

BY-LAW NUMBER 20 OF 2016

THE CORPORATION OF THE TOWN OF ST. MARYS

Being a By-law to establish a policy to govern the calling, place and proceedings of the Council & Committees of the Corporation of the Town of St. Marys and to provide Public Notice of meetings and to repeal by-law 54-2011 and any amendments thereto

WHEREAS Section 238(2) of the *Municipal Act, S.O. 2001, c. 25* as amended, requires every municipality to pass a Procedural By-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 238(2.1) of the *Municipal Act, S.O. 2001, c. 25* as amended, requires that the Procedural By-law shall provide for public notice of meetings;

AND WHEREAS the Council of The Corporation of the Town of St. Marys deems it expedient to enact a new By-law to govern the calling, place and proceedings of the Council and to provide for public notice of meetings in accordance with the Act;

THEREFORE The Council of the Corporation of the Town of St. Marys enacts:

THAT the following policy to govern the calling, place and proceedings of the Council & Committees of the Corporation of the Town of St. Marys and to provide Public Notice of meetings be adopted:

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PART 1

DEFINITIONS

In this By-law:

- 1.1 "**Advisory Committee**" means a Committee established by Council to advise on matters which Council has deemed appropriate for the Committee to consider and will report to;
- 1.2 "**Chair**" means the person presiding over a meeting and who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceeding. The Chair, except where disqualified, may vote on all questions;
- 1.3 "**Chief Administrative Officer**" means the Chief Administrative Officer (CAO)/Clerk of The Corporation of the Town of St. Marys or designate;
- 1.4 "**Committee of the Whole**" means all members of the Council of the Town of St. Marys, sitting as a committee.
- 1.5 "**Council**" in the context of The Corporation of the Town of St. Marys is the term to refer collectively to the Mayor and six (6) Councillors;
- 1.6 "**Councillor**" is the term consistent with the Municipal Act, and is the title assigned to a Member of Council, except the Mayor, elected to represent electors of Town of St. Marys;
- 1.7 "**Deputy Mayor**" means the Councillor appointed by Council to act in the place of the Mayor in accordance with this by-law.
- 1.8 "**Emergency Meeting**" means a meeting of Council held to consider any business of the Council which is deemed by the Chair to be of an emergency situation;
- 1.9 "**Ex officio**" means by virtue of office or position and carries with it the right to participate fully in committee meeting and to vote unless prohibited by law;
- 1.10 "**Improper Conduct**" means conduct which offers any obstruction to the deliberations of proper action of Council;
- 1.11 "**In-Camera**" means a closed session of a local board, committee, or Council meeting to which this Procedure By-Law applies and is closed to the public in accordance with the Municipal Act or any other Act which permits a closed meeting to be held,
- 1.12 "**Inaugural Meeting**" means the first meeting of Council held after a municipal election in a regular election year;
- 1.13 "**Majority vote**" means more than half of the votes cast by members entitled to vote at a meeting;
- 1.14 "**Mayor**" is the Head of Council who is elected by general vote to represent electors in St. Marys;

- 1.15 **"Member of Council"** means a person duly elected to serve on the Council of The Corporation of the Town of St. Marys;
- 1.16 **"Municipal Act"** means the *Municipal Act, S.O. 2001, Chapter 25*, as amended and any successor legislation thereto;
- 1.17 **"Pecuniary Interest"** means a direct or indirect interest within the meaning of the *Municipal Conflict Interest Act, R.S.O. 1990 Chapter M.50*, as amended and any successor legislation thereto;
- 1.18 **"Point of Order"** means a matter that a member of Council considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council;
- 1.19 **"Point of Personal Privilege"** means a matter that a member of Council considers to impugn their integrity or the integrity of Council;
- 1.20 **"Quorum"** means the majority of the whole number of the members of Council who are present in person;
- 1.21 **"Recorded Vote"** means the recording in the Minutes, the names of each Member of Council present and the manner of their vote on a matter or question before the Council. In the case of a Member who has declared a conflict or pecuniary interest in the matter or question, the minutes shall reflect the Member abstained from the taking part in the discussion and the vote;
- 1.22 **"Regular Meeting"** means a scheduled business meeting held in accordance with the approved calendar/schedule of meetings;
- 1.23 **"Special Meeting"** means a meeting not scheduled in accordance with the approved calendar/schedule of meetings;
- 1.24 **"Special Purpose Committee"** means a committee comprised of such members of Council and other persons as appointed by Council to address a specific matter or specific matters which Council has deemed appropriate for the Special Purpose Committee to consider as defined in the Committee's approved terms of reference. Special Purpose Committees make recommendations to Council on those specific matters within their jurisdiction.

PART 2

GENERAL PROVISIONS

2.1 Rules - procedures observed - at all times

The rules and procedures contained in this by-law shall be observed in all proceedings of the Council, and shall be the rules and procedures for the order and dispatch of business of the Council, its committees, and its local boards.

2.2 Rules - observed - modifications - permitted

The proceedings of the Council and its committees, the conduct of the members of Council and the calling of meetings shall be governed by the rules and regulations contained in this By-law.

2.3 Parliamentary procedure - proceedings

Points of order or procedure not specifically governed by this By-law shall be decided by the Chair in accordance with, as far as reasonably practical, Bourinot Rules of Order (Canadian Parliamentary Authority).

2.4 Rules - suspended - 2/3 consent - Council

Any rules or procedures contained in this by-law may be suspended with the consent of two-thirds of the whole Council, unless prohibited by law.

2.5 Appointment of a Deputy Mayor

A Councillor shall be selected to act as Deputy Mayor for a period of 1 year. Nomination shall be by another Councillor and selection shall be at the first meeting of Council in December of each year. The appointment procedure shall be presided over by the Mayor. Election shall be by members of Council. A Councillor may be re-elected to serve as Deputy Mayor.

2.6 Absence - Mayor - Deputy Mayor - authority

In the absence of the Mayor or if he/she is absent through illness or if he/she refuses to act or if the office is vacant, the Deputy Mayor shall act in the place and stead of the Mayor and shall have all the rights, powers and authority of the Mayor.

2.7 Absence - Deputy Mayor - Acting Deputy Mayor - appointed

In the event that the Deputy Mayor is unable to act in the place and stead of the Mayor, a member shall be appointed pursuant to subsection 226 of the *Municipal Act* to serve as Acting Deputy Mayor in the place and stead of the Head of Council and has and may exercise, while so acting, all the rights, powers and authority of the Head of Council.

2.8 Meetings - location - Council Chamber - exception

Meetings of the Strategic Priorities Committee and Council shall be held in the Council Chamber of Town Hall unless otherwise decided by a majority of the members.

2.9 Meetings – recorded– validity not affected

Wherever possible regular meetings of the Council and the Strategic Priorities Committee will video and audio recorded and publically posted as soon as possible after the meeting. In accordance with the Municipal Act, the meeting minutes will remain the official record of the meeting. Failure to audio and/or video record a meeting shall not affect the validity of the meeting or any action lawfully taken thereat.

2.10 Councillor - addressed

Members of Council are to be addressed as: "Councillor (surname inserted)".

2.11 Mayor - addressed

The Mayor shall be addressed as "Mayor "(surname inserted)" or as "Your Worship.

PART 3

ROLES AND DUTIES

3.1 **Role of Mayor**

It is the role of the Mayor,

- a) to act as chief executive officer of the municipality;
- b) to preside over council meetings;
- c) to provide leadership to the council;
- d) to represent the municipality at official functions;
- e) to act as Council's representative when dealing with other levels of government, their agencies and the private sector;
- f) to act as Head of the Corporation for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, and
- g) to carry out the duties of the head of council under the *Municipal Act* or any other Act.
- h) to promote public involvement in the municipality's activities;
- i) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents

3.2 **Role of Council**

It is the role of Council,

- a) to represent the public and to consider the well-being and interests of the municipality;
- b) to develop and evaluate the policies and programs of the municipality;
- c) subject to legislative restrictions, develop regulations to be adopted in by-law and resolutions for the overall benefit of the community;
- d) to determine which services the municipality provides in accordance with applicable legislation;
- e) to ensure that administrative practices and procedures are in place to implement the decisions of Council;
- f) to maintain the financial integrity of the municipality; and
- g) to carry out the duties of council under the *Municipal Act* or any other Act.

3.3 **Duty of Mayor**

It is the duty of the Mayor to preside at all meetings of Council, and:

- a) to open the meeting of Council by taking the Chair and calling the meeting to order;
- b) to receive and submit, in the proper manner, all motions presented by the members;
- c) to put to a vote all motions and to announce the result;
- d) to sit as an ex-officio member of all committees of the Council and entitled to vote at meetings;
- e) decline to put motions to a vote which infringe upon the rules of procedure;
- f) to inform the members of the proper procedure to be followed and to enforce the rules of procedure;

- g) to enforce on all occasions, the observance of order and decorum among the members;
- h) to call by name any member persisting in a breach of the rules of procedure and order the member to vacate the Council Chamber;
- i) to permit questions to be asked through the Mayor of any officer of the Town for information to assist in any debate when the Mayor deems it proper;
- j) to authenticate by signature all by-laws and minutes of Council;
- k) to rule on any points of order raised by members;
- l) to represent and support the Council;
- m) to maintain order. Where it is not possible to maintain order, the Mayor may, without any motion being put, adjourn the meeting to a time to be named by the Mayor;
- n) to adjourn the meeting when the business is concluded;
- o) to carry out the duties of the head of council under the Municipal Act or any other Act; and,
- p) to act in accordance with his/her Oath of Allegiance and Oath of Elected Office.

3.4 **Duty of Councillors**

It is the duty of the Councillors to attend all meetings of Council, and:

- a) to prepare for meetings, including reviewing the agenda and background information prior to the meeting;
- b) to speak only to the subject under debate;
- c) to vote on all motions before the Council unless prohibited from voting by law;
- d) to observe proper procedure and decorum at all meetings;
- e) to state questions to be asked through the Mayor;
- f) to support the Council;
- g) to attend committee meetings to which the member has been appointed by Council;
- h) to carry out the duties of Councillor under the *Municipal Act* or any other Act; and
- i) to act in accordance with their Oath of Allegiance and Oath of Elected Office;

3.5 **Duty of CAO/Clerk**

It is the duty of the CAO/Clerk to attend all Council meetings, and:

- a) to prepare and distribute agendas for all meetings of Council in accordance with this by-law;
- b) to record, without note or comment, all resolutions, decisions and other proceedings of the council;
- c) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- d) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- e) to make such minor clerical, typographical or grammatical corrections in form to any bylaw, motion, resolution and/or minutes as may be required for the purpose of ensuring correct and complete implementation of the actions of Council;
- f) to perform the other duties required under the Municipal Act or under any other Act;
- g) to advise Council on parliamentary procedure; and
- h) to perform such other duties as are assigned by the municipality.

3.6 **Members of Council - representing municipality - ceremonial**

From time to time, the Mayor may be unable to represent the municipality at functions and ceremonies. In such instances, it is desirable to have a designated Member of Council to represent the municipality.

3.7 **Mayor - ex officio - all Town committees, Boards, Commissions, etc.**

The Mayor is ex officio a member of each Committee, Board and Commission or other body established by Council unless prohibited by law. Where a committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor, such number is automatically increased by one, except where prohibited by law, being the Mayor, as provided under this Section. The Mayor may vote and otherwise participate unless prohibited by law, in the business of the committee on the same basis as any other appointed member

PART 4

ELECTRONIC COMMUNICATION

4 .1 Proper use of electronic devices

All in attendance at meetings should use electronic communication devices in a respectful manner. This includes but is not limited setting electronic devices to silent during meetings and presentations; and refraining from giving undo attention to those devices.

PART 5

SCHEDULE OF MEETINGS

5.1 Inaugural –first Tuesday - December - time

Following a regular municipal election, the Inaugural meeting shall be held on the first Tuesday in December of that year at 6:00 p.m. in the Council Chamber. The CAO/Clerk will have the authority to change date, time and location of meeting as required.

5.2 Inaugural - order of procedure

At the Inaugural meeting, the order of procedure shall be as follows:

- a) Opening Ceremony;
- b) Ceremonial Address by Special Guest(s);
- c) Filing of Certificates and Declarations of Elected Office and Oaths of Allegiance in accordance with the provisions of the *Municipal Act*,
- d) Address by the Mayor;
- e) Appointments to Committees, Boards, Commissions and other organizations as deemed appropriate;
- f) Election of Deputy Mayor;
- g) Matters incidental to the above or of an urgent nature.

5.3 No business - Inaugural - until Declarations

No business shall be conducted at the Inaugural Meeting of Council until the Declarations of Office and Oaths of Allegiance have been made by the members of Council.

5.4 Appointments - Nominating Committee

The members of Council required to serve on Committees shall be determined by Council. Prior to the Inaugural Meeting, the in-coming Council may meet as a Nominating Committee to consider and make recommendations with respect to committees, including committee structure, composition and meeting schedule. Council may make changes to committees upon majority vote of the members of Council at any time during the term of Council.

5.5 Appointments - Advisory –Boards/Commissions – Special Purpose

The members of Council required to serve on committees, Boards and Commissions or other bodies to which Council is required or empowered to appoint persons, shall be determined by Council. Prior to the Inaugural Meeting, a Nominating Committee shall meet to consider and make recommendations, including committee structure and composition. Council may make changes to committees as authorized by law, upon majority vote of the members of Council at any time during the term of Council.

5.6 Regular - monthly

Prior to December 1, the CAO/Clerk shall prepare and submit a schedule of Council and Strategic Priorities Committee meeting dates for the next year for consideration by Council. Once approved, the schedule shall be posted on the municipal website. When setting the annual schedule, Council and Strategic Priorities Committee meetings will be generally held as described below.

5.7.1 Council Meeting Schedule

Following the Inaugural meeting, Regular Council meetings shall be held in the Council Chamber of Town Hall on the second and fourth Tuesdays of each month, except for:

- a) The months of July and August which shall only have one meeting of Council to be held on the fourth Tuesday of the month;
- b) The month of month of December which shall have only one meeting of Council to be held on the second Tuesday of the month.

Council meetings shall commence at 6:00 pm.

5.7.2 Strategic Priorities Committee Meeting Schedule

Strategic Priorities Committee shall be held in the Council Chamber of Town Hall on the third Tuesday of each month, except for in the month of December when the meeting will be held on the first Tuesday of the month. Strategic Priorities Committee meetings shall commence at 9:00 am.

5.7.3 Committee, Budget, and other Special Meetings

The first and fifth Tuesday of the month (if applicable) shall be designated for any other meetings as necessary, including, but not limited to, committees, budget, or meetings to consider special or emergent items. The start time of these meetings will be at the determination of the Council or Committee, whichever is applicable. Nothing within this section shall prevent the Council or a committee from having a meeting on any other day of the week as the Council or committee may deem appropriate provided notice is given as required by this by-law.

5.7 Regular - monthly - exception

When deemed necessary, Council may change the date, time and location of a meeting by majority vote of Council.

5.8 Special meeting - emergency - called by Mayor

The Mayor may, at any time, call a Special or Emergency Meeting.

5.9 Special meeting - called by Council

The CAO/Clerk shall summon a special meeting of Council upon receipt of a petition of the majority of the members of Council, for the purpose and at the time mentioned in the petition.

5.10 Special meetings - emergency - held in Council Chamber

Special or emergency meetings shall be held in the Council Chamber, unless otherwise decided by the Mayor or the Chair.

5.11 Cancellation of a Scheduled Meeting

Only the Mayor, or Chair as the case may be, may initiate the cancellation of any scheduled Meeting of Council, or any committee, by advising the CAO/Clerk, or designate, who shall provide members with the reason(s) for the cancellation and independently poll their support for said cancellation by telephone. A majority of the members must consent to the cancellation of the Meeting. The CAO/Clerk shall share the results of the poll with all members in writing and provide public notice on the Town's official website of the cancellation and such posting shall constitute sufficient notice of cancellation.

PART 6

NOTICE OF MEETINGS

6.1 Meeting schedule - deemed notice

Public Notice of meetings shall be given by posting the meeting schedule on the Town's official website at the beginning of each calendar year, or in a manner as deemed appropriate by the CAO/Clerk. The meeting schedule shall include the date, time and location of Council and committee meetings. The meeting schedule is subject to change as necessary. Prior to the meeting, the Agenda shall be posted on the Town's official website.

6.2 Agendas - in advance

The Agenda of the Regular Council and/or Strategic Priorities Committee meeting shall be provided on the Friday before the meeting. At the same time, the CAO/Clerk shall also distribute a copy of the Agenda to the Department Heads of all municipal departments, and post the Agenda on the Town's official website. Failure to post the agenda to the Town's official website shall not affect the validity of the meeting or any action lawfully taken thereat.

6.3 Special meetings - notice

Notice of a special meeting called in accordance with this By-law shall be telephoned and/or emailed to the members of Council. The Notice of the Special Meeting shall be provided not later than 24 hours before the hour appointed for the holding of such special meeting. Where time is of the essence, notice may be given by telephone or electronic mail to the members of Council and the press. Public notice for a special meeting shall be given in a manner as deemed appropriate by the CAO/Clerk.

6.4 Special meetings - agenda - provided at the meeting

The CAO/Clerk may provide the Agenda of the Special Meeting at the meeting where time constraints do not allow the Agenda to be provided to the Members of Council at least 24 hours before the hour appointed for the holding of the Special meeting.

6.5 Special meetings - business specified - transacted

No business except the business dealing directly with the purpose mentioned in the Agenda shall be transacted at a Special meeting.

6.6 Emergency - notice not required

Notwithstanding any other provision of this By-law, an emergency meeting may be held without notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the CAO/Clerk to notify the members about the meeting as soon as possible and in the most expedient manner available.

6.7 Emergency - business specified - transacted

No business except business dealing directly with the emergency or extraordinary situation shall be transacted at the emergency meeting.

6.8 Agenda - notice - not received - validity

Lack of receipt of a Notice or an Agenda by the members of Council shall not affect the validity of the meeting or any action lawfully taken thereat.

6.9 Committees –agenda - deemed notice

The Agenda of a committee meeting shall be considered as notice of the meeting and shall be delivered to committee members.

6.10 Agenda - In-Camera - not sent electronically

Agendas of an In-Camera Meeting or In-Camera Session shall not be sent electronically to members of Council. Agendas of an In-Camera meeting will be provided to members of Council in hard copy format on the Friday before the regular meeting.

6.11 Agenda - Open Session - available - public - exception

Agendas for meetings shall be made available to the public and media as soon as possible after they have been delivered to Members of Council. This provision does not apply to Agendas of In-Camera meetings/sessions.

6.12 Items - urgent - on Addendum/Addenda

Items of an urgent matter may be placed on an Addendum/Addenda to an Agenda if the items are received by the CAO/Clerk after the Agenda has been prepared. The Addendum/Addenda shall only be added to the Agenda with majority vote of Council at the meeting.

6.13 Public Notice of Meetings

Public notice of meetings shall be given by posting the meeting schedule on the Town's official website at the beginning of each calendar year. The meeting schedule is subject to change as necessary. Prior to the meeting, the Agenda shall be posted on the Town's official website, when possible.

PART 7

OPEN MEETINGS

7.1 Meetings – Open to the Public

Except as otherwise permitted or required by the Municipal Act, or any other Act which may permit a closed meeting, all meetings shall be open to the public.

7.2 Council and Committees - In-Camera

Council, committee and Local Board meetings or portions thereof, may be held In-Camera when any of the following subject matters in this section are being considered. The CAO/Clerk will place the In-Camera session, if required, at either the beginning or end of the meeting. The only matters to be considered In-Camera are as follows:

- 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 disposal of land for municipal or local board purposes;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act;
- h) a matter in respect of the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council is designated as the Head for the purpose of that Act.
- i) a meeting that is held for the purpose of educating or training the members, and 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

7.3 Procedure - modifications

The rules governing the procedure of the Council and the conduct of its members shall be observed in In-Camera meetings or sessions, with the necessary modifications, except that:

- a) a member need not rise to speak;

b) a member shall not speak more than once to a motion until every member who desires to speak has spoken once;

c) the number of times of speaking on any question shall not be limited.

7.4 Points of order - decision by Chair

Points of order arising in In-Camera meetings or sessions shall be decided by the Chair, subject to an appeal by any member of the Council or Committee.

7.5 Procedure - moving into - In-Camera

Prior to moving to In-Camera for one or more of the reasons listed in Section 7.1, the Council or Committee shall pass a motion in open session stating:

a) the fact that the Council or Committee is convening into an In-Camera session; and

b) the general nature of the matter(s) to be considered;

c) in the case of a meeting under subsection 7.1 (i), 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

7.6 Meeting - not closed - public - vote

Subject to Section 7.7, a meeting shall not be held In-Camera during the taking of a vote.

7.7 Meeting - closed - public - vote – exception

Notwithstanding Section 7.6, a meeting may be closed to the public during a vote if:

(a) subsection 7.1 permits or requires the 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, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

7.8 Committee - In-Camera - recommendations - to Council

Recommendations made during a committee In-Camera Session shall be dealt with by Council at an In-Camera session unless determined otherwise.

7.9 Council - In-Camera - recommendations - to Council

Recommendations made while Council is sitting in an In-Camera session, shall be dealt with by Council in Open Session at the next Regular Council meeting, or where there is an urgent matter, at the Regular or Special Council meeting immediately following the In-Camera session of Council.

7.10 **Agenda - distribution - deemed notice**

The Agenda shall be considered as notice of Council In-Camera meetings.

7.11 **Agenda - not received - validity - not affected**

Lack of receipt of the agenda by the Members of Council shall not affect the validity of the Council In-Camera meeting or any action lawfully taken thereat.

7.12 **Agenda — distribution - with Council agenda**

The CAO/Clerk or his/her designate shall cause to be prepared and distributed the Council In-Camera Agendas. Issues proposed for consideration during the “closed” session of Council shall be noted on the meeting’s agenda. Background information or reports will be delivered to Council members only, and will, if possible, be delivered at the same time as the regular agenda.

7.13 **Minutes – Closed Session**

A municipality or local board or a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a Meeting of the body, whether it is closed to the public or not. The minutes of an In-Camera meeting shall be considered at the next scheduled In-Camera meeting.

PART 8

COUNCIL AND STRATEGIC PRIORITIES COMMITTEE AGENDAS/ORDERS OF THE DAY

The CAO/Clerk shall prepare the Council and Strategic Priorities Committee Agendas with the Orders of the Day for Regular meetings consisting of the following:

8.1 **Council Agendas – Composition**

2nd Tuesday Meeting

- 1.0 Call to Order
- 2.0 Declarations of Pecuniary Interest
- 3.0 Amendments and approval of Agenda
- 4.0 Public Input Period
- 5.0 Delegations, Presentations, and Public Meetings
- 6.0 Acceptance of Minutes
- 7.0 Correspondence
- 8.0 Councilor Reports
 - 8.1 Operational and Board Reports
 - 8.2 Committee Reports
- 9.0 Staff Reports
(generally reserved for priority matters)
- 10.0 Emergent or Unfinished Business
- 11.0 Notices of Motion
- 12.0 By-Laws
- 13.0 Upcoming Meetings
- 14.0 Closed Session
- 15.0 Confirmatory By-Law
- 16.0 Adjournment

4th Tuesday Meeting

- 1.0 Call to Order
- 2.0 Declarations of Pecuniary Interest
- 3.0 Amendments and approval of Agenda
- 4.0 Public Input Period
- 5.0 Delegations, Presentations, and Public Meetings
- 6.0 Acceptance of Minutes
- 7.0 Correspondence
- 8.0 Staff Reports
(generally reserved for staff monthly, information, and formal reports)
- 9.0 Emergent or Unfinished Business
- 10.0 Notices of Motion
- 11.0 By-Laws
- 12.0 Upcoming Meetings
- 13.0 Closed Session
- 14.0 Confirmatory By-Law
- 15.0 Adjournment

8.2 Strategic Priorities Committee Agendas - Composition

- 1.0 Call to Order
- 2.0 Declarations of Pecuniary Interest
- 3.0 Amendments and Approval of the Agenda
- 4.0 Delegations and Presentations
- 5.0 Strategic Priorities Review
- 6.0 Adjournment

8.3 Deadline - material inclusion

Information for the agenda from members of Council or municipal staff shall be submitted prior to 12:00 noon on the Wednesday before the meeting of the Council or Strategic Priorities Committee.

8.4 Deadline – material inclusion – exception

Exceptions to the deadline for receipt of material to be included on the Agenda for Regular meetings may be provided with approval of the CAO

8.5 Order of business - as specified - exception

The business of each meeting shall be taken up in the order in which it stands on the Agenda unless otherwise decided by majority vote of the members present.

8.6 Motion - to change order - not amendable - not debatable

A motion changing the order of business shall not be amendable or debatable.

PART 9

COMMENCEMENT OF COUNCIL MEETINGS

9.1 Quorum - majority - required

Quorum at a Council meeting shall be a majority of the voting members of the Council.

9.2 Call to order - quorum present

As soon after the hour fixed for a meeting of Council as a quorum is present, the meeting shall be called to order by the Mayor or Chair.

9.3 Adjournment - quorum not present - names recorded

If there is no quorum present within one-half hour after the time appointed for the meeting, the Council shall stand adjourned until the date and time of the next regular or special meeting and the CAO/Clerk shall record the names of the members present upon such adjournment.

9.4 Quorum - lost - adjourn to reconvene - exception

If during the course of a meeting, quorum is lost, then the meeting shall stand adjourned to reconvene as determined by the Mayor or Chair. If in the opinion of the Mayor or Chair, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Mayor or Chair shall announce that the unfinished business will be considered at that time.

9.5 Mayor - to preside - all meetings

The Mayor, if present, shall preside at all meetings.

9.6 Mayor - absence - Deputy Mayor - to preside

In the absence of the Mayor, the Deputy Mayor shall preside during the meeting.

9.7 Deputy Mayor - absence - Acting Deputy Mayor - to preside

In the absence of the Mayor and Deputy Mayor, or in the case where a quorum is present and neither the Mayor nor the Deputy Mayor have attended within thirty (30) minutes after the time appointed, the CAO/Clerk shall call the members to order. The members of Council present shall appoint during the meeting an Acting Deputy Mayor and while serving as Acting Deputy Mayor, he/she shall preside during the meeting until the Mayor or Deputy Mayor arrives.

9.8 Members of Council - notify - CAO/Clerk - absence

Members of Council are requested to notify the CAO/Clerk when the member is aware that he/she will be absent from any meeting of Council.

PART 10

RULES OF DEBATE AND CONDUCT

10.1 Order - decorum - maintained - Mayor

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

10.2 Mayor - speaking on motion - to leave Chair

The Mayor may answer questions and comment in a general way without leaving the chair, but if he/she wishes to speak to a motion taking a position and endeavoring to persuade the Council to support that position, then he/she shall first leave the chair.

10.3 Mayor - leaving Chair - member designated in place

If the Mayor desires to leave the chair for the purpose of taking part in the debate or for any other reason, he/she shall designate another member to fill his/her place until he/she resumes the chair.

10.4 Speaking - recognition by Mayor - required

Before a member may speak to any matter, he/she shall first be recognized by the Mayor.

10.5 Speaking - order - determination

When two or more members indicate simultaneously that they wish to speak, the Mayor shall name the member who is to speak first.

10.6 Speaking - limitation - subject - maximum 5 minutes

When a member is speaking to a motion, he/she shall confine his/her remarks to the motion and in speaking shall be limited to a maximum of 5 minutes, unless otherwise decided by the Mayor.

10.7 Speaking - once only - exception - vote - reply

A member shall not speak more than once to any motion, unless otherwise decided by the Mayor, but the member who has made a motion shall be allowed to reply for a maximum of 5 minutes.

10.8 Speaking - under debate - motion - prohibited

A member who has already spoken to any motion under debate shall not be permitted to move any motion described in Section 12.4 of this By-law, except a motion to proceed beyond the hour of 11:00 p.m. This Section 10.8 applies to Council meetings only.

10.9 Motion - under debate - questions - before vote

When a motion is under debate, a member may ask a concisely worded question through the Mayor to the CAO, Department Head or other employee of the municipality, servants or other persons under contract to the municipality, prior to the motion being put to vote by the Mayor in accordance with Section 13.5 of this By-law.

10.10 Motion - under debate - read - at any time

A member may require the motion under debate to be read at any time during the debate, but shall not interrupt a member who is speaking.

10.11 Disruption - Council - by member - prohibited

A member shall not disturb the Council by disorderly conduct or comments

10.12 Offensive language - insults - prohibited

A member shall not use profane or offensive words or insulting expressions.

10.13 Disobedience - rules - points of order - prohibited

A member shall not disobey the rules of the Council or a decision of the Mayor or of the Council on points of order or on the interpretation of the rules of procedure.

10.14 Respectful Conduct

A member shall conduct him/herself in a manner that is open, respectful and honest, and shall not demonstrate rude, disrespectful or uncivil behaviour.

10.15 Leaving seat - disturbance during vote - prohibited

A member shall not leave his/her seat or make noise or cause a disturbance while a vote is being taken or until the result is declared.

10.16 Interruption - speakers - exception

A member shall not interrupt a member who is speaking, except to raise a point of order or a question of privilege.

10.17 Leaving meeting - not to return - Mayor informed

A member shall not leave the meeting when he/she does not intend to return thereto without first advising the Mayor or Chair.

10.18 Disorderly conduct - member to be removed - question

In the event that a member persists in a breach of the rules of this By-law, after having been called to order by the Mayor, the Mayor shall 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.

10.19 Disorderly conduct - member to leave seat

If the Council decides the question set out in Section 10.18 of this By-law in the affirmative by a majority vote of the members, the Mayor or Chair shall order the member to leave his/her seat for the duration of the meeting.

10.20 Apology - member to resume seat - by permission

If the member apologizes, the Mayor or Chair, with the approval of the Council, may permit him/her to resume his/her seat.

10.21 Failure to leave seat - removal

If a member does not leave his/her seat after being ordered to do so by the Mayor or Chair in accordance with Section 10.19 of this By-law, and if the member does not apologize in accordance with Section 10.20 of this By-law, then the Mayor or Chair shall seek appropriate assistance.

10.22 Council - contact - Senior Manager - prior to meeting

Members of Council are encouraged to contact the appropriate Department Head prior to a meeting to raise questions or clarify issues relevant to a matter on the Council and Committee' Agenda; however, a member of Council shall not give direction to staff except through majority vote of Council.

10.23 Referrals - Staff - Committees - resolution required

Referral of items, and/or requests for reports, to Staff or a committee shall only be done upon a resolution of Council and shall include an expected timeline for a return of the report.

PART 11

QUESTIONS OF PRIVILEGE – POINTS OF ORDER

11.1 Rights - privileges - integrity - of members - affected

If a member believes that his/her rights, privileges or integrity or those of the members collectively have been prejudicially affected, he/she shall ask leave of the Mayor or Chair to raise a question of privilege which shall take precedence over all other matters, but he/she shall not be permitted to enter into any argument or introduce any motion related to the question of privilege.

11.2 Administration - integrity questioned - procedure

When the Mayor or Chair considers that the integrity of a member of the civic administration has been impugned or questioned, the Mayor or Chair may permit the CAO/Clerk or Department Head to make a statement to Council.

11.3 Rules of procedure - violation - raised by member

When a member desires to call attention to a violation of the rules of procedure, he/she shall ask leave of the Mayor or Chair to raise a point of order and after leave is granted, he/she shall state the point of order succinctly and the Mayor or Chair shall then decide upon the point of order and advise the members of his/her decision.

11.4 Appeal - Mayor's decision - immediately - required

Unless a member immediately appeals the Mayor's or Chair's decision to the Council, the decision of the Mayor or Chair shall be final.

11.5 Appeal - decision - question put - to Council

If the decision of the Mayor or Chair is appealed to the Council, then the question "Shall the ruling of the Chair be sustained?" shall be put immediately without debate and its result shall be final.

11.6 Call to order - speaking - permission

When the Mayor or Chair calls a member to order, that member shall immediately cease speaking until the point of order is dealt with and that member shall not speak again to the matter under discussion without the permission of the Mayor or Chair, unless to appeal the ruling.

11.7 CAO/Clerk - called upon - advice

The CAO/Clerk may be called upon by the Mayor or Council to provide advice with regard to interpretation of rules of procedure.

PART 12

MOTIONS - ORDER - PUTTING MOTIONS

12.1 **Notice of motion - filed with CAO/Clerk**

Councillors may file a "Notice of Motion" prior to the 12:00 noon deadline stated in section 8.3. If this matter is to reconsider a previously decided matter will be dealt with as outlined in Section 14 of this by-law.

A Notice of Motion pertaining to a matter that has not been dealt with previously will be presented on the current agenda, but will not be received and debated by Council until the next following meeting. If appropriate, the CAO/Clerk may direct that supporting or background information be placed on the agenda to assist in Council's debate of the motion.

12.2 **Motion - seconded before debate**

Motions shall be seconded before being debated or put to a vote.

12.3 **Withdrawal - before put - requirement**

Every motion shall be deemed to be in the possession of Council for debate after it is accepted by the Mayor, but may be withdrawn with the joint support of the mover and seconder at any time before the question is put to a vote.

12.4 **Motion under debate - other motions permitted**

When a motion is under debate, no other motion shall be in order except a motion:

- a) to adjourn;
- b) to proceed beyond the hour of 11:00 p.m.;
- c) to table;
- d) to put the question (to close the debate);
- e) to postpone;
- f) to refer; or
- g) to amend.

12.5 **Motion to adjourn - qualifications**

A motion to adjourn shall:

- a) not be amended;
- b) not be debated
- c) always be in order, except when a member is speaking or the members are voting.

12.6 **Motion to adjourn - rejected – procedure**

When a motion to adjourn has been decided in the negative, no further motion to adjourn shall be made until after some subsequent proceeding has taken place.

12.7 Adjournment-11:00 p.m.

All Regular Council and Committee meetings shall stand adjourned when the Council has completed the business as listed on the Agenda, or upon the arrival of the hour of 11:00 p.m.

12.8 Adjournment - extensions - reconvene

In the event the business before Council or the Committee has not been completed by 11:00 p.m., then Council, by two-thirds majority vote of the members present, may approve an extension of the meeting in 30 minute increments. Should a motion to extend the meeting fail, the meeting shall automatically adjourn and reconvene into Council to deal with any matters already dealt within Committee that, in the opinion of Council, require formal Council approval by resolution and/or by-law. If other business on the Agenda is not completed after an extension or extensions, the meeting(s) shall reconvene on another day and time as agreed upon by Council by majority vote.

12.9 Motion to proceed beyond 11:00 p.m. - qualifications

A motion to proceed beyond the hour of 11:00 p.m. shall:

- a) not be amended;
- b) always be in order, except when a member is speaking or the members are voting.

12.10 Motion to table - qualifications

A motion to table (lay on the table) a particular matter removes the subject from consideration until Council votes to take it from the table. A matter can be tabled for a specific period of time or tabled indefinitely. A motion to take from the table is required to bring the matter back before Council for consideration. A motion to table shall:

- a) not be amended;
- b) not be debated; and
- c) apply to the main motion and any amendments thereto under debate at the time when the motion to table was made;

12.11 Motion to postpone (defer) - to certain time - procedure

A motion to postpone (defer) is used to postpone discussion for a certain period of time. A motion to postpone (defer) a matter to a certain time shall:

- a) be open to debate; however the debate must be limited to the advisability of the proposed postponement;
- b) be amendable; and
- c) preclude amendment and debate of the preceding motion, unless the motion to postpone to a certain time is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

12.12 Motion to refer – qualifications

A motion to refer is used to give closer study of something. It is used to require a committee or staff to examine the matter under consideration in greater detail. A motion to refer a matter should include the name of the Committee or official, etc. to whom the matter is to be referred and instructions respecting the terms upon which the matter is to be referred, and, shall:

- a) not be open to debate;
- b) be amendable; and
- c) preclude amendment or debate of the preceding motion, unless the motion to refer is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

12.13 Motion to amend - qualifications

A motion to amend, add to, delete from, or substitute words in the main motion, shall:

- a) be open to debate;
- b) not propose a direct negative to the main motion; and
- c) be relevant to the main motion.

12.14 Motion to amend - main motion - one at a time

Only one motion to amend the main motion shall be allowed at one time.

12.15 Motion to amend - amendment - one at a time

Only one motion to amend a motion to amend the main motion shall be allowed at one time.

12.16 Motion - not within jurisdiction - not in order

A motion relating to a matter not within the jurisdiction of the Council is not in order and shall not be entertained by the Mayor or Chair.

PART 13

VOTING

13.1 Request - call the question - decision - Mayor

A Member of Council may request that the Mayor or Chair "call the question" and the Mayor or Chair accepts or denies the request. Unless a member immediately appeals the decision to the Council, the decision of the Mayor or Chair shall be final.

13.2 Amendment - to amendment - voted on first

A motion to amend an amendment to a motion shall be voted on first.

13.3 Voting - order

Voting on the main motion and amending motions shall be conducted in the following order:

- a) a motion to amend a motion to amend the main motion;
- b) a motion , as amended, to amend the main motion;
and
- c) the main motion, (as amended).

13.4 Recommendations - divided - voted on separately

When the motion under consideration contains distinct recommendations, upon the request of any member, the vote on each recommendation shall be taken separately.

13.5 Motion to vote - immediately - after all have spoken

A motion shall be put to a vote by the Mayor immediately after all members desiring to speak on the motion have spoken in accordance with Section 10 of this By-law.

13.6 Speaking - after motion - before vote announced

After a motion is put to a vote by the Mayor or Chair, no member shall speak on that motion nor shall any other motion be made until after the result of the vote is announced.

13.7 Mandatory vote - all members

Every member present shall vote on every motion unless the member indicates a conflict or pecuniary interest.

13.8 No vote - deemed negative - exception

Every member who is not disqualified from voting by reason of a declared pecuniary interest shall be deemed to be voting against the motion if he/she declines or abstains from voting.

13.9 Secret voting - prohibited

No vote shall be taken by Council by ballot or by any other method of secret voting and every vote so taken is of no effect.

13.10 Result - announced - by Mayor

The Mayor or Chair shall announce the result of every vote taken as either Carried or Defeated.

13.11 Result - disagreement - objection immediate - retaken

If a member disagrees with the result as announced by the Mayor or Chair, he/she may object immediately and, with the consent of a majority of Council, the vote shall be retaken.

13.12 Tie vote - deemed defeated

When a vote is taken and a tie results, it is deemed to be Defeated.

13.13 Recorded vote - required - when called for

A recorded vote shall be taken when called for by any member or when required by law. The CAO/Clerk shall call upon each member of Council entitled to vote on the motion, to answer "support" or "opposed" beginning with the member who requested the recorded vote and then proceeding in a clock-wise direction to the other members of Council.

13.14 Recorded vote - called for - before - vote

A member may call for a recorded vote at any time prior to the taking of the vote. For clarity, calling for a recorded vote shall not curtail the debate of a matter, and the debate may continue as provided for in this by-law.

13.15 Recorded vote - names - entered in minutes

When a recorded vote is taken, the names of the members of Council who voted in support and those who voted in opposition to the motion, shall be entered in the minutes. The names of members who were absent from the meeting during the vote and the names of members declaring a conflict or pecuniary interest shall be entered in the minutes.

13.16 Recorded vote - all members to vote - exception

All members present shall vote when a recorded vote is called for, except when they have been disqualified from voting by reason of a declared conflict or pecuniary interest

13.17 Voting - numbers of members - calculation

In any vote required of the whole Council, the number of members constituting the Council shall be determined by excluding:

- a) the number of members who are present at the meeting but who are excluded from voting by reason of the *Municipal Conflict of Interest Act, SO 2001*, as amended, and any successor legislation thereto; and
- b) the number of seats that are vacant on Council by reason of Section 38 of the *Municipal Act, SO. 2001*, as amended and any successor legislation thereto.
- c) The number of seats that are temporarily vacant due to illness or other personal reasons.

13.18 **Opposition - support - not recorded in Minutes - exception**

The CAO/Clerk shall not note dissenting votes in the Minutes unless a request has been made by a member of Council for a recorded vote.

PART 14

RECONSIDERATION

14.1 Introduction - by any Member

A motion to reconsider a decided matter may be introduced by any member of Council

14.2 Reconsideration - 2/3 vote - whole Council required

A motion to reconsider a decided matter shall require the approval of two-thirds support of the whole Council.

14.3 Reconsideration - qualifications

A motion to reconsider:

- a) is not debatable;
- b) is not amendable;
- c) cannot be considered if the action approved in the motion cannot be reversed;
- d) suspends action on the motion to which it applies until it has been decided.

14.4 Reconsideration - once - twelve months

No motion shall be reconsidered more than once during a period of twelve months following the date on which the question was decided.

14.5 Debate - prohibited - statement of reason - permitted

No debate on a motion to reconsider a decided matter shall be permitted; however the mover of a motion to reconsider may provide or may make a brief and concise statement outlining the reasons for proposing such reconsideration.

14.6 Affirmative vote - original matter - next business

If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original matter shall become the next order of business.

14.7 Succeeding Council - not reconsideration

When a question is brought before a succeeding Council, it shall be deemed to be new business and not a matter of reconsideration.

PART 15

DELEGATIONS

15.1 Appearance - before Council - written request

Any person desiring to be heard by Council or Strategic Priorities Committee shall submit a written request and a copy of their presentation materials to the CAO/Clerk eight (8) calendar days prior to the meeting. The written submissions and/or presentation must include sufficient details to reveal the nature of the presentation and the decision or action being requested of the Council. Provided that the matter is related to the business of Council, the CAO/Clerk is authorized to list the request on the agenda for the next Regular meeting, unless it is determined that the request should be directed to the appropriate committee or Town department.

15.2 Delegations - Agenda – Presentation Provided

Persons listed on an Agenda shall be permitted to address Council and/or Strategic Priorities Committee only if a copy of the presentation has been provided in advance and listed on the Agenda. Each delegation shall be limited to a total of fifteen (15) minutes, after which the Mayor will curtail the delegation.

15.3 Delegations - not on Agenda - permission of Mayor

Persons wishing to address Council and/or Strategic Priorities Committee after the Agenda has been prepared, shall only be added to the Agenda by the CAO/Clerk with the permission of the Mayor. If permission is granted, a motion to hear the delegation or presentation as provided in Section 15.2 is required. Delegations from the gallery will not be heard.

15.4 Delegations - public hearing - motion to address - exception

Delegations will be permitted from the gallery without prior registration or motion to hear during a public hearing portion of a meeting under the provisions of the *Planning Act* or other legislation or regulation requiring a public hearing, subject to Section 16 of this by-law.

15.5 Business - stated - matters - related to

Persons appearing before Council and/or Strategic Priorities Committee shall confine their remarks to the business stated in their request and shall be permitted to speak for no more than fifteen (15) minutes unless an extension to the time limit is granted by majority vote of the members present.

15.6 Appearance - before Council - copy of presentation

Persons appearing before Council and/or Strategic Priorities Committee shall provide a copy of their presentation to the CAO/Clerk eight (8) calendar days in advance of the meeting to be included on the Agenda.

15.7 Repetition - prevented - hearing declined - exception

In order to avoid repetition and to ensure an opportunity for the expression of different points of view, Council and/or Strategic Priorities Committee may decline to hear any person who has an identifiable common interest or concern with any other person who has already appeared and spoken at the meeting.

15.8 Appearance - previous - limitations - new information

Any person appearing before Council or any committee who has previously appeared on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.

15.9 Curtail - delegation - reasons

The Mayor or Chair may curtail any delegation, any questions of a delegation or debate during the presentation, for disorder or other breach of this by-law and if the Mayor or Chair rules that the delegation is concluded, the person or persons appearing shall withdraw from the podium.

15.10 Delegations - decorum - observed

Delegations shall not:

- a) speak disrespectfully of any person;
- b) use offensive words;
- c) speak on any subject other than the subject for which they have received approval to address Council;
- d) disobey a decision of the Mayor or Council;
- e) enter into cross debate with other delegations, Administration, Council members or the Mayor.
- f) use offensive, dishonest, derogatory or defamatory words
- g) disrupt Council proceedings with loud personal communication devices

15.11 Delegations - completion - presentation

Upon the completion of a presentation by a delegation, any discourse between members of Council and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information. Members of Council shall not enter into debate with the delegation respecting the presentation. After all questions have been put to the delegation, and before any motion is made, the delegation shall be asked to resume his/her seat in the gallery. Once a motion has been moved and seconded, no further representation or questions of the delegation shall be permitted except for purposes of clarification of the motion as deemed necessary by the Mayor or Chair.

15.12 Members of the public - decorum - meetings

Members of the public attending a meeting shall respect the decorum of Council and refrain from public outbursts, shouting or behaviour intended to disrupt the debate, discussion and/or general proceedings of the Council. Placards or other displays that may disrupt the meeting will not be permitted in the public meeting place. The Mayor or Chair may request that a member or members of the public vacate the Council Chamber if their behaviour is deemed to be disruptive. The Mayor or Chair may unilaterally suspend the meeting until order is restored.

15.13 Members of the public – public input - meetings

Council will provide for a ten (10) minute public input period at the beginning of each regular Council meeting. Members of the public will be permitted to speak for a maximum of two (2) minutes to a listed agenda item to provide Council with feedback they believe should be considered by Council. As provided for in this by-law, the Mayor or Chair may request that a member or members of the public vacate the podium if their behaviour is deemed to be disruptive or inappropriate. The Mayor or Chair may unilaterally suspend the meeting until order is restored.

PART 16

RULES OF CONDUCT – PUBLIC MEETINGS AND PUBLIC HEARINGS

16.1 Public meetings - Chair

The Mayor, or the Deputy-Mayor in the Mayor's stead, shall chair and preside over the conduct at public meetings, public hearings, and public participation meetings, including the order and decorum, enforcing the provisions in the Procedural By-law, ruling on point of order and deciding all questions relating to the orderly procedure of the meeting;

16.2 Participants – recognition by Chair and identification

Participants will be recognized by the Chair, and will be required to clearly state his/her name, address and group affiliation if appropriate;

16.3 Participants – time limit for speaking

A participant will be limited to speaking for a maximum duration of 3 minutes; with the exception of a public meeting held under the *Planning Act*, or any other legislation which requires that a public meeting be held, at which the applicant will be provided an opportunity to address Council, which may exceed the 3 minute limit;

16.4 Questions – addressed to Chair

All questions and statements will be addressed to the Chair;

16.5 Questions and Comments – response

All questions and comments shall be directed through the Chair. The Chair may answer the questions as the spokesperson of the Council/committee. The Chair may refer the question to another member or to staff as the Chair deems appropriate. A member may speak to a question after first being recognized by the Chair. When two or more members indicate simultaneously that they wish to speak, the Chair shall name the member who is to speak first.

16.6 Participants – limited to one address

No participant may speak more than once until all wishing to speak have had an opportunity;

16.7 Decorum – no displays

Placards or other displays that may disrupt the meeting will not be permitted in the public meeting place;

16.8 **Decorum – role of the Chair**

The Chair shall:

- a) interrupt, warn, or terminate a person's statement when the statement is too lengthy, personally directed, abusive, repetitive, or irrelevant;
- b) request any individual to leave the meeting when that person does not observe reasonable decorum;
- c) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- d) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;

16.9 **Repetition - prevented**

In order to avoid repetition and to ensure an opportunity for the expression of different points of view but except as required by law, the Council may decline to hear any person who has an identifiable common interest or concern with any other person who has already appeared and spoken at the meeting, until all others wishing to speak have had an opportunity.

16.10 **Public meeting – no decisions by Council**

Decisions will not be made at a public meeting.

16.11 **Public meeting not a Council meeting**

Other than meetings held in conjunction with a regularly scheduled Council meeting, or a special Council meeting held for that purpose, a public meeting will not dissolve into a Council meeting.

16.12 **Public meeting – minutes**

The minutes of the public participation meeting will include a synopsis of the topic of the meeting, and list the names and addresses of all persons who made oral submissions at the meeting, and a synopsis of the issue(s) raised.

PART 17

COMMUNICATIONS - PETITIONS

17.1 Presentation - information - legibly written - signed

Every communication or petition intended for presentation to Council shall be legibly written or printed and shall be signed by at least one person giving his/her address.

17.2 Material - distribute to Council - prohibited - unless authorized

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

17.3 Language - obscene - defamatory - prohibited

Communications or petitions containing obscene or defamatory language shall not be listed in the Orders of the Day, but shall be directed to the CAO/Clerk.

17.4 Letters - received by CAO/Clerk

Letters, petitions and other communications addressed to the Town or Council and received by the CAO/Clerk shall be dealt with as follows:

- a) where the subject matter of the correspondence is within the jurisdiction of a committee, such correspondence shall be forwarded directly to the appropriate committee;
- b) correspondence of a routine administrative nature shall be referred directly to the appropriate Senior Manager or Manager;
- c) Resolutions from other municipalities, public agencies or organizations shall be placed on the Agenda for the consideration of Council.

PART 18

ENACTMENT OF BY-LAWS

18.1 By-laws - introduced

By-laws shall be introduced in the Section on the Agenda designated for the Reading of By-laws.

18.2 Readings - 3 - required - before enactment

Every By-law shall receive First Reading, Second Reading and Third Reading by Council before being enacted, unless provided otherwise by law.

18.3 By-law - introduced - final form

Every By-law introduced at a Council meeting shall be in its final form and contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act.

18.4 Signed - seal affixed - dates shown

Every By-law enacted by Council shall be numbered and shall be signed by the Mayor or Chair and the CAO/Clerk, sealed with the seal of the Corporation and shall show the dates of the three readings by the Council.

18.5 By-law - CAO/Clerk - safekeeping

Every By-law enacted by Council shall be deposited with the CAO/Clerk for safekeeping.

18.6 By-law – confirming the proceedings of Council

The proceedings at every regular and special meeting shall be confirmed by by-law so that every decision of the Council at that meeting and every resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

Notwithstanding the provisions of this by-law, confirming by-laws shall not be amendable or debatable.

PART 19

COMMITTEES - MEETINGS

19.1 Committees - composition

Council shall establish a Planning Advisory Committee and a Committee of Adjustment for the term of Council as approved by Council.

Council may also establish from time to time special purpose committees of Council and any other committee required under the Municipal Act or any other Act as approved by Council.

19.2 Committees – terms of reference

Each committee is subject to the control and direction of the Council. Council shall determine the “Terms of Reference” for each committee established.

19.3 Committees – discharge by Council

A committee which refuses or neglects to give due consideration to any matter assigned to it or before it, may by Council resolution be discharged of such responsibility.

19.4 Committees – appointment of members

The Council shall appoint the members of Council and the citizens (as applicable) who shall serve on each committee and Council shall determine the term of the appointment of each member.

In the event that a vacancy exists on a committee, the Council may appoint a person to fill the vacancy for the unexpired portion of the term. The manner of the appointment shall be determined by the Council. Where possible, vacancies will be publically posted.

19.5 Mayor - member - ex officio - all committees

The Mayor shall be ex officio, a member of all Committees of Council and entitled to vote unless legally prohibited from voting. The Mayor shall also be entitled to make motions and amendments.

19.6 Chair - appointment - procedure

The Chair of a committee shall be appointed by the members of the committee at its first meeting in its term. After being appointed, the CAO/Clerk’s division will provide training to Chairs in regards to the rules and procedures established in this by-law.

19.7 Committee meetings - regular - holiday - exception

Committees may meet each month in accordance with the meeting schedules, as deemed necessary or, at the call of the Chair. If a regular Committee meeting is a holiday, the meeting may be held on another day and time as approved by the Chair.

19.8 **Committee meetings - cancellation - by Chair**

The Chair of a Committee may cancel a Committee meeting where there is no business for the Agenda. The Chair shall advise the CAO/Clerk who shall cause notice of cancellation of the meeting to be given to the members of Council and the media.

19.9 **Committee meetings - special - called by Chair**

Special meetings of Committees may be called by the Chair whenever he/she considers it necessary.

19.10 **Committee - recommendations - to Council**

Each Committee shall hear delegations, consider and make recommendations to Council on those matters within its jurisdiction or matters referred to the Committee.

19.11 **Procedure - modifications**

The rules governing the procedure of the Council and the conduct of its members shall be observed in Committee meetings, with the necessary modifications, except that:

- a) a motion to hear from the public is not needed, provided that the person wishing to speak is speaking to an issue on the agenda of the Committee or with the consent of the Chair;
- b) a member shall not speak more than once to a motion until every member who desires to speak has spoken once.

19.12 **Points of order - decision by Chair**

Points of order arising in Committee shall be decided by the Chair, subject to an appeal by any member of the Committee.

19.13 **Committee - quorum**

A quorum for a committee shall be the majority of those appointed to the committee by the Council.

19.14 **Committees - other members - attend - voting prohibited**

Members of Council who are not members of a committee may attend and be heard, but only Committee members may vote.

19.15 **Minutes - taken - Recording Secretary**

A Recording Secretary provided by the Town and shall be responsible for recording the actions and recommendations made at the committee meetings.

Minutes of the proceedings of committee meetings shall be kept, and presented to Council as soon as practical. Draft committee minutes are considered to be acceptable.

19.16 **Agenda - distribution - deemed notice**

Distribution of a committee Agenda shall be deemed as giving notice of the committee meeting.

19.17 **Agenda - distribution - by CAO/Clerk**

The CAO/Clerk shall cause the Committee Agendas to be distributed as provided for in this By-law.

19.18 **Agenda - not received - validity - not affected**

Lack of receipt of the agenda by the members shall not affect the validity of the Committee meeting or any action lawfully taken thereat.

PART 20

STRATEGIC PRIORITIES COMMITTEE

20.1 **Strategic Priorities Committee - composition**

For the duration of the Council term, Council shall sit as a Committee of the Whole titled "Strategic Priorities Committee" as approved by Council.

20.2 **Strategic Priorities Committee – responsibilities**

The Strategic Priorities Committee shall be responsible for overseeing the implementation of the strategic plan and the initiatives listed therein. Topics may include, but not be limited to:

- a) Corporate strategic business planning and priority setting;
- b) Corporate legal matters;
- c) Corporate strategic issues/key departmental issues
- d) Significant governance policy challenges
- e) Any other matter referred to it by the Council.

The Strategic Priorities Committee shall not be a decision making body, and shall only make recommendations to the Council.

20.3 **Mayor – Chair**

Whenever the Council sits as Strategic Priorities Committee, the Mayor shall sit as Chair of the Strategic Priorities Committee.

20.4 **Strategic Priorities Committee Regular - holiday - exception**

Regular meetings of the Strategic Priorities Committee shall be held at the schedule as previously described in Section 5.7.2. in the Council Chamber of Town Hall.

20.5 **Strategic Priorities Committee meetings - special - called by Mayor**

Special meetings of the Strategic Priorities Committee may be called by the Mayor whenever he/she considers it necessary.

20.6 **Strategic Priorities Committee meetings - cancellation - by Mayor**

Cancellation of a Strategic Priorities Committee meeting shall follow the procedures as outlined in Section 5.12.

20.7 **Strategic Priorities Committee - recommendations - to Council**

The Strategic Priorities Committee may hear delegations, consider and make recommendations to Council on those matters within its jurisdiction or matters referred to the Strategic Priorities Committee.

20.8 **Procedure - modifications**

The rules governing the procedure of the Council and the conduct of its members shall be observed in Strategic Priorities Committee meetings..

20.9 **Points of order - decision by Chair**

Points of order arising in Strategic Priorities Committee shall be decided by the Chair, subject to an appeal by any member of the Strategic Priorities Committee.

20.10 **Strategic Priorities Committee - quorum – majority of members**

Notwithstanding any other provision of this By-law, quorum for a Strategic Priorities Committee meeting shall be a majority of members constituting the Strategic Priorities Committee.

20.11 **Minutes - kept - CAO/Clerk's Division**

Minutes of the proceedings, recommendations and decisions of Strategic Priorities Committee shall be kept by the CAO/Clerk's Division.

20.12 **Agenda - distribution - deemed notice**

Distribution of the Strategic Priorities Committee Agenda shall be deemed as giving notice of the Sub- committee meeting.

20.13 **Agenda - distribution - by CAO/Clerk and /or Deputy Clerk**

The CAO/Clerk and/or Deputy Clerk shall cause Strategic Priorities Committee Agendas to be distributed as provided for in this By-law.

20.14 **Agenda - not received - validity - not affected**

Lack of receipt of the agenda by the members shall not affect the validity of the Strategic Priority Committee meeting or any action lawfully taken thereat.

PART21

DISCLOSURES OF PECUNIARY INTEREST

21.1 Pecuniary interest - responsibility - disclosure

It is the responsibility of each Member of Council to identify and disclose any pecuniary interest as defined by the *Municipal Conflict of Interest Act, S.O. 2001*, and any successor in legislation thereto, in any item or matter before the Council or any committee, Board or Commission.

21.2 Pecuniary interest - disclosure - open meeting - requirements

Where a Member of Council, either on his/her own behalf or while acting, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the Member shall:

- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) not take part in the discussion;
- c) not vote on any question in respect of the matter; and
- d) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

21.3 Pecuniary interest - disclosure - In-Camera session - requirements

Where a meeting is not open to the public, in addition to complying with the requirements in Section 21.2 of this By-law, the Member of Council shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration, and also disclose the interest, but not the general nature of that interest at the next meeting that is open to the public.

21.4 Pecuniary interest - disclosure - absent - meeting

Where the interest of a Member of Council has not been disclosed by reason of absence from the particular meeting, the Member shall disclose the interest and otherwise comply at the first meeting attended by the Member after the particular meeting.

21.5 Record - disclosure - minutes - CAO/Clerk

The CAO/Clerk shall cause the particulars of any disclosure of pecuniary interest made by Members of Council to be recorded and any such record shall appear in the Minutes of that particular meeting.

21.6 Non-compliance - by member - validity not affected

The failure of one or more members to comply with Part 21 of this By-law shall not affect the validity of the meeting in regard to the said matter.

21.7 Disclosure - by majority - quorum - requirement

Notwithstanding the provisions of Section 9.1 of this By-law, when a majority of the members has disclosed an interest in accordance with Part 21 of this By-law and the *Municipal Conflict of Interest Act*, and any successor legislation thereto, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

PART22

REVIEW

22.1 Review – once per term

These meeting procedures shall be reviewed by Council at a minimum of once per Council term.

PART 23

EFFECTIVE DATE

- 23.1 By-law Number 54-2011, and any amendments thereto, are hereby repealed;
- 23.2 This By-law comes into force and takes effect on the final passing thereof.

Read a first and second time this 26th day of April, 2016.

Read a third and final time and passed this 26th day of April, 2016.

Signed by Mayor
Mayor Al Strathee

Signed by Clerk
Brent Kittmer, CAO/Clerk