
Haldimand County

Report CLE-08-2025 Update to Procedure By-law For Consideration by Council on June 23, 2025



Objective:

To amend Procedure By-law 2477/23 in order to reflect changes due to the Haldimand County reorganization.

Recommendations:

1. THAT Report CLE-08-2025 Update to Procedure By-law be received;
2. AND THAT the following appointment for Chair and Vice Chair for the new Business Division of Council in Committee for Haldimand County be made, for the period from June 23, 2025 to November 14, 2026:
Community Safety and Wellness Chair _____
 Vice Chair _____
3. AND THAT procedural matters of Council or Committees not governed by the provisions of the Procedure By-law be governed by the most recent edition of Robert's Rules of Order;
4. AND THAT the by-law attached to Report CLE-08-2025 be approved.

Prepared by: Tracey Cassidy, Council Services Coordinator

Reviewed and respectfully submitted by: Chad Curtis, Municipal Clerk

Approved: Cathy Case, Chief Administrative Officer

Executive Summary:

An amendment to Haldimand County Procedure By-law 2477/23 is required to incorporate changes resulting from Haldimand's recent reorganization and to appoint a Chair and Vice Chair to Council's new business division.

As an additional housekeeping matter, staff are recommending that the most recent edition of Robert's Rules of Order be used to determine procedural matters not covered within the Haldimand County Procedure By-law.

Background:

Section 238 of the Municipal Act, 2001 (Act) requires that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings of Council. The current version of the Procedure By-law was enacted on December 27, 2023, incorporating previous amendments, general housekeeping amendments, and changes to reflect updated language and procedural efficiencies.

It is advisable for the Procedure By-law to be reviewed at least once during each term of Council to ensure that it is up to date with legislative requirements and with local procedural needs and practices. This report addresses changes resulting from the recent reorganization as approved at the February

Analysis:

As the Order of Business for Council in Committee meetings is structured according to Haldimand's business divisions, it is necessary to update the Procedure By-law with the revised business division names. It is also necessary to appoint a Chair and Vice Chair to the new business division, Community Safety and Wellness.

The current Chairs and Vice Chairs for the other business divisions will remain as follows:

Public Meeting for Planning Applications	Chair: Councillor McKeen
	Vice Chair: Mayor Bentley
Development Services (formerly Community and Development Services)	Chair: Councillor Lawrence
	Vice Chair: Councillor Shirton
Public Works Operations	Chair: Councillor Adams
	Vice Chair: Councillor McKeen
Engineering and Capital Works	Chair: Councillor Metcalfe
	Vice Chair: Councillor Lawrence
Financial Services (formerly Financial and Data Services)	Chair: Councillor O'Neill
	Vice Chair: Councillor McKeen
Corporate Services (formerly Corporate and Social Services)	Chair: Councillor Shirton
	Vice Chair: Councillor O'Neill
Corporate Affairs	Chair: Mayor Bentley
	Vice Chair: Councillor Metcalfe

The following revisions will be reflected in the Procedure By-law Amendment (Attachment 1) subsequent to report approval:

Section 2.2 (General Provisions)

Haldimand County has used Bourinot's Rules of Order as a guide for procedural matters that are not found within the Procedure By-law. As a best practice and housekeeping matter, staff are recommending adopting the most recent edition of Robert's Rules of Order to determine matters not found in the Procedure By-law.

Section 19.2.1 (Council in Committee Order of Business)

h) Departmental Staff Reports:

Development Services

- Other Business

Community Safety and Wellness

- Other Business

Public Works Operation

- Other Business

Engineering and Capital Works

- Other Business

Financial Services

- Other Business

Corporate Services

- Other Business

Corporate Affairs

- Other Business

Section 19.6.1 (Appointment of Chairs and Vice Chairs of Council in Committee)

The Business Divisions of the Council in Committee are:

- Public Meeting for Planning Applications
- Development Services
- Community Safety and Wellness
- Public Works Operations
- Engineering and Capital Works
- Financial Services
- Corporate Services
- Corporate Affairs

The changes will be reflected on agendas moving forward, effective the August, 2025 Council in Committee meeting.

Financial/Legal Implications:

A nominal fee to purchase the most recent edition of Robert's Rules of Order will be absorbed by the Clerk's Division budget.

Stakeholder Impacts:

Not applicable.

Report Impacts:

Agreement: No

By-law: Yes

Budget Amendment: No

Policy: No

References:

1. [Municipal Act, 2001.](#)
2. [Procedure By-law 2477/23.](#)

Attachments:

1. Draft Procedure By-law Amendment.