

**CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN**  
**AGENDA**  
**SPECIAL COUNCIL MEETING**

Wednesday, August 19, 2020 9:00 a.m.  
**ZOOM MEETING      You Tube Channel: South Algonquin Council**

1. Open Meeting/Call to order – 9:00 a.m.
2. Additions / Amendments to the Agenda
3. Adoption of the Agenda

**RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN**

Date: August 19, 2020	Meeting: Special Council Meeting	Res. No.: 20-
Moved by:		Seconded by:

**“BE IT RESOLVED THAT** Council for the Corporation of the Township of South Algonquin adopts the Agenda as circulated for the Special Council meeting of August 19, 2020.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried:	
Defeated by:	

4. Disclosure of Pecuniary Interest
5. Petitions, Delegations and/or Presentations
6. By-Laws
  - Procedural By-Law; Electronic Meetings

**RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN**

Date: August 19, 2020	Meeting: Special Council Meeting	Res. No.: 20-
Moved by:		Seconded by:

**FIRST and SECOND READING**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

“BEING A BY-LAW to rescind By-Law # 20-610;  
 AND amend Procedural By-Law # 20-607 to remove Section 2.5; and add  
 Schedule C to allow for Electronic Participation in Council Meetings.

AND THAT it be read a first and second time and be referred to a committee of the whole council.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried by:
Defeated by:

**RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN**

Date: August 19, 2020	Meeting: Special Council Meeting	Res. No.: 20-
Moved by:	Seconded by:	

**THIRD READING**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

“BEING A BY-LAW to rescind By-Law # 20-610;

AND amend Procedural By-Law # 20-607 to remove Section 2.5; and add Schedule C to allow for Electronic Participation in Council Meetings.

AND THAT it be read a third time and passed and numbered 20-\_\_\_\_ and that the said by-law be signed by the Mayor and CAO/Clerk Treasurer-sealed with the seal of the Corporation and be entered in the By-Law Book.”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

**7. Resolution to Move into a “Closed Session”**

**RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN**

Date: August 19, 2020	Meeting: Special Council Meeting	Res. No.: 20-
Moved by:	Seconded by:	

“That Council for the Corporation of the Township of South Algonquin move into a closed session of Council at \_\_\_\_ am to consider subject matter regarding;  
Ontario Municipal Act, Part VI, S.239 (2)

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;  
road drainage.

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried:
Defeated by:

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: August 19, 2020	Meeting: Special Council Meeting	Res. No.: 20-
Moved by:	Seconded by:	

“**BE IT RESOLVED THAT** Council for the Corporation of the Township of South Algonquin adjourns the closed session of council at .”

YES		NO
	MAYOR DUMAS	
	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried:
Defeated by:

8. Adjournment

RESOLUTION CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

Date: August 19, 2020	Meeting: Special Council Meeting	Res. No.: 20-
Moved by:	Seconded by:	

“**BE IT RESOLVED THAT** Council for the Corporation of the Township of South Algonquin adjourns the special council meeting of August 19, 2020, at .”

YES		NO
	MAYOR DUMAS	

	COUNCILLOR COLLINS	
	COUNCILLOR FLORENT	
	COUNCILLOR HARPER	
	COUNCILLOR BONGO	
	COUNCILLOR SHALLA	
	COUNCILLOR VERMAIRE	
	TOTALS	

Carried:

Defeated by:

# STAFF REPORT

Meeting Date: August 19, 2020

Agency: Township of South Algonquin

Staff Contact: Holly Hayes

Agenda Title: Bill 197 by-law amendment

Agenda Action: Pass by-law

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## **Recommendation**

That council

1. Rescind By-law 20-610 passed in March to allow electronic meetings during an emergency, (Attachment 1 By-law 20-610).
2. Remove section 2.5 from the procedural by-law which reads;

A member of council, a local board or a committee can participate electronically in a meeting which is open to the public provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time. A member that joins a meeting electronically will not be able to vote.

3. Enact Schedule C which outlines the sections that will be used to manage electronic meetings. (Attachment 2)

## **Background**

Bill 197 received royal assent on July 21, 2020. Among other changes, Bill 197 repealed the subsections of the Municipal Act, 2001 that permitted electronic meetings during the declared emergency, which had been passed in March 2020 and permitted Municipalities to amend our procedural by-law. This means that the section that was added in March as 2.8 within our by-law must be repealed

Bill 197 also allowed for amendments to Procedural By-laws to allow to continue holding future electronic meetings where councillors are counted in for quorum. I have attached S.12 of the Bill 197 for Council information (attachment 3).

## **Analysis**

As there continues to be concern related to COVID19 and there is a theory that the virus may propagate in the coming months some members of staff and council are not comfortable returning to the council chambers.

Over the past few months Council meetings have been publicly broadcast using zoom and youTube, which provides both audio and video communication to each other and the public. AMCTO and AMO have provided an Electronic Council, Committee and Board Meetings' A Guide for Ontario Municipalities which has been included as attachment 4; within this document there are several areas that have been discussed which have either have been considered within South Algonquin or could be managed including;

1. Security

The Clerk manages the zoom account and is able to use zoom functionality to ensure those attending the meeting have been invited.

2. Compatibility and accessibility

youTube is widely available for the public and staff to view – has probably increased access to a wider range of residents

3. Procedural by-law amendment considerations;

a. Proposed changes will be made at the August 19, 2020 meeting and will include;

- i. Allowing use of electronic participation in meetings,
- ii. That participants can participate in both open and closed sessions,
- iii. That participants can vote and count toward achieving quorum during electronic attendance, in the event that connectivity is lost resulting in loss of quorum the meeting will recess until quorum can be met, if re-connection can not be made after 10 minutes the meeting will be re-scheduled,
- iv. Section 2.5 of our existing by-law will be removed as it states that members do not count as quorum and cannot vote,
- v. The Chair of the meeting will manage the meeting, the clerk will clerk the meeting electronically,
- vi. Notice will be provided in the same manner as a regular meeting noting the location as electronic and providing the youTube link,
- vii. Members will be expected to ensure that the location from which they are joining from is secure and when in closed session does not compromise the information being shared,
- viii. Staff will continue to support the use of technology, if required wifi can be accessed where it is available in our facilities,
- ix. Voting will be done by the chair calling out each member name and requesting a response,
- x. Etiquette at meetings should remain professional and members should attend and act in accordance with the procedural by-law as they would in the council chambers,
- xi. All meeting documentation will be managed in accordance with existing by-laws,
- xii. Delegations will be managed in the same manner and the clerk will provide access to zoom, if a member of the public does not have an electronic device available to them, they can attend the council chambers and use a Township computer.

The By-law as presented does not include Section 243.1(1) referencing and allowing for Proxy Vote. It is my recommendation that this would require a further discussion about the impact and challenges to implement proxy voting allowing a member of the council as a proxy to act in another councilor's place when they are absent. Should Council wish to consider allowing proxy voting it can be discussed and the Procedural By-law could be amended accordingly at a later time.

### **Alternatives**

If council was to return to in person council meetings physical distancing will be required, normal attendance of 7 members of council and 3 staff would require the room to be re-arranged and it is unlikely that additional members of the public would be able to be accommodated with the spacing requirements. In that there is no way to use multiple computers in one room, as they pick up the noise from each other. This means that it would be difficult for us to manage a hybrid where people are both using zoom and in the chambers.

### **Strategic Plan**

Not applicable.

### **Fiscal Impact**

When using zoom the Township is saving the cost of each member to travel to the chambers for meetings.

### **Consultations**

Ministry of Municipal Affairs and Housing,  
Association of Municipalities of Ontario,  
Association of Municipal Clerks and Treasurers Ontario,

### **Attachments**

Attachment 1 By-law 20-610

Attachment 2 Proposed By-law Schedule C

Attachment 3 S.12 of the Bill 197

Attachment 4 Electronic Council, Committee and Board Meetings; A Guide for Ontario's Municipalities

# **CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN**

## **BY-LAW NO. 20-610**

**Being a by-law to amend by-law 20-607 Township of South Algonquin Council  
Procedural by-law**

**WHEREAS** pursuant to Section 238(3.1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended that every Municipality and Local Board pass a Procedure By-law for governing the calling place and proceedings of meetings;

**AND WHEREAS** the Council of the Corporation of the Township of South Algonquin deems it necessary to amend By-law No. 20-607 to reflect current practices, procedures and statutory requirements;

**NOW THEREFORE** the Council of the Corporation of the Township of South Algonquin enacts as follows:

### **Section 2 General;**

**2.8** During emergencies declared locally or provincially under the Emergency Management and Civic Protection Act, Members of Council, Local Boards and Committee may participate electronically in open and closed meetings and shall be counted for the purposes of quorum.

**READ, A FIRST AND SECOND TIME this 31<sup>st</sup> day of March, 2020.**

\_\_\_\_\_  
Jane A. E. Dumas, Mayor

\_\_\_\_\_  
Holly Hayes, CAO/Clerk-Treasurer

**READ A THIRD TIME, PASSED AND ENACTED this 31<sup>st</sup> day of March, 2020.**

\_\_\_\_\_  
Jane A. E. Dumas, Mayor

\_\_\_\_\_  
Holly Hayes, CAO/Clerk-Treasurer

## **Attachment 2**

### **Schedule C**

#### **Electronic Participation in Council Meetings**

1. Pursuant to Section 238 (3.3) of the Municipal Act, 2001 (as may be amended from time to time), Members of Council, Committees or Local Boards may participate in meetings electronically;
2. Electronic participation in meetings will be permitted and those attending electronically will count toward achieving quorum and are able to vote,
3. In the event that connectivity is lost resulting in loss of quorum the meeting will recess until quorum can be met, if re-connection cannot be made after 10 minutes the meeting will be re-scheduled,
4. Members participating electronically may participate in meetings that are closed to the public; Members are expected to ensure that the location from which they are joining from is secure and when in closed session does not compromise the information being shared,
5. The Head of Council or delegate may chair a meeting electronically;
6. The Clerk may clerk the meeting electronically;
7. Etiquette at meetings will remain professional and members will act in accordance with the procedural by-law as they would in the council chambers,

**SCHEDULE 12  
MUNICIPAL ACT, 2001**

**1 (1) Subsection 238 (3.1) of the *Municipal Act, 2001* is repealed and the following substituted:**

**Electronic participation**

(3.1) The applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the by-law.

(2) Subsection 238 (3.2) of the Act is repealed.

(3) Subsection 238 (3.3) of the Act is repealed and the following substituted:

**Same**

(3.3) The applicable procedure by-law may provide that,

- (a) 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
- (b) 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 open or closed to the public.

(4) Subsection 238 (3.4) of the Act is repealed and the following substituted:

**Special meeting, amend procedure by-law re electronic participation**

(3.4) A municipality or local board may hold a special meeting to amend an applicable procedure by-law for the purposes of subsection (3.3).

**Same, quorum**

(3.5) A member participating electronically in a special meeting described in subsection (3.4) may be counted in determining whether or not a quorum of members is present at any time during the meeting.

**2 The Act is amended by adding the following section:**

**Proxy vote**

243.1 (1) The procedure by-law may provide that, in accordance with a process to be established by the clerk, a member of council may appoint another member of council as a proxy to act in their place when they are absent subject to the following rules:

1. A member of a local council appointed as an alternate member of the upper-tier council under section 267 may appoint a member of the upper-tier council as a proxy to act in their place when they are absent from the upper-tier council.
2. A member who is unable to attend a meeting of the upper-tier council and for whom an alternate member is appointed under section 267 shall not appoint a proxy.
3. A member appointed as an alternate member of the upper-tier council under section 268 shall not appoint a proxy.
4. A member who is unable to attend a meeting of the upper-tier council and for whom an alternate member is appointed under section 268 shall not appoint a proxy if the appointed member is acting on their behalf at the meeting.

**Rules re proxy votes**

(2) The following rules apply with respect to the appointment of another member of council to act as a proxy under subsection (1):

1. A member shall not appoint a proxy unless the proxyholder is a member of the same council as the appointing member.
2. A member shall not act as a proxy for more than one member of council at any one time.
3. The member appointing the proxy shall notify the clerk of the appointment in accordance with the process established by the clerk.
4. For the purpose of determining whether or not a quorum of members is present at any point in time, a proxyholder shall be counted as one member and shall not be counted as both the appointing member and the proxyholder.
5. A proxy shall be revoked if the appointing member or the proxyholder requests that the proxy be revoked and complies with the proxy revocation process established by the clerk.
6. Where a recorded vote is requested under section 246, the clerk shall record the name of each proxyholder, the name of the member of council for whom the proxyholder is voting and the vote cast on behalf of that member.
7. A member who appoints a proxy for a meeting shall be considered absent from the meeting for the purposes of determining whether the office of the member is vacant under clause 259 (1) (c).

# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities

## Attachment 4



On March 19th, 2020 the Ontario Government made amendments to the *Municipal Act, 2001* in response to COVID-19. Bill 187, the *Municipal Emergency Act, 2020* allows municipalities to update the procedure by-laws for meetings of municipal councils, committees and local boards under sections 238 and 239 of the *Municipal Act*.

In response to increasing demands for physical distancing as part of Ontario's COVID-19 pandemic response, municipalities may update their procedure by-law for council, committee, and local board meetings in order maintain regular council proceedings while not confined to physical meeting locations.

This document provides a brief overview of the legislative context for changes to a procedure by-law, as well as further considerations for optimal electronicgovernance.

### Legislative Considerations

#### [Bill 187, The Municipal Emergency Act](#)

While Bill 68, *Modernizing Ontario's Municipal Legislation*, allows the electronic participation of municipal councils, local boards and committees, Bill 187 specifically provides municipalities the authority to quorum during a declared state of emergency.

Bill 187 applies to sections of the *Municipal Act and the City of Toronto Act, 2006* that govern the creation and application of procedure by-laws. The amendment allows for a municipality's procedure by-law to be updated in a special meeting to allow members of councils, committees and boards who choose to participate electronically to "be counted in determining whether or not a quorum of members is present".

The *Emergency Management and Civil Protection Act, 1990* requires municipalities to prepare for emergency declarations, and may be referenced for further information regarding the role of the Province in emergency situations. The nature of a pandemic as an emergency has created a set of conditions for which no municipality could have reasonably been prepared, as fully electronic meetings have not been contemplated previously.

Given that Bill 187 provides municipalities the option to implement electronic meetings at their discretion, a number of challenges have arisen, such as agenda management, chairing of the meeting, voting, facilitating public participation, and meeting records retention. The degree of unprecedented legislative and technical considerations has created a unique situation for municipalities. Due to the limited best practices available, collaboration and cooperation are encouraged at this time.

#### [Bill 189, Coronavirus \(COVID-19\) Support and Protection Act](#)

On April 14th, 2020 the Ontario Government passed Bill 189. This Act amends the *Development Charges Act*, the *Education Act*, the *Ministry of Training, Colleges and Universities Act*, the *Planning Act*, and the *Police Services Act*.

With regard to the proceeding of electronic meetings, Bill 189 amends timelines for meeting that would have occurred under the *Development Charges Act*, the *Planning Act*, and the *Police Services Act*.

The amendments to the *Development Charges Act* extend the expiration date of a municipal development charges by-law to "six months after the day" of the declared emergency. The amendment notes the declaration occurring on March 17th, 2020, therefore extending the expiration date to September 17th, 2020.

# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities



The amendments to the *Planning Act* allow the Minister to make regulations regarding timeline provisions noted in the *Planning Act*. The regulations may include provisions regarding appeal processes for decisions or notices of decisions not made by municipal councils, or regarding by-law expiry extensions. Municipal planners will be allowed to proceed with development applications should they choose to do so, and they may also hold electronic public meetings and make decisions.

The amendments to the *Police Services Act* pertain to the preparation and adoption of a Community Safety and Well-Being Plan by municipal councils. The amendment allows the Lieutenant Governor in Council to regulate a new prescribed date for the adoption of a Community Safety and Well-Being Plan.

## Information Technology Considerations

### Security

Security concerns have become heightened in recent weeks with the fast and unexpected digitization of municipal services and operations. Considerations for municipal security may include:

- Staff awareness of how data is secured and how they can protect themselves from potential malicious actors;
- The security of the online meeting platform your municipality chooses to run; and
- How to protect municipal information on personal staff devices through end-to-end encryption.

### Compatibility

The compatibility of the electronic meeting platform used by a municipality must be considerate of the users and the technical capability. Municipalities should choose a platform that is accessible to all staff and councillors and does not require extensive training. Personal technical capability will vary among staff and council, however the training and learning period should be considered.

Municipalities may also consider the risk associated with delaying procedural amendments. Councils, committees and boards should understand that there may not be a “perfect” platform for 100% of users, but that there may be a suitable platform for the majority of users at the time.

Technical compatibility is dependent on the size, location, and digital literacy of a municipality. Municipalities are encouraged to assess their needs regarding technical capability and electronic compatibility. Municipalities may already be equipped with conferencing software with other products, such as Teams conferencing software through Microsoft 365. Some municipalities should consider teleconferencing platforms as opposed to video conferencing, should technical compatibility be limited.

### Access

Accessibility must be considered in the digitization process. Staff and council must have access to physical technology, such as laptops, tablets, or phones, as well as access to a stable internet connection or telephone signal. Resident access must also be considered for public meetings and streaming. Many municipalities have closed or limited access to libraries and public spaces, potentially limiting resident access to technology. Municipalities should consider who has access to the information being shared and how any accessibility gap might be reduced.

Additionally, municipalities are encouraged to comply with AODA best practices for web content. You can find a guide on Web Content Accessibility Guidelines (WCAG) [here](#).

# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities



## Timeline of Considerations

### Pre-Meeting

#### Procedural By-law Amendments

- Per Bill 187, amendments to your procedure by-law can and must be made at the first electronic meeting that you hold. If amendments to your procedure by-law to enable electronic meetings are not the first item of business at your first electronic meeting and/or are not adopted, the remainder of the electronic meeting is not legal.
- Amendments should include:
  - Allowing the use of electronic participation at meetings.
  - Stating whether members can participate in both open meetings and closed meetings. The amendment may also address whether electronic meeting participation will be permitted only during emergencies.
  - Electronic participants can vote and count towards achieving quorum. The amendment may also include procedure for regaining quorum if a member of the meeting is lost due to technical difficulties.
  - If your existing procedure by-law already enables electronic participation and/or voluntarily sets conditions or limitations on its use, consider adding a new provision specifically for use of electronic participation during emergencies that alleviates any voluntary limitations.
  - Detailed roles for council, committee, or board members during the meeting. For example, include who will read motions, who will ask for movers and seconders, who manages the discussion and who calls the vote.

#### Providing Notice

- Per section 239 of the *Municipal Act*, notice must be given for public meetings even when they are held electronically. Formal guidelines or best practices for electronic notification have not yet been established, however accessibility and digital literacy should be considered when preparing and providing any public meeting notification. Many municipalities currently publish agendas and provide notice on the websites well in advance of the date of a meeting.
- In your notice, be sure to note if the meeting will be held electronically, either partially or fully, and if public attendance is permitted or not. If the meeting is fully electronic, provide as much detail as possible about where residents may watch the meeting if livestreamed, view a copy afterwards, and find the agenda and minutes for the meeting.

#### Security

- As municipal governance shifts primarily online, digital security measures should be heightened. Considerations for phishing emails with links to online meetings (such as Zoom Meeting ID links), sharing of electronic invites to meetings, and participation in municipal governance on a personal device (such as a home desktop or tablet) should be discussed prior to any electronic meeting.
- When in closed session, municipalities may choose to ask meeting attendees to use headsets to provide further confidentiality. Along with practicing electronic meeting etiquette, meeting members should be mindful of their surroundings, what is visible on-screen and in the background of videos, and what can be heard.

# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities



## Connectivity and Accessibility

- Considerations for connectivity and accessibility are dependent on the internet capabilities and levels of digital literacy in a given municipality. Consult with councillors and respective committees to assess internet access and troubleshoot electronic meeting software.
- Connectivity issues may be resolved through teleconferencing and in instances where video conferencing is not necessary. Established quorum and voting regulations should be considered throughout the call as tracking meeting members through teleconference may be challenging.
- To ensure connectivity and accessibility, municipalities may choose to hold practice meetings where members can test software and hardware. If practice meetings are held, municipalities should ensure that quorum is NOT met during testing.

## During Meeting

### Agenda and Minutes Management

- The Clerk and/or Chair of a meeting must be considerate of agenda items and meeting management. Municipalities may “stream” the agenda (present the document in a video-conferencing manner) so that all meeting members are able to follow along.
- Agenda items and meeting minutes should account for connectivity and accessibility concerns. For example, voting methods for both video and audio conferencing may be established regardless of format to ensure that if video is lost, the meeting member is still accounted for. Any speaker should clearly identify themselves as well, regardless of format, again for clarity.
- Should a meeting member become disconnected for any reason, proceedings must stop if quorum is lost, unless other procedures have been established in a procedure by-law.

### Etiquette

- Consider clothing, lighting, and general optics of the on-screen area and support elected members by providing best practices in this regard.
- Ensure all meeting attendees are able to mute and unmute and are able to see themselves and others during the call, if videoconferencing.
- For clarity, allow only one member to speak at a time.
- Be present in the electronic meeting the same way you would be present in an in-person meeting.

### Electronic Participation, Voting and Maintaining Quorum

- Considerations on the type of platform are necessary for participation. Consider the requirements of a meeting when choosing an electronic meeting platform.
- The information that is available to members through the meeting platform will determine how stringent the Clerk and Chair need to be when conducting the meeting and calling votes. For example:
  - Most stringent: all votes are treated as recorded votes. You may need to use this if you are using a teleconference line only and have a larger council.
  - Least stringent: ordinary show of hands. You may be able to use this if all council members are participating by audio and video and can be seen by each other and any livestream observers during a vote.
- Consider whether members should be required to verbally declare if they are exiting the meeting, as it may not be clear on an audio-only meeting if quorum has been maintained.

# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities



## Post-Meeting

### Records management

- The *Municipal Freedom of Information and Protection of Privacy Act* does not mention electronic or digital meeting protocol. Video recordings of meetings, electronic copies of agendas and minutes, and voting records may be managed in accordance with existing records management procedures.
- If there are any aspects of your records management procedures for meetings that are ordinarily handled by way of physical copy (e.g. signing of by-laws, minutes, etc.), consider whether you will temporarily use electronic formats for such documents until such a time as physical originals can be executed.

### Moving Forward

The unprecedented nature of the current situation means that not every decision made will be the best decision. Municipalities must make the best decision based on the available information at the time. This means that as the COVID-19 pandemic progresses, practices will be updated.

## Municipal Case Studies

Municipality	County of Middlesex	City of Peterborough	County of Perth	City of Guelph
Software	Zoom	Microsoft Teams	Pragmatic with Streamlabs and GoToMeeting	Webex with Facebook
Software Medium and Overview	Zoom is an internet-enabled meeting software that allows up to 100 participants in an online meeting. Visually, Zoom allows users to view multiple meeting members at once in a conference-style setting and is enabled with features that allow for typed chat conversations, screen sharing, and sub-meeting breakout rooms. Zoom allows users to record video and sound of the meeting and save a transcript of the chat.	Microsoft Teams is an internet-enabled meeting software being used by approximately 700 City staff and council members. Microsoft teams is part of the Office 365 E1, E3, or E5 bundle. Meeting members are able to video conference or call-in to meetings.	Pragmatic is a teleconference meeting software that Perth County uses in conjunction with Streamlabs video streaming that is connected to the County's YouTube channel. Perth's first meeting was held with audio only, however GoToMeeting will be used in the future to allow the agenda or other documents to be streamed during the meeting with which members can follow along. A dedicated workstation will be setup to stream this live to YouTube as well.	Webex is a Cisco product that allows for video conferencing, chat and document sharing. The platform allows users to record video and sound and can provide a transcript of a typed chat. Streaming to Facebook is enabled through a Webex plug-in.

# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities



Municipality	County of Middlesex	City of Peterborough	County of Perth	City of Guelph
<b>Software</b>	Zoom	Microsoft Teams	Pragmatic with Streamlabs and GoToMeeting	Webex with Facebook
<b>Support and Connectivity</b>	Zoom seems to work well for those who have poor internet connections when tested against the use of other similar platforms. Those who host meetings, and who are participants of meetings have been trained to ensure risk mitigation and usability of the video conferencing application.	Due to the circumstances, little training was provided for new users. However instructional videos and one-on-one training was provided for those needing assistance. A minimum of 1.2mbs is required to have a video and audio call.	The call-in tele-conference format accommodates varying locations and internet connections. In addition, GoTo-Meeting allows for toll-free audio-only connecting.	Live streaming is available via Facebook plugin. The stream can also be embedded on a municipality's website.
<b>Live Streaming Capability</b>	Zoom meetings can be recorded and uploaded to the County's YouTube channel in addition to live stream functionality through Zoom via YouTube. There is roughly a 20 second delay in the Live Stream.	Live streaming is available through the Live Events function. There is a 20 second delay between the meeting and the live stream.	Video of teleconference is enabled through Streamlabs software.	Live streaming is available via Facebook plugin. The stream can also be embedded on a municipality's website.

# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities



Municipality	County of Middlesex	City of Peterborough	County of Perth	City of Guelph
<b>Software</b>	<b>Zoom</b>	<b>Microsoft Teams</b>	<b>Pragmatic with Streamlabs and GoToMeeting</b>	<b>Webex with Facebook</b>
<b>Participation, Voting and Quorum</b>	<p>The Host role is assigned to and monitored by IT to ensure response to technical challenges throughout the meeting, including enabling Live Streaming to YouTube.</p> <p>For voting, if all councilors are video-enabled, they raise their hand. For those councilors who call in to the Zoom meeting, they must state their name and verbally cast a vote.</p>	<p>Microsoft Teams does not have a “raise hand” function so the typed chat function allows meeting members to join the conversation. Chat etiquette is an issue, with some private chats being more suited to private email.</p> <p>Quorum is handled by the Clerks being able to see who is in attendance and audibly confirming they are in attendance for the public to hear. Voters are taken by the Clerk who calls each councillor by name to record their vote.</p>	<p>A verbal roll call was completed to account for all meeting members. Voting has not yet been tested, but will likely be handled in the same verbal/ audio manner.</p>	<p>The meeting Host, delegated to the Clerk in Guelph, oversees all meeting functions. The host can mute, call on, and lock down the meeting and/or the members. Voting is completed by hand raising.</p>

# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities



Municipality	County of Middlesex	City of Peterborough	County of Perth	City of Guelph
<b>Software</b>	Zoom	Microsoft Teams	Pragmatic with Streamlabs and GoToMeeting	Webex with Facebook
<b>Security</b>	<p>Once all meeting members have entered the meeting, Zoom allows users to “lock” the meeting. Screensharing and Meeting IDs are permitted only by the Host of the meeting. The meeting is also password enabled for further security.</p> <p>To further secure Zoom meetings, consider disabling file sharing and making use of the waiting room function.</p>	<p>Only a producer can invite people into the meeting. Moreover, the Clerk (as the meeting producer) has full authority on what is shared in the live video stream and can mute all members of the meeting. The Clerk is the individual that can provide access.</p>	<p>Access to the conference call was only provided to the members or council and required staff. In the future, when GotoMeeting is used, meeting access will require a link and password, and once all have joined, the meeting will be locked.</p>	<p>Only those invited to the meeting can participate. The meeting can be locked; however, timeliness can be an issue in securing members. Meetings can be password enabled and the password is sent to specified and known invitees. The lobby feature allows meeting members to remain on the call without having access to the meeting, which is useful for closed meetings. No known security breaches at this time.</p>

# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities



## Appendices

### Cisco Webex User Guide

#### Get Started with Cisco Webex Meetings for attendees

Webex Meetings makes joining and collaborating hassle free. You can meet anyone in the world online, talk to them over the phone or your computer, see each other's video and share content.

#### Join a Meeting

If someone invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the Join link to join the meeting.

You might be asked to enter meeting password. The password will be included in the meeting invitation email.

The Webex user interface is simple. Meeting options are located in the centre of the screen and participants and other panels will be on the righthand side of the screen.

#### Connect Audio

Before you join a meeting you can choose the audio settings you prefer for the meeting

1. Click the audio connection options in the Webex Meeting app.
2. Choose how you want to hear the audio in the meeting.
  - Use computer for audio** (default) – use your computer with a headset or speakers
  - Call me** – enter or select the work or home phone number that you'd like the meeting to call
  - Call in** – dial in from your phone when the meeting starts. A list of global call-in numbers is available once you join the meeting
  - Don't connect audio** – you won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting
3. If you want to join the meeting with your audio muted, click **Mute my microphone**. The microphone icon will turn red when your microphone is muted. Click **Unmute my microphone** when you want to speak.

#### Start Your Video

Before joining a meeting, you can choose the video setting you prefer for the meeting.

1. If you want to join the meeting with your video turned off, click **Turn off my video**. The camera icon will turn red when the video is turned off. Click **Turn on my video** when you want to show your video.
2. By default, your self-view video shows in mirror view. You can turn off mirror view if you want to see yourself in your self-view video the same way that other meeting participants see you.

#### Share Content

You can share content during a Webex meeting. In the **Participants** panel, grab the Webex icon (blue circle) with your mouse and drop it next to your name. You will become the presented. Select **Share content** and start sharing. For more sharing options, visit the **Share** menu.

# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities



## Zoom User Guide

### Joining Zoom Meetings

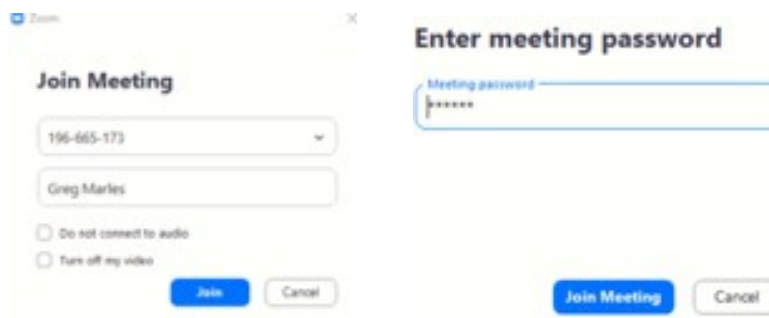
Join by Link (link will contain the password in most cases):

<https://zoom.us/j/196665173?pwd=Ti92d3hLQWY1bWNSS3cyV2o3SzdHZz09>

### Join by Meeting ID:

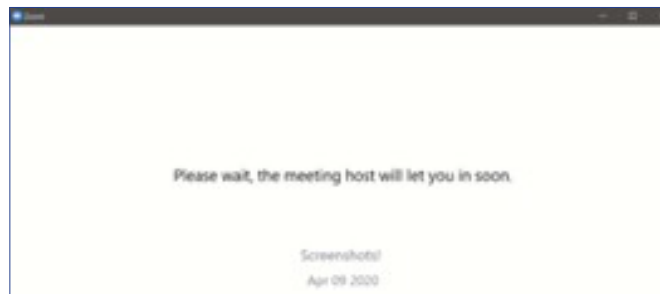
Enter the meeting ID and your name and click/tap "Join".

On the next screen enter the meeting password and click/tap "Join Meeting"



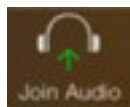
### Waiting Room:

When joining a meeting you will be presented with this screen until the host allows entry

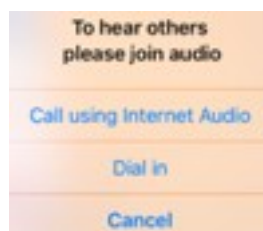


### Joining Audio

Click or tap the following icon to be presented with options to join audio. This icon will be at the top of the screen on iPad and the bottom left of the screen on a laptop.



In most cases, you will want to use the "Call using Internet Audio" option – this will enable audio through your device. Alternatively, "Dial in" will provide you with a list of phone numbers to call.

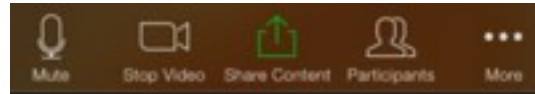


# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities



## Meeting Controls

Along the top of the screen on iPad or the bottom of the screen on a laptop you will have a number of controls.



**Mute/Unmute:** Tapping/clicking this will mute your microphone, you will see the following when you are muted (there will also be the same icon over your participant window in the meeting). Tapping the icon again will unmute.



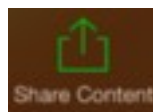
**Stop/Start Video:** Tapping/clicking this will stop your video. You will see the following when your video is stopped. Tapping the icon will show your video again.



**Gallery/Speaker View:** There are 2 views available in each meeting. One will show the active speaker, the other will show all participants (**note:** only 9 participants can be viewed on an iPad at one time, swiping the screen to the side will show the other participants). These controls are located at the top left on iPad at the top right on a laptop.



**Share Content:** If the meeting host has allowed sharing content (this is off by default) the "Share Content" option allows you to choose what you would like to share (**note:** this information is shared with all participants of the meeting).



# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities



## Head of Council

- Practice with the technology until there is a high comfort level
- Use a laptop to ensure larger screen real estate
  - Allows Head of Council to see all Council Members
  - Provides easier access to meeting tools menu
  - Ensure Participants Menu is open to see all participants and enable additional meeting tools

## Managing the Speakers List

- Be mindful of those who are on video and those who are not on video
- Use Recorded Votes to your advantage when managing a meeting to ensure everyone is accounted for

## Clerk

- Help the Head of Council manage the Meeting
- Voting/Procedural
  - If all Councillors are video-enabled, raise hand
  - If some Councillors are video-enabled and others are not, be sure to be mindful and attentive of those that have called in
- Be more prepared than usual - information provision to Council during meetings

## Technical Considerations

- Local the meeting when all attendees have entered
- Enable and control live stream options
- Record the meeting locally to ensure continuity of electronic meeting - the recorded files can be uploaded to a file storage service like Dropbox, Google Drive or streaming service like YouTube

## Closed Meeting Considerations

- Managing the LiveStream
- One person per physical room to minimize potential for reverb or feedback loops
  - Use headsets if you must be in the same physical space

## Before your Meeting

- Control audio quality by situating yourself in a quiet space
- Adjust your lighting to ensure light is in front of you
- When possible, place the video camera 2-inches above eye-line

## During your Meeting

- Look into the camera when speaking
- Pay attention when others are speaking
- Only one person speaks at a time to ensure clarity of meeting
- Mute yourself when not speaking
- Use the chat function to message entire group or an individual

## Security Considerations

- Lock the meeting when all attendees have entered
- Don't screen capture and share the meeting with meeting ID embedded
- Don't share the meeting ID beyond the required attendees
- Treat the meeting ID as if it is a password. Do not share with anyone
- Let the Host share the Meeting ID
- Ensure every meeting is password enabled
- Only allow Host to share screen

## Other features to consider as part of a Zoom meeting

- Invite more people to join by email, IM, SMS (mobile users) or meeting ID
- Screen share your desktop or specific application window
- Mute/unmute audio
- Stop/start video
- Configure your settings
- Leave or end the video meeting

You will find a series of buttons at the centre of the bottom of the screen which allows you to use these features. For more details please go to Zoom Help Pages.

# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities



## Platform Resources

GoToMeeting:

<https://blog.gotomeeting.com/5-best-practices-staying-secure-gotomeeting/>

Microsoft Teams:

<https://docs.microsoft.com/en-us/microsoft-365/security/top-security-tasks-for-remote-work?view=o365-worldwide>

Technical Security Details:

<https://docs.microsoft.com/en-us/microsoftteams/security-compliance-overview>

WebEx:

<https://help.webex.com/en-us/8zi8tq/Cisco-Webex-Best-Practices-for-Secure-Meetings-Hosts>

Zoom:

<https://zoom.us/docs/doc/Zoom-Security-White-Paper.pdf>

# Electronic Council, Committee and Board Meetings: A Guide for Ontario's Municipalities



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Tyler Raponi

MPA Candidate, Western University

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Regional Municipality of York  
Town of Ajax  
Town of Innisfil  
Town of Milton  
Township of Severn

Township of South Algonquin

*COUNCIL PROCEDURAL  
BY-LAW*

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DRAFT

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DRAFT

THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

**BY-LAW No. 20-622**

**Being a by-law to establish rules governing the proceedings of Council, the calling of meetings and the conduct of Members.**

SHORT TITLE – This By-Law may be cited as the “Procedural By-Law”.

**WHEREAS** a Municipality is a level of government and requires some formality and procedure in meetings so that clear, informed, written decisions, direction, resolutions and by-laws can be both adopted and implemented;

**AND WHEREAS** pursuant to Section 238 of the *Municipal Act, 2001*, is required to establish the procedures governing the meetings of Council and Committees, the conduct of its Members and the calling of meetings;

**AND WHEREAS** Council must adopt by By-law the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise;

**NOW THEREFORE** the Council of the Corporation of the Township of South Algonquin hereby enacts as follows:

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

*Municipal Act, 2001*

Municipal Conflict of Interest Act

Municipal Code of Conduct

Municipal Elections Act

Accessibility for Ontarians with Disabilities Act

Occupational Health and Safety Act

Staff Council Relations Policy

Municipal Freedom of Information and Protection of Privacy Act

Ontario Planning Act

Human Rights Code

Members of Council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

**1. DEFINITIONS:**

- (a) **“Abstain”** to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter;”
- (b) **“Act”** the *Municipal Act, 2001*, as amended from time to time.
- (c) **“Acting Head of Council”** another designate who shall act as presiding officer in the absence of the Mayor;
- (d) **“Ad Hoc Committee”** 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;
- (e) **“Agenda”** a list of all items prepared by the CAO/Clerk-Treasurer or his/her designate to be considered by Council, Committee or at a local board meeting;
- (f) **“Calendar Year”** the period from January 1st of any one year up to and including December 31st of the same year;

- (g) **“Chair”** the Mayor or other person appointed by Council, Committee or local board to preside at the meeting;
- (h) **“Chief Administrative Officer”** the person appointed by the Township as Chief Administrative Officer (CAO) pursuant to Section 229 of the *Municipal Act*;
- (i) **“Clerk”** the person appointed by the Township of South Algonquin pursuant to Section 228 of the *Municipal Act*;
- (j) **“Closed Session (also known as in-camera meeting)”** a meeting or part of a meeting which is closed to the public when the subject matter being discussed pursuant Section 239 of the *Municipal Act*;
- (k) **“Committee”** any advisory or other committee, subcommittee or similar entity composed of members of the Township of South Algonquin Council alone or together with members of another Council or the public;
- (l) **“Committee of the Whole”** Council sitting as a committee as required where;
  - i. Council Members consider and debate matters recommended by their volunteer committees.
  - ii. Council Members consider and debate matters for recommendation and hear delegations to Committee of the Whole in an environment that is procedurally more relaxed than the formal Council meeting.
  - iii. Motions adopted are not deemed to represent the final decision of Council until confirmed by resolution or By-law of Council.
- (m) **“Conflict of Interest”** a pecuniary interest as defined in the Municipal Conflict of Interest Act;
- (n) **“Corporation”** the Corporation of the Township of South Algonquin;
- (o) **“Council”** the elected and sworn members of the Council of the Corporation of the Township of South Algonquin and includes the Mayor and Councillors;
- (p) **“Councillor”** a person acclaimed, elected or lawfully appointed to the seat of Councillor in the most recent municipal election;
- (q) **“Head of Council”** the Mayor;
- (r) **“Holiday”** means:
  - i. those holidays listed in the Legislation Act, 2006, with the exception of Sundays
  - ii. any day as set out in a resolution or by-law passed by Council;
- (s) **“Improper Conduct”** the open disregard of the rulings of the Chair and the rules and conduct outlined in this Procedural By-law;
- (t) **“Local Board”** any local board as defined in the *Municipal Act*, 2001; or any sub-committee approved and appointed by Council, excluding a Public Library Board, Police Services Board, School Board or a Conservation Authority;
- (u) **“Majority”** more than fifty percent (50%) of the members present at a meeting;
- (v) **“M.F.I.P.A.”** Municipal Freedom of Information and Protection of Privacy Act; R.S.O. 1990;
- (w) **“Meeting”** any regular, special or other meeting of Council, a Local Board 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 or decision-making of the Council, Local Board or Committee as stated in Section 238 of the *Municipal Act*;

- (x) **“Member”** a Member of Council, Local Board or Committee;
- (y) **“Motion”** a written request moved and seconded by two members, presented at a meeting read, subject to debate and a vote by council or committee. When a motion passes, it becomes and resolution or by-law;
- (z) **“Municipal Act”** the *Municipal Act*, 2001 as may be amended from time to time;
- (aa) **“Municipality”** the Corporation of the Township of South Algonquin;
- (bb) **“Notice of Motion”** advance written notice to Members, regarding a matter on which Council will be asked to take a position;
- (cc) **“Officer”** a person such as the CAO/Clerk Treasurer, Chief Building Official, Public Works Superintendent and Fire Chief who holds a position of responsibility with definite rights and duties prescribed by statute of By-law;
- (dd) **“Pecuniary Interest”** a direct or indirect pecuniary interest of a Member, as defined in the Municipal Conflict of Interest Act, R.S.O.;
- (ee) **“Point of Personal Privilege”** the raising of a question which concerns a member or the Council collectively, when a member believes that his/her rights or integrity, or the rights or integrity of Council as a whole, have been challenged;
- (a) **“Point of Order”** a statement made by a member during a meeting, drawing to the attention of the Chair, a breach of the rules or procedure;
- (b) **“Point of Procedure”** a question directed to the Chair to obtain information on a matter of parliamentary law or the rules of Council relating to the business at hand, in order to assist a member to make an appropriate motion, raise a point of order, understand the parliamentary situation or the effect of a motion;
- (ff) **“Presentation”** a person or group (including a Member, staff or Public) who provides information to Council or Committee. May also be referred to as a Petition or Delegation;
- (gg) **“Quorum”** a majority (more than half) of the whole number of members of Council or a Committee except where a member has or members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act the quorum may be less than half plus one of the whole number of members but shall not be less than two;
- (hh) **“Recorded Vote”** a vote in Council or Committee where the names of the Members and the position in favour or against a Motion are recorded in the minutes;
- (ii) **“Resolution”** a Motion that has been approved by Council;
- (jj) **“Special Meeting”** a meeting that is called for a specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings;
- (kk) **“Unfinished Business”** matters listed in the Agenda which have not been dealt with in their entirety at a previous meeting.

## **2. GENERAL:**

- 2.1 No meeting of Council or Committee of the Whole shall be held in the absence of the CAO/Clerk-Treasurer or his/her designate.
- 2.2 No amendment or repeal of special-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal is provided.
- 2.3 No meeting shall be cancelled without the majority of council agreement.
- 2.4 Electronic devices must be silenced during a meeting and must not be used to disrupt a meeting.
- 2.5 In the event that members participating electronically lose connectivity during the meeting effort to assist them with re-connection will not interrupt the meeting, as such effort will be made during the next scheduled recess.
- 2.6 This By-Law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least two-thirds of the Members of Council and may be suspended before, during or after a meeting.

## **3. NOTICE OF MEETINGS, TIMES AND LOCATIONS:**

### **3.1 Notice:**

- 3.1.1 Public notice of any meeting shall be posted on the bulletin board in the municipal office and on the municipal website.
- 3.1.2 The notice shall include the date, time and location of such meeting. Such notice shall be posted not less than seven (7) days prior to the said meeting, exclusive of non-business days.
- 3.1.3 Notwithstanding the foregoing, where such meeting is a special meeting called pursuant to this By-Law and it is not possible to provide the aforementioned notice, the Clerk shall make reasonable efforts to provide notice to those concerned and shall ensure that a notice be posted
- 3.1.4 Failure to give notice shall not invalidate the meeting or any decision taken at the meeting; but the failure to give proper notice shall be called to the attention of Council at its next regular meeting by the Clerk or any member of Council who becomes aware of such failure.

### **3.2 Inaugural Meeting:**

- 3.2.1 The first or inaugural meeting of a newly elected Council after a regular election shall be held at the Township of South Algonquin Council Chamber on the first Wednesday in December at 9:00 a.m.
- 3.2.2 At the First Meeting, the CAO-Clerk shall administer the declarations of office for all Members. No business shall be conducted at the First Meeting until the declarations of office have been administered to all Members.
- 3.2.3 After a regular election and a new Council have been elected the order of seating at the Council table will be determined alphabetically (by surname) beginning at the left side of the Mayor and continuing clockwise for the term of office of such Council.
- 3.2.4 When a vacancy occurs in the Council, the person elected or appointed to fill such vacancy shall take the seat of the member replaced.

### **3.3 Establishment and Appointment of Committees**

- 3.3.1 In the first year of a new term, the Mayor shall, at its first Meeting, or as soon thereafter as is practical, appoint the members of the Standing and/or Ad Hoc Committees of Council.
- 3.3.2 Should the Mayor, in consultation with Council, believe that there is a need to re-appoint members of the Standing Committees in subsequent years in the same term; these appointments shall be made so that the Standing Committees of Council are constituted and are able to hold Regular Meetings.
- 3.3.3 The Standing and/or Ad Hoc Committees of Council shall be determined by the Mayor.

**3.4 Regular Meetings:**

- 3.4.1 Regular meetings of Council shall be held in the Council Chambers at the Municipal Office, 7 Third Ave, Whitney, on the first Wednesday of the month at 9:00 a.m. Adjournment beyond 1:00 p.m. may be extended, should Council agree unanimously to do so.
- 3.4.2 Council may reschedule, alter the date, time and/or location of a regular meeting provided that a resolution is passed at the previous meeting and adequate public notice of the change is posted and published as per the requirements set out in this By-law.

**3.5 Special Council Meetings:**

- 3.5.1 Subject to the provisions of this By-Law, the Mayor, CAO/Clerk or the majority of the Members of Council may, at any time, call a Special Meeting.
- 3.5.2 Public notice of Special Meetings of Council, as determined, shall be by advertisement on the Municipal website, may be posted in the Municipal Office and may also include broadcast on a local radio station and, if time permits, in the local newspaper as determined by the CAO/Clerk and or designate.
- 3.5.3 A Special Meeting shall be held no sooner than 24 hours following the Mayor's calling the meeting, as the case may be, and the Clerk shall provide public notice and provide the Members with written or verbal notice of the Special Meeting as soon as is practicable after the meeting has been scheduled.
- 3.5.4 Notwithstanding the notice requirement set out above in the event of a bona fide emergency, the meeting may be held as soon as practicable and notice of Members may be given by telephone or personal contact as determined by the CAO/Clerk. The CAO/Clerk shall endeavor to provide public notice as much as possible in advance of the meeting.
- 3.5.5 Unless otherwise specified in the notice described above, a Special Meeting shall be held at 7 Third Ave. in the Council Chambers.
- 3.5.6 The notice of a Special Meeting shall specify the purpose of the meeting and the only business that shall be dealt with at a Special Meeting is that which is listed in the notice of the meeting.

**3.6 Closed Meetings:**

- 3.6.1 Except as provided in section 239 (2) and (3) of the Municipal Act, all meetings shall be open to the public.
- 3.6.2 Upon passage of a motion as above, all members of the media and the public shall be required to leave the room. The Recording Secretary and any members of staff or consultants required for the purpose of the deliberations may be requested to attend the closed session.
- 3.6.3 If all or part of a meeting is closed to the public, the CAO/Clerk-Treasurer or his/her designate will record the following in the minutes of the meeting:

- i. the time and the date;

- ii. the authority contained in the *Municipal Act* to justify the closed meeting; and
- iii. the matter considered.

- 3.6.4 Minutes of the closed meeting will be retained in confidence by the CAO/Clerk-Treasurer and such minutes will not be open to inspection by any member of the public with the exception of the Township's legal counsel.
- 3.6.5 No determination of any matter discussed in a closed meeting shall be final until the matter has been considered and approved at an open meeting of Council.
- 3.6.6 In the event the Clerk receives items for a closed meeting agenda, they shall be placed on the Closed Meeting Agenda and provided to Council in a separate confidential Council package.
- 3.6.7 No member of Council or municipal employee shall make any public statement concerning any matter, which to his/her knowledge has been discussed at a closed meeting until such matter has been considered at an open meeting of Council.
- 3.6.8 Members of Council, a committee or local board shall be physically present at a closed meeting to participate and shall not be permitted to participate electronically.
- 3.6.9 A meeting shall not be closed to the public during the taking of a vote except for as provided in the *Municipal Act* section 239 (6).

**3.7 Quorum:**

- 3.7.1 As soon after the time fixed for the holding of the meeting, as a quorum is present, the meeting shall be called to order.
- 3.7.2 Given that Council consists of seven (7) members, four (4) members of Council or Committee of the Whole present, is a simple majority and shall constitute a quorum,
- 3.7.3 If the number of members who, by reason of the Municipal Conflict of Interest Act are prohibited from participating in a meeting so that there is no quorum, despite any other Act, any number that is not less than one third of the total number of members of the Council, Committee or Local Board shall be deemed to constitute a quorum, but the number shall not be less than two.
- 3.7.4 When the remaining number of members under the paragraph above is two, the concurrent votes of both are necessary to carry any resolution, By-law or other measure.
- 3.7.5 Where a quorum is not present 15 minutes after the time fixed for the holding of the meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next Regular Meeting or until re-scheduled.
- 3.7.6 If during the course of a meeting a quorum is lost then the meeting will stand adjourned, not ended, to reconvene at the same time of commencement on the next following day, or at such other time and place as called by the Chair.
- 3.7.7 If, in the Chair's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Chair will announce that the unfinished business will be considered at that time.

**3.8 Recess:**

- 3.8.1 A motion to recess shall specify the length of time of the recess.
- 3.8.2 A motion to recess shall not be debatable and shall only be amendable with respect to the length of the recess.

3.8.3 A motion to recess shall not have a motion to reconsider applied to it.

3.9 **Adjournment:**

3.9.1 The motion to adjourn a Council meeting shall include the time of adjournment.

3.10 **Chair:**

3.10.1 The Mayor shall preside at all Council meetings. In the absence of the Mayor, or if the office is vacant, the Council may appoint, a Chair from among the members present who, during the absence or vacancy, shall have all the powers of the Head of Council. Each member of Council shall be appointed in turn, meeting by meeting, on a rotating alphabetical schedule, to act in the place of Head of Council in the event of his/her absence or refusal to act.

3.10.2 The Appointed Chair will preside at Committee meetings. In the absence of the Chair, the Committee members will appoint a person from among those present, provided there is a quorum.

3.10.3 Notwithstanding the above, the members may appoint another chair from among themselves for the purpose of chairing a particular meeting.

3.10.4 In the scheduled and unexpected absence of the Mayor for two or more consecutive meetings, the Council may appoint by by-law or resolution, an Acting Mayor from among the members present who, for the duration of the absence or vacancy, shall have all the powers of the Head of Council.

3.11 **Duty of the Chair:**

3.11.1 open the meeting of Council or Committee by taking the Chair and calling the members to order at the time specified on the agenda;

3.11.2 announce the business before Council or Committee in the order in which it is to be acted upon;

3.11.3 receive and submit, in the proper manner, all motions presented by the Members of Council or the Committee;

3.11.4 put to a vote all questions which are regularly moved and seconded or necessarily arise in the course of the proceedings, and to announce the results;

3.11.5 decline to put to a vote any motion that infringes on the Rules of Procedure;

3.11.6 restrain Members, within the Rules of Order, when engaged in debate;

3.11.7 enforce and maintain, on all occasions, the observance of order and decorum among Members and any and all persons present during the proceedings and rule on procedural questions;

3.11.8 call by name any Member persisting in breach of the Rules of Order of Council or the Committee, thereby ordering him/her to vacate the Council Chamber or meeting room;

3.11.9 receive all messages and other communications and announce them to Council or the Committee;

3.11.10 authenticate by his/her signature all By-laws, Resolutions and Minutes of Council or the Committee;

3.11.11 inform the Council or Committee when necessary or when referred to for the purpose, on a point of order or usage;

- 3.11.12 represent and support Council or Committee, declaring its will and implicitly obeying its decisions in all things;
- 3.11.13 ensure that the decisions or recommendations of Council or Committee are in conformity with the laws and By-laws governing activities of the municipal corporation;
- 3.11.14 adjourn the meeting without question in the case of grave disorder arising in the Council Chamber or meeting room;
- 3.11.15 order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chambers or meeting room where such behaviour persists.

## **4. DELEGATIONS AND PRESENTATIONS:**

### **4.1 Request for Delegation:**

- 4.1.1 Except as provided by law, a person who is not a member of Council or Committee shall not be permitted to address the Council or Committee except upon the approval of the Council or Committee.
- 4.1.2 The Clerk or Mayor may decline to add items and/or reports to an agenda. Reasons to decline include, but are not limited to the following:
  - (a) More time is required to prepare Staff Reports for Council;
  - (b) The Delegation Request Form was not submitted by the deadline;
  - (c) The Delegation Request Form is incomplete;
  - (d) The subject matter of the Delegation is outside of the jurisdiction of Council;
  - (e) The subject matter is with respect to a matter that should be discussed in a Closed meeting;
  - (f) The meeting agenda is already too lengthy;
  - (g) The subject matter is set to be discussed on another agenda;
  - (h) The issue is frivolous or vexatious;
  - (i) The issue has been or is to be considered by the Committee of Adjustment;
  - (j) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue;
  - (k) Council previously indicated that it will not hear further from this Delegation;
  - or
  - (l) The issue should be referred to the Administrative Department for action.
- 4.1.3 Any person wishing to make a delegation shall submit a request in writing, on the prescribed delegation form attached at Schedule A, to the CAO/Clerk-Treasurer no later than 1:00 p.m. on the Wednesday prior to the meeting at which they wish to be heard. The Written request shall state the nature of the business to be discussed and the person(s) named to make the delegation. Persons addressing the Council or Committee shall confine their remarks to the stated business.
- 4.1.4 No delegation may be scheduled for an in-camera session, nor shall delegations be permitted regarding any specific personnel matter.
- 4.1.5 All delegations shall take place during Council or Committee of the Whole. A person wishing to address the Council or Committee may speak for up to fifteen (15) minutes, if a time extension is required it may be granted by the Mayor or his/her designate.
- 4.1.6 The CAO/Clerk-Treasurer shall be empowered to refer requests made of Council by deputation to appropriate Committees as deemed necessary.
- 4.1.7 A delegation of more than five (5) persons shall be limited to two (2) speakers, and each speaker limited to no more than ten (10) minutes each.

- 4.1.8 When a request to appear is submitted after the agenda has been set or when the agenda already includes a total of three (3) delegations or presentations, the CAO/Clerk-Treasurer may schedule the delegation for a future meeting. In the event that the matter is of a time sensitive nature, the CAO/Clerk-Treasurer shall refer the request to the Mayor and the delegation may be scheduled at the discretion of the Mayor and the CAO/Clerk-Treasurer.
- 4.1.9 A person wishing to address the Council or Committee concerning an item on the agenda may request a delegation through the CAO/Clerk-Treasurer before the meeting begins. The CAO/Clerk-Treasurer will advise the Mayor of the request and the Mayor will call for a vote of the Council to waive the rules for delegations to allow the person to speak and upon a majority vote in the affirmative, the person will be permitted to address Council.
- 4.1.10 Every communication, including a petition designed to be presented to the Council or Committee, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, including address and telephone number, and filed with the CAO/Clerk-Treasurer and will be appended to the minutes.

**4.2 Previous Delegations:**

- 4.2.1 Requests from delegates who have previously addressed Council or Committee at a regular or public meeting within the last six (6) months on a particular item shall not be granted unless there is new information to present, in addition to what they have previously presented. Such proof shall be submitted to the CAO/Clerk-Treasurer, in writing, not later than 1:00 p.m. on the Wednesday preceding the scheduled meeting. If, in the opinion of the CAO/Clerk-Treasurer, the written submission does not provide any new information, the request shall be denied.
- 4.2.2 The CAO/Clerk-Treasurer may, at their discretion, forward the request for a second delegation to the Mayor for review to determine whether the delegation may be allowed. If the Mayor does not believe the written submission provides new information, the submission shall be provided to the Council or Committee as an information item.

**4.3 Presentations:**

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

**4.4 Conduct During Delegations:**

- 4.4.1 Members of the public attending a Meeting shall respect the formal and professional decorum of Council and its Committees.
- 4.4.2 No member of Council or Committee shall interrupt a delegate while they are addressing Council or Committee, except on a point of order, or if the Chair deems it necessary to advise them of the time limitation.
- 4.4.3 Members of Council or Committee may ask questions of the delegate(s) following the completion of the delegation but shall not enter into a debate with the delegate(s).
- 4.4.4 Upon completion of the deputation, Council or Committee shall consider any report for discussion pertaining to the matter and determine, by resolution, an appropriate course of action.

- 4.4.5 Individuals shall refrain from public outburst, shouting, applauding and any behaviour intended to disrupt the debate, discussion and general proceedings of Council or a Committee.
- 4.4.6 Individuals shall maintain order and shall not display signs, placards, or other items that may be considered disruptive to the formal nature of Council Meetings.
- 4.4.7 Any device used for transcribing or recording proceedings of Council or a Committee by auditory or visual means will not be permitted.
- 4.4.8 Unless authorized by the CAO/Clerk-Treasurer or Chair, no Member of the public may distribute any material to Council during a Meeting.
- 4.4.9 Any individual or group making delegations before Council, Committee or a Local Board shall conduct themselves with decorum at all times and shall refrain from using any slanderous or abusive statements or behaviour.
- 4.4.10 If the Chair determines that decorum has been breached, the delegation will be immediately stopped, and the offender provided one opportunity to retract their statements and apologize to Council or Committee.
- 4.4.11 If required, the Chair may call upon the Ontario Provincial Police or any other Peace Officer to assist in the expulsion of a person from the Chambers or meeting room.
- 4.4.12 The Chair may unilaterally suspend the Meeting until order is restored.

## **5. COMMITTEES:**

### **5.1 Special Committees:**

- 5.1.1 Council may from time to time by Resolution, establish Special Committees, with the membership determined by Council at the time of establishment. The Chair for each Special Committee shall be as designated by Council.
- 5.1.2 Council may, from time to time, establish by Resolution an Ad Hoc Committee to deal with a specific issue, within a specified time frame. The Resolution will include the names of the members assigned to the Ad Hoc Committee. An Ad Hoc Committee may make a written report to Council on their findings and may make recommendations.
- 5.1.3 Despite the above provisions, the Mayor may, at his/her discretion, assume the Chair at any meeting of a committee, for the purpose of conducting that particular meeting.

### **5.2 Committee of the Whole Council:**

- 5.2.1 There shall be six (6) committees of Council that shall be called:

- (a) Asset Management (Transportation and Facilities)
- (b) Waste Management
- (c) Human Resources/Administration/Public Relations
- (d) Emergency Services
- (e) Social/Health Services
- (f) Economic Development

- 5.2.2 The Chairperson for each Committee shall be designated as the Committee Liaison between staff and Council.

### **5.3 Regulations for Conducting Business in Committees:**

- 5.3.1 The business of Committees of Council shall be conducted under the laws governing procedure in Council and Committee as prescribed by this By-law.

- 5.3.2 All Committees shall report, in writing, to Council on all matters connected with their duties or referred to them by the Council and shall recommend such action as they deem necessary.
- 5.3.3 All Committees shall adhere to the rules prescribed by the By-laws of the Council.
- 5.3.4 Whenever, at the conclusion of the last meeting, there is any unresolved matter before the committee, the matter is to be forwarded, in writing, to the incoming Committee of the following year for consideration.
- 5.3.5 The Council may refer to any Committee any report in whole or in part or any question or matter for reconsideration.
- 5.3.6 A meeting of Council in respect to planning matters requiring a Public meeting shall be included within the Agenda of the regular Council meeting or by calling a special council meeting.
- 5.3.7 Planning matters delegated to the Committee of Adjustment shall follow the provisions set out in the Committee of Adjustment by-law.

**5.4 Appointments and Organization of Committees, Boards and Special Purpose Bodies:**

- 5.4.1 Before January 31 following an Election, the Mayor shall appoint members of Council to the various Committees of the Whole and Subcommittees, Boards and Special Purpose Bodies after consulting with the members.
- 5.4.2 Advertisements for members of the public to serve on various committees and boards shall take the form of a public notice to be advertised in one or more local newspaper, on the Township website, and posted at all Township facilities.
- 5.4.3 Application to sit on a subcommittee or advisory committee of Council shall be made on the form provided by the CAO/Clerk-Treasurer at various locations and on the Township website. Completed forms must be returned to the CAO/Clerk-Treasurer by the specified deadline in order to be considered for appointment and to ensure the equity and objectivity of each appointment.
- 5.4.4 The incoming Council will review the application forms at their orientation session and make recommendations and appointments accordingly.

**6. RULES OF CONDUCT AND DEBATE:**

**6.1 Disclosure of Pecuniary Interest:**

- 6.1.1 In accordance with the Municipal Conflict of Interest Act, any member who, either on his/her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council, Committee or Local Board at which the matter is to be considered, the member:
  - (a) shall, prior to any consideration of the matter at the meeting, disclose that they have an interest and the general nature of the interest;
  - (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
  - (c) shall not attempt in any way before, during or after the matter, to influence the voting on such matter;
- 6.1.2 where the interest of a member has not been disclosed by reason of the member's absence from a meeting wherein the matter was discussed, the member shall disclose the interest at the next Council, Committee or Local Board meeting

attended by the member.

- 6.1.3 Every disclosure of interest and the general nature thereof made at a meeting which is open to the public shall be written in the prescribed form included as Schedule B and placed in the registry and recorded in the minutes of the meeting by the CAO/Clerk-Treasurer or his/her designate. Every disclosure of interest, but not the general nature of that interest, made where the meeting is not open to the public shall be recorded by the CAO/Clerk-Treasurer or his/her designate in the minutes of the next meeting that is open to the public.

**6.2 Conduct of Members of Council/Committees/Local Boards:**

**No Member shall:**

- 6.2.1 Speak 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 person administering the Government of Canada or the Province of Ontario;
- 6.2.2 Use offensive, insulting or indecent words or unparliamentary language in or against the Council or against any member of Council, staff or guest;
- 6.2.3 Speak or address the subject in debate without first requesting to speak and then being recognized by the Chair and given permission to speak;
- 6.2.4 Speak on any subject other than the subject in debate without the permission of the Chair;
- 6.2.5 Address another member of Council, a member of Township staff, or a delegate or member of the gallery directly without first being recognized by the Chair, then addressing that person through the Chair;
- 6.2.6 Speak more than once to the same question, except:
- (a) upon the consideration of a report from a Committee to which it was referred by Council after being properly introduced and debated, but not determined;
  - (b) in explanation of a material part of his/her speech which may have been interpreted incorrectly; or
  - (c) with the permission of Council after all other members so desiring have spoken; or
  - (d) with the permission of Council, a reply may be allowed to the member who presented the motion; in which case he/she shall speak for no longer than a five (5) minute period.
- 6.2.7 Ask a question except of the previous speaker and in relation to that speaker's remarks;
- 6.2.8 Interrupt the Member who has the floor except to raise a point of order;
- 6.2.9 Criticize any decision of the Council except for the purpose of moving in accordance with provisions wherein a question may be reconsidered;
- 6.2.10 Disobey the Rules of Council, or a decision of the Chair. After an initial warning may be removed from the meeting by the Chair, if the member offers an apology he/she may, by vote of the Council, be permitted to retake his/her seat;
- 6.2.11 Leave their seat or make any noise or disturbance while the Chair is putting a question, and shall occupy his/her seat while a vote is being taken and shall remain seated until the results of said vote are declared;
- 6.2.12 Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of Council;

6.2.13 Reveal publicly the substance of any matter dealt with in camera.

**Any Member May:**

6.2.14 Request the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking;

6.2.15 Appeal the decision of the Chair on a point of order to the Council, which shall decide the question without debate upon a majority vote of the Members present;

6.2.16 Restrict debate to each proposal in its turn when a question has been divided upon the permission of Council.

**Sole Arbiter:**

6.2.17 The Chair is the sole arbiter of all points of procedure, subject to an appeal to the complete Council or Committee.

**6.3 Conduct of Attendees and Guests:**

6.3.1 No person shall be permitted to approach the area occupied by the Council except a member of staff, unless by permission or by invitation of the Chair/Presiding.

6.3.2 Members of the public will not be recognized and permitted to speak during a debate. Members of the public may not be recognized unless consent is given by a majority of council and they are speaking to an item on the agenda.

6.3.3 At meetings of Council and Committee, the use of cameras, electric lighting equipment television cameras and any other device of mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by accredited and other representatives of any news media and staff is permitted.

6.3.4 Members of the public must request permission to use cameras, flash bulbs, recording equipment, and any other device of a mechanical or similar nature used for transcribing or recording proceedings subject to the approval and/or direction of the Chair/and/or Council.

6.3.5 Any member of the public who repeatedly interrupts Council or Committee proceedings and/or interjects without being invited to do so, who breaches decorum, or refuses to apologize or retract statements found to be offensive shall be requested by the Chair to cease and desist. If the person(s) does not comply after being warned, the Chair shall recess the meeting until the individual(s) leaves the Chambers, or until a peace officer removes the offender from the Council Chambers or meeting room, after which time the meeting will be reconvened.

**7. AGENDAS AND SUPPORTING MATERIALS:**

7.1 The CAO/Clerk-Treasurer or designate shall prepare agendas of Council and Committee meetings as assigned.

7.2 Insofar as is practicable, Council agendas, written reports from members of staff along with supporting materials, shall be prepared and made available to members of Council at 3:00 p.m. on the Thursday prior to a regular meeting.

7.3 Printed reports from Committees shall, insofar as is practicable, be made available to staff by 1:00 p.m. on the Wednesday prior to a regular meeting.

7.4 Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be established without requiring amendments to this By-law:

- (a) Opening and calling to order of the meeting by the Chair
- (b) Additions/amendments to Agenda

- (c) Adoption of Agenda
- (d) Disclosure of Pecuniary Interest
- (e) Petitions, Delegations and/or Presentations
- (f) Minutes of Previous Meeting(s)
- (g) Committee and/or Staff Reports (with appropriate sub-headings)
- (h) Business Arising from the Minutes
- (i) Unfinished Business from Previous Meetings
- (j) Correspondence – Action Items
- (k) Correspondence – Information Items
- (l) New Business
- (m) Motions of Council
- (n) Payment of Accounts
- (o) By-laws
- (p) Resolution to move into a “Closed Session” if required
- (q) Adjournment

7.5 The business of the Council shall be carried out in the order as listed on the agenda unless otherwise decided by the Chair.

7.6 Any item which is not listed on the agenda as printed but has been determined by the CAO/Clerk-Treasurer to be of a nature which requires Council’s attention prior to the next scheduled meeting, may be added by addendum at the discretion of the CAO/Clerk-Treasurer.

7.7 Any items brought forward by other means shall require a majority vote of the members present to be added to the agenda.

## **8. MINUTES:**

8.1 The Minutes of Council, Committee or a Local Board shall record:

- (a) The place, date and time of meeting;
- (b) The name of the Chair and record the attendance of the members and the staff and members of the public making a presentation to Council;
- (c) The correction and adoption of the minutes of prior meetings; and
- (d) All resolutions, by-laws, decisions, and other proceedings of the meeting without note or comment, whether it is closed to the public or not.

8.2 After the minutes have been adopted, they will be signed by the Chair and by the CAO/Clerk-Treasurer and recording secretary and shall be placed in the Minute Book in the office of the CAO/Clerk-Treasurer for his/her safekeeping.

## **9. UNFINISHED BUSINESS:**

9.1 Any item which has not been dealt with in entirety at a prior meeting may be raised again at a subsequent regular meeting of the Council when “Unfinished Business” is called for under the order of procedure.

## **10. NEW BUSINESS:**

10.1 The following items of business may be introduced when “New Business” is called for under the order of procedure:

- (a) notices of motion;
- (b) motions of which prior notice has been given;
- (c) motions for reconsideration;
- (d) motions of congratulation or of sympathy or other motions of a routine nature;
- (e) where any other matter is raised under “New Business” it shall not be discussed or voted upon under the order of procedure but shall be taken only as a notice of motion. Provided, however, that on motion passed by a majority vote of the whole Council, such matter may be referred to the Committee of the Whole for immediate consideration.

## 11. BY-LAWS:

- 11.1 Every By-law shall be introduced upon motion by a Member of the Council specifying the title of the By-law;
- 11.2 Every By-law, when introduced, should 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 exception of the number and date thereof;
- 11.3 Any proposed By-law may be referred to a Committee, staff or legal advisor for review and comment, including the solicitor for the Corporation;
- 11.4 Every By-law shall be given three readings prior to being passed;
- 11.5 The First and Second readings of a By-law shall be decided without amendment or debate. The opportunity for debate and amendment if necessary, will occur prior to and following the third reading.
- 11.6 By-laws may be given three readings on the same date except when requested otherwise by motion of the majority of the members present or otherwise provided in law;
- 11.7 The following statement shall be affixed to each by-law:
- “READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this (date) day of (month), (year).”**
- 11.8 Only the title of the By-Law shall be read,
- 11.9 By-Law shall not be enacted until it has received three readings, and
- 11.10 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 Mayor or Presiding Officer and the CAO/Clerk-Treasurer and shall be placed in the By-law book in the office of the CAO/Clerk-Treasurer for his/her safekeeping.

## 12. MOTIONS:

- 12.1 A simple majority of the quorum is needed to pass any motion.
- 12.2 All motions must be moved and seconded before any discussion can take place and before the question can be put or a motion recorded in the minutes.
- 12.3 All motions may be supported or opposed by the mover and seconder.
- 12.4 After a motion has been received and/or read, it shall be deemed to be in the possession of the Council but may, with the majority consent of members present, be withdrawn by the mover prior to discussion or amendment or prior to voting.
- 12.5 No Member without leave of council of the committee shall speak to a matter or in reply for longer than 5 minutes.
- 12.6 If the original mover and seconder of the motion do not agree with the amendments, they may, without further discussion withdraw their support for the original motion as amended and a new mover and seconder would be required to move the motion as amended. If the amendments are carried, then the original motion as amended would be put to the vote.
- 12.7 **Amendments:**
- 12.7.1 A motion to amend shall:

- (a) be presented in writing, moved and seconded prior to debate;
- (b) be open for debate
- (c) be dealt with by Council before a previous amendment or the main motion;
- (d) not be further amended more than once provided that further amendment may be made to the main motion;
- (e) be relevant to the main motion;
- (f) not propose a direct negative to the main motion.

12.8 **Motions Introduced Verbally:**

12.8.1 The following matters and motions with respect thereto may be introduced verbally without written notice, except as otherwise provided by these Rules of Procedure:

- (a) a point of order or personal privilege;
- (b) presentations of petitions;
- (c) to lay on the table;
- (d) to postpone indefinitely or to a certain day;
- (e) to move the previous question.

12.9 **Withdrawal of Motion:**

12.9.1 A member may withdraw his/her notice of motion at any time prior to the subject matter being considered.

12.9.2 Once a motion is moved and seconded and read by the Chair, it cannot be withdrawn without the consent of the mover and seconder. If the motion is withdrawn, it shall be entered into the minutes and noted as being "WITHDRAWN".

12.10 **Notice of Motion:**

12.10.1 A motion to refer or defer shall be heard before any Motion or amendment except a Motion to adjourn.

12.11 Notice of motion by a Member will:

- (a) be in writing;
- (b) be tabled at a Council meeting preceding the date on which the matter will be introduced; or, will be received by the CAO/Clerk-Treasurer in sufficient time for it to be processed under (c) of this Section;
- (c) be printed in full under "New Business" in the agenda for that meeting;
- (d) when a Member's notice of motion has been called by the Mayor in two successive meetings and not proceeded with, it will be dropped from the agenda unless Council otherwise decides;
- (e) if at the third meeting, such notice of motion is called by the Mayor and not proceeded with, it will be deemed to have been withdrawn.

12.12 **Order of Consideration:**

12.12.1 A Member shall not speak more than once to the same question without the consent of the Chair except:

- (a) In explanation of a material part of their speech which may have been interpreted incorrectly, or
- (b) With leave of the Chair, after all other Members so desiring have spoken; or
- (c) To reply by leave of the Chair to the Member who presented the motion to Council or Committee.

12.13 **Motion Ruled Out of Order:**

12.13.1 Whenever the Chair is of the opinion that a motion is contrary to the rules of procedure, the Chair will rule the motion out of order.

12.14 **Voting on the Motion:**

12.14.1 Immediately prior to voting on a motion, the Chair shall state the question in the precise form in which it will be recorded in the minutes, including any amendments to the questions.

12.14.2 After a motion, including any amendment(s) is finally put by the Chair, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

12.15 **Reconsideration:**

12.15.1 A resolution, by-law or any question or matter (except one of indefinite postponement) which has been adopted previously by Council may be reconsidered by Council subject to the following:

- (a) a notice of motion given in writing by a member, has been introduced according to the procedure of notice of motion;
- (b) debate on a motion to reconsider must be confined to reasons for or against;
- (c) such motion must be supported by a majority of the members present voting in favour of such reconsideration before the matter can be debated;
- (d) if a motion to consider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future date, and debate on the question to be reconsidered may proceed as though it previously had never been voted on;
- (e) a motion to reconsider an amendment may not be submitted until after the original motion to which the amendment was proposed has been considered and disposed of;
- (f) A vote to reconsider will not be considered more than once every two years.

12.15.2 These rules do not apply when a motion pertains to a decision of a previous Council.

### **13. VOTING:**

13.1 Every member of Council, Committee or Local Board shall have one vote.

13.2 An affirmative vote by the majority of the members present is required to pass a motion.

13.3 When the Chair calls the vote, each member present will vote by raising their hand to indicate their agreement or disagreement with the motion on the table.

13.4 Except where disqualified to vote by reason of interest or otherwise, the Chair shall vote at the same time as the other members on all questions.

13.5 Upon completion of the vote the Chair shall declare whether the motion was carried or defeated.

13.6 When a question is tabled and a recorded vote taken, any member who does not vote shall be deemed as voting in the negative, except where he/she is prohibited by statute from voting.

13.7 **Recorded Vote:**

13.7.1 When a member present requests a recorded vote immediately prior to or immediately subsequent to the taking of the vote, all Members present at the Council or Committee meeting must vote. The member requesting the vote shall vote first followed by members sitting to the right followed by the Chair unless otherwise prohibited by statute. The names of those who voted for, and who voted against, shall be noted in the minutes. The CAO/Clerk-Treasurer shall announce the results.

13.8 **No Other Voting Methods:**

13.8.1 No vote shall be taken by ballot or by any other method of secret voting.

13.9 **Tie Votes:**

13.9.1 Any motion on which there is an equality of votes shall be deemed to be defeated.

13.10 **No Closed Vote:**

13.10.1 A meeting shall not be closed to the public during the taking of a vote except for the following:

- (a) the *Municipal Act* permits or requires the meeting to be closed to the public; and
- (b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

THAT any other by-law inconsistent with or antedating this by-law is hereby repealed;

**READ A FIRST AND SECOND TIME THIS 5th, day of February 2020.**

\_\_\_\_\_  
Mayor, Jane A.E. Dumas

\_\_\_\_\_  
CAO/Clerk-Treasurer - Holly Hayes

**READ A THIRD TIME AND FINALLY PASSED THIS 5th, day of February 2020.**

\_\_\_\_\_  
Mayor, Jane A.E. Dumas

\_\_\_\_\_  
CAO/Clerk-Treasurer - Holly Hayes



## **DELEGATION REQUEST FORM**

Schedule "A" Procedural By-law 20-622

### **Delegation Procedures**

- **Council meetings are held the 1<sup>st</sup> Wednesday** of each month. The meetings begin at 9:00 a.m. The agenda items must be submitted the previous Tuesday with Thursday circulation. Delegations are among the first items on the agenda; therefore, delegations should arrive for the beginning of the meeting unless advised differently.

### **RULES OF ORDER FOR DELEGATIONS AT COUNCIL MEETINGS OF THE TOWNSHIP OF SOUTH ALGONQUIN**

**As per the Township of South Algonquin's Procedural By-Law #20-622 the following must be adhered to regarding any requests for delegations/ presentations at Council meetings:**

#### **Request for Delegation:**

Except as provided by law, a person who is not a member of Council or Committee shall not be permitted to address the Council or Committee except upon the approval of the Council or Committee.

The Clerk or Mayor may decline to add items and/or reports to an agenda. Reasons to decline include, but are not limited to the following:

- (m) More time is required to prepare Staff Reports for Council;
- (n) The Delegation Request Form was not submitted by the deadline;
- (o) The Delegation Request Form is incomplete;
- (p) The subject matter of the Delegation is outside of the jurisdiction of Council;
- (q) The subject matter is with respect to a matter that should be discussed in a Closed meeting;
- (r) The meeting agenda is already too lengthy;
- (s) The subject matter is set to be discussed on another agenda;
- (t) The issue is frivolous or vexatious;
- (u) The issue has been or is to be considered by the Committee of Adjustment;
- (v) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue;
- (w) Council previously indicated that it will not hear further from this Delegation; or
- (x) The issue should be referred to the Administrative Department for action.

Any person wishing to make a delegation shall submit a request in writing, on the prescribed delegation form attached at Schedule A, to the CAO/Clerk-Treasurer no later than 1:00 p.m. on the Wednesday prior to the meeting at which they wish to be heard. The Written request shall state the nature of the business to be discussed and the person(s) named to make the delegation. Persons addressing the Council or Committee shall confine their remarks to the stated business.

No delegation may be scheduled for an in-camera session, nor shall delegations be permitted regarding any specific personnel matter.

All delegations shall take place during Council or Committee of the Whole. A person wishing to address the Council or Committee may speak for up to fifteen (15) minutes, if a time extension is required it may be granted by the Mayor or his/her designate.

The CAO/Clerk-Treasurer shall be empowered to refer requests made of Council by deputation to appropriate Committees as deemed necessary.

A delegation of more than five (5) persons shall be limited to two (2) speakers, and each speaker limited to no more than ten (10) minutes each.

When a request to appear is submitted after the agenda has been set or when the agenda already includes a total of three (3) delegations or presentations, the CAO/Clerk-Treasurer may schedule the delegation for a future meeting. In the event that the matter is of a time sensitive nature, the CAO/Clerk-Treasurer shall refer the request to the Mayor and the delegation may be scheduled at the discretion of the Mayor and the CAO/Clerk-Treasurer.

A person wishing to address the Council or Committee concerning an item on the agenda may request a delegation through the CAO/Clerk-Treasurer before the meeting begins. The CAO/Clerk-Treasurer will advise the Mayor of the request and the Mayor will call for a vote of the Council to waive the rules for delegations to allow the person to speak and upon a majority vote in the affirmative, the person will be permitted to address Council.

Every communication, including a petition designed to be presented to the Council or Committee, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, including address and telephone number, and filed with the CAO/Clerk-Treasurer and will be appended to the minutes.

#### **Previous Delegations:**

Requests from delegates who have previously addressed Council or Committee at a regular or public meeting within the last six (6) months on a particular item shall not be granted unless there is new information to present, in addition to what they have previously presented. Such proof shall be submitted to the CAO/Clerk-Treasurer, in writing, not later than 1:00 p.m. on the Wednesday preceding the scheduled meeting. If, in the opinion of the CAO/Clerk-Treasurer, the written submission does not provide any new information, the request shall be denied.

The CAO/Clerk-Treasurer may, at their discretion, forward the request for a second delegation to The Mayor for review to determine whether the delegation may be allowed. If the Mayor does not believe the written submission provides new information, the submission shall be provided to the Council or Committee as an information item.

### **Contact Information**

Tel 613-637-2650 ext. 200 Deputy Clerk

Fax 613-637-5368

Email [deputy-clerk@southalgonquin.ca](mailto:deputy-clerk@southalgonquin.ca)

### **Location and Mailing Address**

7 Third Avenue

PO Box 217

Whitney ON K0J 2M0

**Business Hours:** 8:30 am to 4:00 pm, Monday to Friday (excluding statutory holidays)



TOWNSHIP OF  
SOUTH ALGONQUIN

**DISCLOSURE OF PECUNIARY INTEREST**

Schedule "B" Procedural By-law 20-622

Municipal Conflict of Interest Act, R.S.O. 1190, Chapter M.50

s.5.1 – Written Statement re disclosure

Meeting Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

I, \_\_\_\_\_, declare a potential  
(deemed / direct / indirect) pecuniary interest on the Agenda Item  
respecting \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

DRAFT



## **Electronic Participation in Council Meetings**

### **Schedule "C" Procedural By-law 20-622**

1. Pursuant to Section 238 (3.3) of the Municipal Act, 2001 (as may be amended from time to time), Members of Council, Committees or Local Boards may participate in meetings electronically;
2. Electronic participation in meetings will be permitted and those attending electronically will count toward achieving quorum and are able to vote,
3. In the event that connectivity is lost resulting in loss of quorum the meeting will recess until quorum can be met, if re-connection cannot be made after 10 minutes the meeting will be re-scheduled,
4. Members participating electronically may participate in meetings that are closed to the public; Members are expected to ensure that the location from which they are joining from is secure and when in closed session does not compromise the information being shared,
5. The Head of Council or delegate may chair a meeting electronically;
6. The Clerk may clerk the meeting electronically;
7. Etiquette at meetings will remain professional and members will act in accordance with the procedural by-law as they would in the council chambers,

Township of South Algonquin

*COUNCIL PROCEDURAL  
BY-LAW*

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DRAFT

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THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

**BY-LAW No. 20-622**

**Being a by-law to establish rules governing the proceedings of Council, the calling of meetings and the conduct of Members.**

SHORT TITLE – This By-Law may be cited as the “Procedural By-Law”.

**WHEREAS** a Municipality is a level of government and requires some formality and procedure in meetings so that clear, informed, written decisions, direction, resolutions and by-laws can be both adopted and implemented;

**AND WHEREAS** pursuant to Section 238 of the *Municipal Act, 2001*, is required to establish the procedures governing the meetings of Council and Committees, the conduct of its Members and the calling of meetings;

**AND WHEREAS** Council must adopt by By-law the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise;

**NOW THEREFORE** the Council of the Corporation of the Township of South Algonquin hereby enacts as follows:

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

*Municipal Act, 2001*

Municipal Conflict of Interest Act

Municipal Code of Conduct

Municipal Elections Act

Accessibility for Ontarians with Disabilities Act

Occupational Health and Safety Act

Staff Council Relations Policy

Municipal Freedom of Information and Protection of Privacy Act

Ontario Planning Act

Human Rights Code

Members of Council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

**1. DEFINITIONS:**

- (a) **“Abstain”** to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter;”
- (b) **“Act”** the *Municipal Act, 2001*, as amended from time to time.
- (c) **“Acting Head of Council”** another designate who shall act as presiding officer in the absence of the Mayor;
- (d) **“Ad Hoc Committee”** 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;
- (e) **“Agenda”** a list of all items prepared by the CAO/Clerk-Treasurer or his/her designate to be considered by Council, Committee or at a local board meeting;
- (f) **“Calendar Year”** the period from January 1st of any one year up to and including December 31st of the same year;

- (g) **“Chair”** the Mayor or other person appointed by Council, Committee or local board to preside at the meeting;
- (h) **“Chief Administrative Officer”** the person appointed by the Township as Chief Administrative Officer (CAO) pursuant to Section 229 of the *Municipal Act*;
- (i) **“Clerk”** the person appointed by the Township of South Algonquin pursuant to Section 228 of the *Municipal Act*;
- (j) **“Closed Session (also known as in-camera meeting)”** a meeting or part of a meeting which is closed to the public when the subject matter being discussed pursuant Section 239 of the *Municipal Act*;
- (k) **“Committee”** any advisory or other committee, subcommittee or similar entity composed of members of the Township of South Algonquin Council alone or together with members of another Council or the public;
- (l) **“Committee of the Whole”** Council sitting as a committee as required where;
  - i. Council Members consider and debate matters recommended by their volunteer committees.
  - ii. Council Members consider and debate matters for recommendation and hear delegations to Committee of the Whole in an environment that is procedurally more relaxed than the formal Council meeting.
  - iii. Motions adopted are not deemed to represent the final decision of Council until confirmed by resolution or By-law of Council.
- (m) **“Conflict of Interest”** a pecuniary interest as defined in the Municipal Conflict of Interest Act;
- (n) **“Corporation”** the Corporation of the Township of South Algonquin;
- (o) **“Council”** the elected and sworn members of the Council of the Corporation of the Township of South Algonquin and includes the Mayor and Councillors;
- (p) **“Councillor”** a person acclaimed, elected or lawfully appointed to the seat of Councillor in the most recent municipal election;
- (q) **“Head of Council”** the Mayor;
- (r) **“Holiday”** means:
  - i. those holidays listed in the Legislation Act, 2006, with the exception of Sundays
  - ii. any day as set out in a resolution or by-law passed by Council;
- (s) **“Improper Conduct”** the open disregard of the rulings of the Chair and the rules and conduct outlined in this Procedural By-law;
- (t) **“Local Board”** any local board as defined in the *Municipal Act*, 2001; or any sub-committee approved and appointed by Council, excluding a Public Library Board, Police Services Board, School Board or a Conservation Authority;
- (u) **“Majority”** more than fifty percent (50%) of the members present at a meeting;
- (v) **“M.F.I.P.A.”** Municipal Freedom of Information and Protection of Privacy Act; R.S.O. 1990;
- (w) **“Meeting”** any regular, special or other meeting of Council, a Local Board 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 or decision-making of the Council, Local Board or Committee as stated in Section 238 of the *Municipal Act*;

- (x) **“Member”** a Member of Council, Local Board or Committee;
- (y) **“Motion”** a written request moved and seconded by two members, presented at a meeting read, subject to debate and a vote by council or committee. When a motion passes, it becomes and resolution or by-law;
- (z) **“Municipal Act”** the *Municipal Act*, 2001 as may be amended from time to time;
- (aa) **“Municipality”** the Corporation of the Township of South Algonquin;
- (bb) **“Notice of Motion”** advance written notice to Members, regarding a matter on which Council will be asked to take a position;
- (cc) **“Officer”** a person such as the CAO/Clerk Treasurer, Chief Building Official, Public Works Superintendent and Fire Chief who holds a position of responsibility with definite rights and duties prescribed by statute of By-law;
- (dd) **“Pecuniary Interest”** a direct or indirect pecuniary interest of a Member, as defined in the Municipal Conflict of Interest Act, R.S.O.;
- (ee) **“Point of Personal Privilege”** the raising of a question which concerns a member or the Council collectively, when a member believes that his/her rights or integrity, or the rights or integrity of Council as a whole, have been challenged;
- (a) **“Point of Order”** a statement made by a member during a meeting, drawing to the attention of the Chair, a breach of the rules or procedure;
- (b) **“Point of Procedure”** a question directed to the Chair to obtain information on a matter of parliamentary law or the rules of Council relating to the business at hand, in order to assist a member to make an appropriate motion, raise a point of order, understand the parliamentary situation or the effect of a motion;
- (ff) **“Presentation”** a person or group (including a Member, staff or Public) who provides information to Council or Committee. May also be referred to as a Petition or Delegation;
- (gg) **“Quorum”** a majority (more than half) of the whole number of members of Council or a Committee except where a member has or members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act the quorum may be less than half plus one of the whole number of members but shall not be less than two;
- (hh) **“Recorded Vote”** a vote in Council or Committee where the names of the Members and the position in favour or against a Motion are recorded in the minutes;
- (ii) **“Resolution”** a Motion that has been approved by Council;
- (jj) **“Special Meeting”** a meeting that is called for a specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings;
- (kk) **“Unfinished Business”** matters listed in the Agenda which have not been dealt with in their entirety at a previous meeting.

## **2. GENERAL:**

- 2.1 No meeting of Council or Committee of the Whole shall be held in the absence of the CAO/Clerk-Treasurer or his/her designate.
- 2.2 No amendment or repeal of special-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal is provided.
- 2.3 No meeting shall be cancelled without the majority of council agreement.
- 2.4 Electronic devices must be silenced during a meeting and must not be used to disrupt a meeting.
- 2.5 In the event that members participating electronically lose connectivity during the meeting effort to assist them with re-connection will not interrupt the meeting, as such effort will be made during the next scheduled recess.
- 2.6 This By-Law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least two-thirds of the Members of Council and may be suspended before, during or after a meeting.

## **3. NOTICE OF MEETINGS, TIMES AND LOCATIONS:**

### **3.1 Notice:**

- 3.1.1 Public notice of any meeting shall be posted on the bulletin board in the municipal office and on the municipal website.
- 3.1.2 The notice shall include the date, time and location of such meeting. Such notice shall be posted not less than seven (7) days prior to the said meeting, exclusive of non-business days.
- 3.1.3 Notwithstanding the foregoing, where such meeting is a special meeting called pursuant to this By-Law and it is not possible to provide the aforementioned notice, the Clerk shall make reasonable efforts to provide notice to those concerned and shall ensure that a notice be posted
- 3.1.4 Failure to give notice shall not invalidate the meeting or any decision taken at the meeting; but the failure to give proper notice shall be called to the attention of Council at its next regular meeting by the Clerk or any member of Council who becomes aware of such failure.

### **3.2 Inaugural Meeting:**

- 3.2.1 The first or inaugural meeting of a newly elected Council after a regular election shall be held at the Township of South Algonquin Council Chamber on the first Wednesday in December at 9:00 a.m.
- 3.2.2 At the First Meeting, the CAO-Clerk shall administer the declarations of office for all Members. No business shall be conducted at the First Meeting until the declarations of office have been administered to all Members.
- 3.2.3 After a regular election and a new Council have been elected the order of seating at the Council table will be determined alphabetically (by surname) beginning at the left side of the Mayor and continuing clockwise for the term of office of such Council.
- 3.2.4 When a vacancy occurs in the Council, the person elected or appointed to fill such vacancy shall take the seat of the member replaced.

### **3.3 Establishment and Appointment of Committees**

- 3.3.1 In the first year of a new term, the Mayor shall, at its first Meeting, or as soon thereafter as is practical, appoint the members of the Standing and/or Ad Hoc Committees of Council.
- 3.3.2 Should the Mayor, in consultation with Council, believe that there is a need to re-appoint members of the Standing Committees in subsequent years in the same term; these appointments shall be made so that the Standing Committees of Council are constituted and are able to hold Regular Meetings.
- 3.3.3 The Standing and/or Ad Hoc Committees of Council shall be determined by the Mayor.

**3.4 Regular Meetings:**

- 3.4.1 Regular meetings of Council shall be held in the Council Chambers at the Municipal Office, 7 Third Ave, Whitney, on the first Wednesday of the month at 9:00 a.m. Adjournment beyond 1:00 p.m. may be extended, should Council agree unanimously to do so.
- 3.4.2 Council may reschedule, alter the date, time and/or location of a regular meeting provided that a resolution is passed at the previous meeting and adequate public notice of the change is posted and published as per the requirements set out in this By-law.

**3.5 Special Council Meetings:**

- 3.5.1 Subject to the provisions of this By-Law, the Mayor, CAO/Clerk or the majority of the Members of Council may, at any time, call a Special Meeting.
- 3.5.2 Public notice of Special Meetings of Council, as determined, shall be by advertisement on the Municipal website, may be posted in the Municipal Office and may also include broadcast on a local radio station and, if time permits, in the local newspaper as determined by the CAO/Clerk and or designate.
- 3.5.3 A Special Meeting shall be held no sooner than 24 hours following the Mayor's calling the meeting, as the case may be, and the Clerk shall provide public notice and provide the Members with written or verbal notice of the Special Meeting as soon as is practicable after the meeting has been scheduled.
- 3.5.4 Notwithstanding the notice requirement set out above in the event of a bona fide emergency, the meeting may be held as soon as practicable and notice of Members may be given by telephone or personal contact as determined by the CAO/Clerk. The CAO/Clerk shall endeavor to provide public notice as much as possible in advance of the meeting.
- 3.5.5 Unless otherwise specified in the notice described above, a Special Meeting shall be held at 7 Third Ave. in the Council Chambers.
- 3.5.6 The notice of a Special Meeting shall specify the purpose of the meeting and the only business that shall be dealt with at a Special Meeting is that which is listed in the notice of the meeting.

**3.6 Closed Meetings:**

- 3.6.1 Except as provided in section 239 (2) and (3) of the Municipal Act, all meetings shall be open to the public.
- 3.6.2 Upon passage of a motion as above, all members of the media and the public shall be required to leave the room. The Recording Secretary and any members of staff or consultants required for the purpose of the deliberations may be requested to attend the closed session.
- 3.6.3 If all or part of a meeting is closed to the public, the CAO/Clerk-Treasurer or his/her designate will record the following in the minutes of the meeting:

- i. the time and the date;

- ii. the authority contained in the *Municipal Act* to justify the closed meeting; and
- iii. the matter considered.

- 3.6.4 Minutes of the closed meeting will be retained in confidence by the CAO/Clerk-Treasurer and such minutes will not be open to inspection by any member of the public with the exception of the Township's legal counsel.
- 3.6.5 No determination of any matter discussed in a closed meeting shall be final until the matter has been considered and approved at an open meeting of Council.
- 3.6.6 In the event the Clerk receives items for a closed meeting agenda, they shall be placed on the Closed Meeting Agenda and provided to Council in a separate confidential Council package.
- 3.6.7 No member of Council or municipal employee shall make any public statement concerning any matter, which to his/her knowledge has been discussed at a closed meeting until such matter has been considered at an open meeting of Council.
- 3.6.8 Members of Council, a committee or local board shall be physically present at a closed meeting to participate and shall not be permitted to participate electronically.
- 3.6.9 A meeting shall not be closed to the public during the taking of a vote except for as provided in the *Municipal Act* section 239 (6).

**3.7 Quorum:**

- 3.7.1 As soon after the time fixed for the holding of the meeting, as a quorum is present, the meeting shall be called to order.
- 3.7.2 Given that Council consists of seven (7) members, four (4) members of Council or Committee of the Whole present, is a simple majority and shall constitute a quorum,
- 3.7.3 If the number of members who, by reason of the Municipal Conflict of Interest Act are prohibited from participating in a meeting so that there is no quorum, despite any other Act, any number that is not less than one third of the total number of members of the Council, Committee or Local Board shall be deemed to constitute a quorum, but the number shall not be less than two.
- 3.7.4 When the remaining number of members under the paragraph above is two, the concurrent votes of both are necessary to carry any resolution, By-law or other measure.
- 3.7.5 Where a quorum is not present 15 minutes after the time fixed for the holding of the meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next Regular Meeting or until re-scheduled.
- 3.7.6 If during the course of a meeting a quorum is lost then the meeting will stand adjourned, not ended, to reconvene at the same time of commencement on the next following day, or at such other time and place as called by the Chair.
- 3.7.7 If, in the Chair's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Chair will announce that the unfinished business will be considered at that time.

**3.8 Recess:**

- 3.8.1 A motion to recess shall specify the length of time of the recess.
- 3.8.2 A motion to recess shall not be debatable and shall only be amendable with respect to the length of the recess.

3.8.3 A motion to recess shall not have a motion to reconsider applied to it.

3.9 **Adjournment:**

3.9.1 The motion to adjourn a Council meeting shall include the time of adjournment.

3.10 **Chair:**

3.10.1 The Mayor shall preside at all Council meetings. In the absence of the Mayor, or if the office is vacant, the Council may appoint, a Chair from among the members present who, during the absence or vacancy, shall have all the powers of the Head of Council. Each member of Council shall be appointed in turn, meeting by meeting, on a rotating alphabetical schedule, to act in the place of Head of Council in the event of his/her absence or refusal to act.

3.10.2 The Appointed Chair will preside at Committee meetings. In the absence of the Chair, the Committee members will appoint a person from among those present, provided there is a quorum.

3.10.3 Notwithstanding the above, the members may appoint another chair from among themselves for the purpose of chairing a particular meeting.

3.10.4 In the scheduled and unexpected absence of the Mayor for two or more consecutive meetings, the Council may appoint by by-law or resolution, an Acting Mayor from among the members present who, for the duration of the absence or vacancy, shall have all the powers of the Head of Council.

3.11 **Duty of the Chair:**

3.11.1 open the meeting of Council or Committee by taking the Chair and calling the members to order at the time specified on the agenda;

3.11.2 announce the business before Council or Committee in the order in which it is to be acted upon;

3.11.3 receive and submit, in the proper manner, all motions presented by the Members of Council or the Committee;

3.11.4 put to a vote all questions which are regularly moved and seconded or necessarily arise in the course of the proceedings, and to announce the results;

3.11.5 decline to put to a vote any motion that infringes on the Rules of Procedure;

3.11.6 restrain Members, within the Rules of Order, when engaged in debate;

3.11.7 enforce and maintain, on all occasions, the observance of order and decorum among Members and any and all persons present during the proceedings and rule on procedural questions;

3.11.8 call by name any Member persisting in breach of the Rules of Order of Council or the Committee, thereby ordering him/her to vacate the Council Chamber or meeting room;

3.11.9 receive all messages and other communications and announce them to Council or the Committee;

3.11.10 authenticate by his/her signature all By-laws, Resolutions and Minutes of Council or the Committee;

3.11.11 inform the Council or Committee when necessary or when referred to for the purpose, on a point of order or usage;

- 3.11.12 represent and support Council or Committee, declaring its will and implicitly obeying its decisions in all things;
- 3.11.13 ensure that the decisions or recommendations of Council or Committee are in conformity with the laws and By-laws governing activities of the municipal corporation;
- 3.11.14 adjourn the meeting without question in the case of grave disorder arising in the Council Chamber or meeting room;
- 3.11.15 order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chambers or meeting room where such behaviour persists.

## **4. DELEGATIONS AND PRESENTATIONS:**

### **4.1 Request for Delegation:**

- 4.1.1 Except as provided by law, a person who is not a member of Council or Committee shall not be permitted to address the Council or Committee except upon the approval of the Council or Committee.
- 4.1.2 The Clerk or Mayor may decline to add items and/or reports to an agenda. Reasons to decline include, but are not limited to the following:
  - (a) More time is required to prepare Staff Reports for Council;
  - (b) The Delegation Request Form was not submitted by the deadline;
  - (c) The Delegation Request Form is incomplete;
  - (d) The subject matter of the Delegation is outside of the jurisdiction of Council;
  - (e) The subject matter is with respect to a matter that should be discussed in a Closed meeting;
  - (f) The meeting agenda is already too lengthy;
  - (g) The subject matter is set to be discussed on another agenda;
  - (h) The issue is frivolous or vexatious;
  - (i) The issue has been or is to be considered by the Committee of Adjustment;
  - (j) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue;
  - (k) Council previously indicated that it will not hear further from this Delegation;
  - or
  - (l) The issue should be referred to the Administrative Department for action.
- 4.1.3 Any person wishing to make a delegation shall submit a request in writing, on the prescribed delegation form attached at Schedule A, to the CAO/Clerk-Treasurer no later than 1:00 p.m. on the Wednesday prior to the meeting at which they wish to be heard. The Written request shall state the nature of the business to be discussed and the person(s) named to make the delegation. Persons addressing the Council or Committee shall confine their remarks to the stated business.
- 4.1.4 No delegation may be scheduled for an in-camera session, nor shall delegations be permitted regarding any specific personnel matter.
- 4.1.5 All delegations shall take place during Council or Committee of the Whole. A person wishing to address the Council or Committee may speak for up to fifteen (15) minutes, if a time extension is required it may be granted by the Mayor or his/her designate.
- 4.1.6 The CAO/Clerk-Treasurer shall be empowered to refer requests made of Council by deputation to appropriate Committees as deemed necessary.
- 4.1.7 A delegation of more than five (5) persons shall be limited to two (2) speakers, and each speaker limited to no more than ten (10) minutes each.

- 4.1.8 When a request to appear is submitted after the agenda has been set or when the agenda already includes a total of three (3) delegations or presentations, the CAO/Clerk-Treasurer may schedule the delegation for a future meeting. In the event that the matter is of a time sensitive nature, the CAO/Clerk-Treasurer shall refer the request to the Mayor and the delegation may be scheduled at the discretion of the Mayor and the CAO/Clerk-Treasurer.
- 4.1.9 A person wishing to address the Council or Committee concerning an item on the agenda may request a delegation through the CAO/Clerk-Treasurer before the meeting begins. The CAO/Clerk-Treasurer will advise the Mayor of the request and the Mayor will call for a vote of the Council to waive the rules for delegations to allow the person to speak and upon a majority vote in the affirmative, the person will be permitted to address Council.
- 4.1.10 Every communication, including a petition designed to be presented to the Council or Committee, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, including address and telephone number, and filed with the CAO/Clerk-Treasurer and will be appended to the minutes.

**4.2 Previous Delegations:**

- 4.2.1 Requests from delegates who have previously addressed Council or Committee at a regular or public meeting within the last six (6) months on a particular item shall not be granted unless there is new information to present, in addition to what they have previously presented. Such proof shall be submitted to the CAO/Clerk-Treasurer, in writing, not later than 1:00 p.m. on the Wednesday preceding the scheduled meeting. If, in the opinion of the CAO/Clerk-Treasurer, the written submission does not provide any new information, the request shall be denied.
- 4.2.2 The CAO/Clerk-Treasurer may, at their discretion, forward the request for a second delegation to the Mayor for review to determine whether the delegation may be allowed. If the Mayor does not believe the written submission provides new information, the submission shall be provided to the Council or Committee as an information item.

**4.3 Presentations:**

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

**4.4 Conduct During Delegations:**

- 4.4.1 Members of the public attending a Meeting shall respect the formal and professional decorum of Council and its Committees.
- 4.4.2 No member of Council or Committee shall interrupt a delegate while they are addressing Council or Committee, except on a point of order, or if the Chair deems it necessary to advise them of the time limitation.
- 4.4.3 Members of Council or Committee may ask questions of the delegate(s) following the completion of the delegation but shall not enter into a debate with the delegate(s).
- 4.4.4 Upon completion of the deputation, Council or Committee shall consider any report for discussion pertaining to the matter and determine, by resolution, an appropriate course of action.

- 4.4.5 Individuals shall refrain from public outburst, shouting, applauding and any behaviour intended to disrupt the debate, discussion and general proceedings of Council or a Committee.
- 4.4.6 Individuals shall maintain order and shall not display signs, placards, or other items that may be considered disruptive to the formal nature of Council Meetings.
- 4.4.7 Any device used for transcribing or recording proceedings of Council or a Committee by auditory or visual means will not be permitted.
- 4.4.8 Unless authorized by the CAO/Clerk-Treasurer or Chair, no Member of the public may distribute any material to Council during a Meeting.
- 4.4.9 Any individual or group making delegations before Council, Committee or a Local Board shall conduct themselves with decorum at all times and shall refrain from using any slanderous or abusive statements or behaviour.
- 4.4.10 If the Chair determines that decorum has been breached, the delegation will be immediately stopped, and the offender provided one opportunity to retract their statements and apologize to Council or Committee.
- 4.4.11 If required, the Chair may call upon the Ontario Provincial Police or any other Peace Officer to assist in the expulsion of a person from the Chambers or meeting room.
- 4.4.12 The Chair may unilaterally suspend the Meeting until order is restored.

## **5. COMMITTEES:**

### **5.1 Special Committees:**

- 5.1.1 Council may from time to time by Resolution, establish Special Committees, with the membership determined by Council at the time of establishment. The Chair for each Special Committee shall be as designated by Council.
- 5.1.2 Council may, from time to time, establish by Resolution an Ad Hoc Committee to deal with a specific issue, within a specified time frame. The Resolution will include the names of the members assigned to the Ad Hoc Committee. An Ad Hoc Committee may make a written report to Council on their findings and may make recommendations.
- 5.1.3 Despite the above provisions, the Mayor may, at his/her discretion, assume the Chair at any meeting of a committee, for the purpose of conducting that particular meeting.

### **5.2 Committee of the Whole Council:**

- 5.2.1 There shall be six (6) committees of Council that shall be called:

- (a) Asset Management (Transportation and Facilities)
- (b) Waste Management
- (c) Human Resources/Administration/Public Relations
- (d) Emergency Services
- (e) Social/Health Services
- (f) Economic Development

- 5.2.2 The Chairperson for each Committee shall be designated as the Committee Liaison between staff and Council.

### **5.3 Regulations for Conducting Business in Committees:**

- 5.3.1 The business of Committees of Council shall be conducted under the laws governing procedure in Council and Committee as prescribed by this By-law.

- 5.3.2 All Committees shall report, in writing, to Council on all matters connected with their duties or referred to them by the Council and shall recommend such action as they deem necessary.
- 5.3.3 All Committees shall adhere to the rules prescribed by the By-laws of the Council.
- 5.3.4 Whenever, at the conclusion of the last meeting, there is any unresolved matter before the committee, the matter is to be forwarded, in writing, to the incoming Committee of the following year for consideration.
- 5.3.5 The Council may refer to any Committee any report in whole or in part or any question or matter for reconsideration.
- 5.3.6 A meeting of Council in respect to planning matters requiring a Public meeting shall be included within the Agenda of the regular Council meeting or by calling a special council meeting.
- 5.3.7 Planning matters delegated to the Committee of Adjustment shall follow the provisions set out in the Committee of Adjustment by-law.

**5.4 Appointments and Organization of Committees, Boards and Special Purpose Bodies:**

- 5.4.1 Before January 31 following an Election, the Mayor shall appoint members of Council to the various Committees of the Whole and Subcommittees, Boards and Special Purpose Bodies after consulting with the members.
- 5.4.2 Advertisements for members of the public to serve on various committees and boards shall take the form of a public notice to be advertised in one or more local newspaper, on the Township website, and posted at all Township facilities.
- 5.4.3 Application to sit on a subcommittee or advisory committee of Council shall be made on the form provided by the CAO/Clerk-Treasurer at various locations and on the Township website. Completed forms must be returned to the CAO/Clerk-Treasurer by the specified deadline in order to be considered for appointment and to ensure the equity and objectivity of each appointment.
- 5.4.4 The incoming Council will review the application forms at their orientation session and make recommendations and appointments accordingly.

**6. RULES OF CONDUCT AND DEBATE:**

**6.1 Disclosure of Pecuniary Interest:**

- 6.1.1 In accordance with the Municipal Conflict of Interest Act, any member who, either on his/her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council, Committee or Local Board at which the matter is to be considered, the member:
  - (a) shall, prior to any consideration of the matter at the meeting, disclose that they have an interest and the general nature of the interest;
  - (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
  - (c) shall not attempt in any way before, during or after the matter, to influence the voting on such matter;
- 6.1.2 where the interest of a member has not been disclosed by reason of the member's absence from a meeting wherein the matter was discussed, the member shall disclose the interest at the next Council, Committee or Local Board meeting

attended by the member.

- 6.1.3 Every disclosure of interest and the general nature thereof made at a meeting which is open to the public shall be written in the prescribed form included as Schedule B and placed in the registry and recorded in the minutes of the meeting by the CAO/Clerk-Treasurer or his/her designate. Every disclosure of interest, but not the general nature of that interest, made where the meeting is not open to the public shall be recorded by the CAO/Clerk-Treasurer or his/her designate in the minutes of the next meeting that is open to the public.

**6.2 Conduct of Members of Council/Committees/Local Boards:**

**No Member shall:**

- 6.2.1 Speak 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 person administering the Government of Canada or the Province of Ontario;
- 6.2.2 Use offensive, insulting or indecent words or unparliamentary language in or against the Council or against any member of Council, staff or guest;
- 6.2.3 Speak or address the subject in debate without first requesting to speak and then being recognized by the Chair and given permission to speak;
- 6.2.4 Speak on any subject other than the subject in debate without the permission of the Chair;
- 6.2.5 Address another member of Council, a member of Township staff, or a delegate or member of the gallery directly without first being recognized by the Chair, then addressing that person through the Chair;
- 6.2.6 Speak more than once to the same question, except:
- (a) upon the consideration of a report from a Committee to which it was referred by Council after being properly introduced and debated, but not determined;
  - (b) in explanation of a material part of his/her speech which may have been interpreted incorrectly; or
  - (c) with the permission of Council after all other members so desiring have spoken; or
  - (d) with the permission of Council, a reply may be allowed to the member who presented the motion; in which case he/she shall speak for no longer than a five (5) minute period.
- 6.2.7 Ask a question except of the previous speaker and in relation to that speaker's remarks;
- 6.2.8 Interrupt the Member who has the floor except to raise a point of order;
- 6.2.9 Criticize any decision of the Council except for the purpose of moving in accordance with provisions wherein a question may be reconsidered;
- 6.2.10 Disobey the Rules of Council, or a decision of the Chair. After an initial warning may be removed from the meeting by the Chair, if the member offers an apology he/she may, by vote of the Council, be permitted to retake his/her seat;
- 6.2.11 Leave their seat or make any noise or disturbance while the Chair is putting a question, and shall occupy his/her seat while a vote is being taken and shall remain seated until the results of said vote are declared;
- 6.2.12 Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of Council;

6.2.13 Reveal publicly the substance of any matter dealt with in camera.

**Any Member May:**

6.2.14 Request the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking;

6.2.15 Appeal the decision of the Chair on a point of order to the Council, which shall decide the question without debate upon a majority vote of the Members present;

6.2.16 Restrict debate to each proposal in its turn when a question has been divided upon the permission of Council.

**Sole Arbiter:**

6.2.17 The Chair is the sole arbiter of all points of procedure, subject to an appeal to the complete Council or Committee.

**6.3 Conduct of Attendees and Guests:**

6.3.1 No person shall be permitted to approach the area occupied by the Council except a member of staff, unless by permission or by invitation of the Chair/Presiding.

6.3.2 Members of the public will not be recognized and permitted to speak during a debate. Members of the public may not be recognized unless consent is given by a majority of council and they are speaking to an item on the agenda.

6.3.3 At meetings of Council and Committee, the use of cameras, electric lighting equipment television cameras and any other device of mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by accredited and other representatives of any news media and staff is permitted.

6.3.4 Members of the public must request permission to use cameras, flash bulbs, recording equipment, and any other device of a mechanical or similar nature used for transcribing or recording proceedings subject to the approval and/or direction of the Chair/and/or Council.

6.3.5 Any member of the public who repeatedly interrupts Council or Committee proceedings and/or interjects without being invited to do so, who breaches decorum, or refuses to apologize or retract statements found to be offensive shall be requested by the Chair to cease and desist. If the person(s) does not comply after being warned, the Chair shall recess the meeting until the individual(s) leaves the Chambers, or until a peace officer removes the offender from the Council Chambers or meeting room, after which time the meeting will be reconvened.

**7. AGENDAS AND SUPPORTING MATERIALS:**

7.1 The CAO/Clerk-Treasurer or designate shall prepare agendas of Council and Committee meetings as assigned.

7.2 Insofar as is practicable, Council agendas, written reports from members of staff along with supporting materials, shall be prepared and made available to members of Council at 3:00 p.m. on the Thursday prior to a regular meeting.

7.3 Printed reports from Committees shall, insofar as is practicable, be made available to staff by 1:00 p.m. on the Wednesday prior to a regular meeting.

7.4 Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be established without requiring amendments to this By-law:

- (a) Opening and calling to order of the meeting by the Chair
- (b) Additions/amendments to Agenda

- (c) Adoption of Agenda
- (d) Disclosure of Pecuniary Interest
- (e) Petitions, Delegations and/or Presentations
- (f) Minutes of Previous Meeting(s)
- (g) Committee and/or Staff Reports (with appropriate sub-headings)
- (h) Business Arising from the Minutes
- (i) Unfinished Business from Previous Meetings
- (j) Correspondence – Action Items
- (k) Correspondence – Information Items
- (l) New Business
- (m) Motions of Council
- (n) Payment of Accounts
- (o) By-laws
- (p) Resolution to move into a “Closed Session” if required
- (q) Adjournment

7.5 The business of the Council shall be carried out in the order as listed on the agenda unless otherwise decided by the Chair.

7.6 Any item which is not listed on the agenda as printed but has been determined by the CAO/Clerk-Treasurer to be of a nature which requires Council’s attention prior to the next scheduled meeting, may be added by addendum at the discretion of the CAO/Clerk-Treasurer.

7.7 Any items brought forward by other means shall require a majority vote of the members present to be added to the agenda.

## **8. MINUTES:**

8.1 The Minutes of Council, Committee or a Local Board shall record:

- (a) The place, date and time of meeting;
- (b) The name of the Chair and record the attendance of the members and the staff and members of the public making a presentation to Council;
- (c) The correction and adoption of the minutes of prior meetings; and
- (d) All resolutions, by-laws, decisions, and other proceedings of the meeting without note or comment, whether it is closed to the public or not.

8.2 After the minutes have been adopted, they will be signed by the Chair and by the CAO/Clerk-Treasurer and recording secretary and shall be placed in the Minute Book in the office of the CAO/Clerk-Treasurer for his/her safekeeping.

## **9. UNFINISHED BUSINESS:**

9.1 Any item which has not been dealt with in entirety at a prior meeting may be raised again at a subsequent regular meeting of the Council when “Unfinished Business” is called for under the order of procedure.

## **10. NEW BUSINESS:**

10.1 The following items of business may be introduced when “New Business” is called for under the order of procedure:

- (a) notices of motion;
- (b) motions of which prior notice has been given;
- (c) motions for reconsideration;
- (d) motions of congratulation or of sympathy or other motions of a routine nature;
- (e) where any other matter is raised under “New Business” it shall not be discussed or voted upon under the order of procedure but shall be taken only as a notice of motion. Provided, however, that on motion passed by a majority vote of the whole Council, such matter may be referred to the Committee of the Whole for immediate consideration.

## 11. BY-LAWS:

- 11.1 Every By-law shall be introduced upon motion by a Member of the Council specifying the title of the By-law;
- 11.2 Every By-law, when introduced, should 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 exception of the number and date thereof;
- 11.3 Any proposed By-law may be referred to a Committee, staff or legal advisor for review and comment, including the solicitor for the Corporation;
- 11.4 Every By-law shall be given three readings prior to being passed;
- 11.5 The First and Second readings of a By-law shall be decided without amendment or debate. The opportunity for debate and amendment if necessary, will occur prior to and following the third reading.
- 11.6 By-laws may be given three readings on the same date except when requested otherwise by motion of the majority of the members present or otherwise provided in law;
- 11.7 The following statement shall be affixed to each by-law:

**“READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this (date) day of (month), (year).”**
- 11.8 Only the title of the By-Law shall be read,
- 11.9 By-Law shall not be enacted until it has received three readings, and
- 11.10 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 Mayor or Presiding Officer and the CAO/Clerk-Treasurer and shall be placed in the By-law book in the office of the CAO/Clerk-Treasurer for his/her safekeeping.

## 12. MOTIONS:

- 12.1 A simple majority of the quorum is needed to pass any motion.
- 12.2 All motions must be moved and seconded before any discussion can take place and before the question can be put or a motion recorded in the minutes.
- 12.3 All motions may be supported or opposed by the mover and seconder.
- 12.4 After a motion has been received and/or read, it shall be deemed to be in the possession of the Council but may, with the majority consent of members present, be withdrawn by the mover prior to discussion or amendment or prior to voting.
- 12.5 No Member without leave of council of the committee shall speak to a matter or in reply for longer than 5 minutes.
- 12.6 If the original mover and seconder of the motion do not agree with the amendments, they may, without further discussion withdraw their support for the original motion as amended and a new mover and seconder would be required to move the motion as amended. If the amendments are carried, then the original motion as amended would be put to the vote.
- 12.7 **Amendments:**
  - 12.7.1 A motion to amend shall:

- (a) be presented in writing, moved and seconded prior to debate;
- (b) be open for debate
- (c) be dealt with by Council before a previous amendment or the main motion;
- (d) not be further amended more than once provided that further amendment may be made to the main motion;
- (e) be relevant to the main motion;
- (f) not propose a direct negative to the main motion.

12.8 **Motions Introduced Verbally:**

12.8.1 The following matters and motions with respect thereto may be introduced verbally without written notice, except as otherwise provided by these Rules of Procedure:

- (a) a point of order or personal privilege;
- (b) presentations of petitions;
- (c) to lay on the table;
- (d) to postpone indefinitely or to a certain day;
- (e) to move the previous question.

12.9 **Withdrawal of Motion:**

12.9.1 A member may withdraw his/her notice of motion at any time prior to the subject matter being considered.

12.9.2 Once a motion is moved and seconded and read by the Chair, it cannot be withdrawn without the consent of the mover and seconder. If the motion is withdrawn, it shall be entered into the minutes and noted as being "WITHDRAWN".

12.10 **Notice of Motion:**

12.10.1 A motion to refer or defer shall be heard before any Motion or amendment except a Motion to adjourn.

12.11 Notice of motion by a Member will:

- (a) be in writing;
- (b) be tabled at a Council meeting preceding the date on which the matter will be introduced; or, will be received by the CAO/Clerk-Treasurer in sufficient time for it to be processed under (c) of this Section;
- (c) be printed in full under "New Business" in the agenda for that meeting;
- (d) when a Member's notice of motion has been called by the Mayor in two successive meetings and not proceeded with, it will be dropped from the agenda unless Council otherwise decides;
- (e) if at the third meeting, such notice of motion is called by the Mayor and not proceeded with, it will be deemed to have been withdrawn.

12.12 **Order of Consideration:**

12.12.1 A Member shall not speak more than once to the same question without the consent of the Chair except:

- (a) In explanation of a material part of their speech which may have been interpreted incorrectly, or
- (b) With leave of the Chair, after all other Members so desiring have spoken; or
- (c) To reply by leave of the Chair to the Member who presented the motion to Council or Committee.

12.13 **Motion Ruled Out of Order:**

12.13.1 Whenever the Chair is of the opinion that a motion is contrary to the rules of procedure, the Chair will rule the motion out of order.

12.14 **Voting on the Motion:**

12.14.1 Immediately prior to voting on a motion, the Chair shall state the question in the precise form in which it will be recorded in the minutes, including any amendments to the questions.

12.14.2 After a motion, including any amendment(s) is finally put by the Chair, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

12.15 **Reconsideration:**

12.15.1 A resolution, by-law or any question or matter (except one of indefinite postponement) which has been adopted previously by Council may be reconsidered by Council subject to the following:

- (a) a notice of motion given in writing by a member, has been introduced according to the procedure of notice of motion;
- (b) debate on a motion to reconsider must be confined to reasons for or against;
- (c) such motion must be supported by a majority of the members present voting in favour of such reconsideration before the matter can be debated;
- (d) if a motion to consider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future date, and debate on the question to be reconsidered may proceed as though it previously had never been voted on;
- (e) a motion to reconsider an amendment may not be submitted until after the original motion to which the amendment was proposed has been considered and disposed of;
- (f) A vote to reconsider will not be considered more than once every two years.

12.15.2 These rules do not apply when a motion pertains to a decision of a previous Council.

**13. VOTING:**

13.1 Every member of Council, Committee or Local Board shall have one vote.

13.2 An affirmative vote by the majority of the members present is required to pass a motion.

13.3 When the Chair calls the vote, each member present will vote by raising their hand to indicate their agreement or disagreement with the motion on the table.

13.4 Except where disqualified to vote by reason of interest or otherwise, the Chair shall vote at the same time as the other members on all questions.

13.5 Upon completion of the vote the Chair shall declare whether the motion was carried or defeated.

13.6 When a question is tabled and a recorded vote taken, any member who does not vote shall be deemed as voting in the negative, except where he/she is prohibited by statute from voting.

13.7 **Recorded Vote:**

13.7.1 When a member present requests a recorded vote immediately prior to or immediately subsequent to the taking of the vote, all Members present at the Council or Committee meeting must vote. The member requesting the vote shall vote first followed by members sitting to the right followed by the Chair unless otherwise prohibited by statute. The names of those who voted for, and who voted against, shall be noted in the minutes. The CAO/Clerk-Treasurer shall announce the results.

13.8 **No Other Voting Methods:**

13.8.1 No vote shall be taken by ballot or by any other method of secret voting.

13.9 **Tie Votes:**

13.9.1 Any motion on which there is an equality of votes shall be deemed to be defeated.

13.10 **No Closed Vote:**

13.10.1 A meeting shall not be closed to the public during the taking of a vote except for the following:

- (a) the *Municipal Act* permits or requires the meeting to be closed to the public; and
- (b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

THAT any other by-law inconsistent with or antedating this by-law is hereby repealed;

**READ A FIRST AND SECOND TIME THIS 5th, day of February 2020.**

\_\_\_\_\_  
Mayor, Jane A.E. Dumas

\_\_\_\_\_  
CAO/Clerk-Treasurer - Holly Hayes

**READ A THIRD TIME AND FINALLY PASSED THIS 5th, day of February 2020.**

\_\_\_\_\_  
Mayor, Jane A.E. Dumas

\_\_\_\_\_  
CAO/Clerk-Treasurer - Holly Hayes



## **DELEGATION REQUEST FORM**

Schedule "A" Procedural By-law 20-622

### **Delegation Procedures**

- **Council meetings are held the 1<sup>st</sup> Wednesday** of each month. The meetings begin at 9:00 a.m. The agenda items must be submitted the previous Tuesday with Thursday circulation. Delegations are among the first items on the agenda; therefore, delegations should arrive for the beginning of the meeting unless advised differently.

### **RULES OF ORDER FOR DELEGATIONS AT COUNCIL MEETINGS OF THE TOWNSHIP OF SOUTH ALGONQUIN**

**As per the Township of South Algonquin's Procedural By-Law #20-622 the following must be adhered to regarding any requests for delegations/presentations at Council meetings:**

#### **Request for Delegation:**

Except as provided by law, a person who is not a member of Council or Committee shall not be permitted to address the Council or Committee except upon the approval of the Council or Committee.

The Clerk or Mayor may decline to add items and/or reports to an agenda. Reasons to decline include, but are not limited to the following:

- (m) More time is required to prepare Staff Reports for Council;
- (n) The Delegation Request Form was not submitted by the deadline;
- (o) The Delegation Request Form is incomplete;
- (p) The subject matter of the Delegation is outside of the jurisdiction of Council;
- (q) The subject matter is with respect to a matter that should be discussed in a Closed meeting;
- (r) The meeting agenda is already too lengthy;
- (s) The subject matter is set to be discussed on another agenda;
- (t) The issue is frivolous or vexatious;
- (u) The issue has been or is to be considered by the Committee of Adjustment;
- (v) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue;
- (w) Council previously indicated that it will not hear further from this Delegation; or
- (x) The issue should be referred to the Administrative Department for action.

Any person wishing to make a delegation shall submit a request in writing, on the prescribed delegation form attached at Schedule A, to the CAO/Clerk-Treasurer no later than 1:00 p.m. on the Wednesday prior to the meeting at which they wish to be heard. The Written request shall state the nature of the business to be discussed and the person(s) named to make the delegation. Persons addressing the Council or Committee shall confine their remarks to the stated business.

No delegation may be scheduled for an in-camera session, nor shall delegations be permitted regarding any specific personnel matter.

All delegations shall take place during Council or Committee of the Whole. A person wishing to address the Council or Committee may speak for up to fifteen (15) minutes, if a time extension is required it may be granted by the Mayor or his/her designate.

The CAO/Clerk-Treasurer shall be empowered to refer requests made of Council by deputation to appropriate Committees as deemed necessary.

A delegation of more than five (5) persons shall be limited to two (2) speakers, and each speaker limited to no more than ten (10) minutes each.

When a request to appear is submitted after the agenda has been set or when the agenda already includes a total of three (3) delegations or presentations, the CAO/Clerk-Treasurer may schedule the delegation for a future meeting. In the event that the matter is of a time sensitive nature, the CAO/Clerk-Treasurer shall refer the request to the Mayor and the delegation may be scheduled at the discretion of the Mayor and the CAO/Clerk-Treasurer.

A person wishing to address the Council or Committee concerning an item on the agenda may request a delegation through the CAO/Clerk-Treasurer before the meeting begins. The CAO/Clerk-Treasurer will advise the Mayor of the request and the Mayor will call for a vote of the Council to waive the rules for delegations to allow the person to speak and upon a majority vote in the affirmative, the person will be permitted to address Council.

Every communication, including a petition designed to be presented to the Council or Committee, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, including address and telephone number, and filed with the CAO/Clerk-Treasurer and will be appended to the minutes.

**Previous Delegations:**

Requests from delegates who have previously addressed Council or Committee at a regular or public meeting within the last six (6) months on a particular item shall not be granted unless there is new information to present, in addition to what they have previously presented. Such proof shall be submitted to the CAO/Clerk-Treasurer, in writing, not later than 1:00 p.m. on the Wednesday preceding the scheduled meeting. If, in the opinion of the CAO/Clerk-Treasurer, the written submission does not provide any new information, the request shall be denied.

The CAO/Clerk-Treasurer may, at their discretion, forward the request for a second delegation to The Mayor for review to determine whether the delegation may be allowed. If the Mayor does not believe the written submission provides new information, the submission shall be provided to the Council or Committee as an information item.

**Contact Information**

Tel 613-637-2650 ext. 200 Deputy Clerk

Fax 613-637-5368

Email [deputy-clerk@southalgonquin.ca](mailto:deputy-clerk@southalgonquin.ca)

**Location and Mailing Address**

7 Third Avenue

PO Box 217

Whitney ON K0J 2M0

**Business Hours:** 8:30 am to 4:00 pm, Monday to Friday (excluding statutory holidays)



TOWNSHIP OF  
**SOUTH ALGONQUIN**

**DISCLOSURE OF PECUNIARY INTEREST**

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Schedule "B" Procedural By-law 20-622

Municipal Conflict of Interest Act, R.S.O. 1190, Chapter M.50

s.5.1 – Written Statement re disclosure

Meeting Date: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

I, \_\_\_\_\_, declare a potential  
(deemed / direct / indirect) pecuniary interest on the Agenda Item  
respecting \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature



## **Electronic Participation in Council Meetings**

### **Schedule "C" Procedural By-law 20-622**

1. Pursuant to Section 238 (3.3) of the Municipal Act, 2001 (as may be amended from time to time), Members of Council, Committees or Local Boards may participate in meetings electronically;
2. Electronic participation in meetings will be permitted and those attending electronically will count toward achieving quorum and are able to vote,
3. In the event that connectivity is lost resulting in loss of quorum the meeting will recess until quorum can be met, if re-connection cannot be made after 10 minutes the meeting will be re-scheduled,
4. Members participating electronically may participate in meetings that are closed to the public; Members are expected to ensure that the location from which they are joining from is secure and when in closed session does not compromise the information being shared,
5. The Head of Council or delegate may chair a meeting electronically;
6. The Clerk may clerk the meeting electronically;
7. Etiquette at meetings will remain professional and members will act in accordance with the procedural by-law as they would in the council chambers,

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