

**CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS**

**BY-LAW NO. 16 – 2023**

**BEING A BY-LAW TO AMEND PROCEDURAL BY-LAW 27-2022 TO GOVERN THE PROCEEDINGS, CONDUCT AND CALLING OF MEETINGS OF THE MUNICIPAL COUNCIL AND COMMITTEES FOR THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS; and**

**WHEREAS** the *Municipal Act, 2001*, S.O., Section 238(2), AND AMENDMENTS THERETO STATES that every municipality AND LOCAL BOARD shall pass a procedure by-law for governing the calling, place and proceedings of meetings; and

**AND WHEREAS** Council FOR THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS deems it NECESSARY TO SET RULES AND REGULATIONS WITH REGARDS TO COUNCIL PROCEEDINGS; and

**AND WHEREAS** Bill 197, The COVID – 19 Economic Recovery Act, 2020 permits expanded opportunity for electronic participation in meetings of council, local board and committees of either or them; and

**AND WHEREAS** the Council of the Corporation of the Township of Killaloe, Hagarty and Richards deems it advisable to prescribe terms of electronic participation pursuant to the expanded opportunities available under Bill 197, the COVID – 19 Economic Recovery Act, 2020; and

**AND WHEREAS** the Council of the Corporation of the Township of Killaloe, Hagarty and Richards deems it advisable to undertake minor housekeeping of its Procedure By-Law by use of schedules where appropriate; and

**NOW THEREFORE** the Council for the Corporation of the Township of Killaloe, Hagarty and Richards enacts as follows:

1. That Schedule "A", prescribing the governance and regulation of proceedings of Council of the Corporation of the Township of Killaloe, Hagarty and Richards, and its Boards and Committees where applicable is hereby adopted and forms part of this by-law.
2. This by-law shall become effective upon the date of enactment and replaces all other by-laws pertaining to the governance of the proceedings of council, committees and local boards of the Township of Killaloe, Hagarty and Richards.
3. In the matter of any other by-law passed prior to this by-law that conflicts with this by-law, the terms of this by-law shall prevail.
4. This by-law repeals all previous Procedural by-laws.
5. This by-law shall be deemed to take effect on the passing and shall remain in force until repealed by council.

READ A FIRST, SECOND and THIRD TIME and FINALLY PASSED THIS 16th DAY OF MAY, 2023.

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Mayor – Dave Mayville

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CAO/Clerk-Treasurer–Tammy Gorgerat

Schedule "A"



**The Corporation of the Township of Killaloe,  
Hagarty and Richards**

**By-Law No. 16 – 2023**

**Council Procedural By-Law**

## GENERAL

### 1. DEFINITIONS:

- 1.1 **"Acting Head of Council"** means a designate, appointed by resolution by the majority of council, to act as Presiding Officer/Chairperson in the absence of the Mayor.
- 1.2 **"Council"** means the elected and sworn members of the Council of the Township of Killaloe, Hagarty and Richards.
- 1.3 **"Chair"** the person who chairs a meeting of Council, Local Boards or Committees.
- 1.4 **"Clerk"** means the CAO/Clerk-Treasurer of the Corporation of the Township of Killaloe, Hagarty and Richards, or his/her designate, who shall have all the powers and duties of the Clerk under this and every other Act.
- 1.5 **"Closed Meeting or Committee of the Whole"** shall mean a meeting or portion thereof which is closed to the Public in Section 239 of the Municipal Act, S.O. 2001. Minutes shall be taken if required but are not available to the public.
- 1.6 **"Committee"** means any advisory or other committee, subcommittee or similar entity composed of members of the Council of the Township of Killaloe, Hagarty and Richards alone or together with members of another council or the public.
- 1.7 **"Committee Chair"** means the Chairperson of any Committee of Council and the Committee, and the Committee chair shall have the same powers during a Committee Meeting as Head of Council during Council meetings.
- 1.8 **"Confirming By-Law"** means a By- Law passed prior to adjournment of every Council meeting to confirm each report, Motion, resolution or other actions recorded by Council at its meetings
- 1.9 **"Conflict of Interest"** means a pecuniary/financial interest as defined in the Municipal Conflict of Interest Act.
- 1.10 **"Day"** does not include Saturday, Sunday or a holiday.
- 1.11 **"Electronic Meeting"** ,means a meeting called and held in full or part via electronic means (including, but not limited to, audio teleconference, video teleconference, or another means as determined by the CAO/Clerk-Treasurer, and with or without in person attendance;
- 1.12 **"Electronic Participation"** means a council member who participates in a council or committee meeting from a remote location by such alternative means or services as determined and provided by the CAO/Clerk-Treasurer has the same rights and responsibilities as if he or she were in physical attendance, including that they shall count towards a quorum of members and shall be permitted to participate in any portion of a meeting which is closed to the public.
- 1.13 **"Emergency Management Act"** means the Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9 as amended.
- 1.14 **"Emergency"** means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise to exist in all or part of the municipality resulting in a declaration by the Head of Council or the Head of Council of the County of Renfrew or section 7.01 of the *Emergency Management and Civil Protection Act*.

- 1.15 **"ex-officio"** means by virtue of the office or position and the Mayor is an ex-officio member of all Standing Committees who, when attending a Standing Committee Meeting, shall have full voting privileges and shall be counted for the purpose of the Standing Committee's quorum.
- 1.16 **"Head of Council"** means the Mayor.
- 1.17 **"Holiday"** means a holiday as defined by the Legislation Act, S.O. 2006, c. 21, Schedule F.
- 1.18 **"Improper Conduct"** means conduct that obstructs in any way the deliberations and/or proper action in a meeting and includes but is not limited to conduct that negatively affects the observance of order and decorum among members and the attending public.
- 1.19 **"Interest"** means a matter potentially relating to or connected with money or a financial matter pursuant to relevant conflict of interest legislation.
- 1.20 **"Local Board"** means a local board as defined in Section 238(1) of the Municipal Act, S.O. 2001.
- 1.21 **"Meeting"** means any regular, special, committee, inaugural or closed meetings of Council, local board or a committee of either of them except where a Member has, or Members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act the quorum may be less than half plus one of the whole number of members but shall not be less than two. Quorum will include any members attending by alternative means.
- 1.22 **"Municipal Act"** means the Municipal Act, 2001, S.O. 2001, c. 25.
- 1.23 **"Notice"** means notice that includes the time and place of a meeting and, in the instance of a Special Meeting, shall include the purpose of the meeting and whether the meeting was called by the Mayor or CAO/Clerk - Treasurer or upon petition.
- 1.24 **"Notice of Motion"** means notice, including the name of the mover, advising Council that a motion will be brought to a subsequent meeting.
- 1.25 **"Ombudsman"** means the Ontario Ombudsman appointed under the Ombudsman Act in the absence of a municipally-appointed Ombudsman under the requirements of the Municipal Act.
- 1.26 **"Pandemic"** means an epidemic occurring worldwide, or over a very wide area, impacting the province, county, and township, and usually affecting many people.
- 1.27 **"Point of Order"** means a statement made by a member of Council during a meeting drawing the attention of the Chair to a breach of the Rules of Procedure.
- 1.28 **"Presiding Officer"**- Head of Council means the Presiding Officer/Chairperson who presides at the Meetings of the Corporation of the Township of Killaloe, Hagarty and Richards.
- i. Council and Committee of the Whole; the Mayor is the Presiding Officer/Chairperson over the Meeting.
  - ii. Committee; Chairs preside over their assigned Committee meeting within the Committee of the Whole.
  - iii. Means the person appointed by a majority of the members to preside over the Meeting in the absence of the Mayor.
- 1.29 **"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 Council as a whole have been impugned.

- 1.30 **"Procedural Motion"** means any motion concerning the manner or time of consideration of any matter before Council as opposed to the substance thereof, and includes, without limitation, the following:
- 1.29.1 To extend the time of the meeting;
  - 1.29.2 To commit or refer (to a specific body);
  - 1.29.3 To lay on the table (set aside temporarily);
  - 1.29.4 To postpone to a certain time (defer);
  - 1.29.5 To postpone indefinitely (decline to take a position);
  - 1.29.7 To adjourn (end the meeting);
  - 1.29.8 To move the question be put (end debate); or
  - 1.29.9 To suspend the Rules of Procedure.
- 1.31 **"Quorum"** means a majority (more than half) of the whole number of Council Members or a Committee except where a member has or members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act, at which time the quorum may be less than half plus one of the whole number of members but shall not be less than two.
- 1.32 **"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.
- 1.33 **"Rules of Procedure"** means the rules provided in this by-law.
- 1.34 **"Substantive Motion"** means any motion other than a Procedural Motion.
- 1.35 **"Task Force or Advisory Committee"** means a body of limited duration established by Council through Terms of Reference to produce recommendations for Council's consideration.
- 1.36 **"Township or Municipality"** means the Corporation of the Township of Killaloe, Hagarty and Richards.
- 1.37 **"Voting Period"** means the time during which electors can vote in a municipal election year, including advance voting.

## **2. INTENT OF BY-LAW:**

- 2.1 The rules and regulations hereinafter provided shall govern the proceedings of the council and the committees thereof. Any part or parts of this by-law may be suspended if agreed upon by the majority of the members present of full Council, unless the part or parts is prescribed by statute or law. For points of procedure not provided for herein, the procedure to be followed shall be, as near as may be, that followed in the Legislative Assembly of Ontario and its Committees.

## **3. RULES OF PROCEDURE ADOPTED/SUSPENDED**

- 3.1 The proceedings of the Council and its committees, the conduct of the Council Members and the calling and notice of meetings shall be governed by the provisions of the *Municipal Act* and the rules and regulations contained in this by-law.
- 3.2 Except as provided herein, the rules of parliamentary procedure as contained in the most current edition of Robert's Rules of Order shall be followed for governing the proceedings of Council and its committees and the conduct of its members.

3.3 Despite subsection 3.1, the rules and regulations contained in this by-law may be suspended by a vote of two-thirds of the Council Members present and voting.

#### **4. INTERPRETATION**

4.1 Wherever this by-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the by-law with the gender applicable to the circumstances.

4.2 References to items in the plural include the singular, as applicable.

4.3 The words "include", "including", and "includes" are not to be read as limiting the phrases or descriptions that precede or follow them.

4.4 Headings and the index are included for ease of reference only and are not to be used as interpretation aids.

4.5 Specific references to legislation in this by-law are meant to refer to the current laws applicable within the Province of Ontario as at the time the bylaw was enacted, as they are amended from time to time. In all cases, the reference includes the statute, as amended from time to time, including successor legislation.

#### **DUTIES AND CONDUCT**

##### **5. DUTIES OF THE CHAIR**

5.1 It shall be the duty of the chair:

- a) to open the meeting by taking the Chair and calling the members to order;
- b) to announce the business before the meeting and the order in which it is to be acted upon;
- c) to receive and submit, in the proper manner, all motions presented by the members;
- d) to put to a vote all motions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result and, in so doing, to ensure that the mover and seconder are clearly identified;
- e) to decline to put to a vote motions which infringe the rules of procedure;
- f) to vote on all matters, which are moved and seconded, or necessarily arise in the course of the proceedings;
- g) to permit questions to be asked through the Chair of any officer in order to provide information to assist in any debate when the Chair deems it proper;
- h) to provide information to members on any matter touching on the business of the Municipality;
- i) to receive all petitions and communications and announce them at the meeting;
- j) to inform the members of the proper procedure to be followed;
- k) to enforce on all occasions, the observance of order and decorum among the members and those in attendance;
- l) to call by name any member or attendee persisting in a breach of the Rules of Procedure and order the member to vacate the meeting;
- m) to decide all questions of order at the meeting, subject to an appeal by any member to Council on any question of order in respect to business before the Council;
- n) to authenticate, by signature when necessary, all by-laws and minutes.

##### **6. EXPULSION FOR MISCONDUCT**

6.1 Behaviour that constitutes improper conduct, such as heckling, use of inappropriate language, display of any offensive or partisan political material, or signs or plaque cards, is not permitted.

6.2 The Chair may expel or exclude from the meeting, any person, who, in the opinion of the Chair, has behaved improperly, if the Chair is satisfied that evidence exists to support expulsion or exclusion and states the reason for the expulsion or exclusion.

## **7. ROLE OF COUNCIL:**

7.1 It is the role of council to:

- a) represent the public and to consider the well-being and interests of the municipality;
- b) develop and evaluate the policies and programs of the municipality;
- c) determine which services the municipality provides;
- d) ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e) ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) maintain the financial integrity of the municipality; and
- g) carry out the duties of council under this or any other Act.

## **8. CONDUCT OF COUNCIL MEMBERS**

8.1 Any Code of Conduct applicable to Council Members adopted by Council shall apply during a meeting held pursuant to this by-law.

8.2 A Council Member shall have the following duties:

- a) to deliberate on the business before it;
- b) to vote when a motion is put to a vote;
- c) to respect the Rules of Procedure.

8.3 No Council Member shall not:

- a) use offensive words or un-parliamentary language in or against Council or against any member of staff or the public;
- b) speak on any subject other than the subject in debate;
- c) criticize any decision of Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;
- d) actively undermine the implementation of Council's decisions and not work against its implementation, publicly or behind the scenes;
- e) disobey the Rules of Procedure or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council;
- f) disclose any information that is deemed to be confidential pursuant to the Municipal Freedom of Information and Protection of Privacy Act;
- g) display any offensive or partisan political material, including buttons.

8.4 Where a Member persists in any disobedience of the Rules of Procedure, after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave their seat for the duration of the meeting of Council", but if the Member apologizes they may be permitted to retake their seat.

## **MEETINGS**

### **9. INAUGURAL MEETING**

9.1 The First (Inaugural) Meeting of the new Council of the Municipality after a regular election shall be held in Council Chambers located at 1 John Street, Killaloe Ontario, no later than 31 days after its term commences. The Mayor-elect and the

CAO/Clerk - Treasurer or Designate shall be responsible for the content of the Agenda and the arrangements for the Inaugural Proceeding. The Inaugural Meeting will take place at 11:00 AM.

- 9.2 At the Inaugural Meeting of Council, the only business to be brought before the meeting shall be the following:
- a) Oaths, Affirmations and Declarations of Office;
  - b) Inaugural Address by the Mayor;
  - c) Council Appointments; and
  - d) Matters incidental to any of the above.

**10. OPEN MEETINGS, CLOSED MEETINGS, LOCATION, MEETINGS TIMES AND NOTICE FOR COUNCIL AND COMMITTEE MEETINGS:**

- 10.1 Council and Committee meetings shall be held at the Council Chambers adopted and used by the Council from time to time for such purposes. Meetings of Council shall be held in the Council Chambers situated at 1 John Street, Killaloe Ontario or at such other place specified in the agenda. If done electronically the agenda shall state so. Regular meetings shall be held on the first and third Tuesday of each month at 7:00 PM and there may be a break from meetings during the summer months of July and August and be at the call of the Chair.
- 10.2 Notice of Council and Committee meetings shall be given by publication of upcoming meetings on the Council Agenda and by posting on the municipal website and at the municipal office. In the case of Special Meetings, notice shall be given in the same manner as soon as practicable after notice of the holding of a Special Meeting has been received by the CAO/Clerk-Treasurer.
- 10.3 The Head of Council may allow for a meeting to be held exclusively via electronic participation in the event of an emergency, pandemic, or other circumstances.
- 10.4 Notwithstanding clause 10.3 above, a member with prior approval of the Mayor may participate electronically in any meeting of Council, with access to both audio and video, and be counted in determining whether a quorum of members is present at any point in time.
- 10.5 Subject to clause 10.4 above, a member may appeal to council the Mayor's decision regarding electronic participation.
- 10.6 Committee, task force, committee of adjustment or advisory committee meetings may be held electronically at the determination of the chair.
- 10.7 If a Council meeting is being held solely using electronic participation or at which time public attendance in the Council Chambers is prohibited or restricted, open council meetings shall be presented for public viewing through webcasting technology and recorded.
- 10.8 All regular and special council meetings, and committee meetings, shall be open to the public, but a meeting or any part thereof 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;
  - 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
  - l. 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;
  - m. 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).; or
  - n. Education or training sessions for council or local board or a committee of either or them, if the meeting is held for that purpose of educating or training the members, and if 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.
- 10.9 Before holding a meeting or part of a meeting that is to be closed to the public, council or a committee or a local board, shall state by resolution the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting, and in the case of a closed meeting held under Section 239(3.1) of the *Municipal Act, 2001*, (clause 10.8 of this section), the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection.
- 10.10 Subject to clause 10.8 of this section, a meeting shall not be closed to the public during the taking of a vote unless the vote is for a procedural matter or for giving direction or instructions to officers, employees or agents of the Municipality or local board, or persons retained by or under contract with the Municipality of local board.
- 10.11 Subject to clause 10.3 and 10.4 above of this section, a member may participate electronically in a closed meeting of Council, with access to both audio and video, and be counted in determining whether a quorum of members is present at any point in time. The member shall attest that they are in a private setting, alone and have a secure internet connection.
- 10.12 Upon resuming in open session the Chair shall state the matters which were considered and direction given and confirmation that no motions were carried in closed session other than procedural motions or direction to staff.
- 10.13 When the day for a regular meeting of Council is a public or civic holiday, the Council shall, unless the Council decides otherwise, meet at the same hour on the next following day which is not a public or civic holiday.
- 10.14 The Head of Council may at any time summon a special meeting of Council, or upon receipt of the petition of the majority of the Members of the Council, the

CAO/Clerk-Treasurer shall summon a special meeting for the purpose and at the time mentioned in the petition.

- 10.15 In case of the absence of the Head of Council, or if he/she refuses to act or his/her office is vacant, another council member shall be appointed from time to time in the place instead of the Head of Council and he/she shall have all rights, powers and authority of the Head of Council, while so doing.

## **11. SEATING AND PERSONS WITHIN COUNCIL CHAMBERS**

- 11.1 Seating of Members of Council shall have the Mayor seated at the head of the table with the CAO/Clerk – Treasurer to their immediate left. Other members of Council shall be seated at the sides.
- 11.2 No person, except Council Members and appointed officials of the Township, shall be allowed to come within the central area of the Council table during the meetings without the permission of the Chair.
- 11.3 No person, except Council Members and appointed officials of the Township, shall place on the desks of the members or otherwise distribute any material unless such person has received the approval of the Chair or CAO/Clerk – Treasurer.

## **12. RECORDING EQUIPMENT AND ELECTRONIC DEVICES**

- 12.1 The use of video or audio recording equipment or devices by the public or press during a meeting is generally permitted. If in the opinion of the Chair or the majority of Members of Council present the use of such equipment or devices is disruptive to the conduct of the meeting, recording privileges can be withdrawn from any offending user by Resolution.
- 12.2 No person shall be allowed to record the meeting using an audio and/or audio-visual recording device without first obtaining the permission of Council.
- 12.3 All electronic devices including cellular telephones shall be placed in silent mode during the course of meetings, except for emergency service communication devices.
- 12.4 Open Council meetings may generally be presented live for public viewing through webcasting technology and recorded.
- 12.5 If a Council meeting is being held solely using electronic participation, at which time public attendance in the Council Chambers is prohibited or restricted, Open Council meetings shall be presented for public viewing through webcasting technology and recorded.

## **13. PUBLIC NOTICE OF MEETINGS**

- 13.1 Public notice shall be given for all meetings of Council and Committee by means of the municipal website with the posting of the agenda.

## **14. SPECIAL MEETINGS**

- 14.1 The Mayor and/or CAO/Clerk – Treasurer, upon receipt of the petition of the majority of the Members of the Council, may at any time summon a special meeting of Council on 48 hours email notice by the CAO/Clerk - Treasurer or designate to the Members of Council. The agenda shall be circulated to members by email and posted on the municipal website at least 24 hours in advance of the meeting.
- 14.2 Upon receipt of the petition of the majority of Council, the CAO/Clerk - Treasurer or designate shall summon a special meeting for the purpose and at the time mentioned in the petition.

- 14.3 The only business to be dealt with at a special meeting is that which is listed in the notice of the meeting.
- 14.4 In circumstances of an emergency, the Mayor and/or CAO/Clerk - Treasurer may summon a special meeting of Council on less than 48 hours' notice. All Council Members shall be notified of the special meeting either personally or by email, or by any other means necessary. An agenda will be provided at the meeting.
- 14.5 In keeping with clause 4 above an emergency meeting shall proceed with the consent of two-thirds of the Council Members present, recorded in the minutes.

#### **15. CALL OF MEETING TO ORDER AND QUORUM:**

- 15.1 As soon after the hour fixed for the holding of the meeting of the Council as a quorum is present, the Head of Council shall take the Chair and call the meeting to order.
- 15.2 In the case where the Head of Council does not attend within fifteen minutes after the time appointed for a meeting of the Council, and has not given notice to the CAO/Clerk-Treasurer that he/she will not be in attendance, the CAO/Clerk-Treasurer shall call the Members to order and an acting Head of Council shall be appointed by resolution from among the Members present and he/she shall, preside until the arrival of the Head of Council and while so presiding the acting Head of Council shall have all the powers of the Head of Council.
- 15.3 In the case where the Head of Council knows in advance of absenteeism, the CAO/Clerk – Treasurer shall call the Members to order, and an acting Head of Council shall be appointed by resolution from among the Members present and while so presiding the acting Head of Council shall have all the powers of the Head of Council.
- 15.4 Late arrivals and early departures will be noted in the minutes.
- 15.5 If a Member arrives late at a meeting, any prior discussion shall not be reviewed without the unanimous consent of all Council Members present.
- 15.6 If no quorum is present one-half hour after the time appointed for a meeting of the Council, the CAO/Clerk-Treasurer shall record the names of the Members present and the meeting shall stand adjourned until a date for the next regular meeting is called and a quorum is present.

#### **16. UNFINISHED BUSINESS – QUORUM LOST**

- 16.1 If during the course of a meeting quorum is lost, then the meeting shall stand as adjourned and not ended, to reconvene at the same time of commencement on the following Tuesday.
- 16.2 If in the Mayor's opinion it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Mayor shall announce that the unfinished business will be taken up at the next regularly scheduled meeting.

#### **17. CURFEW:**

- 17.1 Meetings begin at 7:00 PM or as determined by the Chair and Members and adjourn no later than 9:30 PM. If all business has not been concluded, a special meeting may be called to conclude business.

#### **ORDER OF PROCEEDINGS**

#### **18. GENERAL RULES REGARDING COUNCIL AGENDAS**

18.1 Preparation of Agenda:

- a) Prior to each regular meeting, the CAO/Clerk - Treasurer or designate shall prepare an agenda of all the business to be brought before such meeting.
- b) Additional items not included in the agenda can be added for consideration by a majority vote.

18.2 Agenda Deliver:

- a) A final agenda shall be circulated to Council Members and made public.
- b) In the event of a holiday or other special circumstance, agenda delivery may be delayed if required.
- c) Each agenda shall contain all correspondence and by-laws to be considered. Any additions should be identified by marking the agenda item title in red.

18.3 Correspondence received pertaining to agenda items shall be circulated to Council Members by the CAO/Clerk - Treasurer or designate.

**19. AGENDA:**

19.1 The CAO/Clerk-Treasurer shall have prepared and printed for the use of the Members at the regular meetings of Council, an agenda under the following headings:

- 1) Call to Order
- 2) First Nations Land Acknowledgement
- 3) Moment of Silent Reflection
- 4) Mayor's Address
- 5) Pecuniary/Financial Interest
- 6) Delegations
- 7) Minutes of Previous Meetings
- 8) Reports –
  - a) Fire Chief
  - b) Public Works Superintendent
  - c) Community Development Coordinator
  - d) CBO/By-Law Officer
  - e) Facilities/Asset Manager
  - f) CAO/Clerk-Treasurer
- 9) Committee Reports
  - Economic Development
  - Human Resources
  - Policies and Procedures
  - Public Works, Public Service and Property
  - Finance
  - Planning
  - Protection and Emergency Management
  - Affordable Housing
- 8) Examining Accounts
- 9) Severances
- 10) By-Laws
- 11) Correspondence
- 12) Unfinished Business
- 13) New Business
- 14) Committee of the Whole
- 15) Confirming By-Law
- 16) Adjournment

19.2 The business of the Council shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by Council.

19.3 The chair or designate of each committee submitting a report shall field questions regarding same during discussion of that report as may be required.

19.4 When any matter listed on the agenda is left undisposed of at the time of adjournment, either for want of a quorum or otherwise, such matter(s) may be considered at the next meeting of the council.

## **20. COUNCIL MINUTES:**

20.1 The minutes of council as taken by the CAO/Clerk-Treasurer or designate shall consist of a record of all proceedings of the council meeting. Pursuant to the *Municipal Act, 2001*, the minutes shall be a factual recount without note or comment.

20.2 Minutes shall record:

- a) Minutes the place, date and time of meeting;
- b) the names of the Presiding Officer or officers and the record of attendance;
- c) the reading, if requested, correction and confirmation of the minutes of prior meetings;
- d) declarations of interest;
- e) the motions considered and votes taken by Council; and
- f) all the other proceedings of the meeting generally without note or comment.

20.3 If the minutes have been delivered to Council Members then the minutes shall not be read, and a resolution that the minutes be adopted shall be in order.

20.4 After the minutes have been adopted they shall be signed by the Chair and Recording Secretary.

20.5 The CAO/Clerk - Treasurer or designate shall act as the Recording Secretary for Council and Committee meetings.

20.6 Closed Session minutes shall be brought forward for approval as soon as practicable at the subsequent closed session, the minutes remain confidential.

20.7 Minutes of a committee meeting shall be brought forward for approval as soon as practical.

20.8 Following adoption by Council, all Council and Committee minutes, reports and by-laws shall be kept in the office of the CAO/Clerk-Treasurer and shall be made available for viewing during normal office hours, and all Council minutes and by-laws shall be posted on the township website, save and except those minutes and reports recorded during a meeting or part thereof that was closed to the public in accordance with Section 10 of this by-law, and subject to the provisions of any applicable by-law, act or statute.

20.9 Minutes of Council meetings shall be prepared by the CAO/Clerk-Treasurer or Recording Secretary and shall be made available to the members prior to the next meeting for adoptions at the next regular meeting.

## **21. COMMITTEE OF THE WHOLE:**

21.1 The Rules of the Council as provided for in this by-law shall be observed in Committee of the Whole and in the procedure of committees of council. The CAO/Clerk-Treasurer or designate or Recording Secretary shall record in the minutes all resolutions and amendments to reports or by-laws as made in Committee of the Whole or Committee, for subsequent consideration by Council.

## **22. CORRESPONDENCE AND COMMUNICATIONS:**

22.1 Every communication, including a petition designed to be presented to the Council shall be signed, shall be legibly written or printed and shall not contain any obscene or improper matter or language and filed with the CAO/Clerk.

22.2 Correspondence, including names and addresses, addressed to Council or directed to a Public Meeting become part of the public record and may be published in a report, agenda or minutes.

### **23. PRESENTATIONS**

23.1 A Presentation is defined as the verbal and/or visual provision of information to Council by an individual, community group or organization.

23.2 A Ceremonial Presentation is defined as the giving of an award, prize or other form of recognition by the Mayor at a Council meeting.

23.3 A person or group wishing to make a Presentation to Council shall provide the CAO/Clerk - Treasurer or designate with written notice no later than noon (12 PM) the Thursday before Council or Committee Meeting prior to the meeting. Such request shall state the specific nature of the matter to be presented and supporting material for inclusion in the agenda.

23.4 Presentations and Ceremonial Presentations shall only be made in respect of matters within Council's purview and jurisdiction.

23.5 Presentations and Ceremonial Presentations at the Council Meeting shall be limited to 15 minutes each with 5 minutes for discussion and questions. The duration may be extended by majority vote specifying the additional time. Such question shall be decided by the Council without debate.

23.6 Presenters may only present once every 12 months on the same topic.

23.7 Generally, a maximum of two presentations per meeting. Presentations may be further limited and scheduled by the CAO/Clerk - Treasurer or designate based on the number of items on the agenda, including public meetings, in respect of the curfew.

23.8 Immediately following a presentation the Chair will determine if further action is required and direct staff to prepare a report for consideration by the appropriate Standing Committee. If no report is required, presentations will be noted and filed.

23.9 Any individual or group granted the opportunity to appear as a delegation shall provide the presentation electronically or provide 10 written copies prior to the Thursday Noon deadline as per Section 23 and Section 26 of this by-law, for distribution to Council, Media and staff prior to the presentation.

23.10 Non-scheduled presentations and delegations can be heard with two-thirds support of those members present and voting.

### **24. REPORTS DEEMED RECEIVED**

24.1 A report presented to Council and Committee contained in the agenda is deemed received.

### **25. STANDING COMMITTEES**

25.1 Standing Committees, comprised of all Council Members, consider reports for recommendation to Council for final approval by resolution or by-law.

25.2 The following Standing Committees are constituted:

Finance Committee

25.3 A Chair for each Standing Committee shall be recommended by the Mayor for appointment by Council at the commencement or at any point in the term of Council.

## **26. DELEGATIONS:**

- 26.1 Delegations have the option of presenting to the Council in Committee and/or at the Regular Council meeting. Delegations shall be limited to a maximum of fifteen (15) minutes of presentation time with an additional five (5) minutes for Council questions and answers. The duration may be extended by majority vote specifying the additional time. Such question shall be decided by the Council without debate.
- 26.2 Generally, a maximum of two (2) delegations may be permitted at Council meetings. Presentations may be further limited and scheduled by the CAO/Clerk – Treasurer or designate based on the number of items on the agenda, including public meetings, in respect of curfew.
- 26.3 Delegations will be accepted on a “first come, first scheduled” basis.
- 26.4 Delegations can be comprised of any number of people (subject to the occupancy requirements of the meeting room). Regardless of the number of people comprising the delegation, only one (1) person may be the spokesperson for the delegation.
- 26.5 The CAO/Clerk – Treasurer will have final authority on scheduling a delegation for a Regular Council Meeting or referring the delegation request to a Standing Committee or the Committee of the Whole.
- 26.6 Any group, or agent representing a group, desiring to address the Council shall notify the CAO/Clerk – Treasurer and/or designate in writing of such intention, and provide any reports or supporting documentation they wish to reference to be included in the Agenda Package and meet the timelines as per Section 23 and Section 26 of this by-law, or it will be recommended it form part of the next meeting.
- 26.7 Requests from delegations who have previously addressed the present Council on a topic shall not be granted unless they can provide new information to present to Council. Without new relevant information for consideration, it will not be added to the Council Agenda as per notice and recommendation of the CAO/Clerk - Treasurer and Council approval.
- 26.8 Members of the public that constitute an audience to the Public Meeting or Regular Council Meetings shall maintain order and decorum, adhering to the procedural rules of this By-Law as an observer.
- 26.9 Items including delegations or requests being considered by Council or within Committees of Council shall be supported by written documentation prepared by municipal staff or by documentation provided by the delegation requesting to address Council.
- 26.10 The CAO/Clerk – Treasurer must approve all written reports for inclusion in Council Agendas. Written reports shall be forwarded to the CAO/Clerk – Treasurer or designate for approval no later than 12 noon on Wednesday prior to the Council Meeting for inclusion on the Agenda. Items received after 12 noon on the Thursday prior to the Council meetings will be referred to the next Council Meeting, as the case may be, unless the item is considered to be of an emergency nature, in which case the CAO/Clerk – Treasurer after consultation with the Mayor may, at his/her sole discretion, recommend to Council that the item be considered at that Meeting.
- 26.11 Delegations must provide their presentation electronically or ten (10) written copies of their presentation to the CAO/Clerk – Treasurer prior to the Wednesday 12:00 pm (noon) deadline previously stated herein, for distribution to members of Council, Staff and the Media.

26.12 Delegations to Council are expressions of opinions and facts that may or may not have been corroborated but a right afforded to all ratepayers to advise Council of concerns. Decorum from Council, attendees, presenter, and media shall be respected at all times; no ratepayer shall be treated disrespectfully for expressing opinions.

## **27. CONDUCT OF OBSERVERS/GUESTS/DELEGATIONS**

27.1 No Observer/Guest/Delegation shall:

27.1.1 Use indecent, offensive, or insulting words or gestures, profanity or unparliamentary language in or against the Council or against any Member, staff, observer, guest or individual.

27.1.2 Disturb another Council Member, staff member, observer, guest or individual by any disorderly conduct disconcerting to the Council.

27.1.3 Be allowed to address Council or Committees or speak in debate without permission of the Mayor or Chair, who may consult with Council or Committees regarding permission.

27.1.4 Resist the rules contained in the Procedural By-Law of Council or disobey the decision of the Presiding Officer or of Council as a whole on questions of order or practice or upon the interpretation of the rules of Council.

27.1.5 Be permitted to re-enter Council Chambers or meeting room after being ordered to leave a meeting, having committed a breach of any rule of the Council and without making an apology to Council or the Board/Committee, and having the consent of Council or Board/Committee expressed by the majority vote of the members present, determined without debate.

27.1.6 Unless authorized by the Mayor or Chair, all observers, guests and/or delegations shall address Council and Committees through the Chair and only when recognized to do so.

## **28. BY-LAWS AND PROCEEDINGS THEREON:**

28.1 Every by-law shall be introduced upon a written motion by a Member of Council, specifying the title of the by-law.

28.2 Every by-law shall be given first, second and third reading in a single consolidated motion unless a Member wishes to discuss the contents of a specific by-law, in which case the subject by-law shall be removed from the consolidated motion and shall be dealt with separately. Only the title of the by-law shall be read, and a by-law shall not be enacted until it has received three readings.

28.3 In the event a Member wishes to discuss a by-law, the First and Second reading of a by-law shall be decided without amendment or debate.

28.4 During Meetings under the Planning Act, the First, and Second Reading of a by-law may be recommended without amendment or debate and Third Reading brought forward after mandatory legislative timelines and/or notification of such by-law have been adhered to.

28.5 Any proposed by-law may be referred to a Committee of Council, Municipal Department Head or other officers of the Corporation, or a solicitor for review and comment.

28.6 Council shall employ a Confirmatory By-Law immediately prior to adjournment for the purpose of validating decisions made in a resolution or direction given at the same Meeting and which are not set out in another by-law. The Confirmatory By-



Law shall be given First, Second and Third Reading in a single consolidated motion at the Meeting for which it is being employed unless as indicated in clause 3 above of this section, is applicable.

- 28.7 The CAO/Clerk – Treasurer shall include on all by-laws enacted by Council the date(s) of its readings.
- 28.8 Upon passage, by-laws shall be signed by the Mayor or Presiding Officer/Chairperson and the CAO/Clerk – Treasurer and embossed with the seal of the Corporation.
- 28.9 If the Council determines that the by-law is to be considered in Committee of the Whole, it shall be so considered previous to the third reading thereof.
- 28.9 If Council so determines, a by-law may be taken as read.
- 28.10 The CAO/Clerk-Treasurer shall set out on all by-laws enacted by Council the date of the three readings in a single consolidated motion thereof.
- 28.11 If the by-law has been circulated prior to the Council session, the reading of the by-law in full is waived.
- 28.12 Unless otherwise decided by Council, by-laws shall have first and second reading; then third reading at a subsequent meeting.
- 28.13 Every by-law shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the CAO/Clerk - Treasurer and Mayor and shall be deposited by the CAO/Clerk - Treasurer in his/her office.
- 28.14 The CAO/Clerk – Treasurer or designate is hereby authorized to make such minor deletions, additions or other changes in form to any by-law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council.

## **29. ADJOURNMENT**

- 29.1 At the conclusion of the agenda seeing no other business, the Presiding Officer and/or Chair shall deem the meeting adjourned.

## **MOTIONS AND VOTING**

### **30. MOTIONS:**

- 30.1 Any motion may be introduced without notice and shall be in writing and include the name of the movers.
- 30.2 A motion must be formally seconded before the Presiding Officer and/or Chair can put the question, or a motion forward and be recorded in the minutes.
- 30.3 When a motion is presented to Council in writing, it shall be read out loud by the CAO/Clerk-Treasurer.
- 30.4 Consideration of a motion, of which notice was given pursuant to this section, shall be in order at the next Regular Meeting or at a Special Meeting of Council called for that purpose.
- 30.5 Prior to Council's consideration of a motion of which notice has been given previously, a revised motion on the same subject, by the mover, may be substituted for the original one.

### **31. VOTING ON MOTIONS:**

- 31.1 All motions shall be moved, seconded and presented orally. The CAO/Clerk – Treasurer may be asked to re-state the question if called upon by the Presiding Officer/Chairperson.
- 31.2 A Motion or amendment thereto, may not be withdrawn without the consent of the mover and seconder.
- 31.3 No other motion shall be made until after the vote is taken and the result has been declared, or the motion has been tabled for further discussion.
- 31.4 Whenever the Presiding Officer/Chairperson is of the opinion that a motion or resolution is contrary to the Rules of Procedure, the Presiding Officer/Chairperson shall rule the motion or resolution out of order.
- 31.5 A motion or resolution which requires the exercise of a power or powers by Council which are not within its jurisdiction shall not be in order.
- 31.6 Unrecorded Vote - The manner of determining the decision of the Council on a motion shall be at the discretion of the Presiding Officer/Chairperson and may be by voice, show of hands, standing or otherwise.
- 31.7 Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act.

## **32. SEVERABILITY OF QUESTION**

- 32.1 Upon the request of any member and when the Chair is satisfied that a question under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.

## **33. VOTING PROCEDURE**

- 33.1 Each Member present and voting shall announce or indicate his or her vote upon the motion openly and individually by show of hands and no vote shall be taken by ballot, or any other method of secret voting.
- 33.2 Every Member present at a meeting when a question is put shall vote, unless prohibited by statute, in which case it shall be so recorded.
- 33.3 If any Member at a meeting when a question is put does not vote, he or she shall be deemed as voting in the negative except where prohibited from voting by statute.
- 33.4 When the Chair calls for a vote on a question, each member shall occupy his or her seat and shall remain in his or her seat, if attending in person, until the result of the vote has been declared by the Chair, and during such time no member shall speak to any other member or make any noise or disturbance.
- 33.5 After a question is put by the Chair, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

## **34. RECORDED VOTE:**

- 34.1 If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the CAO/Clerk-Treasurer shall record each vote, beginning with the member who made the motion and proceeding in alphabetical order. The names of those who voted for and who voted against, shall be noted in the minutes.

- 34.2 A request by a Council Member for a recorded vote shall be made immediately prior to the commencement of the vote being taken or immediately thereafter, prior to proceeding to the next item on the agenda.
- 34.3 When a vote is taken, and no dissent is declared, such a vote is deemed unanimously in favour of the question approved.
- 34.4 A failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote, shall be deemed to be a negative vote.

### **35. TIE IS LOST**

- 35.1 If there is a tie vote on any question, the vote shall be deemed to have been lost.
- 35.2 A matter lost on a tie at Standing Committee or Committee of the Whole shall rise to Council for consideration.

### **36. SECONDARY MOTIONS**

- 36.1 The following matters and motions may be introduced orally without notice and without leave, except as otherwise provided by the Rules of Procedure:
- a) a point of order or privilege;
  - b) to move the question be put;
  - c) to adjourn.
- 36.2 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 lay on table, or to postpone, or postpone to a certain day;
  - c) to amend;
  - d) to suspend the Rules of Procedure;
  - e) any other procedural motion.

### **37. ORDER OF CONSIDERATION/DEBATE**

- 37.1 When a question is under consideration/debate, no motion shall be received except for the following purposed and according to the listed priorities, namely:
- a) to extend the time of the meeting (not debatable);
  - b) to move the question be put or end debate (not debatable);
  - c) to commit or refer to a specific body (debatable);
  - d) to lay on the table or set aside temporarily (not debatable);
  - e) to postpone to a certain time or defer (debatable);
  - f) to postpone indefinitely or decline to take a position (debatable);
  - g) to adjourn (not debatable).
- 37.2 A motion containing distinct proposals may be divided if approved by a majority of Council or Committee Members.

### **38. MOTION TO AMEND**

- 38.1 An amendment shall be relevant and germane to the principle of the report or motion under consideration.
- 38.2 A motion to amend may propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue which was the subject matter of the question.
- 38.3 Amendment motions shall be put in the reverse order to the order in which they are moved.

### **39. THE QUESTION BE NOW PUT**

- 39.1 A motion that the question be now put shall preclude all further amendments of the question. When resolved in the affirmative, the question and all amendments thereto are to be put forward without debate or further amendment.
- 39.2 Such motion cannot be moved by a member who has already debated the question.

### **40. MOTION TO LAY ON THE TABLE**

- 40.1 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.
- 40.2 The matter tabled shall not be considered again by the Council until a motion has been made to take up the tabled matter at a subsequent meeting.
- 40.3 A motion to take up a tabled matter is not subject to debate or amendment.
- 40.4 A motion that has been tabled and not taken from the table for six months shall be deemed to be withdrawn, and cannot be taken from the table.

### **41. MOTION TO POSTPONE**

- 41.1 A matter postponed to a definite time shall generally be considered first over all other new business on such date.
- 41.2 A motion to postpone without a definite date shall be treated as if it was a motion to decline to take a position.
- 41.3 A motion that was postponed indefinitely is subject to reconsideration.

### **42. RECONSIDERATION OF MATTER**

- 42.1 If a matter has been previously considered, it shall not be reconsidered by such body within twelve months after the meeting at which it was originally considered, without the consent of at least two-thirds of the Council Members present.
- 42.2 "Considered" shall mean those matters for which the members of a meeting have decided to act or not act upon, and shall not include the mere receipt of information where no action has been sought or taken.
- 42.3 A motion to reconsider must be moved by a member of the prevailing side when the matter was first considered.

## **RULES OF DEBATE**

### **43. RULES OF DEBATE:**

- 43.1 The Chair may maintain a list of members who have requested to speak or to ask questions and the Chair shall designate members to speak or to ask questions in the order in which they arose.
- 43.2 No member shall speak more than once, except if requested to give an explanation, until every member who desires to speak, has spoken.
- 43.3 When a member is speaking, no other member shall pass between that member and the Chair, or interrupt them, except to raise a point of order or a point of personal privilege.
- 43.4 A member may speak to the same question for a maximum of five minutes, and, with leave of the Council, may be granted an extension.

- 43.5 When an item is being discussed and one member has the floor a member may ask a question only for the purpose of obtaining information necessary for a clear understanding thereof.
- 43.6 All questions shall be stated succinctly, and questions shall not be used as a means of making statements or assertions.
- 43.7 Questions may be asked through the Chair of the previous speaker, staff, a deputation or presenter.
- 43.8 A member may not ask a question if the Chair rules that such question, in substantially similar form and content, has already been asked and answered.

**44. POINTS OF ORDER OR POINTS OF PRIVILEGE:**

- 44.1 A member may interrupt the person who has the floor to raise a point of order when such member feels that there has been a deviation or departure from the rules of procedure and upon hearing such point of order, the ruling of the Chair shall be final unless the member appeals the ruling to Council which shall decide the question "that the decision of the Chair be sustained" without debate upon a majority vote of the Council Members present.
- 44.2 A member may rise at any time on a point of personal privilege where such member feels that personal integrity or the integrity of the Council has been impugned by another member and upon hearing such point, the ruling of the Chair shall be final unless the member appeals the ruling to Council which shall decide the question "that the decision of the Chair be sustained" without debate upon a majority vote of the Council Members present.
- 44.3 Where the Chair recognizes that a breach of privilege has taken place, the Chair shall cause the offending member to apologize, and failing such apology shall require such member to vacate the Council Chamber for the duration of the meeting.
- 45.4 Any member may appeal the decision of the Chair to the Council which shall decide the question "that the decision of the Chair be sustained" without debate upon a majority vote of the Council Members present.
- 44.6 No Member shall:
- a) use offensive words or unparliamentary language in or against the Council or against any Member;
  - b) speak on any subject other than the subject in debate;
  - c) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
  - d) disobey the rules of the Council or a decision of the Presiding Officer/Chairperson 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 Presiding Officer/Chairperson , the Presiding Officer/Chairperson may forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the meeting of the Council;" but if the Member apologizes he/she may, by vote of the Council, be permitted to retake his/her seat.
- 44.7 No person except Members and Officers of the Council shall be allowed to come to the table during the sittings of the Council without permission of the Presiding Officer/Chairperson of the Council.
- 44.8 When the Presiding Officer/Chairperson is putting the question, no Member shall leave or make a disturbance.

## **45. DECLARATION OF INTEREST**

- 45.1 No Council Member after having declared an interest on any matter may move, second or vote on the matter having declared an interest is contained therein.
- 45.2 The Council Member having declared an interest 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
- 45.3 Where the meeting is not open to the public, the member shall immediately leave the meeting or part of the meeting during which the matter is under consideration.
- 45.4 At a meeting at which a Council Member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the CAO/Clerk- Treasurer or designate.
- 45.5 Every declaration of interest and the general nature thereof made shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the CAO/Clerk - Treasurer or designate.
- 45.6 Every declaration of interest, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutest meeting that is open to the public.
- 45.7 The CAO/Clerk or designate shall establish and maintain a registry in which shall be kept a copy of each statement filed.
- 45.8 The Council Member after having declared an interest may move, second and vote on the Confirming By-law.

## **46. COMMITTEES:**

- 46.1 The Council shall, at its first session after an election, approve by resolution, a list of committees as prepared by the Head of Council. Standing, advisory and ad-hoc committees wholly within the sphere of jurisdiction of Council, may be established, revised, disbanded and replaced as Council deems necessary. All members of committees shall be qualified electors within the municipality.
- 46.2 The Head of Council shall be an ex-officio member of all committees formed under Section 46.1 of this by-law where not otherwise prohibited by statute and shall have full voting privileges when in attendance at any meeting thereof.
- 46.3 Notice of Committee Meetings shall be posted on the township's website, posted at the Township Office and recorded on the Council Agenda prior to the meeting being held, when possible.
- 46.4 Recommendations from the Committee Meeting will be brought forth by the Chair of the Committee, to Council, for consideration.

## **47. ADVISORY COMMITTEES OR TASK FORCES**

- 47.1 Council may create, appoint and dissolve any committee or task force through by-law or resolution including Terms of Reference. Where no specific rules of procedure are specified, these Rules of Procedure shall apply.

## **48. COMMITTEE OF THE WHOLE**

- 48.1 In addition to its Regular Meeting, a meeting of the Committee of the Whole shall be constituted whenever a majority of Council Members present decide that Council shall convene a Committee of the Whole to consider a matter or matters during a regular or special meeting of Council.

48.2 The Committee of the Whole shall report to Council on all matters and shall recommend such action as deemed necessary.

48.3 Matters rejected at Committee of the Whole will rise to Council for final decision.

#### **49. GENERAL**

49.1 Following a regular election or by-election, the CAO/Clerk – Treasurer shall provide each Member with a copy of this by-law, including any amendments thereto.

49.2 Federal, Provincial and Municipal Election campaign materials, such as signs, buttons, brochures, etc. are not allowed in any location where Council or Committee Meetings are held.

49.3 No persons shall wear head coverings in Council Chambers during a Regular Meeting of Council unless required to do by duty, religious or medical requirements.

#### **OTHER MATTERS**

##### **50. SUSPENSION OF RULES:**

50.1 Any procedure required by this by-law may be suspended with consent of a majority of the Members of the Council present.

##### **51. AMENDMENT:**

51.1 No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the Council unless notice of proposed amendment or repeal has been given at a previous regular meeting of the Council and the waiving of this notice by the Council is prohibited.

##### **52. CONFLICT WITH ANY OTHER BY-LAW**

52.1 In the event of any conflict between any provisions of this by-law and any other by-law hereto are passed; the provisions of this by-law shall prevail.

##### **53. SHORT TITLE**

53.1 This by-law shall be known as the "Procedural By-Law" or "Rules of Procedure".

##### **54. EFFECTIVE DATE:**

54.1 This By-Law shall come into force and take effect on \_\_\_\_\_, 2023.