

**CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
BY-LAW NO. 2025-39**

Being a By-law to Govern the Proceedings of
Council and Committees

WHEREAS pursuant to Section 238 of the *Municipal Act, 2001*, as amended every municipality and Local Board shall pass a procedural by-law for governing the calling, place and proceedings of meetings;


NOW THEREFORE the Council of the Corporation of the Township of McNab/Braeside ENACTS AS FOLLOWS:



1. That the Procedural by-law as attached hereto as Appendix "A" be hereby established for the Municipal Council of the Corporation of the Township of McNab/Braeside.
2. BE IT FURTHER ENACTED, that all By-Laws, or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.
3. This by-law shall come into force and be effective upon the passing thereof.

READ a first time this 15th day of April, 2025.

READ a second time this 15th day of April, 2025.

READ a third and final time and passed this 15th day of April, 2025.


MAYOR


CAO/CLERK


THE CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
SCHEDULE "A"
BY-LAW # 2025-39
PROCEDURAL BY-LAW

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PART I - INTERPRETATION

1. GENERAL

- (1) The proceedings of the Council and of its Committees, the conduct of the Members and the calling of meetings will be governed by the rules and regulations contained in this By-law.
- (2) These rules of procedure shall be deemed to apply to Standing Committees, Ad Hoc Committees and Sub-Committees of Council.
- (3) Where the term "Committee" is used in this By-law, the provision applies only to Committee meetings and related Committee matters.
- (4) Notwithstanding subsection (1) hereof, the rules and regulations contained in this By-law may be suspended by a majority vote of Council.
- (5) The majority of Council shall decide on all points of order not provided for herein.
- (6) No meeting of Council or Committee shall be held in the absence of the Clerk or designate.
- (7) A confirmatory by-law shall be passed at the end of each regular and special meeting of Council to confirm the proceedings of the Council meeting, including the adoption of the minutes of the previous Council and Committee meetings as presented, including their contents, motions, and resolutions. No other business of Council shall be dealt with at a meeting following the passing of said by-law.
- (8) Question period shall be available for members of the public in attendance to ask questions of Council and the Committee of the Whole regarding any items relevant to the business discussed during the meeting.
- (9) No item of business may be dealt with at a meeting after the hour of 10:00 p.m. without the approval of the majority of those present.
- (10) All documents including by-laws, reports and minutes shall be under the custody of the Clerk and copies may be obtained only with his/her consent and upon execution of a receipt.
- (11) Any person may, at all reasonable hours, inspect any of the records, books or documents, the minutes and proceedings of any committee of the Council, after the acts of the committee have been adopted, and other documents in the possession or under the control of the Clerk, and the Clerk shall, within a reasonable time, furnish copies of them, certified under the Clerk's hand and the seal of the Corporation of the municipality to any applicant on payment at such rate as the Council may establish.
- (12) The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business of the Council unless otherwise prescribed.
- (13) Any reference to a member of Council shall include the Mayor and Deputy Mayor.
- (14) The rules and regulations contained herein may be suspended by a majority vote of the members present and voting.
- (15) In any case of which provision is not made herein the procedure to be followed shall be, as near as may be, to Roberts Rules of Order.
- (16) Every Council meeting shall be chaired by:
 - (1) The Mayor, if present.
 - (2) The Deputy Mayor, if the Mayor is absent.
 - (3) If both are absent, Council shall select an Acting Chair.

2. DEFINITIONS

- (1) "**Act**" means the *Municipal Act, 2001, S.O. 2001, c.25*, as amended from time to time.
- (2) "**Ad Hoc Committee**" means a special purpose committee of limited duration, created by Council to inquire and report on a particular matter or concern and which dissolves automatically upon submitting its final report unless otherwise directed by Council.
- (3) "**Alternative Means**" shall mean, for the purpose of this By-Law, attending and participating in any meeting by virtual presence, where Council is satisfied that such attendance and participation permits the Mayor and/or Council Member to participate in debates and vote on matters at the meeting. Where meetings are open to the public, they will be made available via online streaming channels.
- (4) "**Chair**" means the Presiding Officer at a Council and/or Committee meeting.
- (5) "**Clerk**" means the CAO/Clerk of the Corporation of the Township of McNab/Braeside or designate.
- (6) "**Closed (In Camera) Meeting**" shall mean a meeting closed to the public as defined in accordance to Section 239 of the Municipal Act, 2001.
- (7) "**Committee**" means Committee of the Whole, a Committee of Council, and includes Standing Committees, Joint Committees, Ad-Hoc Committees, or Sub-Committees.

- (8) **"Committee Chair"** means the Chair of a Standing Committee, Joint Committee, Ad-Hoc Committee, or Sub-Committee of Council.
- (9) **"Council"** means the Council of the Corporation of the Township of McNab/Braeside.
- (10) **"Emergency"** will be either declared or defined on a situation by situation basis as determined by the CAO/Clerk and Mayor or designates.
- (11) **"Mayor"** means the Head of the Council.
- (12) **"Majority of Council"** shall mean three (3) Members of Council.
- (13) **"Member"** means a Member of Council and a Township Councillor shall have a corresponding meaning.
- (14) **"Meeting"** for the purpose of this by-law, a meeting is defined as an assembly of members of Council with quorum, either general or special, or of committee at which recommendations, resolutions or by-laws are proposed and or passed.
- (15) **"Motion to Receive and File"** means a motion which is made for the purpose of acknowledging the particular item, report or recommendation under consideration, and of having the item, report or recommendation placed in the records of the Clerk for future reference, with no additional action being taken at that time.
- (16) **"Motion"** a self-contained proposal not incidental to any proceeding and may be referred to as the main or principal motion. It is amendable and it is drafted in such a way so as to be capable of expressing a decision of Council. It excludes the following motions:
 - (a) to extend the time of the meeting;
 - (b) to refer;
 - (c) to amend;
 - (d) to lay on the table;
 - (e) to postpone indefinitely or to a day certain;
 - (f) to move the previous question;
 - (g) to adjourn.
- (17) **"Motion (Subsidiary)"** means one which affects the disposition of a substantive or main motion, by bringing it to an immediate vote, by delaying or by deferring a decision thereon.
- (18) **"Notice of Meeting"** shall be deemed to be received as set out in Section 84 of this By-law.
- (19) **"Point 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, immunities or integrity or the rights, immunities or integrity of the Council as a whole have been challenged.
- (20) **"Point of Order"** means a statement made by a Member of Council during a meeting, drawing to the attention of the Chair a breach of the Rules of Procedure. Must deal with a matter that is currently on agenda.
 - (a) Breaches of the rules of order of Council;
 - (b) Difficulty in continuation of the meeting;
 - (c) Improper, offensive or abusive language;
 - (d) Notice that the discussion is outside the scope of the motion or the notice of motion;
 - (e) Irregularities in the proceedings.
- (21) **"Point of Procedure"** means a question directed to the Mayor to obtain information on a matter of the rules of the Council bearing on the business at hand, in order to assist a Member to make an appropriate motion, raise a point of order, understand the situation or the effect of a motion.
- (22) **"Presiding Officer"**
 - (a) Council Meetings - The Mayor shall preside at all meetings. In his/her absence the Deputy Mayor shall preside. If both the Mayor and Deputy Mayor are absent from the meeting then a Member of Council shall be appointed from among the Members in attendance to preside at the meeting. In this instance the Clerk shall open the meeting and call for nominations from among the Members of Council to select a Presiding Officer for the meeting or until the arrival of the Presiding Officer.
 - (b) Planning Advisory Committee Meetings - The Deputy-Mayor shall preside at all meetings. In his/her absence the Mayor shall preside. If both the Deputy Mayor and Mayor are absent from the meeting then a Member of Council shall be appointed from among the Members of Council in attendance to preside at the meeting. In this instance the Clerk shall open the meeting and call for nominations from among the Members in attendance to select a Presiding Officer for the meeting.
 - (c) Committees Meetings - The appointed Chairperson shall preside at all meetings. In the absence of the Chairperson then a Chair for the meeting shall be selected by the Membership by having the Staff Person present call for nominations from among the Members present.

- (23) **"Quorum"** subject to any other applicable statutory provisions, is:
 - (a) in the case of Council, a majority of Council Members;
 - (b) in the case of a Committee, a majority of Committee Members.
- (24) **"Recorded Vote"** means the recording of the name and vote of every Member voting on any matter or question.
- (25) **"Resolution"** means a formal determination made by the Council or a Committee on the basis of a motion, duly placed before a regularly constituted meeting of the Council or a Committee for debate and decision, and duly passed.
- (26) **"Rule or Rules of Procedure"** means the rules and regulations provided in this By-law.
- (27) **"Special Enquiry"** includes a request for detailed investigative, statistical or technical information or study.
- (28) **"Special Meeting"** means a meeting other than a regular scheduled meeting called pursuant to the Act or the provisions of this By-law.
- (29) **"Township"** means the Corporation of the Township of McNab/Braeside.
- (30) **"Two-thirds vote"** means the affirmative vote of at least two-thirds of the Members present and eligible to vote.
- (31) **"Workshop"** means a meeting of Council, intended for all members of Council, for the purpose of:
 - (a) receiving a briefing on municipal business;
 - (b) discussing emerging priorities and issues, including strategic planning; and,
 - (c) training purposes; and which shall be conducted in accordance with Section 10 of this by-law.

PART II - DUTIES/PRIVILEGES/RESPONSIBILITIES

3. PRESIDING OFFICER

The Presiding Officer shall:

- (1) open the meeting of Council by taking the Chair and calling the Members to order;
- (2) make such remarks as is fitting for the information or assistance of the Council;
- (3) receive and submit, in the proper manner, all motions presented by the Members of Council;
- (4) put to vote all questions, which are regularly moved and seconded, or necessarily arise in the course of the proceedings and announce the result;
- (5) decline to put to vote motions which infringe upon the Rules of Procedure;
- (6) enforce, on all occasions, the observance of order and decorum among the Members; to call by name any member persisting in breach of the rules or order of the Council or the board/committee thereby ordering the member to leave the meeting; to expel from a meeting anyone who engages in improper conduct; to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to leave the meeting where such behaviour persists;
- (7) authenticate, by his/her signature, when necessary all by-laws, resolutions, and minutes of the Council;
- (8) inform the Council, when necessary, or when referred to for the purpose of a point of order of usage;
- (9) represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
- (10) ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;
- (11) adjourn the meeting, when the business is concluded; to adjourn the meeting without question in the case of grave disorder arising at the meeting;

PART III - COUNCIL

4. VACANCIES

- (1) In accordance with Section 259 of the Municipal Act, 2001 the office of a member of municipal council becomes vacant if the member:
 - (a) becomes disqualified from holding the office of a member of Council under Section 256, 257 or 258 of the Municipal Act, 2001;
 - (b) fails to make the declaration of office before the deadline in Section 232;
 - (c) The office of a member of Council becomes vacant if the member has been absent from meetings of the council for three (3) successive months without being authorized to do so by a resolution of Council unless otherwise permitted by s 259(1) of the Act.

- (d) resigns from his or her office, and the resignation is effective under Section 260;
- (e) is appointed or elected to fill any vacancy in any other office on the same Council;
- (f) has his or her office declared vacant in any judicial proceedings;
- (g) forfeits his or her office under this or any other Act, or;
- (h) dies, whether before or after accepting office, and making the prescribed declarations.

- (2) A member of a Municipal Council may resign from office by providing notice in writing, to be filed with the Clerk. Exception to above, a resignation is not effective if it would reduce the number of members of the Council to less than a quorum, and if the member resigning from office is a member of the upper tier Council, the resignation is not effective if it would reduce the number of members of either Council to less than a quorum.
- (3) A member is permitted to be absent from meetings if it is a result of a member's pregnancy, the birth of the member's child or adoption of a child by the member for 20 consecutive weeks or less.

5. INAUGURAL MEETING

- (1) The Inaugural meeting of the Council following a regular election shall be held on the first possible Tuesday once the new term of office commences, in the Township Council Chambers or at such alternate location as may be named by the CAO/Clerk.
- (2) At the Inaugural meeting, all members present shall make their declaration of office, and no regular business shall be proceeded with at this meeting.

6. REPORTS

- (1) All written reports on any subject or matter referred to by the Council or dealt with between meetings of Council shall be submitted to the Clerk by the Wednesday prior to the meeting date no later than 4:00 p.m.
- (2) When it is required that the Council authorize, approve, confirm and cause to be implemented that which a committee has recommended, the recommendation shall be noted separately on the committee report to Council.
- (3) Notwithstanding subsection (2) hereof, when a report deals with more than one subject matter and the Council is not prepared to adopt all the report, a separate vote should be taken with respect to each subject matter and any matter which is not adopted may be referred back to the Committee for further consideration.
- (4) Any Member of Council can request that items be separated for the purpose of the votes, or that items within the report can be separated from discussion for the purpose of declaring potential pecuniary interest.

7. COMMITTEE OF THE WHOLE MEETINGS

Committee shall meet on the second Tuesday of each month of the year (except July) at 9:00 am, in the Township Council Chambers, unless direction of Council of an alternate meeting date, time and/or location.

8. REGULAR COUNCIL MEETINGS

Council shall meet on the first and third Tuesday of each month of the year (except July) at 6:00 p.m. in the Township Council Chambers unless by direction of Council selects an alternate meeting date, time or another location. Meetings will not take place in July unless a special Meeting is required.

9. SPECIAL COUNCIL MEETINGS

- (1) A special meeting of the Council will be convened:
 - (a) upon being summoned by the Mayor; or
 - (b) upon receipt of the petition of the majority of the Members of Council.
- (2) Upon receipt of the petition, the Clerk shall summon a special meeting for the purpose(s) and at the time stated in the petition.

- (3) The Mayor may at any time summon a special meeting of the Council and it shall be his/her duty to summon a special meeting whenever so requested by a majority of the members of Council. Forty-eight (48) hours' notice shall be necessary for all special meetings of Council.
- (4) A special meeting of Council shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered at such a meeting.
- (5) It shall be the responsibility of the Clerk or his/her representative to forward all notices and agendas for the regular and special Council meetings.
- (6) Notwithstanding this section, on urgent and extraordinary occasions with the consent of the majority of all Members of Council, recorded in the minutes, an emergency special Council meeting may be called by the Mayor without notice to consider and deal with such urgent and extraordinary matters.

10. WORKSHOPS

- (1) A workshop may include open session and closed session business in accordance with the rules of the Procedure By-Law, council policy and applicable legislation.
- (2) Upon confirmation that the workshop is to proceed, the Clerk shall give notice to all members of Council in accordance with this by-law regarding the subject, date, time and location of the workshop.
- (3) Preparation of an "agenda" will be dependent on the subject of the workshop. The Clerk shall keep a copy for the public record and public inspection.
- (4) Notice of the workshop subject, date, time and location will be made available to the public in accordance with Section 21 of this by-law and comply with any additional requirements set out in Council policy or by-law.
- (5) After notice of the workshop has been provided, no new matters will be added to the "agenda" since the appropriate notification will not have been given in accordance with this by-law.
- (6) Quorum of Council is not required for the workshop to proceed.
- (7) The Clerk will prepare a summary from the workshop, and any public session minutes will be made available to the public for review if a request is received.
- (8) Any member of the public who does attend, will be permitted to observe the workshop during public session.
- (9) No Council decisions shall be made at a workshop. Any matter requiring a decision shall be reported back to Committee of Council or Council for consideration and approval.

11. LOCATION OF MEETING

All the meetings of the Council will be held in the Council Chambers in the Township Administration Building or at such place as the Council may from time to time determine.

12. POSTPONEMENT OF REGULAR MEETINGS

- (1) A Regular meeting may be cancelled or postponed to a day named by the Presiding Officer, with notice given through the Clerk's office in advance of the regular meeting.
- (2) The postponed meeting shall be held at the hour and place provided in the notice.

13. MEETINGS OPEN TO THE PUBLIC

- (1) Subject to Section 239, the meetings of the Council and/or Committees shall be open to the public and no person shall be excluded therefrom, except for improper conduct. Subject to Section 241(2) the Mayor or Presiding Officer may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.
- (2) During any period when an emergency has been declared in all or part of the municipality under section 4 or 7.01 of the *Emergency Management and Civil Protection Act*, a member participating in a meeting electronically may be counted in determining whether or not quorum of members is present at any point in time.

14. MEETINGS CLOSED TO THE PUBLIC

- (1) Council, Committee or a Local Board may go into Closed Session, referred to as In Camera, by passing of a motion which shall state:
 - (a) the fact of holding the in camera session;
 - (b) the general nature of the matter to be considered during the Closed Session as provided in the *Municipal Act*.

- (2) Upon passage of a motion as above, all members of the media and the public shall be required to leave the room. The Clerk or his/her designate is required to attend all closed sessions. Any additional members of staff or consultants required for the purpose of the deliberations may be requested to attend the closed session.
- (3) If a member wishes to introduce new business at a closed meeting, it shall only be introduced in open session after the roll call while Council is still in the chambers. When the Council resolves into a closed session, the member shall expand further on the nature of the new business and the majority of Council shall determine, by vote, as to whether the matter shall be dealt with in camera at that meeting. There shall be no debate on the issue until the motion to deal with the new business has been decided in the majority.
- (4) **239 (1)** Except as provided in this section, all meetings shall be open to the public. 2001, c. 25, s. 239 (1).
- (5) During any period when an emergency has been declared in all or part of the municipality under section 4 or 7.01 of the *Emergency Management and Civil Protection Act*, a member can participate electronically in a meeting that is closed to the public.

Exceptions

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; 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. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Other criteria

(3) 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 the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- (b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

Educational or training sessions

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

- 1. The meeting is held for the purpose of educating or training the members.
- 2. 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. 2006, c. 32, Sched. A, s. 103 (1).

- (6) Subject to subsection 4, a meeting shall not be closed to the public during the taking of a vote.
- (7) Despite Section 244 of the *Municipal Act, 2001*, a meeting may be closed to the public during a vote if,
 - (a) subsection 1 or 2 permits or requires a meeting to be closed to the public; and
 - (b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or local board or persons retained by or under contract with the municipality or local board. There shall be no recorded votes at a closed meeting.
- (8) Subject to the *Municipal Freedom of Information and Protection of Privacy Act* no member of the current Council or a former Council shall disclose any personal information or other information which reveals the substance of deliberations of Council in closed session. Any current or former member who discloses such information may be subject to the penalty under the Act.
- (9) Any recommendation or direction arising from the closed session shall be in the form of motions and shall come forward immediately upon rising. Each motion shall identify the general nature of discussion and instructions without revealing any confidential security, personal or legal matters.
- (10) Records will be kept of any meeting or part of any meeting of Council, or any Committee that is closed to the public. Records will be without note or comment.

15. CONFIDENTIAL DOCUMENTATION

- (1) All information, documentation or deliberations reviewed or taken in a closed meeting is confidential.
- (2) The Clerk shall distribute and collect back all confidential reports and material for closed sessions, including any handwritten notes taken by members of Council during the closed session. If a member determines that he or she has a potential Pecuniary or Conflict of Interest, he or she shall return the materials to the Clerk. The Clerk shall note in the minutes and destroy the documents.
- (3) The recommendations shall not be printed on the agenda; however the agenda shall include a general outline of the item being discussed.
- (4) The response of members to inquiries about any matter dealt with at a closed session, prior to it being reported publicly, shall be "no comment" or words to that effect. No member shall release to the public any information considered at closed session or discuss the content of such a meeting with persons other than members of council or relevant staff members.
- (5) Any violation of this regulation may result in exclusion of the offending member from future closed sessions, and that member no longer being provided with correspondence, materials or information proposed to be dealt with by Council at a closed session.
- (6) The determination of whether or not a violation of the closed meeting provisions of this By-Law and the length of the exclusion from closed sessions, if so determined, shall be made by Council, and the issue shall be considered by Council prior to the affected member or members being excluded from any closed session. The results of Council's deliberations shall be reported out publicly.
- (7) If the purported violation of the closed session provisions of this by-law by more than one member is to be considered, a separate resolution of Council with respect to each affected member is to be adopted. The member affected shall not be permitted to vote on a motion respecting his or her purported violation of the closed session.
- (8) Any member who contravenes Section 14(4) of this By-law is guilty of an offence and upon conviction may be liable to a fine or penalty as provided for in the Provincial Offences Act.
- (9) Despite Section 14(8) of this By-law, no member shall be convicted for a contravention of Section 14 (5) of this By-law if the contravention was through inadvertence.
- (10) No prosecution for a contravention of Section 14 (4) of this By-law shall be commenced except on the direction of Council, expressed in a resolution of Council.
- (11) Any decision to prosecute a member of Council shall only be made after Council has met to consider the matter, at which time the member proposed to be prosecuted may be present and shall have the option of attending with legal counsel, it being understood that whether Council meets in closed session or in open session shall be determined by the Member under investigation.

16. ADJOURNED MEETINGS

The Council shall adjourn at 10:00 p.m. if it is then in session, and shall reconvene at the hour, day and place determined in a resolution of Council passed by a majority of the whole of the members thereof, where the unfinished business of the preceding meeting shall be transacted.

17. COMMENCEMENT OF MEETING

As soon as there is a quorum after the hour set for meeting, the Presiding Officer shall take the chair and call the Members present to order.

18. ATTENDANCE

Every member of Council and every municipal employee, as directed by the Clerk, shall attend each meeting of Council or shall advise the Clerk of his/her inability to attend.

19. NO QUORUM AT BEGINNING OF THE MEETING

- (1) If no quorum is present to enable a meeting to commence fifteen (15) minutes after the time fixed for a meeting of the Council, the Clerk shall call the roll and record the names of the Members present and the Members will stand discharged from waiting further.
- (2) If a meeting does not take place because of the lack of a quorum under subsection (1), the Council will meet at the next regularly scheduled meeting of the Council, or at such other time and place as the Presiding Officer shall announce.

20. UNFINISHED BUSINESS - QUORUM LOST

If during the course of a meeting a quorum is lost then the meeting will stand adjourned, not ended, to reconvene at the next regularly scheduled meeting of the Council, or at such other time and place as the Presiding Officer shall announce.

21. NOTICE AND AGENDA OF REGULAR COUNCIL AND COMMITTEE OF THE WHOLE MEETING

- (1) A notice of meeting(s) shall be prepared and distributed at least forty-eight hours prior to the planned meeting. The notice and agenda will be distributed.
- (2) The Clerk shall provide notice to the public of all meetings of Regular Council meeting, Special Council meeting or Committee of the Whole, workshops, agendas, cancellations and rescheduling (when possible) by posting on the Township website within 48 hours and by distributing copies upon request; and by posting a copy of meeting or workshop notices on the municipal office bulletin board within 48 hours. The notice requirements set out in this by-law are minimum requirements only, and the Clerk may give notice in an extended manner if in the opinion of the Clerk, the extended manner is reasonable and necessary in the circumstances. No business except the business dealing directly with the purpose mentioned in the Notice shall be transacted at any Special Meeting.
- (3) Notwithstanding any other provision of this By-Law, an Emergency Meeting 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 as soon as possible and in the most expedient manner available. No business except business dealing directly with the emergency or extraordinary situation shall be transacted at the Emergency Meeting.
- (4) Lack of receipt of a Notice or of the Agenda by the members shall not affect the validity of the Meeting or any action taken there at.

22. COUNCIL CHAMBER

No person except a Member of Council or an authorized employee of the Township shall, before or during a meeting of Council, place on the desks of Members or otherwise distribute any material whatsoever unless such person is so acting with the approval of the CAO/Clerk.

PART IV - INAUGURAL MEETING

23. FIRST MEETING (INAUGURAL) AGENDA - ORDER OF PROCEEDINGS

The content of the Agenda of the Inaugural Meeting and its proceedings shall include:

- a) Call to Order by Clerk
- b) Land Acknowledgment
- c) Acknowledgement of Municipal Clerks' Certificates
- d) Oath of Office from Members of Council
- e) Roll Call
- f) Introduction of CAO

- g) Mayors Address
- h) Greetings from Dignitaries
- i) Confirming By-law
- j) Adjournment

PART V - ORDER OF PROCEEDINGS

24. CALL TO ORDER

Meetings shall be called to order as soon as a quorum is reached. Where a quorum is not present within fifteen (15) minutes after the hours fixed for a meeting, the Clerk shall record the names of the Members of Council present and the meeting shall stand adjourned until the next meeting.

- (1) Conclusions of discussions held by committees (including motions presented by the members and voted upon) shall be summarized in resolutions or recommendations which will be presented to the Council at its next session.
- (2) The Council shall not consider any item that is not listed on the agenda at the meeting unless agreed to by a majority vote of the members present.
- (3) For special meetings, the agenda will be prepared by the Clerk as directed by the Mayor and if the meeting is called by a petition of the majority of the members, the agenda will be prepared by the Clerk for the purpose stated in the petition.
- (4) Any item which is not on the agenda as printed, but has been determined by the Clerk to be of a nature which requires Council's attention prior to the next scheduled meeting, may be added by amendment to the agenda at the discretion of the Clerk.
- (5) The business of Council shall be considered in the order set forth on the agenda. The Presiding Officer with the approval of Council, may vary the order in which the items are presented to better deal with matters before Council.

25. REGULAR COUNCIL AGENDA

The business of the Council, for a regular meeting shall in all cases, be taken up in the following order, once the Chair has brought the meeting to order, unless otherwise decided by a majority vote of the Members present.

The Clerk shall prepare an Agenda under the following headings for the use of Members at Regular Council meetings:

- a) Call to Order
- b) Welcome and Land Acknowledgement
- c) Roll Call
- d) Disclosure of Pecuniary Interest
- e) Adoption of the Agenda
- f) Delegations and Presentations
- g) Matters Arising Out of Delegations Heard
- h) Adoption of the Minutes of the Previous Council Session
- i) Planning Matters
- j) Correspondence
- k) Committee Reports, reports from Representatives Appointed to External Boards
- l) Unfinished Business
- m) Staff Reports – Direction
- n) New Business
- o) Notices of Motion
- p) By-Laws
- q) Public Questions
- r) Tracking Sheet
- s) Closed Meeting
- t) Rise from Closed Session
- u) Matters Arising from Closed Session
- v) Next Meeting Dates
- w) Confirmatory By-law
- x) Adjournment

26. COMMITTEE OF THE WHOLE AGENDA

The business of the Committee of the Whole shall be taken up in the following order, once the Chair has brought the meeting to order, unless otherwise decided by a majority vote of the Members present.

The Clerk, in consultation with the Chair, shall have prepared for the use of the Members at all meetings, an Agenda as follows:

- a) Call to Order
- b) Welcome and Land Acknowledgement
- c) Disclosure of Pecuniary Interest and the General Nature Thereof
- d) Adoption of Minutes
- e) Delegations and Presentations
- f) Communications
- g) Consent Reports
- h) Discussion Reports
- i) Deferred Reports
- j) Verbal Reports
- k) Public Questions
- l) Closed Session
- m) Rise from Closed Session
- n) Matters Arising from Closed Session
- o) New/Other Business
- p) Next Meeting Date
- q) Adjournment

27. SUB-COMMITTEE MEETING AGENDAS

The Clerk, in consultation with the Chair, shall have prepared for the use of the Members at Steering and Sub-Committee meetings, an Agenda as follows:

- a) Call to Order
- b) Welcome and Land Acknowledgement
- c) Roll Call
- d) Disclosure of Pecuniary Interest and the General Nature Thereof
- e) Approval of Minutes
- f) Business
- g) New/Other Business
- h) Public Questions
- i) Next Meeting
- j) Adjournment

28. DELIVERY OF AGENDA TO MEMBERS

- (1) Not less than forty-eight (48) hours in advance of each regular meeting of the Council, Committee of the Whole, and of all Special Council meetings, the Clerk shall cause the following to be delivered to each Member electronically:
 - (a) agenda;
 - (b) copy of each Committee report to be considered; and
 - (c) copy of each motion from other bodies to be considered for support or endorsement.
- (2) Items received after the agenda package has been distributed may be introduced as an amendment to the agenda.
- (3) The agenda for a regular Council meeting shall be published electronically forty-eight (48) hours in advance of the Council meeting.
- (4) Public and media agendas are prepared prior to a Council meeting and available to the public and media exclusive of any confidential reports.

29. MINUTES

- (1) The Clerk shall record in the minutes, without note or comment all resolutions, decisions, and other proceedings of the Council and Committee of the Whole. Minutes of preceding meetings of the Council and Committee of the Whole may be made available at least forty-eight hours prior to the next meeting, when possible.

The minutes shall record:

- (a) the place, date and time of meeting;
 - (b) the names of the Presiding Officer, Members and Staff present, late arrivals and early departures of Members and Staff;
 - (c) errors, omissions, corrections and the adoption of the minutes of prior meetings;
 - (d) any motions made whether they are carried or lost;
 - (e) any recommendations that are made to the Council;
 - (f) all other proceedings of the meeting without note or comment, including all resolutions and decisions.
- (2) The Council meeting minutes shall be adopted by the Council without being read out loud at the meeting. When the minutes have been confirmed, they shall be signed by the Mayor and the Clerk.
- (3) The Committee of the Whole minutes shall be adopted by the Committee of the Whole without being read out loud at the meeting. When the minutes have been confirmed, they shall be signed by the Mayor and the Clerk.
- (4) It shall be the duty of the CAO/Clerk to ensure that the minutes of the last Regular meeting and all subsequent special meetings are prepared and distributed to all the members.

30. COMMUNICATIONS AND PETITIONS

- (1) All written **petitions** designed to be presented to the Council, shall be legibly written or printed and shall not contain obscene or improper language and shall be signed by at least one person, including address and telephone number and filed with the Clerk.
- (2) All written **communications** on any subject within the jurisdiction of the Council shall, on presentation, be referred to the proper committee at the next Committee of the Whole meeting.

31. DELEGATIONS

- (1) A maximum of 3 separate delegations shall be permitted at any regular meeting unless otherwise approved by Council.
- (2) Any group, or agent representing a group, desiring to address the Council shall notify the Clerk in writing of such intention, five (5) days prior to the date of the meeting, shall specify the nature of the business to be discussed and name the delegate who will address the Council. Any delegation that intends to distribute any reports or supporting documentation shall provide same to the Clerk with the request in order that the material can be circulated with the agenda. Failure to comply with the above requirements may result in the request being refused. The Clerk shall advise of the approximate time the delegate will be heard.
- (3) Delegations not listed on the agenda may be heard provided a majority of the Members present vote to hear the delegation. Where a matter to which an individual or group wishes to speak is not on the Agenda, the matter may be placed on the Agenda of the next meeting.
- (4) Delegations shall be limited to a maximum of fifteen (15) minutes inclusive of questions and answers. The Delegation may be extended with the approval of the majority of Council or Committee Members.
- (5) Members of the public who constitute the audience in the Council Chamber during any meeting shall maintain order and quiet and may not:
- (a) address the Council except upon request of the Chair with Council approval and with the restriction of 2 minutes;
 - (b) interrupt any speech or action of the Members of Council, or any other person addressing the Council;
 - (c) display or have in their possession, picket signs or placards in the Council Chamber or Meeting Rooms or Township property.
- (6) No Member shall question staff during delegations being made by a member of the public except to invite comment.
- (7) No Member shall interrupt a debutant while they are addressing, except on a point of order, or if the Mayor deems it necessary to advise them of the time limitations.

- (8) Members may ask questions through the chair following the completion of the delegation, but shall not enter into a debate with the delegate.
- (9) Delegations shall conduct themselves with decorum at all times and shall refrain from using any slanderous or abusive statements or behaviour. If the Mayor determines that decorum has been breached, the delegation will be immediately stopped and the offender provided an opportunity to retract their statement and apologize to Council or Committee members. If the person(s) does not comply after being warned, the Mayor shall recess the meeting until the individual(s) leave the Chambers, or until a peace officer removes the offender from the Chambers, after which time the meeting will be reconvened.
- (10) No delegation may be scheduled for closed session, nor shall delegations be permitted regarding any specific personnel matters.
- (11) Requests from delegations who have previously addressed Council or Committee at a regular meeting within the last six (6) months on a particular item shall not be granted unless there is new information to present, in addition to what they have previously presented. Such proof shall be submitted to the Clerk in writing. If Council does not believe the written submission provides new information, the submission shall be deemed as an information item.
- (12) No person will be permitted to address Council with respect to a specific labour/management dispute, nor will a brief respecting such dispute be listed on a Council Agenda. A written brief by any person with respect to labour negotiations or labour/management disputes may be distributed for information purposes only.
- (13) No person will be permitted to address Council relating to any litigation matters with respect to the Township.
- (14) Members of the public who constitute the audience at a meeting, shall not:
 - (a) address Council or Committee members without permission;
 - (b) bring food into the Council Chamber or meeting room unless so authorized; or
 - (c) engage in any activity or behaviour that would affect the Council or Committee deliberations.
- (15) The Chair may call upon the Clerk to seek the appropriate assistance from security or police to remove members of the public, if necessary.

32. PRESENTATIONS

A person may appear before Council for the purpose of presenting or receiving a gift or recognition provided that the person or their representative submits a request in writing to the Clerk describing the nature and purpose of the presentation. Notwithstanding paragraph above, the Council may for any reason deemed appropriate refuse to permit a presentation.

33. ENQUIRIES AND ANSWERS

- (1) Any special enquiry made at a meeting of the Council or of the Committee of the Whole must be submitted in writing, signed and given to the CAO/Clerk.
- (2) The Clerk shall respond to the enquiry in accordance with the procedure found in the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.
- (3) Should the request involve extraordinary staff research time and production costs, the Council or the Committee of the Whole will be advised and the request will proceed subject to Council approval.
- (4) The response to the special enquiry will be distributed to all Members of Council or of the Committee of the Whole at which the enquiry was made.

PART VI - RULES OF CONDUCT AND DEBATE

34. ADDRESS THE CHAIR

Any Member desiring to speak, shall so signify their intent in such a manner as the Presiding Officer may direct, and, upon being recognized by the Presiding Officer will address the Chair.

35. ORDER OF SPEAKING

When two or more Members signify their desire to speak, the Presiding Officer will recognize the Member who, in his/her opinion, signified first and next recognize the other Member(s).

36. CONDUCT OF MEMBERS AT COUNCIL MEETINGS

No Member shall:

- (1) speak until he/she has been recognized by the Presiding Officer;
- (2) disturb another Member, or the Council itself, by any disorderly behavior disconcerting to any Member speaking;
- (3) use offensive, insulting or indecent words during the Council or Committee of the Whole Meetings against the Council or staff or attend a meeting in a condition unfit to conduct business;
- (4) speak on any subject other than the subject in debate without the permission of the Mayor or Presiding Officer;
- (5) disobey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council and in case a Member persists in any such disobedience after having been called to order by the Chair, the Chair may forthwith order the Member to leave his/her seat for the duration of the meeting of Council;
- (6) should an appeal of the Chair's decision be put, the Chair shall immediately put the question, no amendment, adjournment or debate being allowed, "that such Member be allowed to retain his/her seat for the duration of the meeting of Council". A majority vote of the Members of Council present and voting is required to overturn the Chair's Ruling that the Member be expelled;
- (7) if the member apologizes, the Chair may permit him/her to resume his/her seat;
- (8) in the event that a member persists in a breach of the rules after having been called to order by the Chair, the Chair may put the question "Shall the member be ordered to leave his/her seat for the duration of the meeting?" and such question is not debatable. If the Council decides the question of removing a member in the affirmative, by a majority vote of the members present, the Chair shall order the member to leave his/her seat for the duration of the meeting;
- (9) if the member apologizes, the Chair, with the approval of a simple majority of Council, may permit him/her to resume his/her seat;
- (10) if a member does not leave his/her seat after being ordered to do so by the Chair in accordance with this by-law and if the member does not apologize in accordance with the above section, then the Chair shall seek the appropriate assistance;
- (11) walk across or out of the chambers or make any noise or disturbance when the Presiding Officer is putting a question or while a vote is being taken and until the result is declared;
- (12) criticize or debate any prior decision of the Council except to conclude such remarks with a motion to reconsider the decision by way of a motion that may only be made once and only by a member who previously voted on the side of the majority;
- (13) reveal publicly the substance of any matter dealt in closed session;
- (14) leave a meeting without first obtaining permission from the Head of Council or presiding officer.
- (15) Electronic Devices
 - (a) Each member shall place any electronic devices on an inaudible setting during any meeting, except for any closed meeting where electronic devices must be turned off.
 - (b) No member shall use an Electronic Device as a recording Device during any meeting.
 - (c) No member shall use an Electronic Device to broadcast or otherwise publish or post audio, video or photographs of any meeting.

37. POINT OF PRIVILEGE

- (1) Where a Member considers that his or her rights, immunities or integrity or the rights, immunities or integrity of the Council as a whole has been impugned, the Member may, as a matter of personal privilege, speak at any time, with the consent of the Presiding Officer, for the purpose of drawing the attention of the Council to the matter. Members may not rise on a Point of Privilege to correct reports of their speeches or to comment on allegedly inaccurate statements in the news media, since they properly are personal complaints and not Points of Privilege.
- (2) A Member who desires to address the Council upon a matter which concerns the rights or privileges of the Council collectively, or as an individual Member, shall be permitted to raise such matter of privilege. A breach of privilege is a willful disregard by a Member or any other person of the rights, integrity, dignity and lawful authority of the Council. A point of privilege shall take precedence over other matters. When a Member raises a point of privilege, the Chair or Presiding Officer shall rule on the point of privilege, and no one will be considered to be in possession of the floor.

38. POINTS OF ORDER (must deal with a matter that is currently on the agenda)

- (1) A Member who desires to call attention to a violation of the Rules of Procedure shall ask the Chair to raise a point of order. When leave is granted, the Member shall state the point of order with a concise explanation and will follow the decision of the Chair. The speaker in possession of the floor when the point of privilege was raised will have the right to the floor when the debate resumes.
- (2) A Member called to order by the Chair shall immediately remain in his/her seat until the point of order is dealt with, and will not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

39. APPEAL

- (1) The decision of the Chair is final, subject to an immediate appeal, requested and seconded, to the Members of Council.
- (2) If the decision is appealed, the Chair shall give concise reasons for a ruling, and the Council, if so appealed to, shall call a vote, without debate on the following question: Will the Chair be sustained?, Council's decision is final.

40. MEMBERS SPEAKING

- (1) When a Member is speaking, no other Member will pass between the Member and the Presiding Officer or interrupt the Member except to raise a point of order.
- (2) Speak more than once to the same question, except:
 - (a) in explanation of a material part of his or her speech which may have been interpreted incorrectly; or
 - (b) with leave of Council, after all other members so desiring have spoken; or
 - (c) a reply may be allowed by leave of the Chair to the member who presented the motion in which case he or she shall speak for no longer than five minutes period without leave of Council;
 - (d) Any Member may speak more than once to the same question with leave of the Chair.

41. SEATING ARRANGEMENTS

Mayor shall sit in the center seat, Chief Administrative Officer-Clerk shall sit to the right of the Mayor, Deputy Mayor shall sit to the right of the Chief Administrative Officer-Clerk and remaining seats shall be filled in order of votes polled, followed by the Deputy Clerk (shall sit to the left of the Mayor).

42. DISCLOSURE OF CONFLICT OF INTEREST

- (1) In accordance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, any member who, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or local board at which the matter is to be considered, a pecuniary interest in a matter is one where there is a reasonable likelihood or expectation of financial loss or gain of the individual or related persons as per the Act.
- (2) The onus to declare a pecuniary interest rests with the member and time for this process is allocated on every meeting agenda, the member:
 - (a) shall, prior to any consideration of the matter at the meeting, disclose that they have an interest and the general nature of the interest;
 - (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
 - (c) shall not attempt in any way before, during or after the meeting, to influence the voting on such matter and vacate the council chambers.
- (3) Members of Council will submit disclosures of Pecuniary Interest in writing to the Clerk as well as state verbally their Disclosure of Pecuniary Interest and the General Nature Thereof. The Clerk will record the statement in the minutes of the meeting and create a registry to provide interested parties with access to past disclosures of pecuniary interest.

43. QUESTION READ

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

44. TIME LIMITED

No Member, without leave of the Chair, shall speak to the same question, or in reply, for longer than five minutes.

45. QUESTION PUT - NO FURTHER DEBATE

After any question is put by the Chair, no Member shall speak to the question, nor shall any other motion be made until after the result is declared, and the decision of the Chair as to whether the question has been put, is conclusive.

46. MEMBERS QUESTIONS

- (1) A Member may ask a question to the Chair for the purposes of obtaining information relating only to the matter under discussion and such question must be cited succinctly.
- (2) When questions are called for on the Agenda or a specific item is under discussion, enquiries may be made of the Chair, or through the Chair to any Member of Council, the Chief Administrative Officer, or any Department Head, concerning any matter connected with the business of the Township. However, no argument or opinion is to be offered, or facts stated, except as may be necessary to explain same. In answering or putting any such question, a Member is not to debate the matter to which the question refers.

PART VII - VOTING DURING COUNCIL MEETINGS

47. SECRET BALLOTS

No vote shall be taken during a meeting of the Council by secret ballot or other form of secret vote. Except a vote to elect the Mayor.

48. ALL MEMBERS VOTE

Every Member present at a meeting of the Council, when a question is put, shall vote thereon unless excused as provided for in Section 52 (Pecuniary Interest), in which case it shall be recorded. Any Member who refuses to vote shall be recorded as voting in the negative.

49. UNRECORDED VOTE

The manner of determining the decision of the Council on a motion is at the discretion of the Chair and may be by voice, show of hands, standing or otherwise.

50. SEVERABILITY OF QUESTION

When the matter under consideration contains distinct recommendations or propositions, upon the request of any Member, a vote upon each recommendation or proposition shall be taken separately.

51. RECORDED VOTE

- (1) Any Member, prior to or immediately subsequent to the taking of the vote, may require that the vote be recorded.
- (2) When a recorded vote is requested by a Member on any matter or question, the Clerk shall call each Member by name and such Member shall announce his/her vote openly.
- (3) The Members shall be called by seating order counterclockwise starting with the individual Council Member that moved the motion.
- (4) When a vote is taken, and no dissent is declared, such vote is deemed to be unanimously in favour of the question approved.

- (5) If a vote is to be recorded as herein provided, the Clerk shall announce the decision and record them in the minutes.

52. DISAGREEMENT WITH THE RESULT OF THE VOTE

If a Member disagrees with the announcement of the Chair that a question is carried or lost, the Member may, but only immediately after the declaration by the Chair, object to the Chair's decision and require a recorded vote to be taken.

53. TIE VOTE

A motion on which the voting results in a tie shall be declared lost.

54. VOTING

When the Chair calls for the vote on a question, each Member shall occupy their seat until the result of the vote has been declared by the Chair, and during such time, no Member shall walk across the room or speak to any other Member or make any noise or disturbance. A Member who is absent from his/her seat when the vote is called does not have the right to vote.

55. PECUNIARY INTEREST

- (1) Notwithstanding the provisions of Section 46, if a Member of Council present at a meeting desires to refrain from voting by reason of a pecuniary interest, he/she shall abide with the provisions of the applicable "Conflict of Interest" legislation.
- (2) It shall be the duty of the Clerk to record in the minutes of the meeting, every declaration of interest.

PART VIII - RESOLUTIONS AND MOTIONS

56. READING

Every motion when seconded shall be received and read by the CAO/Clerk, except as provided for by the Rules of Procedure.

57. WITHDRAWAL

After a motion has been duly moved and seconded, it shall be deemed to be in the possession of the Council, and it may only be withdrawn before decision or amendment with the permission of the Council.

58. NO DEBATE UNTIL READ

No Member shall speak on any motion until it is first read, and the mover is entitled to speak first if the Member so elects. If debated, the question or motion shall be read again before being put.

59. MOTIONS RULED OUT OF ORDER

Whenever the Chair is of the opinion that a motion is contrary to the Rules of Procedure, the Chair shall rule the motion is out of order.

60. NOT WITHIN THE JURISDICTION OF THE COUNCIL

A motion or resolution which requires the exercise of a power or powers by the Council which are not within its jurisdiction, shall not be in order.

61. INTRODUCTION OF MOTIONS

- (1) The following matters and motions with respect thereto may be introduced orally without notice and without leave, except as otherwise provided by these Rules of Procedure:
- (a) a point of order or a point of privilege;
 - (b) to move the adoption of a committee report;
 - (c) to move the question to be put;
 - (d) to adjourn;

- (e) to adjourn and resume in Closed Session.
- (2) The following motions may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:
 - (a) to refer;
 - (b) to table, or to postpone, or defer to a day certain;
 - (c) to amend;
 - (d) to suspend the Rules of Procedure;
 - (e) any other procedural motion.
- (3) All motions may be supported or opposed by the mover and seconder.
- (4) No motion made in open Council shall be debated or voted on unless the same is seconded.
- (5) There shall never be more than one motion before the Council at one time.
- (6) When the motion under consideration contains two or more proposals, the same shall, at the request of any Member of Council, be voted on separately.
- (7) The Clerk shall note the date on each motion, along with the results of the vote.
- (8) Any Member may require the motion under discussion to be read a second time for his/her information, at any time of debate, but not so as to interrupt a Member speaking.
- (9) No member shall introduce any item to the Council for its consideration unless:
 - (a) the item relates to a matter on the Agenda for that meeting; or
 - (b) the matter is of an urgent nature and leave is granted on a majority vote.

62. ORDER OF CONSIDERATION

- (1) When a motion is under consideration, no motion shall be received except a procedural motion or motion to amend.
- (2) Procedural motions shall be considered immediately upon receipt and shall have precedence and are subject to debate as follows:
 - (a) to extend the time of the meeting (not debatable);
 - (b) to move the question be put (not debatable);
 - (c) to refer (debatable);
 - (d) to lay on the table (not debatable);
 - (e) to defer indefinitely or to a specified date (debatable);
 - (f) to adjourn (not debatable);
 - (g) any other procedural motion (debatable).

63. AMENDMENT

- (1) A motion to amend:
 - (a) shall be presented in writing;
 - (b) shall be relevant and not contrary to the principle of the report or motion under consideration;
 - (c) may propose a separate outlook of a question provided that such altered outlook continues to relate to the main issue which was the subject matter of the question;
 - (d) the amendment shall be voted on before the main motion.
- (2) Only one amendment shall be before the meeting at one time. An amendment to an amendment shall not be permitted.
- (3) Friendly amendments will be permitted orally with the approval of mover and seconder and subject to additional reading.

64. MOTION TO PUT THE QUESTION

A motion to put the question (to close the debate):

- (a) must be seconded;
- (b) is not debatable;
- (c) cannot be amended;
- (d) cannot be moved when there is an amendment under consideration.

65. MOTION TO REFER

- (1) A motion to refer to a Committee, Board, Official or Commission until it is decided, shall preclude all amendments of the main question and any motion to postpone or defer, or to lay on the table.
- (2) A motion to refer is debatable.

66. MOTION TO LAY ON THE TABLE

- (1) A motion simply to lay a matter on the table is undebatable and cannot be amended.
- (2) A motion to lay on the table with some condition, opinion, or qualification added to the motion to table shall be deemed to be a motion to postpone or defer.
- (3) The matter tabled shall not be considered again by the Council until a motion has been made to take up the tabled matter at the same or subsequent meeting of the Council or until such time as was identified in the motion to lay on the table.
- (4) A motion to take up a tabled matter is not subject to debate or amendment.
- (5) A motion that has been tabled at a previous meeting of the Council cannot be lifted off (withdrawn) the table unless notice is given.
- (6) A motion that has been laid on the table and not addressed for six months is deemed to be withdrawn.

67. MOTION TO POSTPONE, TABLE OR DEFER

- (1) A matter postponed, tabled or deferred to a definite date shall have precedence over all other business on such date.
- (2) A motion to postpone, table or defer indefinitely shall be treated as if it was a motion to lay on the table.

68. NOTICE OF MOTION

- (1) A Notice of Motion shall:
 - (a) be in writing;
 - (b) include the name of the mover;
 - (c) shall be made as an agenda item of Council.

69. RECONSIDERATION

- (1) A substantive resolution, By-law or any question or matter that has previously been adopted by the Council may be reconsidered by the Council subject to the following:
 - (a) a notice of motion, moved by a Member who voted in the majority on the question, must be introduced according to the procedures for notices of motion;
 - (b) debate on the question must be confined to reasons for or against;
 - (c) before the matter to be reconsidered can be debated, such motion must be supported by a majority vote of the Members of Council;
 - (d) a vote to reconsider shall not be considered more than once in any twelve month period.

70. MOTION TO ADJOURN

- (1) A Motion to Adjourn:
 - (a) shall always be in order except as provided by the Rules of Procedure;
 - (b) when resolved in the negative, cannot be made again until after some intermediate proceedings have been completed by the Council;
 - (c) is not in order when a Member is speaking or during the verification of a vote;
 - (d) may be verbal;
 - (e) is not debatable.
- (2) A Motion to Adjourn without qualification, if carried, brings a meeting of the Council to an end.
- (3) A Motion to Adjourn to a specific time, or to reconvene upon the happening of a specific event, if carried, suspends the meeting of the Council to continue at such time.
- (4) No member shall leave his/her seat, on adjournment, until the Presiding Officer declares the meeting adjourned.

PART IX - BY-LAWS

71. READING OF BY-LAWS AND RELATED PROCEEDINGS

- (1) Except as otherwise provided, no By-law shall be presented unless the subject matter has been considered and approved by resolution of the Council.
- (2) Every By-law shall be in writing and be introduced upon the recommendation of staff or upon resolution of Council.
- (3) Every By-law which has been enacted by the Council shall be numbered, include the dates of the readings and the date of passage by Council signed by the Presiding Officer and the Clerk, sealed with the seal of the Corporation and deposited in the office of the Clerk for safekeeping.

72. CONFIRMATORY BY-LAWS

Council shall at the end of each meeting prior to adjournment, pass confirmatory by-law to adopt, ratify and confirm each recommendation contained in a report, and in respect to each motion, resolution and any other action taken by Council at that meeting. The confirmatory by-law as presented to Council for adoption shall not be subject to debate other than for reason of completeness of the text of the by-law.

73. PERMITS AND LICENSES

Any person(s) undertaking or planning to do something which affects the rights of the public directly or indirectly, may be required by by-law to apply to Municipal authorities for a permit or license to do so.

PART X - COMMITTEES OF COUNCIL

74. PROCEDURE

Except as otherwise provided herein, all Committees shall conform to the same rules governing the procedure of Council as contained in this By-law, as applicable.

75. ESTABLISHMENT

- (1) Committees may be established by Council at any time as deemed necessary for the consideration of matters within the jurisdiction of Council.
- (2) A Committee may recommend such Sub-Committees as are necessary to discharge its mandate subject to Council approval.
- (3) The Committee of the Whole may recommend sub-committees as are necessary to discharge its mandate subject to Council approval.
- (4) The sub-committees may be composed of designated Members of Council, as well as members of the public. The names of members required to serve including the Chair and Vice-Chair if necessary on each sub- Committee may be determined and approved by Council.
- (5) Ad Hoc Committees may be established by Council at any time as is deemed appropriate for the consideration of matters within the jurisdiction of the Council.
- (6) The names of members to be appointed to any sub-committee, Ad Hoc committee or any Board, Commission or other body to which Council is required or empowered to appoint will be determined by Council.
- (7) Members may be entitled to compensation as determined from time to time by Council for their participation in the various sub-committees, boards, ad hoc committees, etc. provided that Council has confirmed the appointments.
- (8) All public member applications shall be submitted to the Clerk's office for review and appointment by Council.

76. TERMS OF REFERENCE

- (1) Council, in establishing any Sub or Ad-Hoc Committee, shall set forth the Terms of Reference of the Committee within the first year and such other provisions as Council deems appropriate including termination or reporting date for the Committee. Terms of Reference for Committee of the Whole are attached to this By-law as Schedule 'B'.

- (2) Council may consider any matter without referring it to the Committee of the Whole or a sub or Ad-Hoc Committee and may withdraw a matter from a Committee whether or not the Committee has entered into consideration.

77. GENERAL ROLE AND POWERS

- (1) The role of any Sub or Ad-Hoc Committee includes the following:
 - (a) to provide advice to Committee of the Whole and/or Council on matters related to their Terms of Reference
 - (b) to receive public delegations and establish mechanisms to receive further public input on vital public policy matters, as directed by Council;

78. RESPONSIBILITIES OF THE COMMITTEE CHAIR

The Chair of a Committee shall:

- (1) ensure that the Committee deals with policy issues effectively;
- (2) ensure that all Committee members are fully informed on all matters within the jurisdiction of the Committee and for the duties and responsibilities of the Committee;
- (3) liaise with the Council and communicate any matter within the knowledge of the Chair that is required to be communicated to another Committee;
- (4) run an effective meeting.

79. QUORUM

- (1) A quorum in any Sub or Ad-Hoc Committee is the majority of the voting Members of the Committee as appointed by the Council.
- (2) Members of Council, including the Mayor, who are not Members of a Committee may attend meetings of the Committee, may with the consent of the Chair take part in the discussion but shall not be allowed to vote, nor shall they be remunerated.

80. COMMITTEE OF THE WHOLE

- (1) Council shall conduct its business using a Committee of the Whole System. The Committee of the Whole meetings shall be separated into the following four (4) areas of service delivery:

a) Corporate Services

- i) Accessibility
- ii) Emergency Planning
- iii) Finance
- iv) Governance Issues
- v) Township Communications
- vi) Human Resources or Personnel Issues
- vii) Recreation, including annual events
- viii) Any issues not presently designated to another section of the Committee of the Whole

b) Operations

- i) Facilities
- ii) Trails
- iii) Roads

c) Development and Property

- i) Economic Development
- ii) Land Use Planning
- iii) Other Environmental Issues

d) Public Safety

- i) Fire Department
- ii) OPP Reporting & Correspondence

- (2) A meeting of any Committee shall be called by the CAO/ Clerk, upon instruction of the Committee Chair.

- (3) In the case of any emergency and in the absence of the Committee Chair and/or the Mayor, a Committee meeting may be called by the Clerk in such a way as he/she may deem best with regards to any length of notice to the members.
- (4) In the absence of the Committee Chair and Vice-Chair for a period of fifteen (15) minutes after the time appointed for the holding of a meeting of the Committee, one of the other members of the Committee, if there be a quorum present, may be appointed and discharge the duties of the Committee Chair during the meeting or until the arrival of the Committee Chair or Vice-Chair.

81. COMMITTEE OF THE WHOLE MEETINGS

- (1) Committee of the Whole meetings shall generally be held in the Council Chamber at the Municipal Administration Building on the second Tuesday of each month, starting at 9:00 am.

9:00 am- Corporate Services

Operations – immediately following Corporate Services

Development and Property – immediately following Operations

Public Safety – immediately following Development and Property

(2) **Authority of Committee of the Whole**

The authority of any Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other than administrative in nature, shall be recognized as emanating from any Committee, and all Committee recommendations shall be referred to Council before becoming effective. All Committee of the Whole motions are considered recommendations whether adopted or defeated and shall be contained in the Committee Report to Council for ratification. If there are statutory or regulatory requirements outlined in Acts, such as the *Emergency Management Act*, that mandate direct reporting to Council, those obligations will be fulfilled accordingly.

- (a) When a point of order is raised or when a member is called to order in a Committee of the Whole meeting, the same procedure will be adopted as in Council, except that the question will be decided by the Committee Chair, subject to an appeal to the members of the Committee.
- (b) Should the Chair of any Committee neglect or refuse to call meetings of the Committee at such times or with such frequency as the proper dispatch of the Committee's business requires, or do the business of the Committee without the knowledge or consent of its members, or contrary to their wishes or sanction, the Committee may report such neglect, refusal or action to the Council which may remove such Chair from office and appoint another member as Chair.
- (c) Should any Committee neglect or refuse to give due attention to any matter before it, the Council may by resolution, discharge such Committee and appoint another in its place.
- (d) When an Ad Hoc Committee has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by Council.
- (e) Except as may be provided in the Act and herein, no member will have precedence or seniority over any other member.
- (f) Should a Member of a Committee decease, resign or be otherwise disqualified, the Council shall, by resolution declare his/her seat vacant, and appoint another Member to fill the vacancy.

82. AGENDA IN COMMITTEES

- (1) The Chair/Recording Secretary/Staff Member shall have prepared and circulated for the use of the Members at the regular meetings of Committee an Agenda setting forth the business to be considered at such meeting. The items of business arising to be included on the Agenda will be developed under the direction of the Committee Chair.
- (2) The business of the Committee shall be considered in the order set forth on the Agenda, provided however, that the Chair, with the approval of the Committee, may vary the order of business to better deal with matters before the Committee.

PART X - REPORTS

83. INFORMATION REPORTS

- 1) A report may be forwarded to a Committee for information.
- 2) Notwithstanding that a report has been forwarded for information, motion(s) may be made by Members of the Committee for action to be taken on matters that arise from or are discussed in the report.
- 3) Motions made under subsection (2) hereof may be made at any meeting where the report is presented to the Committee.

84. COMMITTEE REPORTS

- 1) All Committees including Ad Hoc Committees shall submit written reports on any matter referred to it by Council or dealt with between meetings of Council by a Committee.
- 2) When it is desired that Council authorize, approve, confirm, and cause to be implemented that which a Committee has recommended, the motion shall be "That the report be adopted".
- 3) When a report deals with more than one subject matter and Council is not prepared to adopt all the report, a separate vote should be taken with respect to each subject matter. Any matter which is not adopted may be referred back to a Committee for further consideration.
- 4) Any Member can request that items be separated for the purpose of the vote, or that items within the report can be separated from discussion for the purpose of declaring pecuniary interest.

85. CONFIDENTIAL REPORTS

- 1) Confidential reports distributed with the Agenda or handed out at the meeting shall be returned to the CAO/Clerk or his/her designate on the day of the meeting for shredding, unless it is determined by the CAO/Clerk that the confidential report can remain in the possession of the members.
- 2) Members shall not disclose the confidential information until such time as the Committee or Council by majority vote agrees to release the information or part thereof.

PART XI - GENERAL PROVISIONS

86. ELECTION

Election campaign materials such as signs, buttons, brochures, etc from Municipal, Provincial and Federal campaigns are not allowed in the Council Chambers or in any location where Council or Committee Meetings are held. Following a regular or by-election, the Clerk shall provide each member of Council with a copy of this By-Law including any amendments thereto.

87. NOTICE

All notices or other communications shall be given in writing by personal delivery, by fax, by first class mail, postage pre-paid, by courier or electronically. When notices or other communications have been given in writing, such notices or other communications shall be deemed to have been received on the same day when faxed, electronically submitted or delivered by courier or, if mailed forty-eight hours after 12:01 a.m. on the day following the day of mailing thereof.

88. SEVERABILITY

If any term, provision, clause or sub-clause of this By-law or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this By-law, or the application of such term, provision, clause or sub-clause to persons or circumstances other than those to which this By-law is held invalid or unenforceable shall not be affected thereby and each term, provision, clause or sub-clause of this By-law shall be valid and enforced to the fullest extent permitted by law.

89. Electronic Meeting Participation

- (1) Electronic Meeting participation is permitted for Delegations;
- (2) Members of the public cannot participate in meetings electronically, to clarify, public questions must be asked in person or in writing to the Clerk's office prior to the meeting;
- (3) Electronic participation is allowed in open and closed meetings of Council, for delegations;

- (4) At the discretion of the Presiding Officer, in consultation with the CAO/Clerk, a meeting may be held entirely electronically due to health, adverse weather, emergency or other considerations;
- (5) The CAO/Clerk shall be responsible for any additional procedures associated with the conduct of the electronic meeting;
- (6) If participating in a closed session, the participant must ensure and declare in writing in advance that they are in a private location where others cannot hear or participate in the meeting if not authorized to do so.

SCHEDULE 'B'

TERMS OF REFERENCE

CORPORATE SERVICES COMMITTEE

Composition:

The Corporate Services Committee shall be comprised of Members of Council. The appointments of Chair and Vice-Chair shall be determined annually by Council.

General Scope of Responsibility:

- 1) Consider and make recommendations to Council on program standards and funding for effective and efficient delivery service of Administration, Recreation, Finance and Human Resources. The Committee is also responsible for reviewing and making recommendations to Council regarding submissions received from the Township's Emergency Management Coordinator.
- 2) Review, consider and make recommendations to Council on any matters pertaining to policy development and policy change which has an effect upon the functions of the Committee.
- 3) Review, consider, and make recommendations to Council on any matters pertaining to policies of any nature which affects the municipalities operations beyond the specific, defined jurisdiction of other Committees.
- 4) Receive from other Committees and/or staff such reports as the Corporate Services Committee may require for purposes of reviewing the existing political or administrative structure or for formulating recommendations to Council.
- 5) Report in a timely fashion all matters connected with the responsibilities under the purview of the Committee and recommend to Council such action including all by-laws as the Committee may deem necessary.
- 6) Review, consider, and make recommendations to Council on any matter involving organizational structure related to the functions outlined in 1) above, and political or administrative communications and reporting.
- 7) Review on an ongoing basis the expenditures and revenues of each Department, relevant board, or agency within the scope of the Township's mandate, to monitor adherence to budget approvals and to receive such reports on budget variances or potential variances as may be deemed desirable.
- 8) The Department Head shall submit reports and recommendations pertaining to matters within the Corporate Services Committee jurisdiction and Committee shall make recommendations to Council on such matters.

Note: The Chair shall have authority to add functional responsibility to the Committee in the event of special projects or service shifts.

TERMS OF REFERENCE FOR
DEVELOPMENT AND PROPERTY COMMITTEE

Composition:

The Development and Property Committee shall be comprised of Members of Council. The appointments of Chair and Vice-Chair shall be determined annually by Council.

General Scope of Responsibility:

- 1) Consider and make recommendations to Council on Environmental Issues, land use planning and economic development.
- 2) Review, consider and make recommendations to Council on any matters pertaining to policy of any nature which has effect upon the Township's Development and Property Committee. Receive from other Committees and/or staff such reports as the Development and Property Committee may require for formulating recommendations to Council.
- 3) Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and recommend to Council such actions, including all by-laws as the Committee may deem necessary.
- 4) The Committee may also be responsible for reporting to Council on a number of non-Township topics.
- 5) The Department Head shall submit reports and recommendations pertaining to matters within the Development and Property Committee's jurisdiction and Committee shall make recommendations to Council on such matters.

Note: The Chair shall have authority to add functional responsibility to the Committee in the event of special projects or service shifts.

TERMS OF REFERENCE FOR
OPERATIONS COMMITTEE

Composition:

The Operations Committee shall be comprised of Members of Council. The appointments of Chair and Vice-Chair shall be determined annually by Council.

General Scope of Responsibility:

- 1) Consider and make recommendations to Council on the designation of Township roads and on all policy matters relating to the impacts, improvements, maintenance or funding of the municipal roads and related infrastructure, signage, trails, and applicable 9-1-1 services.
- 2) The Committee shall also be responsible for overseeing the participation of the staff of the Public Works Department in joint initiatives with other Departments or with external boards, agencies, local municipalities or government ministries.
- 3) Review, consider and make recommendations to Council on any matters pertaining to policy of any nature which has effect upon the Operations Committee. Receive from other Committees and/or staff such reports as the Operations Committee may require for formulating recommendations to Council.
- 4) Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and recommend to Council such actions, including all by-laws as the Committee may deem necessary.
- 5) The Department Head shall submit reports and recommendations pertaining to matters within the Operations Committee's jurisdiction and Committee shall make recommendations to Council on such matters.

Note: The Chair shall have authority to add functional responsibility to the Committee in the event of special projects or service shifts.

TERMS OF REFERENCE FOR
PUBLIC SAFETY COMMITTEE

Composition:

The Public Safety Committee shall be comprised of Members of Council. The appointments of Chair and Vice-Chair shall be determined annually by Council.

General Scope of Responsibility:

- 1) Consider and make recommendations to Council on all policy matters relating to the impacts, improvements, maintenance or funding of the Fire Department and related infrastructure, signage, and applicable 9-1-1 and Fire communication services. Further, report on OPP communications and updates from the Police Board.
- 2) The Committee shall also be responsible for overseeing the participation of the staff of the Fire Department in joint initiatives with other Departments or with external boards, agencies, local municipalities or government ministries.
- 3) Review, consider and make recommendations to Council on any matters pertaining to policy of any nature which has an effect upon the Public Safety Committee. Receive from other Committees and/or staff such reports as the Public Safety Committee may require for formulating recommendations to Council.
- 4) Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and recommend to Council such actions, including all by-laws as the Committee may deem necessary.
- 5) The Department Head shall submit reports and recommendations pertaining to matters within the Public Safety Committee's jurisdiction and Committee shall make recommendations to Council on such matters.

Note: The Chair shall have authority to add functional responsibility to the Committee in the event of special projects or service shifts.