

**THE CORPORATION OF THE TOWNSHIP OF TUDOR AND CASHEL  
PROCEDURAL BY-LAW NO. 2020-16**

BEING BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL, THE CONDUCT OF ITS MEMBERS, THE CALLING OF MEETINGS AND GIVING NOTICE TO AND CONSULTING WITH THE PUBLIC.

THE purpose of this by-law, under the *Municipal Act, 2001*, is to ensure the manner in which the Township is accountable to the public for its actions and that its actions are transparent to the public.

WHEREAS Section 238(2) of the *Municipal Act, 2001*, provides that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 238(2.1) of the *Municipal Act, 2001* provides that the procedure by-law shall provide for public notice of meetings;

AND WHEREAS Section 223.2 of the *Municipal Act, 2001*, as amended, authorizes the municipality to establish codes of conduct for members of the council of the municipality and of local boards of the municipality;

AND WHEREAS By-law No. 2019-0036 and amendments thereto are hereby rescinded and that any By-law or resolutions inconsistent with the provisions of this By-law are hereby repealed;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TUDOR AND CASHEL HEREBY ENACTS AS FOLLOWS:

**1. DEFINITIONS**

**1.1 In this By-law:**

- (a) "Act" shall mean any Statute adopted by the Legislative Assembly of the Province of Ontario.
- (b) "Clerk" shall mean the Clerk of the Township of Tudor and Cashel or his/her designate who shall have all the powers and duties of the Clerk under this and every other Act.
- (c) "Council" shall mean the elected and sworn members of the Council of the Township of Tudor and Cashel.
- (d) "Head" of Council shall mean the Reeve of the Township of Tudor and Cashel.
- (e) "Acting Reeve" shall mean another designate who shall act as presiding officer in the absence of the Reeve.
- (f) "Meeting" means any regular, special, committee, or other meeting of Council, of a local board or of a committee of either of them.
- (g) "Closed Meeting" shall mean closed to the public as defined in Subsection 5.3 of this By-law.
- (h) "Committee of the Whole" shall mean a meeting of Council in Committee format for discussion purposes.

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- (i) "Committee" means any advisory or other committee, subcommittee or similar entity composed of members of the Township of Tudor and Cashel council alone or together with members of another council or the public.
- (j) "Committee Chair" means the Chairperson of any committee and the Committee Chair shall have the same powers during a Committee Meeting of Council as Head of Council during Council Meetings whether or not the Chair is a voting member.
- (k) "Conflict of Interest" means a pecuniary interest as defined in the *Municipal Conflict of Interest Act*.
- (l) "Local Board" means a local board as defined in the Municipal Act.
- (m) "Quorum of Council" means the majority (more than half of the members of Council or a Committee).
- (n) "Recorded Vote" shall mean the recording of the name and vote of every Member of Council voting on any matter or question.
- (o) "Electronic Participation" shall mean participating in a meeting from a location other than that at which the meeting is physically being held by means of telephone, internet, or other electronic as may be decided upon by Council from time to time.

### 1.2 Intent of By-law

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 unanimously by the Members present unless the part or parts are prescribed by statute or law and in any case for which provision is not made herein the procedure to be followed shall be, as near as may be, that followed in the Legislative Assembly of Ontario and its Committees.

## **2.0 COUNCIL (AND COMMITTEE) MEETINGS AND NOTICES FOR THE SAME**

### 2.1 Schedule of Meetings

The Inaugural Meeting of the Council shall be held as soon as conveniently possible on or after November 16<sup>th</sup> of the election year.

All regular meetings of Council shall be held on the first Tuesday of each month beginning at 1:00 p.m., at the place designated by Council, or as otherwise directed.

The dates and times for meetings of Committees shall be posted for public view inside the municipal offices and/or on the municipal website.

### 2.2 Public Meetings/Notice

Adequate notice for such items as public meetings will be posted at the Township Municipal Office, and/or on the Township's web-site, and/or other available media and communication resources as deemed necessary by the Clerk.

### 2.3 Special Meetings/Notice

The Reeve shall, if requested in writing by any three members of Council, call a special meeting of Council other than as described in Section 2.1 of this by-law.

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The Reeve may call a special meeting other than as described in Section 2.1 of this by-law to deal with a matter which is deemed to require immediate action. Notice of such a special meeting shall be given by contacting each Member of Council and verbally advising them of the time and place of the meeting, or notice may be given in writing or via voice recording or via e-mail message or via text message. Notice will be posted on the Township's web-site and in the Township Municipal Office Building, unless in the case of an emergency as deemed by a quorum of Council, then adequate notice may not be given as per above.

Special meetings require a minimum notice of twenty-four (24) hours unless otherwise agreed to by a majority of members to the satisfaction of the Clerk.

At special meetings of the Council, no financial decisions shall be made or incurred, unless the same shall be referred to in the notice calling the meeting.

In the absence of, or death of the Reeve or the Presiding Officer, so appointed, or if his/her office is vacant, a special meeting may be summoned by the Clerk and shall be summoned upon a requisition, in writing, signed by a majority of the members of the Council, being received in his/her office stating the date, time and place of the requested meeting.

Council shall only consider the matter or matters that are specifically listed for consideration on the Notice of the Special Meeting, unless unanimous consent is given by Members of Council to consider other matters.

### **2.4 Statutory Holiday**

When the day scheduled for a regular Council Meeting is a Statutory Holiday, Council shall meet on the Tuesday following the holiday.

### **2.5 Presiding at Council Meeting**

(a) As soon after the hour fixed for the meeting as there is a quorum present, the Reeve shall take the chair and call the members to order. A majority of the members of Council shall constitute a quorum.

(b) The Reeve is the Head of Council and he/she shall preside at the meetings of Council. In the case the Reeve does not attend within fifteen minutes after the time appointed, and if there is a quorum, the meetings of Council shall be presided over by the appointed member of Council to act in place or stead of the Reeve who shall have all rights, responsibility and authority as Head of Council while performing his/her duty during the meeting or until the arrival of the Reeve. If both the Reeve and said appointed Councillor is absent, providing there is a quorum, a Member of Council shall be chosen from the members present to preside during the meeting or until the arrival of the Reeve or member of Council appointed to act instead of the Reeve.

(c) While presiding, the Acting Reeve and/or the Chair chosen by Council shall have all the powers of the Reeve and shall be entitled to vote as a member, except where disqualified to vote by reason of interest or otherwise.

(d) The Reeve shall preserve order and decorum, decide questions of order (subject to an appeal to the Council by any member) and, without unnecessary comment, cite the rule or authority applicable to the case if called upon to do so.

(e) The Reeve (except where disqualified from voting by reason of interest or otherwise) may vote with the members on all questions. Any questions on which there is an equality of votes shall be deemed to be negative.

(f) The Reeve may take part in any debate without leaving the Chair. If the Reeve desires to introduce a motion or by-law, he/she shall leave the Chair for that

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purpose and shall call on another member of the Council to fill his/her place until he/she resumes the Chair.

### **2.6 Quorum**

If a quorum is not present within fifteen (15) minutes after the hour appointed, the meeting shall be cancelled until the next regular meeting or until a special meeting is called.

### **2.7 Curfew**

No item of business may be dealt with at a Council meeting after 4:00 P.M. unless unanimous consent is given by the Members of Council to extend the closure time beyond 4:00 P.M.

### **2.8 Committees**

The Rules of Procedure for Committee operations shall be those contained in this By-law where applicable, unless otherwise prescribed by specific municipal by-law, statute or law.

Standing, Advisory and Ad hoc Committees wholly within the sphere of the jurisdiction of Council may be established, revised, disbanded and replaced as Council deems necessary. All Members of such Committees shall be qualified electors within the Township.

The Head of Council shall be an ex-officio member of all Municipal Standing, Advisory and Ad hoc Committees where not otherwise prohibited by any Act and shall have full voting privileges when in attendance at any meeting thereof but shall not have the privilege of raising new business or adding any matter to a previous completed meeting Agenda.

## **3.0 AGENDAS AND SUPPORTING MATERIAL**

### **3.1 Agendas**

Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be affected without requiring amendment to this by-law.

- (a) Call to Order, Opening Remarks and One Minute of Silence or Reading by Head of Council.
- (b) Declaration of Conflict of Interest/Disclosure of Pecuniary Interest.
- (c) Approval of Minutes.
- (d) Business Arising from the Minutes.
- (e) Approval of Accounts Paid.
- (f) Delegations.
- (g) Correspondence for Council Information and/or Decision.
- (h) Staff and Committee Reports.
- (i) Old Business.

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(j) By-laws.

(k) New Business.

(l) Closed Meeting, if Required

(m) Adjournment.

The business of the Council shall be taken up in the order as listed on the agenda unless otherwise decided by the Reeve or Presiding Officer.

### **3.2 Circulation of Agenda**

Insofar as is practicable, it shall be the duty of the Clerk to ensure that the Minutes of the last regular Council meeting and all Special and Committee meetings held more than seven (7) days prior to the regular meeting are circulated along with council agendas and supporting material, prepared in accordance with Clause 3.1; and

Insofar as is practicable, delivered to each Member no later than the Thursday/Friday prior to a regular meeting with Supplementary Agenda items being circulated to Members prior to Call to Order of meeting.

A copy of the agenda for each regular Council meeting shall be posted for public view inside the municipal offices and/or on the municipal web-site.

### **3.3 Order of Business**

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

The Chair or designate of each Committee submitting a report shall field questions regarding the same during discussions of that report as may be required.

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) shall be considered at the next meeting of the Council.

### **3.4 Minutes**

Minutes shall record:

- (a) the place, date and time of meeting;
- (b) the name of the person presiding and a record of the attendance of Members;
- (c) proceedings of the meeting without note or comment;
- (d) all corrections or omissions noted prior to its adoption;
- (e) the signature of the Reeve/Presiding Members and Clerk.

### **3.5 Accounts**

General or Special Accounts will be presented for Council approval at the first regular meeting in each month or at other meetings upon approval of Council.

**4.0 THE CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL**

**4.1 Duties of Head of Council**

It shall be the duty of the Head of Council or other Presiding Officer to:

- (a) To act as Chief Executive Officer of the Township;
- (b) to open the meeting of Council by taking the Chair and calling the meeting to order, and giving appropriate opening remarks;
- (c) to announce the order of business as it appears on the agenda so that an orderly sequence of business may be maintained;
- (d) to receive and put to vote all motions presented that are duly moved and seconded, or necessarily arise in the course of the proceedings and announce the results;
- (e) to decline to put to vote motions which infringe upon the rules of procedure;
- (f) to inform the Council, when necessary or when called upon to decide a point of order or usage, he/she shall state the rule or practice applicable to the case;
- (g) to ensure and enforce the observance of order and decorum among the Members;
- (h) to ensure and enforce the observance of order and decorum among the assembly;
- (i) to call by name any member(s) persisting in breach of the rules or order of the Council, thereby ordering the member to vacate the Council Chamber;
- (j) to order any individual or group in attendance at the meeting to cease and desist any behavior which disrupts the order or decorum of the meeting and to order the individual or group to vacate the Council Chamber where such behavior persists;
- (k) to receive all communications and delegations and announce them to the Council;
- (l) to authenticate, by his/her signature when necessary all By-laws, resolutions/motions and minutes of the Council;
- (m) to select the members of Council who are to serve on Committees;
- (n) to represent and support the Council, declaring its will, and implicitly obeying its decisions in all things;
- (o) to ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of the Council;
- (p) to request a motion of Council to move in to Committee of the Whole/Closed Meeting;
- (q) to adjourn the meeting without question in the case of grave disorder arising in the Council Chamber;
- (r) adjourn the meeting when the business is concluded.

**4.1.2 As Chief Executive Officer of the Township, the Head of Council shall:**

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- (a) Uphold and promote the purposes of the township;
- (b) Promote public involvement in the Township's activities;
- (c) Act as the representative of the Township both within and outside the Township and promote the Township locally, nationally and internationally;  
and
- (d) Participate in and foster activities that enhance the economic, social and environmental well being of the Township and its residents.

### 4.2 Conduct of Members of Council

(a) Where a member of Council has a pecuniary or other interest, direct or indirect, and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, the member will:

- (i) read aloud a statement of the interest and its general nature and will provide a written statement of the interest and its general nature to the Clerk;
- (ii) will leave the council meeting while the issue is considered; and
- (iii) will take no steps to influence the decision in any way, either prior to, during or after the meeting, even if the member did not attend the meeting where the matter was discussed.

If a member is not at a meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next meeting and complete the written statement. Alternatively, if the member knows they will not be at the meeting where they have a conflict of interest in an item council will consider, they can advise the Clerk and complete the declaration prior to the meeting.

Members will, at all times, comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*.

(b) No Member shall:

- (i) use offensive words or unparliamentary language in or against the Council or against any Member, staff or guest;
- (ii) speak on any subject other than the subject under debate or question;
- (iii) criticize any decision of Council except for the purpose of moving that the question be reconsidered;
- (iv) disobey the rules of Council or disobey the decisions of the Reeve or Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the rules of the Council; and if the Member persists in disobedience, the Presiding Officer may forthwith put the question (without amendment, adjustment or debate) "that such Member be ordered to leave his/her seat for the duration of the meeting", but if the Member apologizes he/she may, by vote of the Council, be permitted to retake his seat;
- (v) attend a meeting in a condition unfit for conducting the business of Council;
- (vi) interrupt or make a disturbance when the presiding officer is putting the question to a vote, and/or a member who has the floor except to raise a point of order;
- (vii) leave a meeting without first obtaining permission from the Reeve or presiding officer.

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- 4.3** No person shall be allowed to address Council or speak in debate without permission of the Reeve or presiding officer.
- 4.4** No person shall use offensive words or unparliamentary language in or against Council or against any Member, staff or guest.
- 4.5** No person shall make or cause to be made a disturbance of any nature.
- 4.6** Electronic devices must be silenced during a meeting and must not be used to disrupt a meeting.

## **5.0 MOTIONS/RULES OF DEBATE**

### **5.1 Motions**

- (a) Any Member of Council may introduce a motion for discussion or debate. A motion must be formally seconded before it is subject to discussion or debate.
  - (b) When a motion is under debate, no motion shall be received unless related to a question under consideration and may be entertained only if it is:
    - (a) to refer to Committee of the Whole (debatable)
    - (b) to amend (debatable)
    - (c) to lay on the table deferring temporarily (not debatable)
    - (d) to postpone indefinitely or to a specific day (not debatable)
    - (e) to adjourn (not debatable)
- These motions shall have precedence in the order in which they are named. A motion to adjourn shall always be in order, and shall be decided without debate.
- (c) A motion that was duly made, discussed or debated shall be put to a vote and the motion and the result of the voting shall be recorded in the Minutes.
  - (d) A motion may be withdrawn by the mover with permission of the seconder prior to its being debated or put to a vote.
  - (e) A motion to recess when other business is before the meeting shall specify the length of time of the recess, is not debatable and shall only be amendable with respect to the length of the recess. A Motion to recess shall not have a motion to reconsider applied to it.

### **5.2 Voting on Motions**

- (a) Before a motion is put to a vote, the presiding officer shall state the question in the precise form it will be recorded in the Minutes. Members present must vote on the question unless prohibited by any Act.

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(b) When a question is put to a vote, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result declared.

(c) Any question on which there is a "tie vote" or equality of votes, the vote shall be deemed to be lost.

(d) The manner of determining the decision of Council shall be by voice, and the Head of Council or the presiding officer may vote on any issue, except where disqualified to vote by reason of interest or otherwise.

(e) Any Member may request a recorded vote. The presiding officer on a recorded vote shall vote last because in the event of a "tie vote" the presiding officer must cast the deciding vote unless he or she is prohibited from voting by Conflict of Interest or any other Act. If such is the case on a "tie vote", the motion would be deemed to be lost. The presiding officer on a recorded vote shall be done alphabetically and on a rotation basis so the onus is not always on one person.

(f) The head of the council, or the presiding officer, except where disqualified to vote by reason of interest or otherwise, may vote with the other members on all questions, and, except where otherwise expressly provided by this Act, any question on which there is an equality of votes shall be deemed to be negative.

(g) Where a vote is taken for any purpose and a member requests immediately prior or immediately subsequent to 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 any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the clerk shall record each vote, and the names of those who voted for and those who voted against shall be recorded in the Minutes.

(h) On an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the head of council, or the presiding officer and may be by voice, show of hands, standing or otherwise; and any failure to vote by a qualified member shall be deemed to be a negative vote.

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

### **5.3 Committee of the Whole or Closed Meetings**

(a) Pursuant to Section 239(1) of the Municipal Act, 2001 all Council and Committee meetings shall be open to the public.

(b) Pursuant to Section 239(2), notwithstanding Paragraph 5.3 (a) above, a meeting of Council or a Committee meeting may be closed in part or whole to the public if the subject matter being considered relates to:

(i) the security of the property of the municipality or local board. An example may be any matter involving the security of the property of the Township of Tudor and Cashel.

(ii) personal matters about an identifiable individual, including municipal or local board employees. An example may be personnel matters, where a named employee or potential employee is involved, or where employee relations or reputations could be damaged.

(iii) a proposed or pending acquisition or disposition of land by the municipality or local board. An example may be property matters in which premature public disclosure could be prejudicial to the interests of a

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property owner of the Township, when acquisition or sale of property of/or for the Township of Tudor and Cashel is being investigated or negotiated.

(iv) labour relations or employee negotiations. An example may be matters affecting labour relations and contract negotiations with employees.

(v) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. An example may be matters in which public discussion could prejudice the Township's legal position or be detrimental to the Township in proceedings before any court of administrative tribunal.

(vi) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. An example may be the receiving of advice from a solicitor pertaining to any particular issue that is considered confidential.

(vii) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act. An example would be consideration of awards or merit and appointments to Boards and Commissions. Another example would be Discussions in relation to the Municipal Boundary Negotiations Act, 1981.

(viii) 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. An example would be a funding Agreement.

(ix) 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. An example would be for a company that has submitted a tender which contains a new formula for asphalt repair.

(x) 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. An example would be for a formula created by the Township for technical repairs that could save the Township financially.

(xi) 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. An example would be for instructions given during any type of negotiation.

(c) Pursuant to Section 239(3) a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board, commission or other body is the head of an institution for the purposes of that Act; or 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).

(d) Pursuant to Section 239(3.1) a meeting of council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

(i) the meeting is held for the purpose of educating or training the members.

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(ii) at the meeting, no member discussed or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

(e) Pursuant to Section 239(4) before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee of either of them shall state by resolution,

(i) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting;

(ii) in the case of a meeting under Section 239(1), 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.

(f) Pursuant to Section 239(6), despite Section 244, a meeting may be closed to the public during a vote if,

(i) Section 239(2) or 239(3) permits or requires the meeting to be closed to the public; and

(ii) 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.

Closed Meeting sessions shall be held:

(i) For the selection of vacant Council Seats, Committees and other appointments, and

(ii) When Committee or Council is discussing finance, personnel, litigation, property, personal information or any other matter where premature disclosure may prejudice the Township's position, or where the lack of parliamentary immunity may leave Council, or any of its members, or officers, open to suit.

Pursuant to Section 239 of the Municipal Act, when a motion to go into In Caucus/Committee of the Whole is carried, the Reeve or Presiding Officer or Committee Chair may, with the approval of Council or Committee, exclude or include such persons as is deemed appropriate from or in the meeting room.

When in Caucus, no one shall leave and re-enter the meeting room without the approval of the Reeve or Presiding Officer or Committee Chair.

Notwithstanding Paragraph (f) above, all recommendations approved during In Caucus sessions shall be reported and voted on publicly, immediately after the In-Caucus session has been concluded.

### 5.4 Rules of Debate

(a) Any Member of Council who desires to speak may remain seated and address his/her remarks to the Reeve or presiding officer. The Member shall confine his/her remarks to the question and shall avoid personalities. No member shall speak to the same question or in reply for longer than five minutes.

(b) The presiding officer shall ensure that any Member who wishes to speak on a subject is given a fair opportunity to do so and without interruption from any other Member. When two or more members request to speak, the presiding officer shall designate the member who has the floor.

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(c) The presiding officer may call a Member to order while speaking and the debate shall be suspended and the Member shall not speak until the point of order is determined. Any Member may appeal from the decision of the Chair to Council and the Council shall decide by a majority vote without debate and its decision shall be final.

(d) A member may ask a question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding thereon, but the question shall not be used as a means of making statements or assertions.

(e) When the presiding officer calls for a vote on a question each Member shall remain seated and refrain from communicating with other Members until the result of the vote has been declared by the presiding officer.

### **5.5 Points of Order and Privilege**

(a) The presiding Officer shall preserve order and decide questions of order.

(b) A Member may rise and address the Chair to raise a point of order. He/she shall state the point of order which shall be decided on by the presiding officer. If the decision of the presiding officer is appealed, Council shall decide the question by a majority vote and its decision shall be final.

(c) When two or more Councillors rise at the same time, the Reeve or Presiding Officer shall name who is first to speak.

(d) When a Member considers/believes that his/her integrity or the integrity of the Council as a whole has been impugned, he/she may as a matter of privilege rise at any time and with the consent of the presiding officer draw the attention of Council to the matter.

### **5.6 Petitions and Delegations**

(a) Petitions presented to Council shall be legibly written or printed and signed by at least one person and filed with the Clerk during or prior to the meeting. The person or persons presenting the petition may speak on the matter before Council, in which case it shall be limited to a maximum time of ten (10) minutes.

(b) Delegations wishing to address Council shall complete a Delegation Request Form and shall provide the same to the Clerk at least five (5) regular working days before the day of the scheduled regular Council meeting. The purpose of the delegation shall be clearly stated and it shall be contained in the agenda delivered to Council Members prior to the meeting. Delegates will be restricted to speak to only those items on the Council agenda.

(c) Any delegation that has previously appeared before Council regarding the same matter will not be permitted to address Council within six (6) months of the initial visit, unless in the opinion of the Clerk and Head of Council, there is new information that is pertinent to the matter.

(d) Notwithstanding Subclause 5.6 (b) above and at Council's discretion, any delegations or deputations other than those listed may be heard on any item appearing on the agenda if approved by a majority of Council.

(e) Delegations wishing to address Council shall be limited to four (4) per meeting, maximum time of fifteen (15) minutes per delegation - exceptions given consideration.

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- (f) The Clerk shall record the name of every person who speaks as a member of a delegation to Council, a general outline of intent and outcome if any, of the delegation shall be recorded in the Minutes of the regular Council meeting.
- (g) The Clerk and/or her designate has the discretion to reschedule or deny an appearance before Council where: the number of deputations is greater than Council has established; the topic is not within the jurisdiction of the Council; the request due to content or frequency is considered frivolous and vexatious; the matter is such that it requires consultation with staff and a report to accommodate the request.

### **6.0 ELECTRONIC PARTICIPATION**

1. Members may participate in meetings by Electronic Means subject to the following:

- (a) Electronic Means of participating in a meeting are available only for meetings of Council or Committee of the Whole that take place in the Municipal Building.
- (b) Requests to participate in a meeting by Electronic Means must be made to the Clerk in writing at least five (5) business days before the meeting.
- (c) No more than one Council Member may participate in the same meeting by Electronic Means. Where more than one Member requests to participate in the same meeting by Electronic Means, the request will be granted to the first Member that made the request in writing.
- (d) A Member may participate in a maximum of two (2) meetings per calendar year by Electronic Means.
- (e) Members may not participate electronically in any meeting that is closed to the public.
- (f) A Member participating in a meeting by Electronic Means shall be considered to be present at such meeting but shall not be counted towards quorum.
- (g) The Chair must be present in person at a meeting.

2. The following practices will be followed when a Member participates in a meeting by Electronic Means:

- (a) The Member participating in a meeting by Electronic Means shall be available at least thirty (30) minutes before the beginning of the meeting to assist staff in establishing the electronic connection.
- (b) The Member participating by Electronic Means will mute his or her electronic device when he or she is not speaking.
- (c) The Chair will canvass the Member participating by Electronic Means about their intention to speak to a matter on the floor and will notify the Member when it is his or her turn to speak.
- (d) After putting a motion to a vote, the Member participating by Electronic Means will be required to identify verbally how he or she wishes to vote.
- (e) A Member participating by Electronic Means shall inform the Chair about his or her intentions to leave the meeting either on a temporary or permanent basis.

## **PROCEDURAL BY-LAW NO. 2020-16**

(f) A Member participating by Electronic Means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.

(g) In the case of a loss of connection, or any connection issue which impedes the ability of a Member to participate in the meeting in real time, the meeting will continue without attempts by either staff or the Member(s) to reconnect. 4.6

3. Pursuant to Section 238 of the Municipal Act, as amended, during any period where an emergency has been declared to exist in all or in part of the Municipality a member of a Council, of a local board or of a Committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and

A member of a Council, of a local board or of a Committee of either of them can participate electronically in a meeting that is closed to the public.

### **7.0 BY-LAWS**

(a) Every By-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any act and shall be complete with the number and date thereof.

(b) The Presiding Officer shall introduce the reading of By-laws.

(c) The By-law may be debated or amended after being introduced. If the Council determines that the By-law is to be considered in Committee of the Whole, it shall be deferred to the Committee for that purpose.

(e) The By-law shall be passed, if council is agreeable and then the By-law shall be signed.

(f) Every By-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in his/her office for safekeeping.

### **8.0 SUSPENSION OF RULES**

**8.1** Any procedure required by this By-law may be temporarily suspended with the consent of a majority of the Members present.

**8.2** A Member presenting a resolution to temporarily suspend a rule or rules shall state the subject matter for which the suspension of the rule is requested.

### **9.0 GENERAL**

**9.1** When the Reeve of Council is absent on a temporary basis, under no circumstances shall the Council take a decision regarding capital spending unless provision for the capital spending is included in the estimates for that given year as approved by By-law or unless the expenditure is required as a result of any emergency.

**9.2** In all matters and under all circumstances the members shall be guided by and shall have regard to the *Municipal Conflict of Interest Act*, or its successor Local Government Disclosure of Interest Act 1994.

## **PROCEDURAL BY-LAW NO. 2020-16**

**9.3** Individuals or groups which are listed on an agenda or are otherwise approved to appear before Council shall, subject to Paragraph 5.6(b), be limited to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers each limited to speaking not more than ten (10) minutes.

Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-law, including any amendments thereto.

**9.4** Any procedure under this By-law which is discretionary and not mandatory under statute may be suspended with the consent of a majority of the members present.

**9.5** In all unprovided cases in the proceedings of Council or in the Committee of the whole, the matter shall be decided by the Reeve in accordance with Robert's Rules of Order.

**9.6** No amendment or repeal of this By-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting of the Council and entered on the agenda of the next meeting at which such amendment or repeal is to be considered.

### **10.0 RESCIND BY-LAW**

**10.1** That this By-law repeals all previous by-laws and/or Motions of Council pertaining to the same.

### **11.0 EFFECTIVE DATE**

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**11.1** This By-law shall become effective upon the date of passing thereof.

**11.2** Where any By-law passed prior to this, conflicts with this By-law, the terms of this By-law shall prevail.

PASSED THIS 07th DAY OF APRIL, 2020.

**SEAL**

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**REEVE: LIBBY CLARKE**

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**CLERK: NANCY CARROL**