

The Corporation of the Municipality of Grey Highlands

By-law No. 2024-097

**Being A By-law to Govern the Proceedings of Council
and Committee Meetings of The Corporation of the
Municipality of Grey Highlands**

Whereas, Section 238 of the Municipal Act, 2001, S.O. 2001, c. 25, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings, for public notice of meetings, and for electronic participation in meetings; and

Whereas, Council has reviewed By-law # 2018-009, as amended and now deems it expedient to establish new provisions that reflect current legislative requirements and best practices; now

Now Therefore the Council of the Municipality of Grey Highlands hereby enacts as follows:

- 1. This By-law, other than in this By-law itself, shall be referred to as the "Procedure By-law".
- 2. By-law # 2018-009 and all previous by-laws related to meeting procedures of Council and Committee, including amending by-laws, are hereby repealed.
- 3. That this By-law shall come into effect on October 17, 2024.

Read a first, second and third time, and finally passed on October 16 2024.

The Corporation of the
Municipality of Grey Highlands

Original Signed By

Paul McQueen, Mayor

Original Signed By

Amanda Fines-VanAlstine, Clerk

Status: Passed

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General

1. Application and Interpretation

- 1.1. This By-law establishes the rules of order for meetings of Council and Committee of the Whole.
- 1.2. A word in this By-law expressed in the singular has a corresponding meaning when used in the plural.
- 1.3. Any future amendment(s) to the Municipal Act, 2001 or other legislation as noted in this By-law may alter the provisions of the legislation referenced but shall not affect the validity of this By-law or any part thereof.
- 1.4. In an event of conflict between this By-law and any superior legislation, the provisions of the superior legislation prevail.
- 1.5. A specific statement or rule in this By-law has greater authority than a general statement or rule.
- 1.6. Any reference to a provision of this By-law may be referred to as "Section" notwithstanding that it may be a section, subsection, clause, or paragraph.
- 1.7. If there is a conflict between two or more rules in this By-law, or if there is no specific rule on a matter, the Chair will rule and, in making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices, or refer to *Robert's Rules of Order*.
- 1.8. Any use of the male or female pronouns in this By-law, shall have no significance in the interpretation and application of the terms, provisions, and conditions of this By-law, such use is solely for the sake of convenience.

2. Principles of this By-law

The principles of parliamentary law governing Meetings includes:

- 2.1. The majority of Members have the right to decide.
- 2.2. The minority of Members have the right to be heard.
- 2.3. All Members have the right to information to help make decisions, unless otherwise prevented by law.
- 2.4. All Members have the right to an efficient meeting.

- 2.5. All Members, Municipal Staff, and participants have the right to be treated with respect and courtesy.
- 2.6. All Members have equal rights, privileges, and obligations.

3. Suspension of Rules

- 3.1 Rules of order provided for in this By-law may be suspended by a Two-Thirds vote of the members of Council present and voting, with the exception of the following circumstances:
 - a) Where required by law;
 - b) In any contract or agreement binding the Municipality;
 - c) Amending this By-law;
 - d) Requirements of Quorum.
- 3.2 A Motion to suspend the Rules of Procedure required by this Procedure By-law shall not be debatable or amendable. In addition, the motion to suspend the rules should identify the reasons that the rules are being set aside.

4. Administrative Authority of the Clerk

- 4.1 The Clerk is authorized to revise or correct by-laws, minutes, and other records or documents relating to Council and Committee for technical, typographical, or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings and general housekeeping.

Definitions

5. Definitions in this By-law

- 5.1 **Act** means the Municipal Act, 2001, S.O. 2001, c. 25 as amended or replaced from time to time.
- 5.2 **Acting Chair** means such person who is a Member of the Committee and who acts in place of the Committee Chair when such Chair is absent from a meeting of the Committee for any cause and who shall exercise all the rights, powers, and authorities of the Chair while so acting.
- 5.3 **Advisory Committee** means a Committee created by Council to act in an advisory capacity on a specific matter of municipal interest.

- 5.4 **Attendee** means any person who attends a meeting of Council either in person or electronically which may include a member of the public or a person appearing to deliver a presentation or delegation.
- 5.5 **By-law** means an enactment, in a form approved by Council, passed for the purpose of giving effect to a decision or proceedings of Council.
- 5.6 **CAO** means the Chief Administrative Officer of the Municipality of Grey Highlands.
- 5.7 **Chair** means the presiding officer at a Meeting.
- 5.8 **Clerk** means the Clerk of the Municipality of Grey Highlands, or their designate.
- 5.9 **Closed Meeting** or **Closed Session** means a Meeting or part of a Meeting that is closed to the public as permitted by the Act.
- 5.10 **Committee** means Committee of the Whole, Advisory Committee or other committee as established by Council.
- 5.11 **Committee of the Whole** means a committee comprised of all Members of Council who will deal with specific business matters in a less formal atmosphere.
- 5.12 **Consent Agenda** means a listing of Consent Items being presented to Council and Committee for its consideration all of which can be adopted by one motion, but any of which may be transferred for alternate consideration upon the request of a member.
- 5.13 **Consent Item** means a report that is presented for approval without debate and with no delegation or presentation and is generally considered routine in nature.
- 5.14 **Council** means the Municipality of Grey Highland's elected representatives, comprised of the Mayor, Deputy Mayor, and Councillors.
- 5.15 **Council Information Package** means information submitted to Council (or via the Clerk) for purpose of informing Council of matters of potential municipal interest.
- 5.16 **Councillor** means any Member of Council, other than the Mayor and Deputy Mayor.
- 5.17 **Delegation** means any person, group of persons, firm or organization, who is neither a Member of a Committee or Council or an appointed Official of the Municipality or a consultant or other individual hired by the Municipality,

wishing to address Council on a specific matter upon request to the Clerk.

- 5.18 **Deputy Mayor** means the Member of Council elected to that position during a Municipal Election who shall act in the place of the Mayor when the Mayor is absent, refuses to act, or declares a Conflict of Interest, and who shall exercise all the rights, powers and authority of the Mayor during those specific circumstances.
- 5.19 **Director** means the most senior staff of the Municipality of Grey Highlands as delegated by the CAO.
- 5.20 **Electronic Meeting** means any open or Closed Meeting where Council or Committee, as a whole, participates remotely or virtually via electronic means, and Members have the same rights and responsibilities as if they were in physical attendance including the right to vote and shall count towards a Quorum.
- 5.21 **Emergency** means a situation caused by forces of nature, an accident, an intentional act, or otherwise that constitutes immediate or imminent threat to persons or property.
- 5.22 **Hybrid meeting** means a meeting where some participants attend in person while others join remotely through video conferencing platforms
- 5.23 **Majority** means for the purpose of voting, unless otherwise specified, more than half the total number of the Members of Council or Committee present at the vote and not prohibited by statute from voting.
- 5.24 **Majority Vote** means more than one half of the votes cast by Members present.
- 5.25 **Mayor** means the Mayor of the Municipality of Grey Highlands, as defined in the Act.
- 5.26 **Meeting** means a Meeting of Council or Committee where a quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business of Council or Committee.
- 5.27 **Member** means a Member of Council, including the Mayor, or a Member of Committee, including the Chair.
- 5.28 **Motion** means a proposal, moved by one Member and seconded by another Member to adopt, amend, or otherwise deal with a matter before Council or Committee.
- 5.29 **Notice of Motion** means a written notice respecting a substantive matter not

on the agenda, submitted to the Clerk, for inclusion on the agenda of a future Meeting.

- 5.30 **Point of Order** means a question by a Member calling attention to a possible violation of the rules or customary procedures of this By-law.
- 5.31 **Point of Privilege** means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member, municipal staff or a delegation, or who considers that his or her integrity or that of a Member or municipal staff or delegation has been impugned or questioned by a Member.
- 5.32 **Presentation** means a study, update, or other information on a project that is presented to Council from a consultant, agency, or other partner of the Municipality.
- 5.33 **Quorum** means a majority of the Members of Council or Committee.
- 5.34 **Task Force** means a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council. It can also be referred to as a Working Group or a Steering Committee.
- 5.35 **Two-Thirds** means two-thirds (2/3) of the Members of Council or Committee.

Duties and Conduct

6. Chair of Meeting

- 6.1 The Mayor will call all meetings of Council to order and Chair the general order of business on the agenda. Internal Council liaisons appointed in relation to Council Liaison Policy A09-C-10 will chair all items for consideration that fall within their assigned department's purview.
- 6.2 Committee of the Whole meetings will be Chaired by the appropriate Internal Council Liaison.
- 6.3 All other types of meetings or workshops where Council is present the Mayor will Chair.
- 6.4 In the absence of any member of Council the Mayor will Chair and in the absence of the Mayor the Deputy Mayor will Chair.
- 6.5 The Chair and Vice Chair of any other Committees may be appointed by a vote of the Members of the Committee.

7. Appointments to Committees as Mayor's Designate (Ex-Officio)

7.1 The Mayor is the ex-officio member of each Committee, sub-committee, ad hoc 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 ex-officio member unless a quorum of Council is established. The Mayor may participate in the business of the Committee as any other member; however, the Mayor as an ex-officio member is not entitled to vote.

8. Duties of the Chair

8.1 The Chair shall call a Meeting to order as soon as there is Quorum present after the time set for the Meeting.

8.2 The Chair shall preside over the Meetings so business can be carried out efficiently and effectively, and shall:

- a) maintain order and preserve the decorum of the Meeting;
- b) rule on all procedure matters;
- c) receive and submit to a vote all Motions presented by the Members that do not contravene the rules of procedure;
- d) decline to put any Motions to a vote which do not comply with the rules of procedure, or which are not within the jurisdiction of Council or Committee;
- e) announce the result of the vote on any Motions presented for a vote;
- f) expel or exclude from any Meeting any person whom the Chair feels has exhibited improper conduct at the Meeting;
- g) adjourn or suspend the Meeting if they consider it necessary because of grave disorder;
- h) recess the Meeting;
- i) after issuing appropriate warning, may call by name any Member persisting in breach of the rules of procedure, order them to leave the meeting and if the member refuses to leave the Meeting, the Chair may request the CAO or designate to contact security or police for assistance to remove the Member;
- j) may call a vote on the question of sustaining the ruling of the Chair in response to a Member disagreeing and appealing the ruling of the Chair and may provide further explanation of the ruling prior to calling the vote and announce the results of the vote;
- k) if necessary, may call a recess for a brief, specified time to consult the Clerk or CAO, or any other person deemed appropriate, or to provide a short break to Members of Council;
- l) if there is a threat or imminent threat to the health or safety of any

person, or if there is a possibility of public disorder, recess the Meeting for a specified time;

- m) ensure all Members who wish to speak have had an opportunity to speak at least once when the matter is being discussed;
- n) ensure clarity, where required, by reading, or requesting the Clerk or other appropriate person to read Motions before voting;
- o) vote on all matters unless disqualified from doing so by any statute;
- p) adjourn the Meeting when all business is concluded; and
- q) authenticate, when necessary, by their signature, all by-laws and minutes.

9. Duties of the Deputy Mayor

9.1 When the Mayor is absent from a Meeting, the Deputy Mayor may exercise all the rights, powers, and authority of the Mayor as head of Council.

9.2 Outside of Meetings and this By-law, the Deputy Mayor is not assigned any additional authority.

10. Duties of Members

10.1 All Members shall:

- a) attend scheduled Meetings;
- b) carefully consider and make decisions about Meeting business, including seeking information and advice from staff prior to and during a Meeting;
- c) vote on all Motions put to a vote unless disqualified from voting under any statute;
- d) respect the rules of order as set out in this By-law;
- e) listen attentively, participating in a Meeting and not interrupting, unless to raise a Point of Order or Point of Privilege, as set out in this By-law;
- f) refrain from using any offensive, disrespectful or unparliamentary language;
- g) refrain from speaking disrespectfully of the Reigning Sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor of any province or any Member of the Senate, the House of Commons of Canada, the Legislative Assembly of the Province of Ontario or the County of Grey;
- h) respect and follow the decisions of Council or Committee;
- i) respect the confidentiality of matters discussed in Closed Meetings and not disclose the subject or substance of these discussions unless authorized to do so by Council or Committee, in accordance with the Closed Meeting Policy and all applicable legislation;
- j) comply with the ruling of the Chair and the decisions of Council and Committee.

11. Duties of Attendees

- 11.1 Attendees must maintain order and not heckle or engage in conversation, disrupting the meeting in any way.
- 11.2 The Chair may expel or exclude any person who disrupts a Meeting and request security and/or police assistance in doing so.
- 11.3 As determined by the Chair, attendees that are displaying placards or props or displaying any behaviour that may be considered disruptive may be asked to leave the Meeting.
- 11.4 Attendees must ensure that they are speaking respectfully at all times.
- 11.5 Attendees must ensure they do not interrupt any speech or action of the Members or any person addressing Council.
- 11.6 Attendees must ensure that all personal digital devices are turned off or set to silent mode during a Meeting.
- 11.7 Individuals who wish to submit materials for Council's consideration must do so through the Clerk, and the Clerk will determine the distribution of such materials in due course.

12. Rules of Debate and Questions from Members

- 12.1 The Chair will provide each Member an opportunity to speak.
- 12.2 Prior to accepting a Motion, Members shall be entitled to speak up to two (2) times (to a total maximum of five (5) minutes) to ask questions directly relating to the matter under consideration.
- 12.3 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.
- 12.4 The Chair is permitted to ask questions or comment in a general manner without leaving their position. The Chair who presides over any part of a Meeting may state relevant facts and the Chair's position on any matter before the Council or Committee without leaving the chair, which may take place immediately prior to the vote, but it shall not be permissible for the Chair to move a Motion or debate a question without first leaving the chair.
- 12.5 If during a Meeting of Council, the Mayor desires to leave the chair to move a Motion or to take part in the debate, the Mayor shall call on the Deputy Mayor to preside until the Mayor resumes the chair. If the Deputy Mayor is unavailable, then the Mayor will ask another Member of Council to assume

the role of Acting Chair.

12.6 Members are encouraged to provide questions in writing to staff prior to the Meeting and address any answers received during the comments portion of the discussion. When practical, any answers provided by staff will be forwarded to all of Council for information.

12.7 When a Member is speaking, no interruptions are permitted except to raise a Point of Order or a Point of Privilege.

12.8 Comments are to be relevant to the matter of business at the Meeting.

12.9 Members shall express themselves succinctly without repetition.

13. Point of Order

13.1 A Member may raise a Point of Order when such Member feels there has been:

- a) A deviation or departure from the rules set out in this By-law; or
- b) A deviation from the matter under consideration and the current discussion is not within the scope of the proposed Motion.

13.2 Where a Member raises a Point of Order, the Chair shall:

- a) Interrupt the matter under consideration;
- b) Ask the Member raising the Point of Order to state the substance of and the basis for the Point of Order; and
- c) Rule on the Point of Order immediately without debate by Council or Committee.

13.3 A Member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the decision without debate, by way of a Majority Vote of the Members present. If there is no appeal, the decision of the Chair is final.

14. Point of Privilege

14.1 A Member may raise a Point of Privilege at any time if he or she considers their integrity, the integrity of Council or Committee as a Whole or municipal staff or a delegation has been impugned.

14.2 Where a Member raises a Point of Privilege, the Chair shall:

- a) Interrupt the matter under consideration;
- b) Ask the Member raising the Point of Privilege to state the substance of and the basis for the Point of Privilege; and
- c) Rule on the Point of Privilege immediately without debate by Council or

Committee.

14.3 A Member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the decision, without debate, by way of a Majority Vote of the Members present. If there is no appeal, the decision of the Chair is final.

14.4 Where the Chair considers the integrity of any Member or staff has been impugned or questioned, the Chair may permit that Member or staff to make a statement to Council or Committee.

Meetings

15. Inaugural Council Meeting

15.1 The first Meeting of Council following a regular election shall be held at a date and time set by the Clerk in accordance with the Act. The Meeting will be held in the Council Chamber at the Municipality's office or at such alternate location as determined by the Clerk.

15.2 At the Inaugural Meeting of Council, each Member present shall make their declaration of office and sign Council's Code of Conduct. The Clerk may provide additional policies or procedures to the Council as appropriate. Council shall not proceed with any regular business at this Meeting.

16. Location and Schedule of Meetings

16.1 Meetings of Council and Committee of the Whole will generally take place in the Council Chamber, or via electronic means, or at another location within the municipality or as provided for in the Act, as amended when notice is given.

16.2 Council shall approve a schedule of regular Meetings of Council and Committee of the Whole for each calendar year, which may be amended through a resolution by Council. The schedule of Meetings shall be posted on the Municipality's website and available from the Clerk's office.

17. Regular Council Meetings

17.1 Regular Council Meetings will typically be held on the first and third Wednesday at 10:00 a.m. in the Council Chamber, unless otherwise noted, in accordance with the schedule of meetings approved by Council.

17.2 Notwithstanding Section 17.1, Meetings may be cancelled or postponed in accordance with Section 21.

- 17.3 If a Council Meeting falls on a public or civic holiday, the Council shall meet at the same hour on the next following day, which is not a public or civic holiday, unless otherwise provided by resolution of the Council.

18. Regular Committee of the Whole Meetings

- 18.1 Regular Committee of the Whole Meetings will typically be held on the fourth Wednesday at 9:00 a.m. in the Council Chamber, unless otherwise noted, in accordance with the schedule of meetings approved by Council.
- 18.2 When the Council enters into a meeting of the Committee of the Whole, the appropriate department Liaison shall preside or at any time, may leave the Chair and appoint the Mayor or Deputy Mayor as Chairperson who shall chair the meeting and maintain order.
- 18.3 All resolutions of Committee of the Whole shall be ratified by Council at the next regular Council meeting before being actioned on.
- 18.4 Council Rules of Procedure as set out in this by-law shall apply in Committee of the Whole, except that:
- The number of times of speaking on any question shall not be limited;
 - No recorded vote shall be permitted;
 - A motion to call the question shall not be permitted.

19. Special Meetings of Council

- 19.1 A special Meeting may be called by the Mayor or Chair, or by the Mayor in consultation with the Chief Administrative Officer (CAO) and the Clerk, at any time. A Special Meeting is limited to business included in the notice of Meeting.
- 19.2 As per the Act and notwithstanding Section 19.1, the Clerk may call a Special Meeting when petitioned in writing by a majority of Council Members.
- 19.3 Notwithstanding any other provision in this By-law, the Mayor, at any time, may call or provide Notice of an Emergency Meeting of Council. An Emergency Meeting of Council is limited to business matters included in the Notice of the Meeting.
- 19.4 The Order of Business at a Special Meeting of Council is determined by the Mayor in consultation with the CAO and/or the Clerk.
- 19.5 The Order of Business at a Special Meeting of Council, that is requested by a majority of Council Members, is determined by the Council Members in consultation with the Clerk.

20. Regular Planning Meetings

- 20.1 Planning Meetings will typically be held electronically on the fourth Monday of each month at 5:00 p.m.

21. Cancellation or Postponement of Meetings

- 21.1 A regular, special, or emergency Meeting of Council or Committee of the Whole may be cancelled or postponed in any of the following circumstances:
- a) If the Clerk determines in advance that Quorum will not be achieved;
 - b) If the Meeting is cancelled by Council or Committee of the Whole recommendation;
 - c) In the event of an emergency or imminent weather event; or
 - d) Where the Meeting is no longer required as determined by the Clerk and the CAO due to a lack of forecasted agenda items.
- 21.2 The Clerk gives notice of the cancellation or postponement of a regular, special or emergency Meeting of Council or Committee of the Whole on the municipal website. Council Members are notified of cancellations through electronic means (email, instant messaging), or via telephone, whenever possible. Where time is limited, a notice is posted on the main entrance of the Municipal office and/or online.
- 21.3 Meetings of other Committees may be cancelled or postponed by the Clerk, Chair or other assigned person where Quorum cannot be achieved, in the event of an emergency, or where the Meeting is deemed no longer required by the Chair in consultation with the Clerk or designate.

22. Notice of Meetings

- 22.1 The Clerk will give notice of a Meeting by publishing a Meeting agenda on the municipal website.
- 22.2 Regular Council and Committee of the Whole Meeting agendas will be posted on the municipal website no later than three (3) business days prior to the scheduled Meeting.
- 22.3 As a best practice and in order to provide as much notice as possible, new items or matters will not be added to the agenda after its publication unless determined by the Clerk in consultation with the Chief Administrative Officer. Any correspondence item related to an item on the agenda will be circulated to Council for consideration of that particular item.
- 22.4 The Clerk will prepare a calendar giving notice of specific dates when Regular Council and Committee of the Whole Meetings agendas will be available, and

this calendar will be available through the municipal website.

22.5 Special Meetings of Council agendas will be posted on the municipal website no later than forty-eight (48) hours prior to the scheduled Meeting.

22.6 Emergency Meetings may be held, without written notice, to deal with issues that may urgently or immediately affect the health or safety of residents. The Clerk shall attempt to notify the public of Emergency Meetings as soon as possible and in the most expedient manner available.

22.7 The Clerk may provide earlier or additional forms of notice, as the Clerk deems appropriate.

22.8 The failure of any person to receive notice of a Meeting shall not affect the validity of the Meeting or any action taken during the Meeting.

23. Notice of Meeting Closed to the Public

23.1 Where a matter may be considered by Council or Committee for discussion in closed session, whenever possible, written notice will include:

- a) The fact the Meeting will be closed to the public as provided by the appropriate legislation; and
- b) The general nature of the matter to be considered at the Closed Meeting.

24. Invalidation of the Notice of Meeting

24.1 If notice of a Meeting is substantially given but varies from the form and manner provided in this By-law, the ability to hold the Meeting and the actions taken at the Meeting are not invalidated.

25. Quorum

25.1 If Quorum is not achieved within fifteen (15) minutes after the time appointed for a Meeting, the Clerk will record the names of the Members present and the Meeting is adjourned.

26. Open and Closed Meetings

26.1 All Meetings shall be open to the public, except as provided for in section 239 of the Act. Council or Committee of the Whole may convene in a closed session in order to discuss the following matters:

- a) the security of the property of the Municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;

- c) a proposed or pending acquisition or disposition of land by the Municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which Council or Committee of the Whole may hold a Closed Meeting under another statute;
- h) information explicitly supplied in confidence to the Municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the Municipality or local board and has monetary value or potential monetary value;
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or local board; or
- l) the Meeting is held for the purpose of educating or training the Members, providing no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee of the Whole.

26.2 Council or Committee of the Whole shall convene into a Closed Meeting for the following purposes:

- a) a request under the Municipal Freedom of Information and Protection of Privacy Act, if Council or Committee of the Whole is the head of an institution for the purposes of that statute; or
- b) an ongoing investigation respecting the Municipality, a local board or a Municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, a municipal Ombudsman referred to in subsection 223.13(1) of the Act, or a closed meeting investigator referred to in subsection 239.2(1).

26.3 The Mayor or Chair shall report at an open Meeting following the Closed Meeting and generally summarize actions taken. Any matters discussed in a Closed Meeting requiring a decision of Council or Committee of the Whole will be brought forward to an open Meeting.

26.4 No Member shall disclose or discuss, through any means including written,

electronic or verbal communication to any individual or third party, any information that has been or will be discussed at a Closed Meeting or any records or documents disclosed thereat until Council or Committee of the Whole has agreed to the disclosure of such information, records or documents, or if directed to do so by a court.

27. Preparation of Agendas

27.1 The Clerk provides administrative processes to support the approval, preparation, notice, publication and distribution of agendas, following approval by the Chief Administrative Officer and/or Director.

28. Record of Meetings (i.e. Minutes)

28.1 The Clerk or designate records the minutes of Meetings of Council and Committee of the Whole without note or comment. The minutes record:

- a) The date, time, and location of the Meeting;
- b) The name of all Members in attendance;
- c) The name and nature of presentations and delegations; and
- d) All resolutions, decisions and other proceedings of the Meeting.

28.2 Minutes of each Meeting of Council are presented to a subsequent regular Meeting of Council for approval, as time permits.

28.3 Minutes of other Committees, as designated by Council, are submitted to Council for information following approval by the Committee.

28.4 The receipt of minutes from other Committees by Council does not constitute endorsement by the Municipality of any recommendations or actions contained therein.

29. Public Record

29.1 All Communications the Clerk receives pertaining to a matter on the agenda of a public or open Meeting may form part of the public record. Personal information and opinion in communications are part of the public record unless the author of the communication requests the removal of their personal information when submitting it, or where confirmed by the Clerk.

30. Recordings, Broadcasting and/or Streaming

30.1 All Council and Committee of the Whole Meetings may be video recorded, broadcast and/or streamed publicly by the Municipality, with the exception of proceedings closed to the public provided for by the Act or this By-law.

30.2 Closed Session proceedings will be recorded internally but not broadcast or streamed.

30.3 All meeting recordings will be kept for a period of 1 year following the meeting.

30.4 Attendees may not use their own recording, broadcasting and/or streaming services during a Meeting unless they have arranged to do so prior to the meeting and have received approval from the Clerk.

31. Electronic Participation

31.1 A regular or special meeting of Council, or committee of Council, may be conducted by electronic means when it has been determined by the Mayor and Clerk that electronic participation will be required by all or some Members attending a Meeting. In-person attendance at such meetings may be restricted by the Mayor and Clerk subject to the meeting being open to the public by electronic means.

31.2 A Member of Council may participate electronically in a Meeting that is open or closed to the public, depending on the technology available. A Member participating electronically shall count towards determining whether or not a quorum of members is present at any point in time.

31.3 Members are required to notify the Clerk in advance of any Meeting at which they intend to participate electronically.

31.4 Electronic participation is governed under the Electronic Participation Policy.

32. Advisory Committees and Task Forces

32.1 Advisory Committees are created by Council with no defined ending and serve to make recommendations and/or to provide key information and materials to Council.

32.2 The Council may appoint a Task Force, with a definite ending, to consider a specific matter and report to Council through the CAO or Director.

32.3 Each Advisory Committee and Task Force shall have a Terms of Reference that sets out its purpose, guidelines for membership and how it will operate.

32.4 A minimum of one (1) Member of Council will be appointed to an Advisory Committee or Task Force.

32.5 The Clerk may establish simplified Rules of Procedure for Advisory Committees, Task Forces, Quasi-Judicial Committees, or Local Boards.

Where simplified Rules of Procedure are not established, the Committee or Local Board shall be deemed to have adopted this Procedure By-law, save and except those Local Boards or Committees which may adopt their own Rules of Procedure, subject to approval by the Clerk or through other legislation.

Order of Business

33. Council

33.1 Notwithstanding Sections 33 and 34, the Order of Business (Agenda) for a Council or Committee of the Whole Meeting may be adjusted at the discretion of the Clerk and the Chair.

33.2 The Clerk shall prepare an agenda for the use of Members for Meetings of Council as follows:

- Call to Order
- Singing of the National Anthem
- Approval of the Agenda
- Declaration of Pecuniary Interest
- Open Forum
- Presentations and Delegations
- Adoption of Minutes from Previous Meeting
- Items for Consideration (department order to rotate)
 - Fire, Police & Safety
 - Environmental Services
 - Corporate Administration
 - Financial Services
 - Planning & CLS
 - Building & Economic and Community Development
 - Transportation
- Motions for which Notice has been Given
- Notice of Motions
- Consent Agenda
- General Announcements
- Closed Session
- Confirming By-Law
- Upcoming Meetings
- Adjournment

34. Special or Emergency Meetings

34.1 The Clerk shall prepare an agenda for the use of the Members as follows:

Call to Order
 Approval of the Agenda
 Disclosures of Pecuniary Interest
 Reports and Associated By-laws
 Closed Session
 Confirming By-law
 Adjournment

35. Statutory Public Meetings under the Planning Act

Note: Herein and for the purpose of this section, a statutory public meeting under the Planning Act, R.S.O. 1990, c. P.13 shall be referred to as a “public meeting”.

35.1 The Planning Liaison or designate shall chair public meetings.

35.2 The dates and times for hearing public meetings shall be established in the meeting schedule and the dates and times of such public meetings may be amended with the consent of the Mayor and the Manager of Planning, provided all notice requirements under the Planning Act are met.

35.3 Public meetings are not deemed to be a meeting of the Council or a Standing Committee.

35.4 Submissions from the Public received during a Public Meeting shall be heard in the order that members of the public raise their hand via electronic means, should such technology be available. The Chair, in consultation with the Clerk, may accommodate a different order of speakers where deemed possible and appropriate.

35.5 The public meeting for each application shall proceed as follows:

- a) The applicant or their representative may appear and provide information regarding the application;
- b) Staff shall provide a brief overview of the application;
- c) Members of the Public and/or stakeholders in attendance and wishing to speak may make oral submission;
- d) The Chair may call on the applicant and/or staff provide clarification on matters raised by members of the public and/or stakeholders.

35.6 The Clerk or designate shall capture oral submissions from the public and stakeholders at the public meeting and shall provide a copy of the Clerk’s minutes capturing such submissions to the Members of Council for their review.

35.7 Notwithstanding Section 35.5, the order of business for a Public Meeting may be adjusted at the discretion of the Clerk and the Chair.

36. Staff Reports

36.1 In accordance with established administrative protocols, reports to Council or Committee are prepared by staff, approved by the CAO submitted in writing to the Clerk and distributed with the agenda for the applicable Meeting.

36.2 Reports prepared by staff contain information and recommendations prepared in context of their professional, technical and administrative expertise independent of any particular political, constituent or stakeholder interest.

37. Notice of Motion

37.1 A Member of Council shall provide a proposed Motion to the Clerk, in writing, for inclusion on a regular agenda of Council for the purpose of giving notice. The proposed Motion will include a confirmed mover. No discussion, debate, or voting will take place at the Council Meeting where the notice of motion is provided.

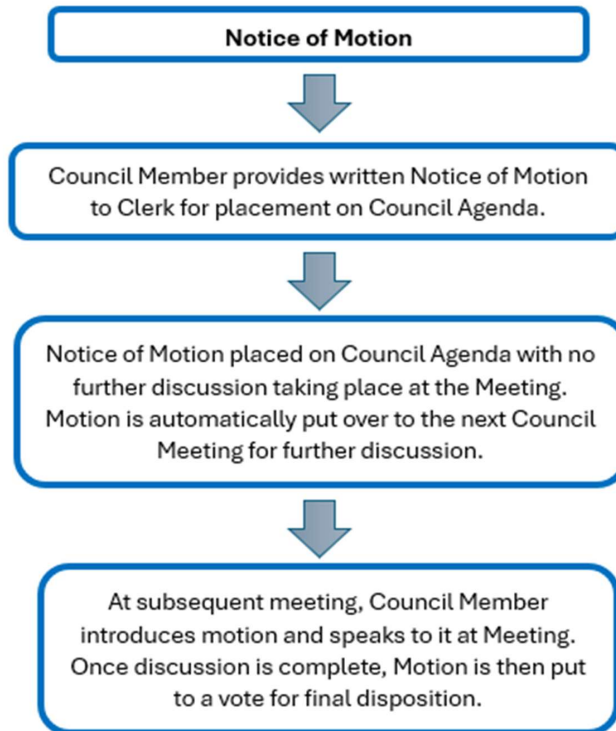
37.2 At the subsequent meeting, the Member of Council who submitted the proposed Motion shall introduce and subsequently move the Motion.

37.3 For emergent matters, a Member of Council may request that the notice provisions be waived, which will require a two-thirds vote.

37.4 No staff report will be prepared unless the Motion is referred to staff for a further report.

37.5 It is the duty of the Member of Council to:

- a) Prepare the proposed Motion in writing;
- b) Ensure the accuracy of the information being provided; and
- c) Submit the proposed Motion to the Clerk prior to the publication deadline for the regular agenda of Council.



38. General Announcements

38.1 The General Announcements portion of the Council Meeting is an opportunity for Council Members to make announcements, recognize achievements, promote events, or recognize matters of community-wide interest.

38.2 General Announcements may not be used for:

- a) general discussions;
- b) to ask questions of or provide direction to Staff;
- c) to discuss Agenda items;
- d) to discuss Municipal business (past, present or future);
- e) to discuss prior Council decisions;
- f) to make private or personal announcements;
- g) to discuss Staff performance; or
- h) for individual Members of Council to advance personal views or opinions or to promote personal websites, chats, groups, or discussions.

39. By-laws

- 39.1 All by-laws shall be passed in a single Motion by Council by Majority Vote, unless otherwise required by legislation.
- 39.2 A Confirmatory By-law shall be enacted at the conclusion of each Meeting of Council.
- 39.3 The following types of by-laws may be presented directly to Council without the requirement for a staff report:
- a) Those directed to be presented to Council by Committee of the Whole or Council;
 - b) Appointment of staff authorized by the CAO;
 - c) General by-laws where the purpose and intent of the by-law has been clearly authorized by a previous resolution.

40. Majority Vote

- 40.1 Unless this By-law states otherwise, a matter passes when a Majority of the Members present at the Meeting vote in the affirmative.

Public Participation

Note: Generally, the combination of Presentations and Delegations shall not exceed thirty (30) minutes for each meeting and the Clerk has the authority to limit presentations and delegations to this time frame.

41. Presentations

- 41.1 Presentations at Council Meetings shall be limited to a maximum of ten (10) minutes. Upon prior approval by the Clerk in consultation with the department head, the Presentation may extend beyond ten (10) minutes and will be noted on the agenda as such.
- 41.2 If a Presentation extends beyond the maximum time limit during a Meeting, without prior approval of the Clerk, then the Chair will issue a warning to the presenter. It is the Chair's discretion as to whether they are allowed to continue past the maximum time limit.
- 41.3 A maximum of three (3) presentations and/or delegations or a total of 30 minutes for presentations and delegations will be permitted at a Council Meeting.
- 41.4 Presentations by an outside organization or individual shall not be permitted for the sole purpose of generating publicity or promotion.

- 41.5 Outside organizations or individuals wishing to make a presentation shall complete the required forms and shall provide the Clerk with written materials, presentation materials, etc. for inclusion on the agenda by the deadline outlined by the Clerk, being no later than seven (7) business days preceding the Council meeting.
- 41.6 Where a staff or third-party presentation accompanies an item on a Committee of the Whole agenda, the presentation will be heard at the time the matter is under consideration at Committee of the Whole.
- 41.7 The Clerk may limit the frequency and/or number of times a group or individual may appear before Council.
- 41.8 The following types of presentations shall provide information only and shall be heard at the beginning of a Council Meeting:
 - a) Presentations by groups or individuals on subjects that are within the jurisdiction or influence of local government, as determined by the Clerk and Chair;
 - b) Presentations by outside organizations providing information with no accompanying report or recommendations; and
 - c) Presentations recognizing achievements.
- 41.9 Presenters requesting specific financial assistance or services in-kind from the Council shall be directed to the appropriate department for review. A decision will not be made at the Meeting where the presentation is heard.
- 41.10 Presenters requesting specific action from the Municipality related to an operational issue shall be directed to the appropriate department for review. A decision will not be made at the Meeting where the presentation is heard.
- 42. Delegations
 - 42.1 An individual may make a delegation at a Meeting of Council related to an item of business on the agenda.
 - 42.2 An individual who is under eighteen (18) years of age must provide the Clerk written permission from the individual's parent or guardian.
 - 42.3 Individuals who register as a delegation will have their name and the purpose of their delegation published on an agenda.
 - 42.4 Anyone wishing to appear before Council shall register as a delegation by submitting the prescribed form and all accompanying materials to the Clerk no later than noon (12:00 p.m.) seven (7) business days prior to the scheduled Meeting date.
 - 42.5 Delegations are limited to ten (10) minutes. The Council may extend the ten

(10) minute time period by a Majority Vote of the Members present by way of a Motion to be decided without debate.

- 42.6 No delegation shall be made to Council on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court.
- 42.7 No delegation shall speak on a matter that is not within the jurisdiction of the Council. The Mayor, in consultation with the Clerk, will determine if a matter is within the jurisdiction of the Council.
- 42.8 No delegation shall speak on items that shall be or has been the subject of a scheduled public meeting pursuant to the Planning Act. Persons should present their concerns and opinions at the scheduled public meeting where their comments can be considered along with all other submissions. Delegations to Council after the Public Meeting has been completed and before Council has made its determination will not be permitted.
- 42.9 Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity for an event.
- 42.10 People making delegations shall refrain from making statements or comments that are, in the opinion of the Chair, frivolous or vexatious in nature.
- 42.11 People making delegations who share the same position on a matter or are from the same organization are encouraged to speak in one delegation.
- 42.12 A delegation shall only register themselves to speak and may not register other delegates/delegations.
- 42.13 A person may only make one (1) request for a delegation per Meeting, subject to the discretion of the Clerk.
- 42.14 Members of Council are permitted to ask individuals making a delegation questions only for clarification and to obtain additional relevant information. All delegations shall either be received for information or shall be received for information and request for further information from staff via a staff report.
- 42.15 The Mayor shall have discretion to further provide limitations on delegations including the amount of delegations per Meeting, in consultation with the Clerk.

43. Correspondence

- 43.1 Correspondence intended to be submitted shall:
- a) Include the author's full name and contact information;
 - b) Be legibly written or printed;
 - c) Be appropriate and respectful in tone, and not contain any improper or offensive language or information; and
 - d) Be filed with the Clerk.
- 43.2 The Clerk shall prepare a Council Information Package listing all correspondence received by the Clerk. The Council Information Package shall be compiled weekly and delivered electronically directly to each Member of Council. A Member of Council may request in writing that an item from the Council Information Package be lifted and included in the next appropriate agenda.
- 43.3 Correspondence may include: correspondence received from relevant associations or ministries, press releases, resolutions from other municipalities, letters addressed to other agencies and copied to Council for information, correspondence or communications addressed to the Mayor and/or Council, notices or request for comments, and thank you or acknowledgment letters.
- 43.4 Correspondence received from the public will not be shared or made public if it contains anything that violates the Municipality's Respect Zone Policy, the Code of Conduct for Members of Council and Committees, or the Council Staff Relations Policy. Such correspondence shall be returned to the sender outlining the reason(s) it wasn't accepted.
- 43.5 When required due to urgency or timing, and subject to the discretion of the Mayor in consultation with the Clerk, correspondence may be placed on a Council Agenda as an additional item.
- 43.6 The Council's receipt of correspondence does not constitute endorsement of the correspondence by the Municipality of any of the recommendations it may contain, or actions it may advocate.

44. Petitions

- 44.1 Petitions may be submitted to the Clerk and will include a minimum of two (2) persons and their respective contact information unless otherwise required by law, and a clear statement of the purpose of the petition. Petitions will be placed under the Correspondence section of the Committee of the Whole or Council agenda, unless otherwise determined by the Mayor in consultation with the Clerk.

- 44.2 The Municipality is not responsible or accountable for the accuracy or reliability of petitions that are submitted.

45. Open Forum

- 45.1 Open Forum shall be scheduled at every regular Council meeting and provide an opportunity for up to five (5) individuals to speak to any item included on the current agenda for a maximum of three (3) minutes each. No time extensions shall be permitted.
- 45.2 No motions, decisions or comments shall be made during the Open Forum portion of the meeting. The Council may consider and/or debate the information received during Open Forum during the deliberation of the item when it arises on the regular Council agenda.
- 45.3 Only the name of the speaker and the title of the item being spoken to will form part of the Council minutes.
- 45.4 No individual shall speak more than once at any meeting.

Motions

46. General Motions

- 46.1 After a motion has been moved and seconded, it shall be deemed to be in the possession of Council or Committee. A Motion or amending Motion may be withdrawn by the Mover with the consent of the Seconder at any time before the amendment or decision.
- 46.2 The Council or Committee shall not debate any Motion until it has been moved and seconded. Once a Motion has been seconded, it may upon request, be read or stated by the Chair or Clerk at any time during the debate.
- 46.3 If the Chair is of the opinion that an amending Motion is contrary to the main Motion, the Chair shall apprise the Members immediately. A Member of Council or Committee may appeal the ruling of the Chair. If appealed, the Chair will take an immediate vote on the Motion without debate.
- 46.4 When a Motion is under consideration, no other Motion shall be received unless it is a Motion:
- a) To refer the Motion to Committee, Council or Staff. A **Motion to Refer**:
 - Is open to debate
 - Is amendable

- Shall preclude amendment or debate of the preceding motions.
- b) To amend the Motion. A **Motion to Amend**:
- Is open to debate
 - Shall not propose a direct negative to the main Motion
 - Shall be relevant to the main Motion
 - Is subject to only one further amendment, and any amendment more than one must be to the main Motion, and
 - If more than one, shall be put in the reverse order to that in which they were moved, and shall be decided or withdrawn before the main Motion is put to the vote.
- c) To postpone the Motion to another time. A **Motion to Postpone**:
- Is open to debate
 - Is amendable
 - Applies to the Main Motion and any amendments thereto under debate at the time the Motion to Postpone is put forth.
- d) To adjourn the Meeting. A **Motion to Adjourn**:
- Is not open to debate
 - Is not subject to amendment
 - Shall always be in order.
 - When resolved in the negative, cannot be made again until the Presiding Officer has deemed sufficient business has been conducted in the intervening time.
- e) To call the question. A **Motion to Call the Question**:
- Is not subject to amendment
 - Cannot be proposed when there is an amendment under consideration
 - When resolved in the negative, shall be followed by resumption of debate
 - Shall always be in order
 - When resolved in the affirmative, shall be followed by voting on the motion, without debate or amendment.
- f) To table. A **Motion to Table**:
- Is not subject to amendment
 - Is not open to debate
 - Applies to the main Motion and any amendments thereto under debate at a time when the Motion to table was made
 - Shall always be in order
 - Shall not include any qualifications or additional statements.
- g) Once all the Motions relating to the main Motion have been dealt with,

and once the main Motion is put, there shall be no further discussion or debate and the Motion shall immediately be voted on.

47. Reconsideration of a Council Decision

47.1 Council may reconsider an entire resolution that was decided during any term of Council. A reconsideration of a portion of a resolution shall not be permitted. Such reconsideration can either amend the previous decision or rescind it subject to the following rules:

- a) No resolution shall be reconsidered more than once during the term of Council; and
- b) A Motion to reconsider shall not be reconsidered.

47.2 A Member who voted on the prevailing side of a decision may bring a Motion to reconsider at the same Meeting at which the question to be reconsidered was dealt with and shall require the support of a Majority of the Members present.

47.3 A Member who voted on the prevailing side or who was absent from the vote or was not a Member of Council at the time of the vote may bring a Notice of Motion to reconsider at a Meeting subsequent to that at which the question to be reconsidered was dealt with and shall require a Two-Thirds vote to be carried.

47.4 No delegations or Open Forum speakers shall be permitted to speak on a Notice of Motion to Reconsider.

47.5 A resolution that was decided by Council cannot be reconsidered if action has been taken in implementing the resolution, resulting in legally binding commitments that are in place on the date the Motion to reconsider is considered by Council.

48. Motion Containing Two or More Matters

48.1 When a Motion under consideration concerns two or more parts that are capable of standing separately, upon the request of any Member, the parts may be debated and voted on separately through a motion. This procedure requires the Member to make a motion to divide the motion into its parts. This may also be referenced as a "Motion to Divide". Such a request may also be made by the Chair.

49. Voting

49.1 After a Motion is put to a vote by the Chair, no Member shall speak to it, nor will any other Motion be made, until after the vote is taken and the result has

been declared.

49.2 All Members of Council or Committee will vote on all Motions. A failure by any Member to announce their vote openly and individually, including an "Abstention", is deemed to be a vote in the negative.

49.3 Each Member present and voting indicates his or her vote by show of hands or electronically (dependent on available technology), and no vote is taken by ballot or any other method of secret voting.

49.4 The following represents the required number of votes for a Majority Vote or Two-Thirds vote.

Number of Members Present	Majority Vote	Two-Thirds Vote
7	4	5
6	4	4
5	3	4
4	3	3
3	2	2

50. Tie Vote

50.1 Any vote on which there is a tie vote is deemed to be lost.

51. Recorded Vote at Council Meetings

51.1 Any Member may request a recorded vote immediately preceding or following the taking of a vote.

51.2 All Members present at the Council Meeting shall vote unless they are disqualified from voting with respect to that item as a result of declaring pecuniary interest.

51.3 A Member of Council's failure to participate in a recorded vote when they have not declared a pecuniary interest is deemed to be a negative vote.

51.4 A recorded vote will be taken as set out below:

- a) the Clerk shall call on Members to cast their vote alphabetically by last name with the Chair voting last;
- b) each Member present that is not disqualified from voting shall announce their vote openly, in the order set out above, and
- c) the Clerk shall announce and record the vote, and record how each Member voted.

51.5 Notwithstanding a recorded vote, a record or notation of a Member's opposition to an issue is not recorded in any minutes of the Meeting.

52. Adjournment

52.1 All Meetings of Council and Committee of the Whole shall automatically adjourn at 3 pm, unless and otherwise decided by a Two-Thirds vote of all Members present. A motion to extend the meeting shall be done each hour after 3 pm.

Interpretation

53. Severability

If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law will be considered severed from the remainder of this By-law, which shall continue to be in full force and effect.

Administration

54. Short Title

This By-law, other than in this By-law itself, shall be referred to as the "Procedure By-law".

55. Repeal

By-law # 2018-009 and all previous by-laws related to meeting procedures of Council and Committee, including amending by-laws, are hereby repealed.