1.4 Information by Staff - Members of Council

Despite Article 5.1.3, Members may request information from staff who have been assigned the responsibility of providing information, such as meeting times, copies of documents, and/or information on standard operating procedures.

5.1.5 Questions - Operational Concerns - Complaints

Questions or issues surrounding operational concerns or complaints, excluding the issues covered in Article 5.1.4, shall be directed to the Chief Administrative Officer, who will then re-direct the matter to the appropriate manager.

5.2 Head of Council

It is the role of the Head of Council to:

a. act as chief executive officer of the City
b. preside over Council Meetings so that its business can be carried out efficiently and effectively
c. provide leadership to Council
d. without limiting Article 5.1(c), provide information and recommendations to Council with respect to the role of Council described in Articles 5.1(d) and 5.1(e) above
e. represent the municipality at official functions or delegate a Member of Council to do so
f. carry out the duties of the Head of Council under this By-law, the *Municipal Act, 2001*, or any other Act.

5.3 Chief Administrative Officer

It is the role of the Chief Administrative Officer to:

a. exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the municipality and the staff placed under their supervision; and

b. perform such other duties as assigned by the Municipality.

5.4 It is the role of the Clerk to:

a. record, without note or comment, all resolutions, decisions and other proceedings of Council

b. if required by any Member present at a vote, record the name and vote of every Member voting on any matter or question

c. keep the originals or copies of all By-laws and of all minutes, of the proceedings of Council

d. perform other duties required under this By-law, the *Municipal Act, 2001*, or under any other Act

e. perform such other duties as are assigned by the Municipality.

5.5 Staff – Officers - Employees

It is the role of staff to:

a. implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;

b. undertake research and provide advice to Council on the policies and programs of the City; and

c. carry out other duties required under this By-law, the *Municipal Act, 2001*, or any other Act and other duties assigned by the City.

ARTICLE VI
DUTIES

6.1 Council

6.1.1 Preparation of Members for Council Meeting

Members shall come prepared to every meeting by having read the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action whenever required. When clarification is required, Members are encouraged to take steps to make inquiries of staff regarding any questions they have in advance of the meeting.

6.1.2 Requests by Members for Substantive Reports

All requests made by Members for reports from staff shall be considered by Council resolution and shall identify the appropriate department or manager and the proposed objectives of the report.

6.2 Mayor

6.2.1 Open Meeting - Call to Order

The Mayor shall preside over all matters at meetings, including the preservation of good order and decorum, ruling on points of order, and deciding all questions relating to the orderly procedure of the meeting, including Members' conduct, subject to an appeal to Council.

6.2.2 Recognize Speakers

The Mayor shall recognize any Member who wishes to speak and determine the order of the speakers.

6.2.3 Motions - Received - Submitted - Results Announced

The Mayor shall receive and submit in the proper manner, all motions presented by Members and put to a vote all questions, which are duly moved, and announce the result.

6.2.4 Mayor May Speak/Vote - Move Motion

The Mayor may speak and/or vote on any question without leaving the chair. However, if they wish to move a motion, they shall first leave the chair by designating the Acting Mayor, and if the Acting Mayor is absent,

by designating another Member to act in their stead until the motion is considered after which they may resume the chair.

6.2.5 Debate - Enforce Rules

The Mayor shall restrain the Members within the Rules of Procedure when engaged in debate.

6.2.6 Decorum - Order - Enforced

The Mayor shall enforce on all occasions the observance of order and decorum among the Members.

6.2.7 By-laws - Resolutions - Minutes - Authentication

The Mayor shall authenticate, by the Mayor's signature, when necessary, all By-laws, resolutions and minutes of Council.

6.2.8 Point of Order - Inform Members

The Mayor shall inform the Members on any point of order.

6.2.9 Disorder- Adjourn - Suspend - Recess - Meeting

The Mayor shall adjourn the meeting, without the question being put, or to suspend or recess the sitting for a time to be named if considered necessary because of disorder arising in the meeting.

6.3 Head of Council - Acting Mayor

6.3.1 Appointment - Upon Recommendation

Council shall appoint by By-law Members to act as the Acting Mayor in the place and stead of the Mayor, when the Mayor is absent from the municipality, or is absent through illness, or refuses to act.

6.3.2 Duties - Powers - Authority

The Acting Mayor, while performing the duties in the place of the Mayor, shall have all the duties, rights, powers and authority of the Mayor as described in this By-law with respect to the role of presiding at meetings, during the absence, illness or refusal to act by the Mayor.

ARTICLE VII
CONDUCT DURING MEETINGS

7.1 Sovereign - Royal Family

No Member shall speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor of any Province or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

7.2 Members of Council - City Staff

No Member shall speak disrespectfully of, nor shall they use offensive words against other Members or staff.

7.3 Speaking - Subject in Debate Only

No Member shall speak on any subject other than the subject in debate.

7.4 Breach Persistent - Seat Vacated - Apology

Members shall refrain from harmful conduct to the Corporation or its purposes. No Member shall breach this By-law, or a decision of the Mayor or of Council as a whole on questions of order or practice, or upon the interpretation of these Rules of Procedure. In the case where a Member persists in any such breach after having been called to order by the Mayor, the Mayor may order that such Member leave their seat for the duration of the Meeting. If the Member apologizes the Member may be permitted to retake their seat.

7.5 Member – Expresses Personal Position

Unless Council by vote determines otherwise, upon the public disclosure of any report discussed in camera during a Committee of Council Meeting, any individual Member may express their own personal position on the item but shall not refer to or discuss the specific positions or opinions (written or verbal) of other Members or of staff expressed at the closed meeting.

ARTICLE VIII
RULES OF DEBATE

8.1 Mayor/ Presiding Officer - Preserve Order

The Mayor/ Presiding Officer shall preserve order and decorum and decide questions of order subject to an appeal to Council or Committee by any Member.

8.2 Address to Mayor/ Presiding Officer

Members, prior to speaking on any motion, shall indicate their desire to speak by raising their hand and shall not rise to speak until recognized by the Mayor/ Presiding Officer.

8.3 Order of Speaking - Determination

The Mayor/ Presiding Officer shall recognize Members in the order they indicate their desire to speak, be acknowledged by the Mayor/ Presiding Officer and shall address the Mayor/ Presiding Officer.

8.4 Voting - Members - Seated - Disturbance Prohibited

When the Mayor / Presiding Officer calls for the vote, each Member shall occupy their seat and shall remain there until the result of the vote has been declared by the Mayor/ Presiding Officer, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

8.5 Speaking - Passing Between Speaker – Mayor / Presiding Officer

When a Member is speaking, no Member shall pass between the speaker and the Mayor/ Presiding Officer or interrupt the speaker except to raise a question of privilege, appeal from the decision of the Mayor/ Presiding Officer or raise a point of order.

8.6 Debate – Motion – Read Upon Request

Any Member may require a motion under discussion to be read at any time during the debate but not to interrupt another Member while speaking.

8.7 Speaking - Time Limit - 3 Minutes

No Member shall speak more than once to the main question without approval of Council, except in explanation of a material part of the Member's speech which may have been misunderstood, but they may not introduce a new matter. A right of reply shall be allowed to a Member who has made a substantive motion to Council, and no Member shall, without leave of Council, speak to the same question or in reply for longer than three (3) minutes.

8.8 Question - Motion Under Discussion - Through Chair

A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion.

8.9 Question - Integrity of Staff

A Member, while asking questions through the Chair, shall at no time put into question the municipal employee's personal or professional integrity.

8.10 Mayor/ Presiding Officer - Participation - Acting Designated

If the Mayor/ Presiding Officer desires to leave the chair for the purpose of debating or moving a motion, the Mayor/ Presiding Officer shall designate the Acting Mayor to chair the meeting until such time as the motion and any subsidiary motions applicable to the main motion, are disposed of.

8.11 Motion - Seconded - Before Debate

A motion shall be seconded before it is debated or voted on.

ARTICLE IX
AGENDA ORDER

9.1 Agenda - Order

The business of Council shall in all cases, be taken up in the following order unless otherwise decided by two-thirds of the Members present:

- Moment of Personal Reflection
- Indigenous Acknowledgement
- National Anthem
- Roll Call
- In Camera Session / Rise and Report
- Mayor's Update and Announcements
- Additions, Deletions or Amendments
- Adoption of Agenda
- Disclosures of Interest
- Adoption of Minutes
- Presentations and Delegations
- Consent Reports
- Action Reports
- Resolutions and Business arising from Notice of Motions
- By-laws
- New Business
- Listing of Unfinished Business
- Notices of Motion

- Reports from Committees
- Confirmation By-law
- Next Regular Meeting of Council
- Adjournment

9.2 Delivery of Agenda

The agenda will be delivered by electronic transmission and/or paper to each Member by the Clerk's Office no later than the Wednesday preceding the scheduled public Council meeting. Exceptions may be allowed when preparations of the Council Agenda fall on a week providing four workdays, due to statutory holidays or extenuating circumstances. The agenda will be available to staff and the media by way of posting it on the City's website after it has been electronically delivered to Members of Council.

ARTICLE X
QUORUM

10.1 Call to Order - Quorum Present

As soon after the hour fixed for holding the meeting of Council as there is a quorum present, the Mayor/ Presiding Officer shall call the Members to order.

10.2 Quorum

A majority of the Members elected (50% +1) to Council shall constitute a quorum.

10.3 Quorum - Not Present - Time Limit

If there is no quorum within fifteen (15) minutes after the time fixed for holding the meeting of Council, the Clerk shall call the roll and take down the names of the Members present, and the meeting shall stand adjourned until the next regular meeting, or at the call of the Mayor / Presiding Officer.

10.4 Mayor/ Presiding Officer - Absent

In the case of the Mayor/ Presiding Officer not attending within fifteen (15) minutes after the hour fixed for holding the meeting of Council, and provided that a quorum is present, the Acting Mayor shall take the Chair and call the Members to order. They shall preside until the arrival of the Mayor/ Presiding Officer.

10.5 Mayor/ Presiding Officer - Acting Mayor - Absent

In the absence of the Mayor/ Presiding Officer and the Acting Mayor, and if a quorum is present, the Clerk shall call the Members to order. A Presiding Officer shall be chosen from among the Members present, who shall preside over the meeting until the arrival of the Mayor/ Presiding Officer or Acting Mayor.

ARTICLE XI
MINUTES

11.1 Contents - Clerk

The Clerk shall prepare and cause the minutes to be taken of each Meeting of Council which shall include:

a. The place, date and time of the meeting;

b. The name of the Presiding Officer and the record of the attendance of the Members. Should a Member enter after the commencement of a Meeting or leave prior to adjournment, the time shall be noted; and

c. All other proceedings of Council without note or comment.

11.2 Included in Agenda

Minutes of the last regular meeting of Council and of all Special Council Meetings held after the last regular meeting, shall be included in the agenda and may be adopted by Council without having been read at the Meeting at which the question of their adoption is considered.

11.2.1 Should a Special meeting be held during or after final preparations of an agenda for an upcoming regular meeting, the minutes of those special meetings shall be scheduled at the next regularly scheduled meeting.

11.3 Adoption - Without Reading

Council minutes may be adopted by Council without being read.

11.4 In Camera Minutes - Adoption

All minutes for in camera meetings shall be presented to Members for adoption at the next scheduled closed meeting.

ARTICLE XII
PRESENTATION AND DELEGATIONS

12.1 Heard - Request Submitted - Deadline - Items on Agenda

Persons desiring to address Council for the purpose of making a presentation with respect to items for Council consideration that fall under Council's mandate shall be heard at a Council meeting, with those presentations or delegations having submitted their request in writing and written material to the Clerk by 12:00 Noon on the Monday, three weeks preceding the meeting of Council.

12.2 Presentation Defined

A request made for a presentation may be made to Council by an individual, group or organization or to Council by individuals, groups or organizations for matters that fall under Council's mandate. A request shall be considered a presentation if there is no action expected from Council and is for information only. Should the request to present be made where it requires that action be taken by Council, the request shall be made under Presentations and Delegations.

12.2.1 Presentations - Time Limit

Council shall hear any presentation for information purposes only, and presentations shall be limited to a maximum of ten (10) minutes.

a. Exceptions of the ten (10) minute time frame are provided to the City's Auditor upon its annual presentation of the City of Cornwall's Financial Statement and to all City-initiated consultation work.

b. A delegation is an organized body wishing to address Council as a presentation and/or delegation, regardless of the number of spokespersons shall be limited to a maximum of ten (10) minutes.

c. An organized body wishing to address Council as a presentation and/or delegation, shall be limited to three (3) spokespersons.

12.2.2 Restrictions - Permission

Presentations and/or Delegations - Businesses/Organizations

Presentations and/or Delegations from businesses and organizations shall not be permitted to appear before Council for the purpose of generating publicity for an event, or to promote their business or organization.

a. Non-profit and charitable organizations, who wish to promote an event to raise Cornwall's profile to visitors and potential residents, shall have their documentation included on the Consent portion of the Agenda for Council to receive.

b. On any given scheduled Council meeting, there shall be a maximum of three (3) combined presentations and/or delegations permitted.

c. Members, collectively, shall be permitted a question period for each presentation and/or delegation of a maximum ten (10) minutes.

d. Exceptions to the ten (10) minute time frame are provided to the City's Auditor upon its annual presentation of the City of Cornwall's Financial Statement and to all City-initiated consultation work.

12.2.3 City Presentations *(Amended Oct. 2025 Bylaw 2025-099)*

a. Presentations provided by City Staff at meetings should be a maximum of 10 minutes.

b. Presentations by staff and/or third-party presentation which accompany an Action item on an agenda, the Action Items for discussion shall be brought forward for consideration immediately after the presentation has been made without need to Amend the Agenda.

12.3 Delegations - Time Limit

Persons desiring to address Council as a delegation at a meeting of Council, except as a delegation at a public meeting pursuant to the provisions of the Planning Act, shall be permitted to speak on a matter only once and be limited to speak for no more than ten (10) minutes.

12.4 Questions - To Delegation

Members are permitted to ask questions of delegates but shall not make statements to or enter into debate with such persons.

12.5 Delegations - Requests for Action - Referral

Delegations which request action to be taken by Council shall be referred to staff, by majority vote, for a report that shall be dealt with at an ensuing Council meeting.

12.6 Delegations - Previously Heard by Planning Advisory and Hearing Committee

Any person, not being a Member, desiring to address Council after having addressed the Planning Advisory and Hearing Committee, shall notify the Clerk, in writing, of the request and shall include with the request any new information that was not available at the hearing before the Planning Advisory and Hearing Committee. A notice of delegations will not qualify for a designated regular meeting if received later than 12:00 noon on the Monday preceding the said meeting.

12.7 Delegation - Deemed - Inappropriate for Council

When it is deemed inappropriate that a delegation address Council, the Clerk shall notify the delegation and Council with a supporting explanation. Such written explanation shall be delivered to Council. If Council wishes to hear the delegation, it shall, by two-thirds vote of Members in attendance, introduce a motion to suspend the rules to allow the delegation to be heard.

12.8 Delegation - Limit Per Issue

No more than two delegations shall be allowed to speak on an issue: one delegation from the prevailing side; and one delegation from the opposition.

12.9 Delegation - Statements - Unsubstantiated

Whenever a delegation in its presentation offers comments or statements that are deemed to be erroneous and unsubstantiated, any Member or staff may be recognized by the Mayor/ Presiding Officer on a Point of Order, whereby the Member or staff so recognized by the Mayor/ Presiding Officer may bring necessary corrections or clarifications to the comments or statement said by the delegation.

ARTICLE XIII
BY-LAWS

13.1 Description - Listed on Agenda

All By-laws, together with a brief description, shall be listed on the agenda for the meeting at which they are to be read and considered.

13.2 Introduction - Upon Motion - Title Read

Every By-law shall be introduced upon motion of a Member specifying the title of the By-law.

13.3 Form - Typewritten - Compliance - Relevant Act

Every By-law when introduced shall be in typewritten form and shall comply with the provisions of any relevant Act.

13.4 Readings - Prior to Passing

Every By-law caption shall be read prior to it being passed and endorsed by Council.

Council may pass a series of By-laws without reading the captions of each provided that the By-laws listed on the agenda and the motion to adopt refers to the By-law numbers as set out on the agenda.

13.5 Purpose - Effect - Explained Upon Request

Any Member may request that the purpose and effect of any particular By-law be explained and any staff having knowledge thereof may provide such explanation.

13.6 Reading - By-laws

It shall not be necessary to have the By-laws read in their entirety unless a majority vote by Council requires that the By-laws be read, or that a particular By-law be read.

13.7 Debate - By-laws

Any By-law may be debated and is subject to amendments or referred for future consideration and re-introduced in the same manner or in an amended matter at a future meeting.

13.8 Debate - Amendment

A By-law may be debated or amended before final adoption by Council.

13.9 Passed - Numbered - Dated - Signed - Seal Affixed

(Amended Oct. 2025 Bylaw 2025-099)

Every By-law passed by Council shall be:

1. Approved by Council resolution;
2. Approved by Mayoral decision;
3. Signed by the Mayor, or the presiding officer;
4. Signed by the Clerk or designate
5. Sealed with the City seal
6. Indicate the date of passage; and
7. Indicate the dates of Council and Mayoral approval.
8. Following the final motion to adopt by-laws at a regular meeting of Council, the following wording shall be added to the motion: That by-laws ## to ##, *be approved subject to Section 284.11 (4) of the Municipal Act.*

13.10 Confirmation - Conclusion of Meeting

(Amended Oct. 2025 Bylaw 2025-099)

At the conclusion of all meetings of Council and prior to adjournment, a By-law shall be brought forward to confirm the actions of Council at that meeting in respect of each motion, resolution and other action taken.

a. As required by the Act, a by-law will come into effect once it has been:
   ii. Approved by Council resolution; and
   iii. Approved by Mayoral decision.

or

   iv. Approved by Council resolution; and
   v. Two days have passed following the date of the Council resolution without any Mayoral decision issued to the contrary.

or

   vi. Approved by Council resolution;
   vii. Vetoed by Mayoral decision; and
   viii. Overridden by a two-thirds (7) members) vote by Council

b. As required by the Act, the following timelines will be in effect for a Council approved by-law:
   i. The Mayor has two days to issue a Mayoral decision approving the by-law.

or

ii. The Mayor has two days to issue a Mayoral decision noting their intention to veto the by-law. If so, then:

a) The Mayor has 14 days from the date in which Council originally approved the by-law to issue a Mayoral decision to approve or veto the by-law. If no decision is provided within 14 days, the by-law is deemed to be approved.

or

iii. The Mayor has two days to issue a Mayoral decision to veto the by-law. If so, then:

a) The Clerk must provide notice of the Mayoral decision to veto the by-law to Council by the next business day.
b) Council has 21 days after the day the Clerk provides notice to override a Mayor decision to veto. This override vote requires two-thirds (7 Members) of Council to be approved.

c. As required by the Act, the Mayor may propose by-law(s) for adoption that could potentially advance a prescribed provincial priority. Such by-laws must be voted on by City Council and are approved by a one-third (4 Members) vote of to be approved.

i. The Mayor solely determines if a by-law potentially advances a prescribed provincial priority.

13.11 Confirmation - Introduction/ Voted on - Without Debate

A confirming By-law when introduced shall be taken as read and finally adopted without debate.

ARTICLE XIV
BULK CONSENT REPORTS

14.1 Items Considered - Inclusion

All items to be considered for the consent portion of the agenda shall be determined by the Mayor, Chief Administrative Office, and the Clerk.

14.2 Consent Items - Explanatory Note - One Motion

Items listed under the Consent Agenda shall be preceded by an explanatory note indicating "*All matters listed on the consent agenda are considered to be routine and will be enacted by one motion. There will not be any separate discussion of these items".*

14.3 Items for Discussion - Routine

All items listed under the Consent Agenda shall contain routine matters which are not controversial in nature, and which do not need further discussion. Routine matters include such matters that do not require Council's consideration of a report from staff.

14.4 Petitions

All petitions must be in compliance with the Council-approved Petition Policy and will be presented to Council under the consent agenda with a recommendation to refer it to staff for a report.

14.5 Tenders

All reports identified as tenders, quotations, or requests for proposals, pursuant to the City's Procurement Policy, presented to Council for approval, shall be included under the consent agenda.

14.6 Planning Advisory and Hearing Committee Reports

Planning Advisory and Hearing Committee reports presented to Council for approval, shall be included under the consent agenda.

14.7 Request to Separate - Consent Reports

Should a Member wish to discuss any matter listed under the consent portion of the agenda, the Member shall ask immediately upon the Mayor / Presiding Officer calling "*any amendments, deletions or corrections to the agenda",* at which time the Member shall request that the item be separated and dealt with under "Action Reports".

ARTICLE XV
RESOLUTIONS - NOTICES OF MOTION

15.1 Resolutions - Notices of Motion - Debated Separately

Every matter listed under "Resolution" or "Notice of Motion" introduced at a previous meeting, shall be dealt with individually.

15.2 Resolutions - Consecutively Numbered

All resolutions presented to Council shall be consecutively numbered, on a yearly basis.

15.3 Resolution by Council Members

Members may introduce a Resolution without the necessity of introducing a notice of motion first, if the matter is not to amend, repeal or alter a By-law, the pre-approved budget or any motion previously approved by Council, and where the motion is not to introduce any measure of change in Council's previously established policies, and shall be dealt with under “New Business”.

15.4 Notices of Motion - When Required - Annual Budget

A notice of motion shall be introduced in writing, when a Member or staff wishes to amend, repeal or alter a By-law, the pre-approved budget or any motion previously approved by Council, and where the motion is to introduce any measure of change in Council's previously established policies.

15.5 Notice - Introduced - Notice - Requirements

A Member may introduce a notice of motion at a meeting regarding a matter that would not otherwise be considered by Council at such meeting, by delivering a written copy of the motion, signed by the mover and seconder, to the Clerk.

15.6 Notice - Received by Clerk - Included in Agenda

Notice of motions introduced at a public meeting of Council shall not be debated and shall be recorded on the next regular meeting of Council under Resolutions.

15.7 Notice - Consideration - Disposal

A notice of motion shall not be considered or otherwise disposed of by Council unless the mover of the motion is in attendance at the meeting.

15.8 Notice - Seconder Not Present – Any Member

Any Member may agree to second a notice of motion if the seconder is absent from the meeting when the notice of motion is called for by the Mayor / Presiding Officer.

15.9 Notice - Delivered - Time

Notices of motion may be delivered to the Clerk no later than 12:00 p.m. Noon the Monday preceding the date of the next regular meeting, in order to be included to the final agenda, at which time the motion is to be introduced, or be read at the end of a regularly scheduled meeting of Council.

15.10 Notice of Motion for the Mayor

*** ***(Amended Oct. 2025 Bylaw 2025-099)***

a) As required by the Act, the Mayor may bring forward a motion at any time if they determine it potentially advances a prescribed provincial priority.

i) The Mayor solely determines if such a motion potentially advances a prescribed provincial priority.

ii) Any motion brought forward in this manner, at the discretion of the Mayor, shall be considered by Council at the meeting.

iii) All other motions brought forward by the Mayor that do not potentially advance a prescribed provincial priority shall follow the process described in Article XV (with the omission of article 15.10).

ARTICLE XVI
ACTION REPORTS

16.1 Written - Legible - Signed

Every Action Report to be presented to Council shall be prepared under the approved electronic submission program, with an identifiable recommendation, and shall be signed by the Manager and Chief Administrative Officer and, where financial implications are identified, the General Manager of Finance.

16.2 Deadline - Material Submitted to Clerk

Every Report from Inquiry or Action Report which deals with a matter on the Council agenda shall be delivered to the Clerk no later than 12:00 Noon on the Monday, two weeks preceding the meeting of Council in order to be printed on the agenda.

ARTICLE XVII
NEW BUSINESS – UNFINISHED BUSINESS

17.1 Unfinished Business- Index- Pending List

All matters brought forward to Members of Council for consideration and that have not been disposed of or that has been referred or committee to a future date, shall be indexed under a "pending list" and considered unfinished business and shall identify which department has been given ownership of providing a future report.

17.2 New business - routine nature

Any item of business that is of a routine nature that has been introduced to Members of Council requiring a formal resolution that was not previously placed on the agenda shall be considered as a New Business Motion

17.3 New Business- in writing- mover and seconder- filed

All new business motions shall be introduced in writing, with a mover and seconder and filed with the Clerk.

17.4 New Business - filing time - inclusion on agenda

New Business motions that are filed prior to 4:30 p.m. on the Monday preceding a regular meeting shall be included to the printing of the agenda.

17.5 New Business- voted on individually

All New Business motions shall be voted on individually.

17.6 New Business- non-routine- Notice of Motion

New business motions that are not of a routine matter and do not recommend changes to on-going Corporate Policies, shall be received and read by the Clerk as a Notice of Motion and re-introduced at the next regular meeting of Council under Resolution for Council discussion.

17.7 New Business- introduced- regular meeting

Motions of a new business nature may be filed with the Clerk during the regular meeting of Council and shall be read during the New Business section of the Agenda. The mover of the motion shall provide copies of the proposed New Business motion to all Members of Council prior to the meeting at which the motion is being introduced.

17.8 Matters not under Council jurisdiction

Any matter not considered to be matters under the Municipal Council's jurisdiction, after consultation with the Mayor, Chief Administrative Officer, and City Clerk shall not be accepted.

17.9 Motion

Where a direction to staff would result in the development of new policy or program, recommendations or changes to policies or programs already approved by Council, or where staff has identified that a direction cannot be completed with existing resources or without impacting workplans or priorities previously approved by Council, a motion approved by Council is required.

17.10 Closing Unfinished Business Items

All Unfinished Business Items shall be deemed closed at the end of a Term of Council and, at the beginning of each new Term of Council, the Office of the City Clerk shall provide the new Council with a list of Unfinished Business that has not been completed.

ARTICLE XVIII
VOTING

18.1 The Mayor (Chair) need not vote unless it is to break a tie or create a tie. The Chair should be neutral wherever possible. They need only vote when there is a recorded vote.

18.2 Member Not Voting

Refusing or failing to vote is considered an abstention and shall be deemed to be a negative vote unless the Member is not participating in the vote due to a declared conflict of interest. The minutes shall record the vote as "negative".

18.3 Motion - Simple Majority - Required - Exception

The vote required to pass a motion shall be a simple majority (50% +1) except as otherwise provided in this By-law.

18.4 Equal Division - Motion Defeated

In the case of an equal division of votes on a motion, the motion shall be deemed to have been decided in the negative and defeated for want of a majority.

18.5 Show of Hands - Exception - Recorded Vote

The manner of determining the desire of Council on a motion shall be by show of hands.

18.6 Recorded Vote - Announced Openly

Where a vote is taken for any purpose and a Member requests, immediately prior or immediately after the taking of the vote, that the vote be recorded, each Member present, except a Member who is disqualified from voting, shall announce their vote openly. Any failure to vote by a Member who is not disqualified from voting shall be deemed to be a negative vote. The Clerk shall record each vote.

18.7 Division - Separate Vote - Each Proposal

At the request of a Member of Council, a motion containing distinct proposals, that can be acted upon individually may be divided, and a separate vote shall be taken upon each individual proposal.

18.8 Member Not in Their Seat - Deemed Absent

A Member not in their seat when the question is called by the Mayor/ Presiding Officer is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent.

18.9 Mayor/ Presiding Officer - Stating the Question

Immediately preceding the taking of the vote, the Mayor/ Presiding Officer shall state the question in the form introduced.

18.10 Announcing - Results

The Mayor/ Presiding Officer shall announce the result of every vote.

ARTICLE IXX
MOTION - TO APPEAL

19.1 Made at Time of Ruling - Point of Order

A motion to appeal from the decision of the Mayor/ Presiding Officer shall be made only at the time the ruling is made by the Mayor/ Presiding Officer and shall not require a seconder.

19.2 Decision Final - Mayor/ Presiding Officer - Final

Unless a Member immediately appeals the Mayor / Presiding Officer's decision, the decision of the Mayor / Presiding Officer shall be final.

19.3 Non-debatable - Amendable - Reconsidered

A motion to appeal the decision of the Mayor/ Presiding Officer shall not be debated or amended. The challenger is permitted one minute to describe the reason for the appeal, followed by a one-minute response from the Mayor / Presiding Officer (if the Mayor/ Presiding Officer so desires). No further debate is permitted. A simple majority of the Members present and voting in favour of the appeal is required to overturn the decision of the Mayor/ Presiding Officer.

ARTICLE XX
QUESTION OF PRIVILEGE

20.1 Integrity - Member - Council - In Question

Where a Member considers that the integrity of the Member or the integrity of Council as a whole has been called into question, the Member may, as a matter of privilege, rise at any time, with the consent of the Mayor/ Presiding Officer, no debate being allowed, for the purpose of drawing the attention of Council to the question.

20.2 Motion - Receive Disposition - Treated as Main Motion

A motion resulting from a question of privilege shall receive disposition by Council forthwith, and, following such disposition, the motion so interrupted shall be immediately considered at the point where it was suspended.

ARTICLE XXI
REQUEST FOR INFORMATION

21. Request Information

Where a Member is uncertain of a particular issue being discussed, the Member may ask the Mayor/ Presiding Officer to clarify or if the Mayor/ Presiding Officer is unsure of the answer, may direct the question to another Member or Administration. All requests for information shall be on the business pending.

ARTICLE XXII
WITHDRAWAL - MOTION

22.1 Withdrawal of Motion

A request to withdraw a motion may be made by the mover of the motion. Once the motion has been read by the Mayor, the motion is deemed to be in the possession of Council.

22.2 Without Consent of Seconder

A request to withdraw a motion may be made without the consent of the seconder of the motion.

22.3 In Order - Anytime

A request to withdraw a motion shall be in order anytime during debate.

22.4 Objection by Member - Considered - Main Motion

If a Member objects to the withdrawal of the motion, a motion to maintain the question, may be considered and become the main motion.

22.5 No Objection - Withdrawal Without Seconder - Vote

If no Member objects to the withdrawal of the motion, the motion shall be considered withdrawn without the necessity of a seconder and a vote.

ARTICLE XXIII
POINT OF ORDER

23.1 Rules of Procedure - Breached

A point of order may be called by a Member to bring attention to any apparent breach of the Rules of Procedure.

23.2 Language - Improper - Offensive

A point of order may be called by a Member to bring attention to the use of improper, offensive or abusive language.

23.3 Discussion - Not Valid - Outside Proposed Motion

A point of order may be called by a Member to bring attention to the fact that the matter under discussion is not within the scope of the proposed motion.

23.4 Proceedings - Other Informality or Irregularity

A point of order may be called by a Member to bring attention to any other informality or irregularity in the proceedings of Council.

23.5 Member - Rise - Ask Leave - Point Stated

When a Member rises on a point of order, the Member shall ask leave of the Mayor / Presiding Officer to raise the point of order; and after leave is granted, the Member shall state the point of order to the Mayor / Presiding Officer.

23.6 Decision - Announced Prior to Recommencement

No further business shall be conducted until the Mayor / Presiding Officer has decided and stated the point of order.

23.7 Address - Mayor/ Presiding Officer - Appeal Decision

Thereafter, a Member shall only address the Mayor / Presiding Officer for the purpose of appealing the Mayor / Presiding Officer's decision to Council.

23.8 Decision - Mayor/ Presiding Officer - Final - No Appeal

If no Member appeals, the decision of the Mayor / Presiding Officer shall be final.

23.9 Appeal - Member's Right - Mayor/ Presiding Officer Reply - Decision Final

If a Member appeals to Council, the Member shall have the right to state a case. A seconder is required, and the Mayor / Presiding Officer shall have the right to

reply and place the question before Council who shall decide the question without debate, and its decision shall be final. In an appeal from the decision of the Mayor/ Presiding Officer, a tie vote sustains the Mayor/ Presiding Officer's decision.

ARTICLE XXIV
CLOSE DEBATE - PUT THE QUESTION

24.1 Motion Non-Debatable - Amendable

A motion to close debate, or put the question, shall not be debatable or amendable and shall require a two-thirds vote.

24.2 Resolved - Affirmative - Original Motion Put - No Debate

When a motion to close debate or put the question is in the affirmative, the original motion shall be put forward without debate or amendment.

ARTICLE XXV
REFER OR COMMIT

25.1 Debatable - Amendable - Reconsideration - Permitted

A motion to refer or commit a matter shall be debatable and amendable.

25.2 Motion - - Possession of Council - Withdrawal

After a motion is read by the Clerk, it shall be deemed to be in possession of Council but may be withdrawn at any time before a decision or amendment, with the permission of Council.

25.3 Motion Presented - Debate

When a motion is presented in Council, it shall be read before debate.

25.4 Motion - Outside Jurisdiction of Council

A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.

25.5 Disposition of Motion

A motion properly before Council for decision must receive disposition before any other motion, not relevant to the main motion, is introduced.

ARTICLE XXVI
MOTION TO AMEND

26.1 A motion to amend is to modify the wording and within certain limits the meaning of a pending motion before the pending motion itself is acted upon.

26.1.1 Motion to Amend - Basic Forms

A motion to amend takes three basic forms:

1. Inserting or adding words or paragraphs
2. Striking out words or paragraphs
3. Striking out words and inserting or adding others or substituting an entire paragraph or complete resolution for another.

26.2 Debatable - Amend - Permitted

A motion to amend shall be debatable unless the motion to which it pertains to is not debatable.

26.3 Written - When Requested - Mayor/ Presiding Officer

A motion to amend shall be presented in writing when requested by the Mayor / Presiding Officer.

26.4 Relevant to Main Motion

A motion to amend shall be germane to the main motion.

26.5 Contrary to Main Motion - Not in Order

A motion to amend shall not be in order if it is not germane to the main motion.

26.6 Amendment

a. Only one amendment shall be allowed to a motion at one time.
   (Amendment to the main motion)
b. Only one amendment to an amendment shall be allowed to a motion at one time.
   (Amendment to the amendment)

26.7 Friendly Amendment

A Friendly Amendment, is one that is considered with the belief that the amendment will either improve the statement or effect of the main motion. A friendly amendment is a motion, requiring a mover, seconder, opened to debate and is handled under the same rules as amendments.

Whether or not the Amendment is friendly may first be determined by the original mover of the motion subject to correction or overrule by the Clerk.

26.8 Council Disposition - Before Amendment

A motion to amend shall receive the disposition of Council before a previous amendment or the motion.

ARTICLE XXVII
MOTION TO RECONSIDER

27.1 Reconsideration - Majority of Council - Same Meeting

Any matter decided upon by Council, may be reconsidered at the meeting by a two-thirds (2/3's) vote of Members present at that meeting and eligible to vote on the matter, by the introduction of a motion to “reconsider”.

27.2 Amend Something Previously Adopted or Rescind

A motion to reconsider any matter already disposed of by Council at a previous meeting shall require a motion to "amend something previously adopted" or a motion to "rescind", provided by notice of motion at one meeting to be dealt with by resolution at the following meeting.

27.2.1 Should a Notice of Motion not be provided at a previous meeting, a vote of 2/3’s of Members present and eligible to vote on the matter shall be required.

27.3 Member on Prevailing Side - Moves to Reconsider

A motion to reconsider a resolution, By-law, question, or decided matter must be made by a Member who voted with the prevailing side on the original motion or resolution. If a Member is absent during the vote on the original motion or resolution, the Member may request that a motion be reconsidered at a subsequent meeting.

27.4 Motion to Reconsider Adopted

If a motion to reconsider has been adopted, it temporarily nullifies the previous decision and places the meeting back at the point prior to taking the vote on the original motion.

27.5 Motion of Reconsideration - Adopted

If a motion to reconsider has been adopted at a meeting, then consideration of the original matter shall become the next order of business.

27.6 Motion to Reconsider - Becomes Main Motion

The main motion originally voted on (with its amendments) is once again pending. Procedurally, it is considered a newly made motion.

27.7 No Discussion - Unless Reconsideration Adopted

There shall be no discussion on the question contained in the motion until the motion for reconsideration is adopted. However, the mover of a motion to reconsider may provide a brief and concise statement outlining the reasons for proposing such reconsideration.

27.8 Reconsideration - Only Once

No motion or report shall be reconsidered more than once at any meeting. No decided matter may be reconsidered if the City has taken any steps to complete the decision, such as entering a contract or making purchases necessary to facilitate the decision. No decided matter may be reconsidered unless the motion for reconsideration is made within one (1) year of the original decision. Where a matter has been reconsidered, no further motion to reconsider may be made on that matter.

27.9 Use- Notice of Motion- Reconsideration

Any member may introduce a Notice of Motion at a meeting of Council to Amend Something Previously Adopted or Rescind a decision previously adopted by the Council.

ARTICLE XXVIII
MOTION -TO ADJOURN

28.1 In Order - Exception

A motion to adjourn shall always be in order except as otherwise provided for in this By-law.

28.2 Negative - Until Proceedings Completed

A motion to adjourn, when resolved in the negative, shall not be presented again until the conclusion of the current item.

28.3 Member Speaking - Voting Prohibited

A motion to adjourn shall not be in order when a Member is speaking or during the verification of a vote on a motion.

28.4 Affirmative Resolution - Current Question - Prohibited

A motion to adjourn shall not be in order until the current question has been put and a resolution made by motion.

28.5 Non-debatable

An unqualified motion to adjourn shall not be debatable or amendable.

28.6 Meeting - Continuation - 11:00 p.m.

No item of business, other than the Confirming By-law shall be considered at a meeting of Council after the hour of 11:00 p.m. local time, unless otherwise decided by a two-thirds (2/3s) vote of the Members present. The motion is not debatable.

ARTICLE XXIX
MOTION TO RECESS

29.1 Length of Time - Specified

A motion to recess when other business is before the meeting shall specify the length of time of the recess and shall not be in order when a Member is speaking or during a vote.

29.2 Non-debatable Length of Time - Amendable

A motion to recess when other business is before the meeting shall not be debatable and shall only be amendable with respect to the length of the recess.

29.3 Future Time - Treated as Main Motion

A motion to recess at a future time shall have no privilege and shall be treated as a main motion. The Mayor / Presiding Officer may recess or adjourn a disorderly meeting that cannot be brought to order, without the need for a vote.

ARTICLE XXX
DISCLOSURES OF INTEREST

30.1 Disclosing- Member responsibility

All Members shall govern themselves at any Meeting in accordance with the current legislation respecting any disclosure of interest they may have in accordance with the " *Conflict of Interest Act*". It is the responsibility of the Member to identify and disclose any interest.

30.2 Disclosing - no influencing

The Member shall disclose the interest including the general nature thereof, prior to any consideration of the matter and shall not take part in the discussion of or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

30.3 Member - leave meeting – in-camera

Where the meeting is not open to the public, the Member shall immediately leave the Meeting or the part of the meeting during which the matter is under consideration.

30.4 Member- absent- from meeting

Where a Member is absent from a meeting which includes a matter on which they have an interest, the Member shall disclose this interest at the next public meeting they attend.

30.5 Declaration- recorded- minutes

The declaration of interest shall be recorded in the Minutes or report of the meeting and, where the meeting was open to the public, the general nature of such declaration.

ARTICLE XXXI
CODE OF CONDUCT

The Code of Conduct Policy for Members of Council and Local Boards shall hereby form part of the Procedures of Council under Appendix “**A**”.

ARTICLE XXXII
COMMITTEES

The Committee's Governmental and Operational structure shall form part of this Procedural By-law as Appendix "**B**"

Ad Hoc Committee

32.1 Appoint· Ad Hoc Committee

Council may, at any time, appoint an Advisory or Ad Hoc Committee to enquire into and report on any matter specific to one subject matter and that is not of a continuous nature.

32.2 Reports- Ad Hoc Committees of Council

Members appointed by the Council to sit on the Ad Hoc Committee shall file their final report to the Members of the Council for debate and final resolution.

32.3 Ad Hoc Committee Mandate

Each Committee shall be given a clear mandate and well-defined terms of reference which shall include among other things, the composition, reporting relationship, resources available to the committee and, if required, a defined time frame.

32.4 Discharging of Ad Hoc Committee

Once the Ad Hoc Committee has filed its report with the Council and Members have dealt with the matter referred to the Ad Hoc Committee, on presentation of its final report to the Members of Council, it automatically ceases to exist.

Special Committee

32.5 Special Committee- Appointment

At the start of every new Term of Council, the Head of Council, in consultation with elected Members of Council, shall determine and appoint individual Councillors to sit on various Special Committees as a representative of Council. The appointments shall be endorsed by By-law during their Inaugural Meeting.

32.6 Special Committee- Procedures

All Committees, recognized as a Special Committee of Council, through By-law and where a Member of Council sit on their Board, shall conduct their meetings in accordance with the adopted "Procedures" Bylaw governing Members of Council.

32.7 Special Committee- change in membership

Occasionally throughout the mandate of a current term of Council, the need may arise where a change of Members of Council is required. Any change shall be reported to the Head of Council, who shall have the authority to recommend an alternate Member of Council to the Committee.

32.8 Speaking – duration - time limit - 3 minutes

Members of Council who wish to provide brief remarks on matters relating to a Special Committee to which they have been appointed, shall, upon recognition by the Chair speak no more than three (3) minutes on the matter. There shall be no debate on the information provided.

Standing Committees

32.9 Composition- all Members

A Standing Committee shall be composed of Members of the Council and may include lay appointments.

32.10 Appointment-Chair

The Chair of a Standing Committee shall be a Member of Council appointed to the Committee and the Vice-Chair of a Standing Committee shall be appointed by the Committee

32.11 Named - limited

At this time, the Planning Advisory Committee is the only Standing Committee of Council.

32.12 Meetings – minutes – agendas - supplied to members

It shall be the duty of the Standing Committee to ensure that the minutes of the last regular meeting together with an agenda containing reports to be considered is made available to each Member on the Friday preceding the day of the holding of such Meeting.

32.13 Rules – observed - in all meetings

The rules governing the procedures of the Council and the conduct of its Members shall be observed in meetings of the Standing Committee in so far as they are applicable

32.14 General Rules- All Committees of Council

The Committee's Policy shall outline the governance and operational structure of all Council Committees and shall hereby form part of the Procedures of Council under Appendix "**B**".

ARTICLE XXXIII
RESIGNATION -MEMBER· VACANCIES

33.1 Resignation • file in writing · Clerk

A Member of Council may resign from office by notice in writing filed with the Clerk of the Corporation of the City of Cornwall, subject to Section 260 (1) and 263 of the Municipal Act.

33.2 Filling · vacancy

If a vacancy occurs in the office of a Member of Council, the Council shall, subject to section 263 of the Municipal Act; fill the vacancy.

33.3 Appointments to vacancies

Subject to Section 263 of the *Municipal Act*, where a vacancy occurs amongst a seat of the Mayor and/or Councillor, the Council at a meeting called for that purpose shall select the manner in which they wish to fill the vacancy.

Position of Mayor *** *(Amended Oct. 2025 Bylaw 2025-099)*

33.4 Vacancy Head of Council (Sec 284.12)

a) Fill the vacancy in accordance with the regulations set out in subsection (2) and/or (3) of section 284.12 of the *Municipal Act, 2001* and in accordance with the *Municipal Elections Act, 1996.* 2022, c.18, Sched.2, s.1.

Position of Councillor
33.5 Appoints to Vacancy- Member of Council

a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or
b) require a by-election to be held to fill the vacancy in accordance with the *Municipal Elections Act, 1996*; or
c) appoint the first non-elected candidate for the position of Council Member during its last municipal election to fill the vacancy, subject to conditions in accordance with the *Municipal Election Act*.

33.6 Members • not attending • removal

The office of a Member of Council of the municipality becomes vacant if the Member is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council. (*Municipal Act* sec 259(1)(c).)

ARTICLE XXXIV
SEVERABILITY - REPEAL - ENACTMENT

34.1 Severability Clause

Severability. If any part, term or provision of this By-law is held to be illegal, in conflict with any law or otherwise invalid, the remaining portion or portions shall be considered severable and not be affected by such determination, and the rights and obligations of the parties shall be construed and enforced as if the By-law did not contain the particular part, term or provisions held to be illegal or invalid.

34.2 By-laws – Previous

By-law 2012-058 and 2023-112 and all adhering amendments are hereby repealed.

34.3 Effective Date

This By-law shall come into effect on the 14th day of July 2025

Read, signed and sealed in open Council this 14th day of July 2025.

Original document signed by both the Clerk and Mayor July, 2025

Denise Labelle-Gélinas Interim City Clerk	Mayor Justin Towndale

Amendment Bylaw 2025-099

Note: following Council approval of the update to this By-law, All original By-laws are e-signed by the Mayor and the City Clerk.

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The Corporation of the City of Cornwall

Committees Appendix B to Procedural Bylaw 2025-065.docx

1. Definitions

1.1 Special Purpose (Ad Hoc) Committee

A Special Purpose (Ad Hoc) Committee means a committee established by Council for the purpose of dealing with a special project on any matter specific to one subject matter with a clear mandate, that is not of a continuous nature and a start and finish date.

1.2 Advisory Committee

An Advisory Committee means a committee established to provide advice to Council in accordance with the committee's Mandate and Terms of Reference.

1.3 Committee

A Committee means a standing, advisory, legislated or ad hoc committee established by Council but does not include the Committee of the Whole.

1.4 Committee Leader

A Committee Leader means the Senior Manager, and/or designate, responsible for the Committee.

1.5 Ex-Officio

An ex-officio member is a member of a body who is part of it by virtue of holding another office. The rights of an ex-officio member are exactly the same as other members unless otherwise stated in regulations or by-laws.

1.6 Lay Appointee

Lay appointees are members of the public that are appointed by the Lay Appointments Committee (comprised of Council Members) and who participate on the Municipality's Boards, Committees or Commissions.

1.7 Standing Committee

A Standing Committee means a committee of Members of Council appointed by Council to consider policy matters with respect to the committee's mandate.

1.8 Mayor's Task Force

When the need arises, the Mayor will call upon Council Members and/or community members with expertise in a certain area to join a task force, being a group that works together for a set amount of time to work on a single defined task or issue.

1.9 Working Group

A working group means a committee established by a standing, advisory or legislated committee and authorized by Council with a clear mandate that has a beginning and ending and reports directly to the creating standing, advisory or legislated committee.

2. Policy for Creating, Amending or Dissolving a Committee

Council may create a new committee, amend an existing committee and/or its mandate and/or Terms of Reference, or dissolve an existing committee in accordance with the following sub-sections. A non-statutory advisory committee shall not extend beyond the term of Council unless the newly elected Council confirms by resolution the continuance of the committee.

2.1 Creating a Committee

Council may create a new committee in response to any of the following:

a) Requirements of applicable legislation or regulation (Federal, Provincial or Municipal By-law);

b) Changing priorities;

c) To address significant public issues or trends;

d) Where public input is deemed desirable;

e) Recommendation and report by staff; and

f) Any other reason deemed appropriate by Council.

In creating a new committee, Council shall have regard for the following:

a) Establishing a clearly defined mandate and Terms of Reference;

b) Membership and quorum requirements;

c) Qualifications;

d) Alignment with the Corporate Strategic Plan;

e) Alignment with other Corporate Plans;

f) Reporting relationship and frequency of progress reports;

g) Public and financial considerations;

h) Staff resources to be made available and the impact on City Departments;

i) The need for any sub-committees and working groups; and

j) Defined timeline for completion of the assigned tasks (i.e. sunset date).

Since all committees of Council are automatically dissolved at the end of each term of Council, Council, at the beginning of a new term, will review a listing of committees and may reinstate any of these committees or create new committees.

2.2 Amending a Committee or its Mandate

Amendments to the mandate and/or Terms of Reference of a committee may be initiated by Council, by resolution of the committee or by a report and recommendation from staff. The following factors may be considered by Council when amending a committee's mandate and/or Terms of Reference:

a) Results of the committee's annual report which measures progress against fulfilling the mandate;

b) Impact of the change on the mandate and Terms of Reference;

c) Continued relevance of the committee's purpose and function;

d) The degree of public interest;

e) Changes to the applicable legislation or regulations;

f) Changing Council priorities or new issues of Council;

g) Cost analysis and required resources; and

h) Committee sunset date.

2.3 Dissolving a Committee

The dissolution of a committee may be triggered by any one of the following:

a) Expiration of the committee's term;

b) Completion of the committee's task or mandate;

c) Effectiveness of the committee's operations (e.g. frequency of meetings, amount of committee business, number of cancelled meetings);

d) Resolution of the issues that led to the creation of the committee;

e) The legislative requirement for the committee no longer exists;

f) Merger with another committee;

g) Results of the committee's annual report which measures progress against fulfilling the mandate;

h) Changing Council priorities;

i) Recommendation by the committee by resolution;

j) Report and recommendation by staff;

k) Council will make the decision to dissolve a committee of Council at a Regular Council Meeting which is open to the public; and

l) All committees of Council will automatically be dissolved at the end of each term of Council.

2.4 Annual Report

The mandate and Terms of Reference for a new or existing committee shall include the requirement that the committee report to Council annually respecting the following matters:

a) a concise summary of the activities and accomplishments of the committee during the current year;

b) a summary of the committee's focus areas for the following year, the said focus areas are to be aligned with Council's term priorities and objectives;

c) the activities of any sub-committees and/ or working groups during the current year requests for authorization for the continuation of any active sub-committees and/or working groups together with a summary of their future focus areas; and

d) any recommendations respecting proposed changes to the committee's structure, composition or mandate and Terms of Reference.

2.5 General Provisions

Except as otherwise provided for in this By-law, all committees must conform to the rules governing the procedures of a meeting of Council as outlined in the 'Council Procedure By-Law'.

2.6 Attendance

The Recording Secretary of a Committee will record the attendance of members in the minutes of the meeting.

2.7 Absenteeism

a) The seat of a Member of Council sitting on a committee becomes vacant if the Member is absent from the committee for which he or she is appointed for three (3) consecutive meetings without being authorized to do so by a resolution of Council. Any Member of Council shall provide the committee with notice of any approved leave of absence.

b) If a member of a committee is absent for three (3) consecutive meetings, the absences will be brought to the attention of the City Clerk by the Recording Secretary who supports the Committee.

c) The City Clerk will contact the absent committee member to discuss the reasons for absenteeism and to determine whether the member wishes to continue to serve on the committee or to provide a letter of resignation.

Upon confirmation that the member will no longer be serving on the Committee, the City Clerk will notify the Mayor of the vacancy and the need for a replacement. If a member indicates the desire to continue to serve on the committee, the member will be advised that attendance is required, or the member will be removed from the committee.

d) Any member of a committee who is absent for more than fifty per cent (50%) of the meetings since their term of appointment will not be eligible for reappointment.

e) A member of a committee of council who intends to leave a meeting before the meeting is adjourned must inform the Chair of this intention either at the start of the meeting or prior to leaving.

2.8 Mayor as Ex-Officio Member of Committees

a) The Mayor of the Council is ex officio a member of every Committee.

b) Where a Committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor of the Council, such number is automatically increased by one, being the Mayor of the Council, as provided under (a) above, when the Mayor is present, and all members of the Committee are present. In those instances when all members are not present, the Mayor's attendance replaces an absent member, and the membership number is not automatically increased by one.

c) The Mayor can participate in the business of the Committee without any restriction including voting. Members of Council are able to attend and participate at any meeting. Only Members of Council who have been appointed to a committee are entitled to vote.

2.9 Councillor's Role

Members of Council who are appointed by Council to sit on any Committee shall have an oversight role, such that they are to provide the Committee with the Council's existing position on any matters that may arise.

2.10 Criteria to Serve on Committee

Lay appointees to committees listed in this By-law, excluding technical representatives must be at least 18 years or older, a resident or business owner in the City of Cornwall, and be one of the following:

a) Canadian Citizen, or
b) Permanent Resident, a person who has been given permanent resident status by immigrating to Canada but is not a Canadian Citizen and has resided in Cornwall for at least one year.

Appointees must maintain residency in the City of Cornwall for the duration of their term.

All appointments made to agencies, boards, committees and commissions listed in Schedule A must be made in accordance with the rules established by their governing body. In accordance with the Public Libraries Act, for the Cornwall Public Library Board, appointees to these boards must be citizens of Canada.

2.11 Retention of Applications to Serve on Committees

Applications from volunteers who are not appointed during the regular appointment process will be kept on file in the Office of the City Clerk for the term of Council. If a vacancy occurs on a committee within that term, the applicants who applied to serve on that committee and were not appointed will be contacted and asked if they are still interested in serving. Names of those who continue to have an interest in serving on the committee will be submitted to the Lay Appointments Committee for consideration to fill the vacancy. The Clerk's Office will also advertise the vacancy in the newspaper.

2.12 Clauses Lost at Committee Meetings

a) Items rejected by any committee must be reported to Council with a "negative recommendation", allowing Council the opportunity to discuss the item.

b) Motions that result in a tied vote at a committee must be reported to Council with no recommendation to allow Council the opportunity to discuss and if so desired, make a decision.

2.13 Agenda

The agenda of every committee should include but not limited to the following sections:

1) Roll Call
2) Indigenous Acknowledgement
3) Additions, Deletions or Amendments
4) Adoption of Agenda
5) Disclosures of Interest
6) Adoption of Minutes
7) Presentations
8) Reports
9) New Business
10) Date of Next Meeting
11) Adjournment

Any subject matter listed on a Committee's agenda shall be directly related to the Committee's Terms of Reference or mandate. In this regard, the Committee Chair shall work with the Committee Leader and if needed, the City Clerk to prepare the agenda in this manner.

In accordance with requirements for public notice, transparency and disclosure, new substantive items should not be introduced on the Agenda under New Business.

In consultation with the Chair, the Committee Leader, shall schedule and/or cancel Committee meetings where required and inform the Clerk's Office.

2.14 Motions on Committee Agendas

Motions introducing new policy or procedure matters must be in the hands of the Recording Secretary by 12:00 noon one week prior to the regular committee meeting for inclusion on the Agenda.

2.15 Meetings Open to Public

Committee meetings are open to the public.

a) Members of the public are welcome to attend committee meetings as observers but will not have an opportunity to speak or participate in the meeting.

b) Members of the public are encouraged to talk to staff directly if they have concerns or need information.

Except as provided in Section 239 (2) and (3.1) of the *Municipal Act, 2001*, all meetings shall be open to the public.

Exceptions:

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; or

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.

Other criteria

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 purposes of that Act

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 the *Municipal* Act*, 2001*, or the meeting investigator referred to in subsection 239.2.

Educational or training sessions

a) The meeting is held for the purpose of educating or training the members;

b) 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.

Resolution

Before holding a meeting or part of a meeting that is to be closed to the public, a committee must approve a resolution stating the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting.

2.16 Election of Chair and Vice-Chair

Each Committee will meet as soon as possible after the day of the inaugural meeting of Council and elect a Chair and Vice-Chair, if applicable, from its membership for the term of Council.

2.17 Presentations

Committees may hear presentations and shall be limited to a maximum of ten (10) minutes.

An organized body wishing to address a committee as a presentation shall be limited to three (3) spokespersons.

On any given scheduled committee meeting, there shall be a maximum of three (3) presentations.

3. Appointments

3.1 Term of Appointment

a) In those instances where the appointments to a committee are to be staggered over the term of Council, the committee will be asked to establish what members will serve for the staggered term and advise Council accordingly. Council must, by resolution, confirm the term of the appointments as recommended by the Committee.

b) All committees shall terminate on November 14 of a municipal election year.

c) Terms of office and membership on some external boards, commissions, authorities or quasi-judicial committees must be in accordance with this By-law unless the term of office is established under statute or legislation.

3.2 Establishment of Sub-Committees and Working Groups

If it is the desire of the majority of a committee to establish a sub-committee or working group, a recommendation must be made to Council for approval.

Included with the recommendation for the establishment of the sub-committee or working group must be information with respect to:

a) the sub-committee or working group mandate and Terms of Reference;

b) the number of members;

c) the composition of membership, including members of the public and staff, if applicable, and how members are to be recruited;

d) the reporting structure;

e) the staff and other resources to be made available; and

f) a start and finish date.

A sub-committee or working group may also be appointed directly by Council.

3.3 Duration of Lay Appointments

a) Members of the public will be eligible to serve for a maximum of twelve (12) consecutive years or three (3) terms on the same committee.

b) Members of the public are required to take at least an absence of one (1) term of Council absence after serving on the same committee for twelve (12) years. After the one-term absence, the member of the public is eligible to re-apply to serve on the former committee. On the recommendation of the Lay Appointments Committee, a member of the public may, upon application, be appointed beyond three (3) terms if there are compelling reasons.

c) During the one-term absence from a committee, a member of the public may apply to serve on a different committee.

d) A member of the public, who has been appointed to replace a committee member and is filling a partially completed term, will be appointed for the balance of that member's term.

e) Renewed membership on a committee is not automatic. Any member of the public who wishes to serve for an additional term must submit a request in writing to the City Clerk in order to be considered for re-appointment.

4. Effect

Appendix "B" will come into force and take effect on the date of its passing, this 11th day of August, 2025.

Schedule A - Agencies, Boards, Committees and Commissions		
City Managed	**With Council Representation Only**	**Working Groups**
1. Arts & Culture Advisory Committee	1. Business Improvement Association - Le Village	1. Cornwall Planning Programs Evaluation Group (CPPEG)
2. Audit Committee	2. Business Improvement Association – Downtown	2. Municipal Naming Working Group
3. Committee of Adjustment	3. Community Safety and Well-being Advisory Committee	3. Waterfront Plan Implementation Working Group
4. Cornwall Regional Airport Commission	4. Cornwall Community Woodhouse Museum Board (SD&G Historical Society)	4. Ontario Winter Games Legacy Awards Selection Committee
5. Election Audit Compliance Committee	5. Cornwall Police Services Board	
6. Emergency Management and Advisory Committee	6. Cornwall Public Library	
7. Environment and Climate Change Committee	7. Eastern Ontario Health Unit Board of Directors	
8. Glen Stor Dun Lodge Committee of Management	8. Cornwall Harbour Development Corporation	
9. Heritage-Patrimoine Cornwall	9. Raisin Region Conservation Authority	
10. Lay Appointments Committee	10. St. Lawrence River Institute of Environmental Sciences	
11. Municipal Accessibility and Advisory Committee		
12. Municipal Grants Review Committee		
13. Planning Advisory and Hearing Committee		
14. Property Standards Appeals Committee		
15. Recreation & Parks Advisory Committee		
16. Senior Friendly Community Committee		
17. Service Manager Joint Liaison Committee		
18. Social Development Council for Cornwall and Area		
19. Transit Committee		
20. Youth Advisory Committee		

The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2025-099

Department:	Legal Services
Division:	Clerk Services
By-law Number:	2025-099
Report Number	2025-14-Legal Services
Meeting Date:	October 14, 2025
Subject:	By-law 2025-099 Amendment to Procedural Bylaw 2025-064

WHEREAS Section 238(2) of the Municipal Act, 2001 (the "Act"), requires that the council of every municipality in Ontario must enact a Procedural By-law to regulate the calling, place and proceedings of meetings; and

WHEREAS it has been determined that it is necessary to amend the Procedural By-law governing the proceedings of the Council of The Corporation of the City of Cornwall to address matters pertaining to the "Strong Mayor Power" as well as to make housekeeping revisions;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the City of Cornwall enacts as follows:

1. That the following information be substituted and replace Section 13.9 as follows:
    a. Section 13.9 – **Passed – Numbered – Dated – Signed – Seal Affixed**

    Every By-law passed by Council shall be:

    1. Approved by Council resolution;
    2. Approved by Mayoral decision;
    3. Signed by the Mayor, or the presiding officer;
    4. Signed by the Clerk or designate
    5. Sealed with the City seal
    6. Indicate the date of passage; and
    7. Indicate the dates of Council and Mayoral approval.

8. Following the final motion to adopt by-laws at a regular meeting of Council, the following wording shall be added to the motion: That by-laws ## to ##, *be approved subject to Section 284.11 (4 of the Municipal Act.*

2. That Section 13.10 be amended to add:
    a. As required by the Act, a by-law will come into effect once it has been:
        i. Approved by Council resolution; and
        ii. Approved by Mayoral decision.

or

        iii. Approved by Council resolution; and
        iv. Two days have passed following the date of the Council resolution without any Mayoral decision issued to the contrary.

or

        v. Approved by Council resolution;
        vi. Vetoed by Mayoral decision; and
        vii. Overridden by a two-thirds (7) members) vote by Council

    b. As required by the Act, the following timelines will be in effect for a Council approved by-law:
        i. The Mayor has two days to issue a Mayoral decision approving the by-law.

or

        ii. The Mayor has two days to issue a Mayoral decision noting their intention to veto the by-law. If so, then:

            a) The Mayor has 14 days from the date in which Council originally approved the by-law to issue a Mayoral decision to approve or veto the by-law. If no decision is provided within 14 days, the by-law is deemed to be approved.

or

        iii. The Mayor has two days to issue a Mayoral decision to veto the by-law. If so, then:
            1. The Clerk must provide notice of the Mayoral decision to veto the by-law to Council by the next business day.

2. Council has 21 days after the day the Clerk provides notice to override a Mayor decision to veto. This override vote requires two-thirds (7 Members) of Council to be approved.

c. As required by the Act, the Mayor may propose by-law(s) for adoption that could potentially advance a prescribed provincial priority. Such by-laws must be voted on by City Council and are approved by a one-third (4 Members) vote of to be approved.

i. The Mayor solely determines if a by-law potentially advances a prescribed provincial priority.

3. That Section 15.10 be added to Article 15 as follows:

15.10 **Notice of Motion for the Mayo**r

a) As required by the Act, the Mayor may bring forward a motion at any time if they determine it potentially advances a prescribed provincial priority.

i) The Mayor solely determines if such a motion potentially advances a prescribed provincial priority.

ii) Any motion brought forward in this manner, at the discretion of the Mayor, shall be considered by Council at the meeting.

iii) All other motions brought forward by the Mayor that do not potentially advance a prescribed provincial priority shall follow the process described in Article XV (with the omission of article 15.10).

4. That Section 4.13 be added to **ARTICLE IV MEETINGS** as follows:

4.13 Budget

a) As required by the Act, the Mayor shall prepare and propose a budget for Council to consider. This budget will be presented to Council at a designated Special Council – Budget meeting. The budget must be proposed on or before February 1 of each year.

i) If the Mayor does not propose a budget to Council by February 1, in accordance with that Act, Council shall prepare and adopt a budget.

b) After receiving the Mayor's proposed budget, City Council may, within 30-days, pass motion(s) to amend the proposed budget.

i) Council may reduce the 30-day amendment period.

ii) If Council does not approve amendments within the 30-day amendment period, the budget is deemed to be adopted.

c) Within 10-days of the expiry of the Council amendment period, the Mayor may veto any amendments by way of Mayoral decision.

i. The Mayor may shorten the 10-day veto period.

d) Within 15-days of the expiry of the Mayor's veto period, City Council may vote to override the Mayor's veto. Such a vote requires a two-thirds (7 members) vote to be approved.

i. If multiple amendments have been vetoed, a vote of two-thirds (7 members) is required to override each veto.

ii. Council may reduce the 15-day veto override period.

iii. An approved override cannot be vetoed by the Mayor.

e) Once all processes outlined in section 4.13 have been satisfied, the budget is deemed to have been adopted.

4. That **ARTICLE XII - Presentation and Delegations** be amended to add the following section:

12.2.3 City Presentations

i) Presentations provided by City Staff at meetings should be a maximum of 10 minutes.

ii) Presentations by staff and/or third-party presentation which accompany an Action item on an agenda, the Action Items for discussion shall be brought forward for consideration immediately after the presentation has been made without need to Amend the Agenda.

5. That **ARTICLE XXXIII – RESIGNATION – MEMBER VACANCIES** Section 33.4 **Position of the Mayor** be substituted for the following:

   Vacancy Head of Council (Sec 284.12)

   a) Fill the vacancy in accordance to the regulations set out in subsection (2) and/or (3) of section 284.12 of the *Municipal Act, 2001* and in accordance with the *Municipal Elections Act, 1996.* 2022, c.18, Sched.2,s.1.

6. That the preambles above are true and are hereby incorporated into this By-law; and

7. That the Mayor and Clerk are hereby authorized and may take all actions necessary on behalf of The Corporation of the City of Cornwall to complete this matter, including the execution of an Agreement and other associated documentations.

Read, signed and sealed in open Council this 14th day of October 2025.

Denise Labelle-Gélinas
2025.10.15 14:06:53
-04'00'

Digitally signed by Justin Towndale
DN: cn=Justin Towndale, o=City of Cornwall, ou=Mayor, email=jtowndale@cornwall.ca, c=CA
Date: 2025.10.20 09:41:31 -04'00'

Denise Labelle-Gélinas
Interim City Clerk

Justin Towndale
Mayor

Explanatory Note

Purpose

The purpose of this amendment is to update the Council's Procedural By-law to ensure its governance of proceedings is consistent with the requirements set out in the Municipal Act, 2001, including Part VI.1 which outlines the special powers and duties of the head of Council. This update also addresses procedural considerations for managing reports that are submitted following third-party presentations, thereby aligning the City of Cornwall's practices with current legislative standards and enhancing transparency and efficiency in council operations.

Background / Discussion

On July 14, 2025, Council approved revisions to its procedural rules governing the conduct of its meetings and decision-making processes. This update was undertaken in response to recent amendments to the Municipal Act, 2001, which introduced new responsibilities and special powers for the head of council. As a result, it has been determined that modifications to the Council's Procedural By-law are both necessary and appropriate to ensure continued compliance with these legislative requirements.

The purpose of this amendment is to formally incorporate these changes into the By-law, thereby aligning the governance framework of the City of Cornwall with current statutory obligations and expectations. This action reflects Council's commitment to maintaining effective and transparent procedures in the administration of municipal affairs.

Report Approval Details

Document Title:	A By-law to Amend Procedural By-Law 2025-064 - 2025-14-Legal Services.docx
Attachments:	
Final Approval Date:	Oct 6, 2025

This report and all of its attachments were approved and signed as outlined below:

Wayne Meagher - Sep 29, 2025 - 10:32 AM

Tim Mills - Oct 6, 2025 - 8:54 AM

The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2025-115

Department:	Legal Services
Division:	Clerk Services
By-law Number:	2025-115
Report Number	2025-30-Legal Services
Meeting Date:	November 24, 2025
Subject:	By-law 2025-115 to cancel Regular meetings of October 26, and November 23, 2026 and Amend the Procedural Bylaw to address changes in Inaugural Meeting date.

WHEREAS, Section 238 of the *Municipal Act, 2001*, as amended, requires that every municipality pass a Procedural By-law to govern the calling, place and proceedings of meetings; and

WHEREAS, the Council of the Corporation of the City of Cornwall deems it necessary to amend its Procedural By-law to adjust the date of the First (Inaugural) Meeting of Council, in the year of a municipal election; and

WHEREAS, it is also necessary to delete the City of Cornwall's pre-scheduled meetings of Monday October 26 and November 23, 2026 due to the legislated date of the scheduled Municipal Election in Ontario and a change in the Inaugural Meeting date.

NOW THEREFORE BE IT RESOLVED That the Council of The Corporation of the City of Cornwall does hereby enact as follows:

1. That Section 4.1 of the Procedural Bylaw no. 2025-065 be further amended to delete and replace with the following statement:
    a. *The Inaugural Meeting of Council following a regular election shall be considered Council`s first meeting and shall be held on* ***the fourth Monday of November in an election year*****;** and

2. That the meetings of October 26 and November 23, 2026, be cancelled; and

3. That the recitals above are true and are hereby incorporated into this By-law; and

4. That the Mayor and Clerk are hereby authorized and may take all actions necessary on behalf of The Corporation of the City of Cornwall to complete this matter, including the execution of an Agreement and other associated documentations.

5. That any section and any other By-law inconsistent with this By-law are hereby repealed.

Read, signed and sealed in open Council this 24th day of November 2025.

Digitally signed by Denise Labelle-Gélinas
Date: 2025.11.26 11:36:48 '-05'00'

Denise Labelle-Gélinas
Interim City Clerk

Digitally signed by Justin Towndale
DN: cn=Justin Towndale, o=City of Cornwall, ou=Mayor, email=jtowndale@cornwall.ca, c=CA
Date: 2025.12.08 20:18:41 -05'00'

Justin Towndale
Mayor

Explanatory Note

See - Action Report 2025-31 Legal Services Agenda November 24, 2025

Report Approval Details

Document Title:	A By-law to Cancel Meeting and Amend Procedural Bylaw - Inaugural Meeting - 2025-30-Legal Services.docx
Attachments:	
Final Approval Date:	Nov 17, 2025

This report and all of its attachments were approved and signed as outlined below:

Wayne Meagher - Nov 17, 2025 - 2:30 PM

Tim Mills - Nov 17, 2025 - 2:35 PM

The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2026-13

Department: CAO

Division: Clerk Services

By-law Number: 2026-13

Report Number 2026-05-CAO

Meeting Date: January 26, 2026

Subject: Procedural Bylaw Amendments

WHEREAS, Section 238 of the *Municipal Act, 2001*, as amended, requires municipalities to adopt a procedural By-law governing the calling, place and proceedings of meetings; and

WHEREAS, it is deemed necessary to amend its Procedural By-law 2025-064 to restrict the use of cell phones during Closed Meetings and to regulate virtual attendance by Members of Council; now therefore, be it

RESOLVED, That the Council of The Corporation of the City of Cornwall enacts as follows:

1. That Section III – General Provisions of the Procedural By-law add the following Section:

3.7 Cell Phone and Electronic Device Restriction

3.7.1 No Member of council, staff, or attendee shall use a cell phone or any personal electronic device during a Closed Meeting, except where expressly authorized by the Chair for emergency purposes. All devices shall be turned off or placed in silent mode and stored away for the duration of the meeting;

3.7.2 A Member who receives an emergency message, shall immediately, inform the Chair and request leave of the meeting to respond to the call or situation.

2. That Section 4.6 be amended to ADD the following:

   4.6.3

   (a) **Limitation on Virtual Attendance (Electronic Participation**)
   A Member of Council may attend a Council Meeting virtually no more than three (3) times per calendar year, unless otherwise approved by resolution of Council.

   (b) **Justification Requirement**
   Each request for virtual attendance must include a written justification outlining the reason for remote participation, submitted in writing to the Clerk at least 4 hours prior to the meeting.

3. That Section 4.13 b) be amended to add the following information, after the word budget*, "and that all proposed motions provide a mover and seconder and filed with the Clerk for inclusion to the Special Budget Meeting for review and debate".*

4. That the preambles above are true and are hereby incorporated into this By-law; and

5. That the Mayor and Clerk are hereby authorized and may take all actions necessary on behalf of The Corporation of the City of Cornwall to complete this matter, including the execution of an Agreement and other associated documentations.

Read, signed and sealed in open Council this 26th day of January 2026

Denise Labelle-Gélinas
Interim City Clerk
Digitally signed January 27, 2026

Digitally signed by Justin Towndale
DN: cn=Justin Towndale, o=City of Cornwall, ou=Mayor, email=jtowndale@cornwall.ca, c=CA
Date: 2026.01.28 10:06:17 -05'00'

Justin Towndale
Mayor

Explanatory Note

Purpose

Seeking approval on amendments to the Procedural Bylaw to:

1. **Integrity of Closed Meetings:** Closed sessions are held under strict confidentiality provisions of the *Municipal Act, 2001*. Allowing unrestricted device use poses risks of inadvertent disclosure and undermines public trust.

2. **Accountability and Participation**: Virtual attendance is a valuable tool but should remain exceptional. Limiting frequency ensures Members prioritize in-person engagement, fostering effective deliberation and transparency.

3. **Operational Consistency:** Written justification provides a documented record for compliance and audit purposes, aligning with best practices in municipal governance.

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The Corporation of the City of Cornwall

Regular Meeting of Council

By-law 2026-95

Department:	Legal and Legislative Services
Division:	Clerk Services
By-law Number:	2026-95
Report Number	2026-60-Legal and Legislative Services
Meeting Date:	October 13, 2026
Subject:	By-law 2026-95 to amend Procedure By-law 2025-065 respecting Public Notice Requirements

WHEREAS:

A. Section 238 of the Municipal Act, 2001, requires every municipality to pass a procedure By-law governing the calling, place of proceedings of meeting and to provide for public notice of meetings; and

B. Section 239 of the Municipal Act, 2001, establishes requirements respecting open and closed meetings of Council and Local Boards; and

C. Council adopted Procedure By-law 2025-065 to govern the calling, place and proceedings of meetings of Council and its Committees; and

D. The City's Closed Meeting Investigator completed an investigation regarding a complaint related to the March 16, 2026 Special Meeting of Council and issued a report dated September 17, 2026; and

E. The Closed Meeting Investigator recommended amendments to Procedure By-law 2025-065 to strengthen public notice requirements and ensure consistency with the open meeting provisions of the Municipal Act, 2001; and

F. Council has reviewed the report and wishes to implement the recommendations of the Closed Meeting Investigator.

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NOW THEREFORE the Corporation of the City of Cornwall (the “Municipal Corporation”), by the Council thereof, does hereby enact as follows:

1. That the recitals above are true and are hereby incorporated into this By-law.

2. That Section 4.5.1 of the Procedure By-law 2025-065 is hereby repealed and replaced with the following:

   4.5.1 Notice – Council Meetings

   The public shall be provided with notice of the date, time, and place of all Council meetings, together with an agenda of matters anticipated to be considered at the said meeting, at least 24 hours in advance of the meeting

3. That Section 4.7.3 of the Procedure By-law 2025-065 is hereby repealed and replaced with the following:

   4.7.3 Notice - Clerk

   The Clerk shall provide notice to the public of all Special Meetings of Council, regardless of whether they are to deal entirely with matters properly considered at a closed meeting pursuant to subsection 239(2) of the *Municipal Act, 2001*, as amended or replaced, in the same manner (regarding content and timing) as notice provided pursuant to section 4.5 of this By-law.

4. That the Mayor and Clerk are hereby authorized and may take all actions necessary on behalf of The Corporation of the City of Cornwall to complete this matter, including the execution of an Agreement and other associated documentations.

5. That this By-law shall come into force when it is passed.

By-law passed in open Council this 13th day of October 2026.

Signed by:
Tracey Beauregard
B370268E5350414...

Tracey Beauregard
Interim City Clerk

Signed by:
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Justin Towndale
Mayor