

ATTACHMENT 2 – REPOR COR-2023-57
THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2023-XX
PROCEDURAL BY-LAW

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**THE CORPORATION OF THE TOWNSHIP OF WILMOT
BY-LAW NO. 2023-XX
BEING A BY-LAW TO PROVIDE FOR
THE RULES OF ORDER AND PROCEDURE
FOR THE MUNICIPAL COUNCIL AND COMMITTEES OF
THE CORPORATION OF THE TOWNSHIP OF WILMOT
AND TO REPEAL BY-LAW NOS. 2021-36 AND 2021-50**

WHEREAS Section 5 (1) of the *Municipal Act, 2001, S.O., c. 25*, as amended, states the powers of a municipality shall be exercised by its council;

AND WHEREAS Section 5 (3) of the *Municipal Act, 2001, S.O., c. 25*, as amended, states a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 8 (1) of the *Municipal Act, 2001, S.O., c. 25*, as amended, states the powers of a municipality under that or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 238 (2) of the *Municipal Act, 2001, S.O., c.25*, as amended, requires that every municipality and Local Board shall pass a procedural by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS section 238 (3.1) of the *Municipal Act, 2001, S.O., c.25*, as amended, allows for a municipality's procedural by-law to permit a member of Council, of a Local Board or a committee of either of them, to participate electronically in a meeting to the extent and in the manner set out in the by-law;

AND WHEREAS section 238 (3.3) of the *Municipal Act, 2001, S.O., c. 25*, as amended, allows the procedural by-law to 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;

AND WHEREAS the Township of Wilmot Accountability and Transparency Policy states that accountability, transparency and openness are standards of good governance that enhance public trust and are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders;

AND WHEREAS the general principles of parliamentary law should be upheld in the rules of any meeting, these rules are based on a regard for the rights of:

- the majority,
- the minority, especially a strong minority – greater than one third,
- of individual members,
- of absentees, and
- of all these together.

AND WHEREAS it is deemed expedient to adopt by by-law, rules governing the order and procedure of the Council of The Corporation of the Township of Wilmot.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WILMOT ENACTS AS FOLLOWS:

PART 1

DEFINITIONS

- 1.1 “**Abstain**” means a Member who declines to vote on a motion, in which case the abstention counts as not in favour, unless the abstention is due to a previously-declared Pecuniary Conflict of Interest or disqualification from voting under any Act in which case the vote is neither counted in favour nor not in favour of a motion.

Current: “Abstain” means a member who refuses to vote.

- 1.2 “**Acting Mayor**” means the Member of Council appointed by by-law to act from time to time in the place and stead of the Mayor, pursuant to Section 242 of the *Municipal Act, 2001*.

Current: “Acting Mayor” means the member of Council appointed by by-law to act from time to time in the place and stead of the Mayor, pursuant to Part 4 of this by-law

- 1.3 “**Ad Hoc Committee**” means a Committee comprised only of Members of Council as appointed by Council and established for a specific purpose and which is disbanded once the purpose for which it was established is no longer required.

Current: “Ad hoc Committee” means a Committee composed of Members of Council and established to review a specific matter and report its findings and recommendations to Council.

- 1.4 “**Advisory Committee**” means a Committee comprising members of the public appointed by Council under specified Terms of Reference to advise and make recommendations on matters in accordance with its mandate/purpose.

Current: “Advisory Committee” means a Committee established by Council under specified Terms of Reference to advise on matters which Council has deemed appropriate for the Committee to consider.

- 1.5 “**Agenda**” means the Notice of a Meeting which sets out the order of proceedings for a Meeting and the business to be conducted at the Meeting.

Current: “Agenda” means the order of proceedings for a meeting setting out the business to be considered at the meeting.

- 1.6 “**Agenda Package**” means the compilation of the Agenda, reports and other materials for the purpose of conducting Township business by Council or Committee at a Meeting.

Current: “Agenda Package” means the compilation of the Agenda and reports, at a minimum, for the purpose of conducting Township business by Council or Committee.

- 1.7 ***NEW*** “**Agent**” means an individual appointed by an Applicant to act in professional capacity on behalf of or as a representative of that Applicant.

- 1.8 “**Amendment**” means a change in the wording of a Motion that alters or varies the Motion. It may propose that certain words or phrases be added/inserted, omitted or replaced by other words/phrases.

Current: “Amendment” means a change in the form of a Motion. An amendment is designed to alter or vary the term of the main Motion without materially changing its meaning. It may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be inserted or added. Every amendment must be strictly relevant to the question being considered.

1.9 “**Applicant**” means a property owner in a matter relative to a development application under the *Planning Act* submitted to the Township.

Current: “Applicant” means a property owner, their agent, or representative in a matter relative to a Zone Change, Official Plan Amendment, Plan of Subdivision application, or any other development application under the Planning Act submitted to the Township of Wilmot.

1.10 “**Business Day**” means the days of the week the Township Administration Complex is open for business, typically Monday to Friday, excluding holidays. The day on which a Meeting occurs is not included in the calculation of a “business day.”

Current: “Business Day” means days of the week the Township offices are open for Township business, typically Monday to Friday, excluding holidays. The day in which a meeting is to occur shall not be included in the calculation of “business days.”

1.11 ***NEW*** “**By-law**” means a municipal rule established by the Township as approved by Council which regulates a particular area of jurisdiction.

X.XX ***REMOVED*** “Calendar Day” means any day of the week. The day in which a meeting is to occur shall not be included in the calculation of “calendar days.”

1.12 ***NEW*** “**Call the Question**” means a Member has moved for Council/Committee to vote immediately, without further debate, on a Motion that has been moved and seconded and stated by the Mayor/Chair.

1.13 “**Chair**” means the individual presiding over a Meeting who is charged with deciding questions and Points of Order and Privilege as well as preserving order and maintaining decorum. The Chair, except where specifically disqualified, may vote on all Motions/Questions.

Current: “Chair” means the person presiding over a Meeting and who is charged with the responsibility to decide questions and Points of Order, preserve order and maintain decorum in the proceeding. The Chair, except where disqualified, may vote on all questions.

X.XX ***REMOVED*** “Chief Administrative Officer” means the person appointed by by-law as the Chief Administrative Officer (CAO) of The Corporation of the Township and whose duties are therein prescribed and to include Section 229 of the Municipal Act.

X.XX ***REMOVED*** “Chief Executive Officer” shall mean the Mayor in accordance with Sections 226.1 of the Municipal Act.

X.XX ***REMOVED*** “Clerk” means the person appointed by by-law as the Clerk of the Township and whose duties are therein prescribed in Section 228 of the Municipal Act.

1.14 “**Closed Meeting**” means a Meeting or part of a Meeting closed to the public in accordance with the open Meeting exemptions as defined by the *Municipal Act, 2001*.

Current: “Closed Meeting” means a closed session of a Committee or Council Meeting which is closed to the public in accordance with the requirements of the Municipal Act.

1.15 ***NEW*** “**Code of Conduct**” means a set of principles and standards of behaviour expected of Members of Council or a Committee when carrying out their roles, responsibilities and obligations as elected or appointed representatives for the Township.

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1.16 “**Committee**” means a Committee of Council including but not limited to Ad Hoc, Advisory, Quasi-judicial or Special Purpose Committees as established by Council.

Current: “Committee” means an Ad hoc Committee, Advisory Committee, or Special Purpose Committee established by Council from time to time.

1.17 ***NEW*** “**Committee Administrator**” means a Township of Wilmot employee responsible for providing administrative support to a Township advisory or quasi-judicial committee.

X.XX ***REMOVED*** “**Committee Member**” means a person appointed by Council to serve on a Committee.

1.18 ***NEW*** “**Confirmatory By-law**” means a By-law to confirm and ratify the actions and decisions of Council at a Meeting of Council.

1.19 “**Consent**” means the grouping of routine, non-controversial business/reports into a single agenda item on a Council/Committee agenda that do not require debate. Consent items can be approved in one action rather than voting on each item separately unless a Member requests that a Consent item be dealt with separately.

Current: “Consent Agenda” means a practice that groups routine business and reports into a single agenda item. A consent agenda can be approved in one action, rather than filing Motions on each item separately.

1.20 “**Council**” means the elected officials of the Township and refers collectively to the Mayor and Ward Councillors of the Township.

Current: “Council” is the term to refer collectively to the Mayor and ward Councillors.

1.21 ***NO CHANGE*** “**Council Chambers**” means the room or building identified for the holding of Council Meetings, generally the room identified as such located at 60 Snyder’s Road West, Baden, Ontario.

X.XX ***REMOVED*** “**Council Meeting**” is a collective term meaning any meeting of Council including: Regular Meetings (Section 4.8), Special Meetings (Section 4.13), Emergency Meetings (Section 4.17) and Closed Sessions (Section 5.1), as established by Resolution under Section 4.8 of the Procedural By-law or at the call of the Mayor.

X.XX ***REMOVED*** “**Councillor**” is the term consistent with the Municipal Act and is the title assigned to a Member of Council, except the Mayor, elected to represent the electors of the Township.

X.XX ***REMOVED*** “**Declaration of Office**” means an oath taken by a person prior to taking a seat on Council as per Section 232 of the Municipal Act.

1.22 ***NO CHANGE*** “**Declared Emergency**” means any period where an emergency has been declared to exist in all or part of the Township under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E. 9, as amended.

1.23 “**Delegation**” means anyone who is not a Member of Council, Township staff or an appointed official of the Township who has requested and is permitted to address Council/Committee on a matter listed on the Agenda.

Current: “Delegation” means any person, group of persons, firm or organization, who is neither a Member of Council, Township staff or an appointed official of the Township and who has requested and are permitted to address Council, or an Ad hoc, Advisory, or Special Purpose Committee.

X.XX ***REMOVED*** “**Department Head**” means a director of a department.

- X.XX** *REMOVED* “Deputy Clerk” means the person appointed by by-law as the Deputy Clerk of the Township and whose duties are therein prescribed in Section 228 of the Municipal Act.
- X.XX** *REMOVED* “Division of Question” means a request by a Member of Council to have a Motion containing separate questions, recommendations or amendments, voted on in sections or parts.
- 1.24** “**Emergency Meeting**” means a Meeting of Council held to consider any business of the Council which is deemed by the Mayor/Chair to be of an emergency nature.
- Current:** “Emergency Meeting” means a meeting of Council held to consider any business of the Council which is deemed by the Chair to be of an emergency situation.
- 1.25** “**Ex Officio**” means by virtue of office or position and carries with it the right to participate fully in the Meeting and vote unless prohibited by law.
- Current:** “Ex Officio” means by virtue of office or position and carries with it the right to participate fully in the Committee meeting and to vote unless prohibited by law.
- 1.26** “**Friendly Amendment**” means an amendment made to a Motion with the consent of the Mover and Seconder of the Motion, and without the requirement for the Amendment to be formally moved and seconded.
- Current:** “Friendly Amendment” means an amendment made to the Motion under debate with the consent of the mover and seconder, and without the requirement for an amending Motion to be made.
- X.XX** *REMOVED* “Governance Policy” means a governance document that has or is driven by an external focus, with financial or legal implications or guide Council’s decisions, provide direction over and above identified items within the strategic or master planning documents, are based on legislative responsibilities and/or relate to service delivery, and have been approved by a Resolution or by-law.
- 1.27** *NEW* “**Hybrid Meeting**” means a Meeting where some Members and/or Delegations are participating virtually and some are participating in-person.
- 1.28** “**Improper Conduct**” means conduct which offers any obstruction to the deliberations of proper action during a Meeting and/or contravenes either this By-law or the Code of Conduct.
- Current:** “Improper Conduct” means conduct which offers any obstruction to the deliberations of proper action of Council.
- 1.29** “**Inaugural Meeting**” means the first Meeting of the new term of Council held after a municipal election in a regular election year as per Section 230 of the *Municipal Act, 2001*, at which the Members of Council are sworn into their respective offices.
- Current:** “Inaugural Meeting” means the first meeting of Council held after a municipal election in a regular election year.
- 1.30** “**Integrity Commissioner**” means the person appointed by By-law as the Integrity Commissioner of the Township and whose duties are therein prescribed in Section 223.3 of the *Municipal Act, 2001*.
- Current:** “Integrity Commissioner” means the person appointed by by-law as the Integrity Commissioner of the Township and whose duties are therein prescribed in Section 223.3 of the Municipal Act.
- 1.31** *NEW* “**Local Board**” means a local board as defined in subsection 1(1) of the *Municipal Act, 2001*.

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1.32 “**Majority**” means a minimum of 50% + 1 of the votes, including those cast by the Members who voted and taking into account any abstentions counting as negative votes as per Section 1.1 of the Procedural By-law.

Current: “Majority Vote” means more than half of the votes cast by Members of Council who voted or abstained from voting at a meeting.

X.XX *REMOVED* “Management Team” means the Chief Administrative Officer and Department Heads of the Township.

X.XX *REMOVED* “Mayor” is the head of Council who is elected by general vote to represent electors in The Township and acts as Chair for Council Meetings.

1.33 “**Meeting**” means any in-person, hybrid or electronic Meeting whether regular, special or other of Council, a Local Board or a Committee of either of them, where:

- (i) A quorum of members is present; and,
- (ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of that body or the Township.

Current: “Meeting” means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,
a) a quorum of members is present, and
b) 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.

1.34 “**Member**” means a member of Council or an individual appointed to a Committee or Local Board.

Current: “Member of Council” means a person duly elected to serve on the Council of The Corporation of the Township.

1.35 “**Minutes**” means a record, without note or comment, of all Resolutions, decisions and other proceedings at a Meeting whether it is closed to the public or not.

Current: “Minutes” means a record, without note or comment, of all Resolutions, decisions and other proceedings at a Meeting of Council or a Committee, whether it is closed to the public or not.

1.36 “**Motion**” means a Question to be considered by Members through the process of being moved, seconded, and stated by the Mayor/Chair, subject to debate, and finally put to the Members for a vote.

Current: “Motion” means a question to be considered by the Council or Committee which is moved, seconded, presented, read by the Chair and is subject to debate. When a Motion is adopted, it becomes a resolution.

X.XX *REMOVED* “Municipal Act” means the Municipal Act, 2001, S.O. 2001, c. 25, as amended from time to time and any successor legislation thereto

X.XX *REMOVED* “Notice of Motion” means an advance notice to Members of Council of a matter on which Council will be asked to take a position.

X.XX *REMOVED* “Participate Electronically” means that Members of Council are present at the Council Meeting through an online or telecommunications medium that allows for audio and/or video interactions for the purposes of participating in a Council Meeting and such participation includes voting.

1.37 “**Point of Information**” is a request directed to or through the Mayor/Chair to another Member or to staff, for information relevant to the business at hand but not related to a Point of Order or Point of Privilege.

Current: "Point of Information" is a request directed to the Mayor or through the Chair to another Member of Council or to staff, for information relevant to the business at hand but not related to a Point of Procedure.

1.38 "Point of Order" means a statement made by a Member during a Meeting, drawing the attention of the Mayor/Chair to a breach or possible breach of this By-law.

Current: "Point of Order" means a statement made by a Member of Council during a meeting, drawing the attention of the Mayor or their designate to a breach of the Rules of Procedure.

1.39 "Point of Privilege" or "Personal Privilege" means the raising of a question which concerns an individual Member, Council/Committee as a whole, staff or the public, when a Member believes that their individual rights or integrity, those of Council/Committee as a whole, staff, or the public, have been impugned.

Current: "Point of Privilege" means the raising of a question which concerns a Member of Council, Council as a whole, staff or the public, when a Member of Council believes that their rights or integrity, or the rights or integrity of Council as a whole, staff, or the public, have been impugned.

1.40 "Presentation" means information being provided verbally to the Members which does not require debate/discussion or a vote by the Members; and may include the use of a presentation medium such as PowerPoint, overheads, video, slide show, etc.. The following types of Presentations are permitted:

- (i) Presentations made by Council/Committee to recognize the contributions or achievements of individuals or organizations;
- (ii) Presentations made to Council/Committee by individuals or organizations at the invitation of Council/Committee;
- (iii) Presentations made to Council by a Committee, Local Board, local organization, registered charity, or Township-affiliated agency or organization;
- (iv) Presentations from senior levels of government or other municipal governments; and,
- (v) Presentations by consultants retained by the Township providing information related to municipal operations that are not accompanied by a staff report.

Presentations are not permitted for commercial business purposes and do not include Delegations for Agenda items.

Current: "Presentation" means:

- a) presentations made by Council to recognize the contributions or achievements of individuals or organizations;
- b) presentations made to Council by individuals or organizations at the invitation of Council; or,
- c) presentations made to Council by an advisory or other Committee.

1.41 "Public Meeting" means a Meeting of Council/Committee or any portion of a Meeting of Council/Committee which is subject to the requisite advanced public notice requirements and has been given authority by By-law or statute to conduct a Meeting in matters pursuant to any legislation which requires Council/Committee to afford interested parties to be heard before taking action, passing a By-law or making a decision. A Public Meeting requires a Mover and Seconder to convene, reconvene and/or adjourn the Public Meeting.

Current: "Public Meeting" means a Meeting of Council or that portion of a Meeting of Council or any Committee which has been given authority by by-law or statute to conduct a Meeting in matters pursuant to any legislation which requires Council to

hear interested parties or to afford them an opportunity to be heard before taking action, passing a by-law or making a decision.

1.42 “**Question**” means a question to be considered by Members at a Meeting.

Current: “Question” means a Motion that has been placed before the Council or Committee by the statement of the Chair. Only once duly stated by the Chair and “on the floor” can a Motion be debated and put to a question of the Members of Council for proper resolution (“Question On the Floor”).

1.43 *NEW* “**Quorum**” means the majority of the whole of Council or a majority of the voting members of a Committee unless otherwise stated.

1.44 *NEW* “**Recess**” means a short intermission in a Meeting’s proceedings which does not adjourn the Meeting, and after which business will immediately resume at the point where it stopped at the point when the recess was called.

1.45 “**Recorded Vote**” means the recording in the Minutes of the names of each Member of Council present and the manner of their vote on a Motion/Question. Recorded Votes will be taken upon request by any Member of Council. In the case of a Member of Council who has a declared conflict or pecuniary interest for the Motion/Question, the Minutes will reflect the Member of Council who declared the conflict and did not take part in the discussion and subsequent voting thereof.

Current: “Recorded Vote” means the recording in the minutes, the names of each Member of Council present and the manner of their vote on a matter or Question before Council. Recorded Votes shall be taken upon request by any Member of Council. In the case of a Member of Council who has a declared conflict or pecuniary interest in the matter or question, the minutes shall reflect the Member of Council who declared the conflict and did not take part in the discussion and subsequent voting thereof.

1.46 *NEW* “**Refer**” means to send a matter currently under consideration by the Members to an individual, a Township department or a Committee for their consideration.

1.47 “**Regular Meeting**” means an open Meeting held in accordance with the approved schedule of Meetings or a revision of the schedule by resolution of Council.

Current: “Regular Meeting” means a scheduled meeting of Council held in accordance with the approved schedule of meetings.

1.48 “**Resolution**” means a Motion/Question that has been placed before the Members in a Meeting for debate and voted on in the affirmative and adopted by the Members (i.e., carried).

Current: “Resolution” means a formal determination made by Council or a Committee on the basis of a Motion duly placed before a regularly constituted meeting of Council or a Committee for debate and decision, and duly passed.

X.XX *REMOVED* “**Rules of Procedure**” means the rules and regulations provided in this bylaw.

1.49 “**Special Meeting**” means a Meeting not scheduled in accordance with the approved calendar of Meetings called in accordance with this By-law.

Current: “Special Meeting” means a meeting of Council not scheduled in accordance with the approved calendar of meetings.

X.XX *REMOVED* “**Special Purpose Committee**” means a Committee comprised of such Members of Council and other persons as appointed by Council to address matters which Council has deemed necessary within the jurisdiction of Council.

1.50 *NEW* “**State the Question**” means reading or displaying a Motion that has been moved and seconded. A Motion can only be debated by the Members once it has

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been stated and “on the floor”. A Motion that has been stated belongs to the Members.

1.51 “**Terms of Reference**” means a document that defines the purpose and structure adopted by Council to establish, at a minimum, the mandate, standards, practices, and responsibilities for a Committee, Task Forces and Working Groups.

Current: “Terms of Reference” means a Governance Policy adopted by Council to establish, but is not limited to, the mandate, purpose, standards, practices, and responsibilities for a Committee.

1.52 “**Territorial Land Acknowledgement**” means a statement made at the beginning of a Meeting or Township event that, at a minimum, recognizes the awareness of treaty and traditional Indigenous rights.

Current: “Territorial Acknowledgement” means a statement made, at minimum, to insert awareness of treaty and traditional Indigenous rights at the beginning of a Meeting or event.

1.53 “**Tie Vote**” means an equality of votes for and against a Motion. Motions subject to a tie vote are considered “lost” (i.e., not approved/not carried).

Current: “Tie Vote” means an equality of votes.

1.54 ***NO CHANGE*** “**Township**” means The Corporation of the Township of Wilmot.

X.XX ***REMOVED*** “**Treasurer**” means the person appointed by by-law as the Treasurer of the Township and whose duties are therein prescribed in Section 286 of the Municipal Act.

1.55 ***NEW*** “**Virtual**” means that Members and/or Delegations are participating in the Meeting through an online or telecommunications medium that allows for audio and/or video interactions during a Meeting including voting in the case of Members.

1.56 ***NEW*** “**Waive Notice**” means the ability for Members to consider a Motion during a Meeting without prior notice being given. Notice may be waived with two-thirds of the Members voting in favour of waiving notice. Notice must be waived before considering the Motion for which Notice is being waived.

PART 2

GENERAL PROVISIONS AND APPLICATION

2.1 Rules and Procedures

The rules and procedures contained in this By-law will be observed in all Meetings of Council and its Committees and will be the rules and procedures for the order and dispatch of business of Council and Committees thereof unless otherwise indicated.

Current: X.XX Rules and Procedures

The rules and procedures contained in this by-law shall be observed in all proceedings of Council as defined in the Municipal Act, and shall be the rules and procedures for the order and dispatch of business of the Council and its Committees thereof.

2.2 Robert's Rules of Order

In all unprovided for cases in the proceedings of Council or Committee, resort will be had to latest edition of *Robert's Rules of Order* as a rule for guidance on the question, and in such cases the decision of the Mayor/Chair will be final without debate.

Current: X.XX Robert's Rules

Points of Order or Points of Procedure not specifically governed by this Bylaw shall be decided by the Chair in accordance with, as far as reasonably practical, the most current edition of Robert's Rules of Order.

2.3 Quorum – Determining

A majority of Members will be necessary to constitute Quorum, unless otherwise permitted by the *Municipal Act, 2001*, or any other Act, or by Township By-law, policy, or Terms of Reference.

Current: A majority of Members of Council or Committee Members shall be necessary to constitute a quorum, unless otherwise permitted by the Municipal Act or any other Act.

2.4 Quorum – Not Present at the Start of a Meeting

If Quorum is not present fifteen minutes after the time appointed for a Meeting, the Clerk/Committee Administrator will record the names of the Members present and the Meeting will stand adjourned until the date of the next Meeting.

Current: If no quorum is present one-half hour after the time appointed for a Council Meeting, the Clerk shall record the names of the Members of Council present and the Meeting shall stand adjourned until the date of the next Meeting.

2.5 Quorum – Lost During a Meeting

2.5.1 If Quorum is lost during a Meeting, the Meeting will stand adjourned, not ended, to reconvene at the same time of commencement on the next day, or at such other time and place as the Mayor/Chair announces.

2.5.2 If in the Mayor/Chair's opinion it is not essential that the balance of the Agenda be dealt with before the next Regular Meeting, the Mayor/Chair will announce the unfinished business of Council/Committee will be taken up at the next Regular Meeting.

2.5.3 Where the number of Members who, by reason of provisions of the *Municipal Conflict of Interest Act*, are disabled from participating in a Meeting is such that the remaining Members are not of sufficient number to constitute Quorum, then the remaining Members will constitute Quorum, provided such number is not less than three (3).

Current: 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 the Mayor or Acting Mayor will then announce.

If in the Mayor or Acting Mayor's opinion it is not essential that the balance of the Agenda be dealt with before the next Regular Meeting, the Mayor or Acting Mayor will announce that the unfinished business of Council will be taken up at the next Regular Meeting.

Where the number of Members of Council who, by reason of provisions of the Municipal Conflict of Interest Act, are disabled from participating in a Meeting is such that at that Meeting the remaining Members of Council are not of sufficient number to constitute a quorum, then, the remaining number of Members of Council shall be deemed to constitute a quorum, provided such number is not less than 2 (two).

2.6 Minutes

2.6.1 The Clerk/Committee Administrator will be the secretary of all Council or Committee Meetings as appropriate and will record the proceedings of the Meetings in the form of Minutes without note or comment that will contain the following at a minimum as relevant:

- (i) The place, date, and beginning and ending time of Meetings;
- (ii) The names of the Members present;
- (iii) The names of staff present and their titles;
- (iv) The time Members arrive and leave the Meeting;
- (v) Any declaration of pecuniary interest by any Member of Council;
- (vi) Adoption of the Minutes of prior Meeting(s) including any amendments made to the Minutes;
- (vii) The names of those making presentations to Council/Committee as well as any organizations or entities they represent;
- (viii) The names of delegations appearing at the Meeting;
- (ix) Recommendations and Notices of Motion to Council/Committee for each item;
- (x) A record of the decision by the Members for each item put to a vote;
- (xi) The names and votes of Members on a recorded vote, when requested;
- (xii) The passing of the Confirmatory By-law for the Council Meeting; and,
- (xiii) A record of Adjournment of the Meeting.

2.6.2 Such Minutes, as referred to in Section 2.6.1, may be adopted by the Members without having been read in full at the Meeting where their adoption is being considered.

2.6.3 The Clerk/Committee Administrator as appropriate will endeavour to post the Minutes to the Township website within 72 (seventy-two) hours of the Meeting but no later than 1 Business Day before the next Meeting and are considered the official record of the Meeting proceedings once adopted.

2.6.4 Video recordings of a Meeting, where available, will be retained in accordance with the Township's Records Retention By-law.

Current: The Clerk shall be the secretary of all Council and Committee Meetings. It shall be the duty of the Clerk to record the proceedings of Council in the form of minutes that shall contain the following:

- a) the place, date, and beginning and ending time of Council Meetings;

- b) the names of Members of Council present;
- c) the time Members of Council arrive and leave the Council Meeting;
- d) any declaration of pecuniary interest;
- e) a record of the decision of each item for consideration;
- f) recommendations to Council on each item; and,
- g) the names of Delegations appearing before Council or the Committee.

Such Minutes, as referred to in Section 7.3.1, may be adopted by Council without having been read at the Council Meeting considering the question of their adoption.

The Minutes shall be posted to the Township website within 48 (forty-eight) hours of the Minutes' adoption.

Video recordings of a Council Meeting shall be retained in accordance with the Township's Records Retention By-law.

2.7 Errors, Corrections, and Other Changes

2.7.1 The Clerk/Committee Administrator with the approval of the Clerk may make changes to Minutes, By-laws, resolutions, presentations, written submissions, correspondence, etc. as appropriate without the approval of the Members provided such changes do not substantively alter that which Council/Committee originally approved as follows:

- (i) Correct spelling, punctuation or grammatical errors, or errors that are of a clerical, typographical or similar nature;
- (ii) Alter the style or presentation of text or graphics to improve electronic or print presentation or to conform to requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11 (AODA);
- (iii) Correct an erroneous description of a date or time with the actual date or time;
- (iv) Correct any name or other information that was incorrectly recorded;
- (v) Change any reference to a title, location or address to reflect any alteration of same;
- (vi) Correct errors in the numbering of Agenda items, resolutions, provisions or other portions of a By-law and make any changes in cross-references that are required as a result; and,
- (vii) Make a correction if it is obvious both that an error has been made and what the correction should be.

2.7.2 When making changes to Minutes, By-laws, resolutions, presentations, written submissions, correspondence, etc. as per Section 2.7, the Clerk/Committee Administrator with the approval of the Clerk may provide notice of the changes made in the manner they consider appropriate including stating the change or the nature of the change.

2.7.3 In determining whether to provide notice of changes as per Section 2.7, the Clerk/Committee Administrator with the approval of the Clerk may consider the following:

- i) The nature of the change; and,
- ii) The extent to which notice, and the information provided in it, would aid in understanding what and why the changes were made.

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2.7.4 Regardless of when a change is made to a By-law under this section, the change will be read into the By-law as of the date the By-law was originally enacted.

2.7.5 The Clerk/Committee Administrator with the Clerk's approval will not make changes without the approval of Council/Committee when the change substantively alters that which Council/Committee originally approved.

Current: a) The Clerk may modify By-laws or Resolutions to:

- i. Correct spelling, punctuation or grammatical errors, or errors that are of a clerical, typographical or similar nature.
- ii. Alter the style or presentation of text or graphics to improve electronic or print presentation.
- iii. Correct an erroneous description of a date or time with the actual date or time.
- iv. When the title, location or address of a body, office, place or thing has been altered, change any reference to the title, location or address to reflect any alteration in title, location or address.
- v. Correct errors in the numbering of provisions or other portions of a By-law and make any changes in cross-references that are required as a result.
- vi. Make a correction, if it is patent both that an error has been made and what the correction should be.

b) The Clerk:

- i. may provide notice of the changes made under subsections 7.11.8 (a) (i) to 7.11.8 (a) (iii) inclusive in the manner that they consider appropriate.
- ii. shall provide notice of the changes made under subsections 7.11.8 (a) (iv) to 7.11.8 (a) (vi) inclusive in the manner that they consider appropriate.
- iii. in determining whether to provide notice under subsection 7.11.8 (b) (i), shall consider:
 1. the nature of the change; and
 2. the extent to which notice, and the information provided in it, would provide assistance in understanding the relevant legislative history.
- iv. in providing notice under subsection 7.11.8 (b) (i) or 7.11.8 (b) (ii), shall state the change or the nature of the change.

c) No legal significance shall be inferred from the timing of the exercise of a power under this section.

d) Regardless of when a modification is made to a By-law under this section, the modification may be read into the By-law as of the date it was enacted if it is appropriate to do so.

2.8 ***NEW*** Directing the Work of the Township

2.8.1 No Member as an individual will direct or interfere with the work of the Township.

2.8.2 Any officer of the Township will be subject only to the Council and/or the Committee to which the Council may give authority on its behalf.

2.9 ***NEW*** Execution of Documents

Whenever the execution of any document is required to give effect to any resolution or By-law of the Township, the Mayor and Clerk have general authority for in the name of the Township to execute and to affix the seal of the Township to such documents

2.10 ***NEW*** Audio-visual Recordings of Meetings

2.10.1 Council and Committee Meetings will be recorded, wherever possible, through live audio/visual streaming on the Township's website and select online platforms.

2.10.2 The use of audio and video recording equipment in the Meeting room by the public or the media may be permitted provided it is not disruptive to the Meeting and prior permission for recording and the location of the recording equipment has been

given by the Mayor/Chair. Approval will be granted at the discretion of the Mayor/Chair.

2.11 *NEW* Municipal Freedom of Information and Protection of Privacy Act

All forms of participation (e.g., written submissions to Council or a Committee, in-person or electronic Meeting participation, submissions of petitions, or communications with the Township regarding an item on a Council agenda) of Open Council and Committee Meetings will become part of the permanent record, as per the Municipal Freedom of Information and Protection of Privacy Act.

2.12 Severability

Should any section, sub-section, clause or paragraph or provision of this By-law be declared by a Court or competent jurisdiction to be invalid, the same will not affect the validity of this By-law as a whole or any part thereof, other than the provisions so declared to be invalid.

Current: X.XX Severability

any section, sub-section, clause or paragraph or provision of this bylaw be declared by a Court or competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the provisions so declared to be invalid.

PART 3

ROLES AND DUTIES

3.1 General

- 3.1.1 It is the role and duty of all elected representatives, appointed Local Board and Committee members, and all staff to serve the residents of the Township. Business of the Township will be conducted in the best interest of the residents as a whole and not to serve the interests of any one individual or group of individuals above the common good. Business will be conducted with transparency and openness and will facilitate open and accessible communication with and to members of the public.
- 3.1.2 The general principles of parliamentary law should be upheld in the rules of any Meeting, these rules are based on a regard for the rights of:
- (i) the majority,
 - (ii) the minority, especially a strong minority – greater than one third,
 - (iii) of individual members,
 - (iv) of absentees, and
 - (v) of all these together.
- 3.1.3 All Meetings and ceremonies initiated, organized, or led by the Township will be devoid of all religious or spiritual readings, texts, references, prayers, or invocations to ensure a neutral space, while allowing for the freedom of religious expression for members of the public.

Current: X.XX General

It is the role and duty of all elected representatives, appointed Committee members, and all staff to serve the residents of the Township. Business of the Township shall be conducted in the best interest of the residents as a whole and not to serve the interests of any one individual or group of individuals above the common good with transparency and openness, conducting business that considers open and accessible communication to members of the public.

All Meetings and ceremonies organized by the Township shall be devoid of all Township-initiated or Township-led religious or spiritual readings, texts, references, prayers, or invocations so as to ensure a neutral space, while allowing for the freedom of religious expression for members of the public.

Committee Members appointed to any Committee whose mandate, as defined within the Committee's Terms of Reference, includes advisory responsibilities for inclusion and diversity are exempt from subsection 3.1 a) of this by-law.

3.2 Duty of Mayor/Chair

It is the duty of the Mayor/Chair to preside over all Meetings and to:

- (i) Take the Chair and call the Meeting to order;
- (ii) Receive and submit, in the proper manner, all Motions presented by the Members and staff;
- (iii) Ensure all Motions are moved, seconded, and stated before putting the Motion to a vote, and to publicly-announce the result;
- (iv) Decline to put Motions to a vote which infringe upon the Rules of Procedure or are ultra vires (i.e., out of the jurisdiction of Council);
- (v) Inform the Members of the proper procedure to be followed and to enforce the Procedural By-law and the Code of Conduct;
- (vi) Enforce at all Meetings, the observance of order and decorum among the Members;

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- (vii) Name any Member persisting in a breach of the Procedural By-law and/or the Code of Conduct and to order the Member to exit the Meeting if the breach is not rectified;
- (viii) Permit questions to be asked through the Mayor/Chair, of any staff of the Township for information, and to assist in any debate when the Mayor/Chair deems it proper;
- (ix) Provide information to Members on any matter relating to the business of the Township as appropriate;
- (x) Authenticate by signature all agreements, By-laws and Minutes as approved by Council/Committee as appropriate;
- (xi) Rule on any Points of Order or Privilege raised by Members;
- (xii) Maintain order and, where it is not possible to maintain order, the Mayor/Chair may, without any resolution being put, adjourn the Meeting to a time to be named by the Mayor/Chair;
- (xiii) Adjourn the Meeting when the business is concluded; and,
- (xiv) Act in accordance with the Declaration of Office and/or the Code of Conduct as appropriate.

Current: X.XX Role of the Mayor

It is the role of the Mayor:

- a) to act as chief executive officer of the Township;
- b) to preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c) to provide leadership to Council;
 - c.1) without limiting clause (c), to provide information and recommendations to Council with respect to the role of Council described in clauses 224 (d) and (d.1) of the Municipal Act;
- d) to represent the Township at official functions;
- e) to act as Council's representative when dealing with other levels of government, their agencies and the private sector;
- f) to act as the Township's representative on Council for the Regional Municipality of Waterloo;
- f) to carry out the duties of the Head of Council under the Municipal Act or any other Act;
- g) as Chief Executive Officer of the Township, the Mayor shall:
 - i) uphold and promote the purposes of the Township;
 - ii) promote public involvement in the Township's activities;
 - iii) act as the representative of the Township both within and outside the Township, and promote the Township locally, nationally and internationally; and,
 - iv) participate in and foster activities that enhance the economic, social and environmental well-being of the Township and its residents.

X.XX Duty of the Mayor

It is the duty of the Mayor to preside over all Meetings of Council and:

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- a) to open Meetings of Council by taking the Chair and calling the Meeting to order;
- b) to receive and submit, in the proper manner, all Motions;
- c) to put to a vote all Motions and to announce the result;
- d) to serve as an ex-officio member of all Committees and be entitled to vote at such Meetings;
- e) to decline to put Motions to a vote which infringe upon the Rules of Procedure;
- f) to inform the Members of Council of the proper procedure to be followed and to enforce the Rules of Procedure;
- g) to enforce on all occasions, the observance of order and decorum among the Members of Council;
- h) to call by name any Member of Council persisting in a breach of the Rules of Procedure and to order the Member of Council to vacate the Council Chambers;
- i) to permit questions to be asked through the Mayor, of any officer of the Township for information, to assist in any debate when the Mayor deems it proper;
- j) to provide information to Members of Council on any matter relating to the business of the Township;
- k) to authenticate by signature all by-laws and minutes of Council;
- l) to rule on any Points of Order raised by Members of Council;
- m) to maintain order and, where it is not possible to maintain order, the Mayor may, without any resolution being put, adjourn the Meeting to a time to be named by the Mayor;
- n) to adjourn the Meeting when the business is concluded;
- o) to carry out the duties of the Head of Council under the Municipal Act, or any other Act;
- p) to act in accordance with their Declaration of Office.

3.3 Duty of Members

Notwithstanding the provisions of the *Municipal Act, 2001*, it is the duty of Members to attend all Meetings of which they are a Member and to:

- i) Prepare for Meetings, including reviewing the Agenda and associated materials provided prior to the Meeting;
- ii) Speak only to the subject under debate at Meetings;
- iii) Vote on all Motions before the Council/Committee unless prohibited from voting by law as appropriate;
- iv) Observe proper procedure and decorum at all Meetings;
- v) State questions or requests for information through the Mayor/Chair; and,
- vi) Act in accordance with their Declaration of Office as appropriate.

Current: X.XX Role of Council

It is the role of Council:

- a) to represent the public and to consider the well being and interests of the Township;
- b) to develop and evaluate policies and programs of the Township;

- c) subject to legislative restrictions, develop regulations to be adopted in by-laws and resolutions for the overall benefit of the community;
- d) to determine which services the Township provides in accordance with applicable legislation;
- e) to ensure that administrative policies, practices and procedures are in place and controllership policies, practices and procedures are in place to implement the decisions of Council;
- f) to ensure the accountability and transparency of the operations of the Township, including the activities of the senior management of the Township;
- g) to maintain the financial integrity of the Township; and
- h) to carry out the duties of Council under the Municipal Act or any other Act.

X.XX Duty of a Councillor

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

- a) to prepare for Meetings, including reviewing the Agenda and background information prior to the Meeting;
- b) to speak only to the subject under debate at Council Meetings;
- c) to vote on all Motions before the Council unless prohibited from voting by law;
- d) to observe proper procedure and decorum at all Meetings;
- e) to state questions to be asked through the Mayor;
- f) to attend Council Meetings, Committee Meetings, or any other Meetings to which the Councillor has been appointed by Council;
- g) to carry out the duties of Council under the Municipal Act, or any other Act; and,
- h) to act in accordance with their Declaration of Office.

X.XX *REMOVED* Duty of the Chief Administrative Officer

It is the duty of the Chief Administrative Officer:

- a) to exercise general control and management of the affairs of the Township for the purpose of ensuring the efficient and effective operation of the Township;
- b) to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- c) to undertake or direct the undertaking of research and provide advice to Council on the policies and programs of the Township;
- d) perform such other duties required under this or any Act and other duties as assigned by the Township; and,
- e) provide leadership and direction to staff as the most senior member of staff.

X.XX *REMOVED* Duty of the Clerk

It is the duty of the Clerk to attend all Council Meetings and:

- a) to prepare and distribute Agendas for all Meetings of Council in accordance with this by-law;
- b) to record, without note or comment, all resolutions, decisions, minutes and other proceedings of Council;

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- c) if requested by any Member of Council present at a vote, to record the name and vote of every Member of Council voting on any matter or Question;
- d) to keep the originals or copies of all by-laws and of all minutes of proceedings of the Council;
- e) to make such minor clerical, typographical or grammatical corrections in form to any by-law, Motion, resolution and/or minutes as may be required for the purpose of ensuring correct and complete implementation of the actions of Council;
- f) to perform the other duties required under the Municipal Act or any other Act;
- g) to advise Council on parliamentary procedure;
- h) to perform such other duties as are assigned by the Township;
- i) the Deputy Clerk shall have all the Powers and duties of the Clerk in their absence, under the Municipal Act and any other Act;
- i) the Clerk may delegate in writing to any person, other than a Member of Council, any of the Clerk's powers and duties under the Municipal Act and any other Act; and,
- j) the Clerk, or Deputy Clerk, may continue to exercise the delegated powers and duties, despite the delegation.

X.XX Duty of the Treasurer

It is the duty of the Treasurer:

- a) to collect money payable to the Township and issue receipts for those payments;
- b) to deposit all money received on behalf of the Township in a financial institution designated by the Township;
- c) to pay all debts of the Township on behalf of the Township and other expenditures authorized by the Township;
- d) to maintain accurate records and accounts of the financial affairs of the Township;
- e) to provide Council with such information with respect to the financial affairs of the Township as it requires or requests;
- f) to ensure investments of the Township are made in compliance with the regulations made under Section 418 of the Municipal Act; and,
- g) to perform such other duties as are assigned by the Township.

X.XX Municipal Administration

It is the role of the officers and employees of the Township:

- a) to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b) to undertake research and provide advice to Council on the policies and programs of the Township; and,
- c) to carry out other duties required under this or any Act and other duties assigned by the Township.

3.4 Acting Mayor

- 3.4.1 Council will appoint by By-law for the entire term, in Ward Number order, each Member of Council to serve for one calendar month as Acting Mayor when the Mayor is absent and/or unable to act, or refuses to act.

- 3.4.2 The Acting Mayor will have, and may exercise, all rights, powers, and authority the Mayor in the Mayor's absence.

Current: X.XX Rotational Schedule – Acting Mayor

Each term, as soon after the commencement of its term as reasonably possible, Council shall appoint by by-law, in alphabetical order, each Member of Council to serve for one calendar month as Acting Mayor and Alternate Acting Mayor for that time in the place and stead of the Mayor when the Mayor is absent from the Township area, absent through illness, or refuses to act, and the Acting Mayor shall have, and may exercise, all rights, powers and authority of the Mayor in their absence.

Where the Mayor declares a conflict of interest for an item on the Agenda, the Acting Mayor shall assume the role of Chair for the duration of discussion and voting for said item. Upon conclusion of the item, the Acting Mayor shall relinquish the Chair back to the Mayor.

Where the Mayor and Acting Mayor are absent from the Township area due to illness, or a refusal to act, the Alternate Acting Mayor shall have and may exercise all rights, powers and authority of the Mayor in the Mayor and Acting Mayor's absence.

PART 4

MEETINGS

4.1 Place and Time – Council/Committee Meetings

- 4.1.1 Council Meetings will be held in the Council Chambers pursuant to the *Municipal Act, 2001*, at 7:00 p.m. unless the Notice of the Meeting stipulates the Meeting will be held at another time and location or via another means.
- 4.1.2 Committee Meetings will be held at the Township Administrative Complex unless the Notice of the Meeting stipulates the Meeting will be held at another location or via another means such as electronically.
- 4.1.3 As soon after the hour fixed for the holding of the Council/Committee Meeting and subject to achieving Quorum, the Mayor/Chair will take the chair and call the Meeting to order.

Current: The Regular Meetings of the Council of the Township shall be held in the Council Chambers pursuant to Section 236 of the Municipal Act. In the case of an emergency, or other circumstances, Council may hold its Meetings at any convenient location within or outside the Township, as approved by resolution of Council.

4.2 Electronic Participation

- 4.2.1 In accordance with provisions of the *Municipal Act, 2001*, and notwithstanding any other provisions of this By-law, a Member:
- (i) May participate electronically in any Meeting, which is either open or closed to the public subject to the protocols approved by Council;
 - (ii) Will be permitted to vote and have their vote counted when participating electronically;
 - (iii) Will be counted in determining whether a quorum of Members is present at any point in time during the Meeting when participating electronically, subject to Sections 4.2.1 to 4.2.5. of this By-law; and,
 - (iv) Must provide the Clerk/Committee Administrator with notice, in writing, at their earliest opportunity and in advance of the Meeting of their intention to participate electronically in that Meeting.
- 4.2.3 The Clerk and Meeting support staff, as directed by their Department Head will participate in person in a Meeting at the location specified in the Agenda, except during a Declared Emergency, in which case they will be permitted to participate electronically.
- 4.2.4 Individuals who have been approved to make a Presentation as per Section 6.2 of this By-law will be permitted to participate either in person or electronically via computer or telephone. Such individuals must indicate the method by which they are participating by noon on the day of the Meeting and if participating electronically, must provide their email address and/or telephone number to enable Township staff to facilitate such participation.
- 4.2.5 Delegations as per Section 6.3 of this By-law will be permitted to participate either in person, electronically via computer or telephone, or via a written submission for any matter listed on the Agenda. Delegations must indicate the method by which they are participating by noon on the day of the Meeting and if participating electronically, must provide their email address and/or telephone number to enable Township staff to facilitate such participation.

Current: X.XX Participating Electronically

In accordance with Section 238 (3), (3.1) and (3.3) of the Municipal Act:

4.2.1 Notwithstanding any other provision of this By-law, a Member of Council may Participate Electronically in any Council Meeting, which is either open or closed to the public, and may be counted in determining whether or not a quorum of Members of Council is present at any point in time, subject to Sections 4.2.2 and 4.2.3 of this By-law.

4.2.2 The Chair of a Council Meeting shall not be permitted to Participate Electronically in a Council Meeting, except during a Declared Emergency.

4.2.3 In the absence of a Declared Emergency, where a Member of Council wishes to Participate Electronically at any Council Meeting, such Member of Council shall provide the Clerk with notice, in writing, at their earliest opportunity.

4.3 Seating Arrangement of Council

Councillors will be seated to the left of the Mayor in the Council Chambers in Ward Number order. For wards with more than one Councillor, those Members will be seated in alphabetical order by last name.

Current: X.XX Seating Arrangement of Council

Councillors shall be seated to the right of the Mayor in Council Chambers in Ward order. For wards with more than one Councillor, those Members of Council shall be seated in alphabetical order by last name.

4.4 Mayor/Chair – Addressing

The Mayor/Chair will be addressed as “Mayor or Chair (surname inserted)” or as “Mr. or Madam Mayor or Chair” as appropriate.

Current: X.XX Mayor – Addressed

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

4.5 Councillors – Addressing

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

Current: X.XX Councillor – Addressed

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

4.6 Staff and Members of the Public – Addressing

Staff and members of the public are to be addressed as “Dr.”, “Mr.”, “Mrs.”, “Ms.”, “Miss.”, “Mx.”, or “Ind.” (surname inserted) or by their first name as indicated by the individual. Members of staff may also be addressed by title within the corporate structure.

Current: X.XX Staff and Members of the Public – addressed

Staff and members of the public are to be addressed as “Dr.”, “Mr.”, “Mrs.”, “Ms.”, “Miss.”, “Mx.”, or “Ind.” (surname inserted) as preferred. Members of staff may also be addressed by title within the corporate structure.

4.7 Inaugural Meeting of Council

4.7.1 The Inaugural Meeting of Council following a regular municipal election will be held in accordance with the *Municipal Act, 2001*, at 7:00 p.m., in the Council Chambers or other location as specified in the Agenda.

4.7.2 The Agenda for the Inaugural Meeting will be established by the Mayor, CAO and the Clerk, and will reflect the values of the community with respect for diversity and inclusion of all members of the community.

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4.7.3 No business will be conducted at the Inaugural Meeting of Council until the Declarations of Office have been signed by the majority of the Members of Council.

4.7.4 The order of proceedings at the Inaugural Meeting will be as follows:

Procession

- (i) Piper
- (ii) Flag Bearers (Canada/Ontario/Township)
- (iii) Mayor
- (iv) Members of Council in ward number order

National Anthem

Indigenous Welcoming Ceremony

Territorial Land Acknowledgement (Read by the Mayor)

Investiture of Mayor's Chain of Office (Lead by Municipal Clerk)

Declarations of Office (Read aloud by each member of Council)

- (i) Mayor
- (ii) Members of Council in ward number order

Inaugural Address by the Mayor

Passing of Confirmatory By-Law

Current: X.XX Inaugural Meeting

The Inaugural Meeting of Council following a regular municipal election shall be held in accordance with the Municipal Act at 7:00 p.m., in the Council Chambers.

The Agenda for the Inaugural Meeting shall be established by the incoming Members of Council and the Clerk and will reflect the values of the community with respect for diversity and inclusion of all members of the community.

No business shall be conducted at the Inaugural Meeting of Council until the Declarations of Office have been made by the Members of Council.

The order of proceedings at the Inaugural Meeting of Council after the regular election shall be as follows: Processional, National Anthem, Territorial Acknowledgement, Moment of Silence, Declarations of office, (i) Mayor, (ii) Members of Council in order of wards, Inaugural Address by the Mayor, and passing of confirming By-Law

4.8 Regular Meetings of Council – Schedule

Following the Inaugural Meeting, Regular Meetings of Council will be held at 7:00 p.m., local time, twice per month on Mondays as per the schedule approved by Council Resolution or By-law.

Current: X.XX Regular Meetings

Following the Inaugural Meeting, Regular Meetings shall be held in the Council Chambers, at 7:00 p.m., local time, twice per month on Mondays as per the schedule approved by Council Resolution.

4.9 Regular Meetings of Council – July, August, and December

During the months of July, August and December in each year, there will be one Regular Meeting of Council per month to be held at a time designated by Council by resolution or By-law to accommodate the Ad Hoc Budget Committee Meeting schedule and the summer holiday season.

Current: X.XX Regular Meetings – July, August and December

During the months of July, August and December in each year, there shall be one Regular Meeting of Council per month to be held at a time designated by Council to accommodate the Ad hoc Budget Committee Meeting schedule and the summer holiday season.

Council may, by resolution or by-law, alter the time, day or place of any Council or Committee Meeting.

4.10 *NEW* Regular Meetings of Council – Election Year

During the year of a regular election, there will be no scheduled Council Meetings for the month of September and October.

4.11 *NEW* Regular Meetings of Committees – Schedule

- 4.11.1 Regular Meetings of Committees will be held in accordance with the schedule as determined by the Committee's Terms of Reference and such schedule will be posted on the Township's website.
- 4.11.2 Committee Meetings will be held at the time as indicated in the Notice of the Meeting.
- 4.11.3 Changes to the Committee Meeting Schedule will be posted on the Township's website as soon as possible after the change to the Schedule is made but at least 24 hours before the affected Meeting is due to take place.

4.12 Regular Meetings of Council – Religious Holidays

Regular Meetings of Council will not be held on religious days which are celebrated by more than three (3) percent of the Township of Wilmot population as indicated in the latest Canadian Census.

Current:

4.13 *NEW* Regular Meetings of Council – Altering the Schedule

Council may, by resolution or By-law, alter the time, day, or place of any Regular Meeting of Council.

4.14 Regular Meetings – Notice (Agenda)

- 4.14.1 The annual schedule of Regular Meetings of Council as adopted by Council or in accordance with the Committee's Terms of Reference as appropriate will be posted on the Township's website as soon as possible after being approved.
- 4.14.2 The Agenda will be considered the Notice of a Meeting and all items listed on the Agenda will be the only items considered at that Meeting unless otherwise indicated or dispensed with differently by the Members during the Meeting in accordance with this Procedural By-law.
- 4.14.3 The Clerk/Committee Administrator will ensure the Agenda is available to the Members and the Chief Administrative Officer, staff, the public and the media as appropriate not later than three (3) Business Days before the holding of such Regular Meeting.

Current: X.XX Notice of Regularly Scheduled Meetings

Notice of Regular Meetings of Council or a Committee for the Township shall be provided to the public by posting the schedule of Council Meetings as approved by Council resolution on the Township's official website, and the meeting schedule of Committees as approved by the Committee members, on the Township's official website at the beginning of each calendar year or upon scheduling. The meeting schedule shall include the date, time and location of meetings.

X.XX Notice of Regular Meetings (Agenda) – Delivered in Advance to Council, CAO, Management Team

The Agenda shall be considered the notice of a Meeting.

The Clerk shall cause to be delivered to each Member of Council, an Agenda for each Regular Meeting of Council, electronically and/or hard copy to the address provided by the Member of Council to the Clerk for delivery of such Agendas. The Agenda shall be provided not later than three (3) Business Days before the holding

of such Regular Meeting. At the same time, the Clerk shall make available a copy of the Agenda to the CAO and to the members of the Management Team in electronic and/or hard copy format.

X.XX Agendas – Available to the Public/Media

Agendas for Meetings of Council shall be made available to the public and media on the Township website within twenty-four (24) hours of delivery to the Members of Council.

4.15 Regular Meetings – Late Additions

- 4.15.1 Late addition reports, associated materials, and By-laws for an already-published Agenda must be approved by the Chief Administrative Officer in the case of Council Meetings or the Department Head responsible for the Committee in the case of Committee Meetings; and must be submitted in writing to the Clerk/Committee Administrator not later than 4 (four) hours in advance of the Meeting.
- 4.15.2 Only reports and associated materials or By-laws that are time sensitive or deemed necessary by the Chief Administrative Officer for Council Meetings, or Department Head responsible for the Committee, to be included on an Agenda that is already published will be accepted as late additions to the Agenda.
- 4.15.3 When a report and associated materials or By-laws are included as late additions on an Agenda, the Clerk/Committee Administrator will list the item(s) being added to the Agenda under “Additions to the Agenda” and the added item(s) will be placed under the appropriate heading of the Agenda in the order deemed appropriate by the Clerk/Committee Administrator.
- 4.15.4 When an Agenda has been revised as indicated in Section 4.13, the Clerk/Committee Administrator will ensure the Members, the Chief Administrative Officer, and staff are informed via email, the Township’s website and social media channels as appropriate that the Agenda has been revised and is available on the website, and also make the item available for pick-up if hardcopies have been requested.
- 4.15.4 Late addition reports and associated documents will not be permitted for any Public Meeting held or for any By-law for which advance notice is required.

Current: X.XX Reports Under Separate Cover

Where the completion of the Agenda is delayed due to an overdue report, bylaw, or Presentation that is expected to be included on the Agenda and is time sensitive or deemed necessary to be included on the Agenda, the Clerk will complete the Agenda within the timeframe provided in this By-law and provide a notation on the Agenda that the overdue report or Presentation will be provided under separate cover.

When the report, by-law or Presentation is completed, the Report under separate cover will be sent electronically to Members of Council, the CAO and the Management Team, if hardcopies have been requested by Members of Council or staff, they will be made available for pick-up.

The Report under separate cover will be integrated into the online version of the Agenda for the public and media. Staff will notify the public and media of the Agenda being updated through the website and Township social media channels.

A Report under separate cover shall not include any Public Meeting held or other report, by-law, or Presentation being proposed for adoption in accordance with any Act.

Current: X.XX Additions to the Agenda

7.5.1 Additions to the Agenda may be submitted by members of staff to the Clerk in writing for emergency items of a time-sensitive nature. The addition to the Agenda

must be submitted not later than 4 (four) hours in advance of the Council Meeting and must be distributed to Council electronically and posted on the Township website immediately upon receipt.

4.16 Special Meetings – Notice (Agenda)

- 4.16.1 In addition to Regular Meetings, Special Meetings of Council or Committees may be held at the call of the Mayor/Chair to the Clerk/Committee Administrator or stating the date, time, place, and purpose of such Special Meeting.
- 4.16.2 The Agenda will be considered the Notice of a Special Meeting and will state the date, time, place, and purpose of the Special Meeting and only the item(s) listed on the Agenda will be considered at that Meeting.
- 4.16.3 The Agenda for a Special Meeting will be provided a minimum of twenty-four (24) hours in advance of the hour for that Special Meeting via the publication of the Agenda on the Township’s website.
- 4.16.4 The Members, the Chief Administrative Officer, staff, the public, and the media will be notified of the publication of the Agenda for a Special Meeting via one or more of the following means as appropriate and available: a telephone call, voicemail message, email, electronic message, the Township’s website, and social media channels.
- 4.16.5 Where the Mayor/Chair has not called a Special Meeting, but the Clerk/Committee Administrator has received a petition from the majority of the remaining Members, the Clerk/Committee Administrator will summon the Members to a Special Meeting by stating the date, time, place, and purpose of the Special Meeting as stated in the petition.
- 4.16.6 The Clerk/Committee Administrator may provide the Agenda of the Special Meeting at the Special Meeting or via the most expedient means possible where time constraints do not allow the Agenda to be provided at least 24 hours in advance of the hour for that Special Meeting.
- 4.16.7 Notwithstanding Section 4.16.6, the Agenda for the Special Meeting will still be published on the Township’s website as soon as it is available to do so.
- 4.16.8 Notwithstanding Sections 4.16.1 and 4.20.1, for Special Council Meetings the Clerk may adjust the order of business on the agenda and dispense with any one or more agenda items with the exception of items (i), (iv), (vi), (vii), (xvii), (xix) and (xx). The Clerk may dispense with any one of the following agenda items if there is no Closed Session scheduled for the Council Meeting (ii) (iii) (xviii)

Current: X.XX Notice of Special Meetings

Notice of a Special Meeting of Council or a Committee shall be provided to the public by posting to the schedule of Meetings on the Township’s official website not less than one (1) day in advance of the date of the Special Meeting.

X.XX Special Meetings

4.14.1 In addition to Regular Meetings, Special Meetings of Council shall be held upon written direction signed by the Mayor and delivered to the Clerk stating the date, time and purpose of such Meeting.

4.14.2 The Mayor may, at any time, call a Special Meeting of Council on twenty-four (24) hours’ notice to Members of Council. The Clerk shall summon Members of Council to a Special Meeting of Council by stating the date, time, place, and purpose of the Special Meeting of Council, as provided by the Mayor.

4.14.3 Where the Mayor has not called a Special Meeting, but upon receiving a petition from the majority of the remaining Members of Council, the Clerk shall summon Members of Council to a Special Meeting by stating the date, time, place, and purpose of the Special Meeting of Council, as stated in the petition.

4.14.4 If time is of the essence, notice may be given to Council by telephone call.

4.14.5 No other business other than that stated in the notice shall be considered at a Special Meeting.

X.XX Agendas – Special Meetings – Delivered in Advance to Council, CAO, Management Team

Notice or an Agenda of a Special Meeting called in accordance with this bylaw shall be delivered to the Members of Council, CAO and Management Team by means of personal delivery, telephone, or electronic mail. The notice or an Agenda of the Special Meeting shall be provided not less than 24 hours before the hour set for such Special Meeting.

X.XX Agendas – Special Meetings – Available to the Public/Media

Agendas for Special Meetings shall be made available to the public and media as soon as possible after they have been delivered to Members of Council. If time is of the essence, notice or an Agenda may be given to the press/media by telephone call.

X.XX Special Meetings – Agenda – provided at the meeting

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

4.17 Emergency Meetings

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

4.17.2 No business except business dealing with the emergency or extraordinary situation will be transacted at the Emergency Meeting.

Current: X.XX Notice of Emergency Meetings – Not Required

An Emergency Meeting of Council or a Committee may be held without public notice being given, to deal with an emergency or extraordinary situation.

X.XX Emergency Meetings

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

X.XX Emergency – business specified – transacted

No business except business dealing with the emergency or extraordinary situation shall be transacted at the Emergency Meeting.

X.XX Emergency – lack of receipt of notice or Agenda

Lack of receipt of notice or an Agenda by Members of Council shall not affect the validity of the Emergency Meeting or any action lawfully taken thereat.

4.18 Rescheduling and Cancellation of Meetings

When it is deemed advisable, the Mayor/Chair is authorized to change the date and/or time of, or cancel a Meeting, subject to the agreement of the majority of the Members having been polled by the Clerk/Committee Administrator, provided that a minimum of three (3) Business Days' notice is given of the change of date of the Meeting. The Township website will be updated if the date and/or time of the Meeting is changed or if the Meeting is cancelled.

Current: X.XX Rescheduling or Cancellation of Council Meetings

When it is deemed to be advisable, the Mayor is authorized to change the date and/or time of, or to cancel, a Council Meeting, subject to the agreement of the majority of the Members of Council, having been polled by the Clerk, provided that a minimum of seven (7) days' notice is given of the change of date of the Regular Meeting. The Township website shall be updated if the date and/or time of the Council Meeting is changed or if the Council Meeting is cancelled.

4.19 Notice (Agenda) – Validity if Notice Not Received

Lack of receipt of any Notice (Agenda) of a Meeting will not affect the validity of the Meeting, or any action lawfully taken thereat.

Current: Lack of receipt of notice or an Agenda shall not affect the validity of the Meeting, or any action lawfully taken thereat.

4.20 Order of Proceedings

4.20.1 The order of proceedings for Council Meetings (Regular and Special) are as follows:

- (i) Call to Order
- (ii) Closed Session
- (iii) Reconvene Into Open Session
- (iv) Territorial Land Acknowledgement
- (v) Additions to the Agenda
- (vi) Adoption of the Agenda
- (vii) Disclosure of Pecuniary Interest Under the Municipal Conflict of Interest Act
- (viii) Minutes of Previous Meeting(s)
- (ix) Public Meetings
- (x) Presentations
- (xi) Delegations
- (xii) Correspondence
- (xiii) Consent Agenda
- (xiv) Reports
- (xv) By-laws
- (xvi) Notices of Motion
- (xvii) Announcements
- (xviii) Business Arising from Closed Session
- (xix) Confirmatory By-law
- (xx) Adjournment

4.20.2 The order of proceedings for Committee Meetings not including Quasi-judicial Committee Meetings are as follows:

- Call to Order**
- Territorial Land Acknowledgement**
- Additions to the Agenda**
- Adoption of the Agenda**
- Disclosure of Pecuniary Interest Under the Municipal Conflict of Interest Act**
- Minutes of Previous Meeting(s)**
- Presentations**
- Delegations**
- Correspondence**
- Reports**
- Announcements**
- Adjournment**

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- 4.20.3 Notwithstanding Section 4. 20.1, for Special Council Meetings the Clerk may adjust the order of business on the agenda and dispense with any one or more agenda items with the exception of items (i), (iv), (vi), (vii), (xvii), (xix) and (xx). The Clerk may dispense with any one of the following agenda items if there is no Closed Session scheduled for the Council Meeting (ii) (iii) (xviii)
- 4.20.4 The Mayor/Chair may, with the approval of two-thirds of the Members present, vary the order of business to expediently deal with matters before Council/Committee where deemed practical or necessary.

Current: X.XX Order of Business

As soon after the hour fixed for the holding of the Council Meeting as a quorum is present, the Mayor shall take the Chair and call the Council Meeting to order.

Immediately after the Mayor has called the Council Meeting to order the following order or procedure shall be observed:

Call to Order
Closed Session
Reconvene Into Open Session
Moment of Silent Reflection
Territorial Acknowledgement (By-law 2021-50)
Additions to the Agenda
Adoption of Agenda
Disclosure of Pecuniary Interest Under the Municipal Conflict of Interest Act
Minutes of Previous Meeting
Public Meetings
Presentations
Consent Agenda
Reports
Correspondence
By-laws
Notice of Motions
Announcements
Business Arising from Closed Session
Confirmatory By-law
Adjournment

4.21 Territorial Land Acknowledgement

- 4.21.1 The Territorial Land Acknowledgement, as approved by Resolution of Council, will be read at the beginning of every Council and Committee Meeting. The Members will read the Territorial Land Acknowledgement on a rotating basis starting with the Ward Councillor for Ward One (1) in the case of Council Meetings or the Chair in the case of Committee Meetings. Any Member can decline to read the Territorial Land Acknowledgement and may do so without providing any explanation.
- 4.21.2 The Territorial Land Acknowledgement may be read at official functions of the Township or other community events at the discretion of the organizer.
- 4.21.2 Any amendments to the Territorial Land Acknowledgement shall be considered in conjunction with engagement with the Township's Indigenous Community.

Current: X.XX Territorial Acknowledgement

7.4.1 The Territorial Acknowledgement, as approved by Resolution of Council, shall be read at the beginning of every Council Meeting and Committee Meeting. The Members of Council or the Committee, as the case may be, shall read the Territorial Acknowledgement on a rotating basis starting with the Mayor or Chair. Any Member of Council or Committee Member can decline to read the Territorial Acknowledgement and may do so without explanation.

7.4.2 The Territorial Acknowledgement may be read at official functions of the Township or other community events at the discretion of the organizer.

7.4.3 Any Council Member or Committee Member reading the Council approved Territorial Acknowledgement, may elect to make additions to the Territorial Acknowledgement as part of their personal reflection on reconciliation, inclusion and diversity.

4.22 Disclosures of Pecuniary Interest

- 4.22.1 It will be the responsibility of each individual Member to determine if a conflict exists for any item listed on the Agenda and to disclose any such conflict of interest and the nature thereof in accordance with the provisions of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended, during the Meeting.
- 4.22.2 Every disclosure of pecuniary interest and the general nature thereof made at a Meeting will be recorded in the Minutes of the Meeting by the Clerk.
- 4.22.3 Where the Mayor/Chair declares a conflict of interest for an item on the Agenda, the Acting Mayor or Vice-chair as appropriate will assume the role of chair for the duration of discussion and voting for said item. Upon conclusion of the item, the Mayor/Chair will resume the chair position.

Current: X.XX Disclosure of Pecuniary Interest

7.6.1 It shall be the responsibility of each individual Member of Council to determine if a conflict exists and disclose any conflict of interest and the nature thereof in accordance with the provisions of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended, in any Council Meeting or Committee Meeting.

4.23 Consent Agenda – Council

- 4.23.1 In preparing the Agenda for Council Meetings, the Chief Administrative Officer or the Clerk, may identify items to place under the heading “Consent Agenda”.
- 4.23.2 All the items listed under Consent Agenda may be considered by Council in one Motion rather than as separate items unless a Member specifically requests that an item or items be treated separately.
- 4.23.3 Any Member of Council or staff member may, before the Consent Agenda is voted on, add to or remove items from the Consent Agenda to be dealt with separately. Any item removed from the Consent Agenda will be disposed of immediately following the Consent Agenda.
- 4.23.4 In the event a Member of Council declares a conflict of interest on an item included in the Consent Agenda, that item will be removed from the Consent Agenda and dealt with separately.
- 4.23.5 Members of Council may ask clarifying questions for any item on the Consent Agenda without removing it from the Consent Agenda. Questions of a substantive nature may require the item to be removed from the Consent Agenda. The Mayor may interrupt questions and declare the item will be removed from the Consent Agenda.
- 4.23.6 The Consent Agenda may include reports of a general nature, but is not limited to the following routine items:
 - (i) Meeting Minutes, other than those of Open Regular or Special, or Closed Session Council Meetings;
 - (ii) Staff appointments;
 - (iii) Committee appointments;
 - (iv) Legislative reports by statutory officers of the municipality;

- (v) Reports provided for information only; and,
- (vi) Awards of tenders.

Current: X.XX Consent Agenda

7.8.1 In preparing the Agenda for Council and Committee Meetings, the Clerk may identify items which are considered to be routine and noncontroversial under the heading “Consent Agenda,” which matters may be considered by Council as a summary matter in one Motion rather than as separate items, unless a Member of Council otherwise requests.

7.8.2 Any Member of Council, before the consent Motion is voted on, may add or remove any number of items of business from the consent Motion. Members of staff may request, before the consent Motion is voted on, to remove any number of items of business from the consent Motion. Any report removed from the Consent Agenda will be disposed of immediately following the Consent Agenda.

7.8.3 In the event that a Member of Council declares a conflict of interest on an item that is included in the consent Motion, that item shall be removed from the consent Motion and dealt with separately.

7.8.4 Members of Council may ask clarifying questions only with regards to matters on the Consent Agenda. Questions of a more substantive nature require the report to be removed from the Consent Agenda. The Chair may interrupt the questions and declare that the report will be removed from the Consent Agenda.

7.8.4 The Consent Agenda may include, but is not limited to the following items:
a) staff appointments;
b) Committee appointments;
c) reports provided for information only; and
d) award of tenders.

4.24 Correspondence – General

4.24.1 The following types of communications including emails will be listed under “Correspondence” on the Agenda:

- (i) Correspondence from individuals, organizations, institutions, businesses, other municipal governments or other levels of government addressed to Council/Committee as a whole as general information that does not relate to any matter listed on the Agenda;
- (ii) Resolutions from other municipalities addressed to Council. Such resolutions will be posted on the “Municipal Resolutions and Correspondence” webpage and Members of Council and the Corporate Leadership Team will be notified as new content is added to that webpage;
- (iii) Resolutions from other municipalities in support of a resolution passed by the Township’s Council;

4.24.2 Communications that will not be listed under “Correspondence” on the Agenda include:

- (i) Correspondence, written submissions, presentations, speaking notes regarding matters listed on the Agenda. Such communication will be included with the Agenda item to which it relates or the Minutes of the Meeting subject to submission deadlines;
- (iii) Communications directed to staff and/or only a portion of Council;
- (iv) Communications regarding issues, complaints, concerns with respect to Township services, operations, projects, staff, Council. Such communication

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will be directed to the appropriate party (e.g., department head, Council member, Integrity Commissioner, etc.) to address.

4.24.3 Every communication designed to be presented to Council will be legibly written or printed and will not contain any impertinent or improper language and will be signed by at least one person and filed with the Clerk.

4.24.4 Communications listed under Correspondence are for information only.

4.25 Correspondence – Petitions for Council

4.25.1 Any person who files a petition for Council's consideration must include their name and contact information on the petition. Unanimous letters will not be permitted on a Council Agenda.

4.25.2 Any person who signs a petition must be made aware by the person filing the petition that all petitions are considered to be public documents and so all information they supply in the petition including but not limited to their name, signature, and contact information will be made available to the public including being published on the Township's website unless the petition is withdrawn by the person submitting it. No information on the petition will be redacted from the petition before being made public.

4.25.3 Only the individual submitting the petition may be permitted to amend or withdraw the petition and may do so only if the petition has not yet been published as part of the Agenda or the Minutes as the case may be.

4.25.4 Every petition must indicate the topic of the petition and must be submitted to the Clerk not less than five (5) Business Days before the date of the Council Meeting for inclusion in the Agenda of a Council Meeting, subject to the following:

- (i) Petitions containing profanity, hate speech, pornography, or content of a violent and/or sexual nature will be rejected;
- (ii) Petitions containing negative allegations or comments towards members of the public will be returned to the submitter and not permitted; and,
- (iii) Petitions containing criticisms of a personal nature against Members or staff will be returned to the submitter and not permitted.

4.25.5 Petitions submitted less than five (5) Business Days before the date of the Council Meeting will not be included in the Agenda of the Meeting but will be attached to the Minutes of that Meeting.

4.25.6 Every petition received will be circulated to the Department Head responsible for the general service area the petition pertains to, or their designate and may arrange contact with the person who filed the petition to discuss the matter before the petition is added to the Agenda if sufficient time is available to do so. After discussions with the Department Head, their designate, or the Chief Administrative Officer have concluded, the person who filed the petition may contact the Clerk to withdraw the petition if the Agenda has not already been published.

4.26 Announcements

Members may make any special event announcements or report on community activities.

Current: X.XX Announcements

7.13.1 Members of Council may make any special event announcements or report on community activities.

4.27 Confirmatory By-law – Council Meetings

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The Clerk will include a By-law at the end of each Council Meeting for a first, second, and third reading to confirm all decisions and proceedings of the Meeting and to confirm that Council complied with the legal requirement that it acted by By-law.

Current: X.XX Confirmatory By-law

7.14.1 The Clerk shall include a by-law at the end of each Council Meeting for a first, second and third and final reading to confirm all decisions made up to the point at which the by-law is introduced and to confirm that Council complied with the legal requirement that it acted by bylaw.

PART 5

CLOSED MEETINGS

5.1 Open Meeting Requirement

All reasonable efforts on the part of the Members and staff will be made to keep Meetings open to the public unless closure is specifically authorized under the *Municipal Act, 2001*, and it is deemed necessary and appropriate. No person will be excluded except for improper conduct, or if a Declaration of Pecuniary Interest has been made for an item, and as otherwise provided for in this By-law.

Current: X.XX Closed Meetings

Closed Meetings may be held as deemed necessary by the Mayor or Chair in consultation with the Clerk. Such Closed Meetings may be closed to the public in accordance with the requirements of the Municipal Act. All reasonable efforts on the part of Council and staff will be made to keep Meetings open to the public unless closure is specifically authorized under the Municipal Act and it is deemed necessary.

5.2 Closed Meeting Notice

5.2.1 Closed Meetings and parts of Open Meetings that are closed, may be held as deemed necessary by the Mayor/Chair in consultation with the Clerk/Committee Administrator. Such Closed Meetings may only be closed to the public in accordance with the requirements of the *Municipal Act, 2001*.

5.2.2 Notice of Closed Meetings will take place via a Resolution passed by at least a Majority of the Members present in an Open Meeting to go into a Closed Meeting. The resolution will state the following:

- (i) That a Closed Meeting will be held;
- (ii) The time and place where the Closed Meeting will be held;
- (iii) The general nature of each matter to be considered at the Closed Meeting; and,
- (iv) The Open Meeting exemption(s) which permit each matter to be considered in the Closed Meeting.

Current: X.XX Notice – Closed Meeting For the Purpose of Education and Training of Members

Notice of a Council Meeting or a Committee Meeting that is closed to the public and is held for the purpose of educating or training the Members of Council or a Committee, as the case may be, shall be provided to the public by the posting of the Agenda on the Township official website stating:

- a) the fact of the holding of the Closed Meeting or Closed Session;
- b) the general nature of its subject matter; and,
- c) the legislative provision allowing for the holding of the Closed Meeting or Closed Session.

X.XX Notice – Other Closed Meetings

Notice of a Council Meeting or a Committee that is closed to the public, except a Meeting held for the purpose of educating or training the Members of Council or a Committee, as the case may be, shall be provided to the public by the posting of the Agenda on the Township official website stating:

- a) the fact of the holding of the Closed Meeting or Closed Session;

b) the general nature of the matter to be considered at the Closed Meeting or Closed Session; and,

c) the legislative provision allowing for the holding of the Closed Meeting or Closed Session.

X.XX Matters that may be considered – closed

The only matters that may be considered in a Closed Meeting shall be in accordance with Section 239(2) of the Municipal Act.

X.XX Matters to be considered – Closed – mandatory

A Meeting shall be closed to the public if the subject matter relates to:

a) the consideration of a request under the Municipal Freedom of Information and Protection to Privacy Act, when the Council, board, commission or other body is acting as head of the institution for the purposes of the Act; or,

b) an ongoing investigation respecting the Township, a local board or a Township-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman appointed by Township in accordance with subsection 223.13 (1) of the Municipal Act, or the Closed Meeting Investigator referred to in subsection 239.2 (1) of the Municipal Act.

X.XX Procedure – convening into closed session

Before holding a Meeting or part of a Meeting that is to be closed to the public, a Council, or Committee of Council, or local board, shall state by resolution:

a) the fact of the holding of the Closed Meeting or Closed Session; and,

b) the general nature of the matter to be considered at the Closed Meeting or Closed Session.

5.3 Attendance in Closed Meetings and Disclosure of Materials

5.3.1 Any reports, presentations, correspondence, discussion, or other communications included as part of a Closed Meeting will not be disclosed to any person who is not in attendance at the Closed Meeting for each particular item.

5.3.2 The Clerk will attend all Closed Meetings of Council. Where the CAO has determined it is not appropriate for the Clerk to be in attendance for an item, the Clerk must delegate their authority in writing and in advance of the Meeting to the CAO or other as authorized by the CAO.

Current: Any reports, presentations, correspondence, discussion, or other communications included as part of a Closed Meeting or Closed Session shall not be disclosed to any person who is not in attendance at the Closed Meeting or Closed Session.

5.4 Confidentiality of Closed Meeting Proceedings

5.4.1 Any Member who breaches the confidentiality of a Closed Meeting may be subject to an investigation under the Code of Conduct for Members.

5.4.2 Any member of staff who breaches confidentiality of a Closed Meeting may be subject to disciplinary action consistent with HR Policy 002.

Current: X.XX Closed Meetings

Any Member of Council who breaches confidentiality of a Closed Meeting or Closed Session may be subject to an investigation under the Code of Conduct for Members of Council.

Any member of staff who breaches confidentiality of a Closed Meeting or Closed Session may be subject to disciplinary action consistent with Township Human Resources Guidelines.

5.5 Closed Meeting Procedure – Modifications

The Procedural By-law will be observed in Closed Meetings, with the necessary modifications, except that:

- (i) A member will not speak more than once to a Motion until every member who desires to speak has spoken once;
- (ii) The number of times to speak on any Motion will not be limited; and,
- (iii) Recorded votes are not permitted in Closed Meetings.

Current: X.XX Procedure – modifications

The rules governing the procedure of the Council and its Committees and the conduct of its members shall be observed in Closed Meetings or Closed Sessions, with the necessary modifications, except that:

- a) a member shall not speak more than once to a Motion until every member who desires to speak has spoken once;
- b) the number of times of speaking on any question shall not be limited; and,
- c) recorded votes are not permitted at Closed Meetings or Closed Sessions.

5.6 Closed During a Vote – Exception

A Meeting or part of a Meeting will not be closed to the public during the taking of a vote unless:

- (i) Provisions of the *Municipal Act, 2001*, applies; and,
- (ii) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Township or Local Board or persons retained by or under contract with the Township or Local Board.

Current: X.XX Meeting not closed – during vote

Subject to Section 5.3, a Meeting shall not be closed to the public during the taking of a vote.

X.XX Meeting closed during vote – exception

A Meeting or part of a Meeting may be closed to the public during a vote, if:

- a) section 5.3. applies; and,
- b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Township or local board or persons retained by or under contract with the Township or local board.

5.7 Closed Meeting Agendas

5.7.1 Agendas for Closed Meetings will be circulated to Members no later than 3 (three) Business Days before the holding of the Meeting. If Closed Meeting Agendas and reports are circulated by hardcopy, the Clerk/Committee Administrator will collect all the materials for destruction at the adjournment of the Closed Meeting.

5.7.2 Electronic distribution of a Closed Meeting Agenda may be permitted through a secure means provided the confidentiality of the Closed Meeting materials can be maintained.

5.7.3 In preparing the Agenda, the Clerk/Committee Administrator will identify the most amount of detail possible to allow for Members to consult with the Integrity Commissioner with respect to identifying a potential conflict of interest.

- 5.7.4 The public titles for Closed Meeting Agenda items will balance the requirements of openness and transparency with the need to maintain the confidentiality of the items listed on the Closed Meeting Agenda.

Current: X.XX Agenda of Closed Meeting/Sessions

Agendas for Closed Meetings or Closed Sessions will be circulated to Members of Council not later than 3 (three) Business Days before the holding of such a Closed Meeting or Closed Session. Closed Meeting or Closed Session Agendas and reports may be circulated by hardcopy and collected by the Clerk at the close of Closed Meeting or Closed Session for destruction.

Electronic distribution of a Closed Meeting or Closed Session Agenda may be permitted through a secure electronic agenda platform designed to maintain the confidentiality of Closed Meeting or Closed Session documents or in the case of a Declared Emergency.

In preparing the Agenda, the Clerk shall identify the most amount of detail possible to allow for Council to consult with the Integrity Commissioner in regard to potential conflict of interest.

5.8 Closed Meeting Minutes

- 5.8.1 Minutes of all or part of a Closed Meeting will be recorded by the Clerk/Committee Administrator, approved by the Members at the following Open Meeting of Council/Committee as appropriate, and will be retained in confidence by the Clerk/Committee Administrator and such Minutes will not be open to inspection by any member of the public unless the Majority of the Members waive privilege or as required by law or court proceeding.

- 5.8.2 Minutes of all or part of a Closed Meeting will only be made available to the whole of the Members and the Chief Administrative Officer, and those staff or their designate who were in attendance for their individual item. Minutes of Closed Meetings may be disclosed to new Township staff at the written approval and direction of the Chief Administrative Officer.

- 5.8.3 The Clerk/Committee Administrator, in making the Minutes will not record any personal information as defined in the *Municipal Freedom of Information and Protection to Privacy Act*, R.S.O. 1990, c. M.56.

Current: X.XX Minutes of Closed Meeting/Sessions

Minutes of all or part of a Council Meeting that is closed shall be recorded by the Clerk, approved by Council at the following Closed Meeting of Council, and will be retained in confidence by the Clerk and such minutes will not be open to inspection by any member of the public. The Clerk, in making the minutes shall not record any personal information as defined in the *Municipal Freedom of Information and Protection to Privacy Act*.

PART 6

PRESENTATIONS, DELEGATIONS AND WRITTEN SUBMISSIONS

6.1 General Provisions

- 6.1.1 Requests to appear before Council/Committee to make a Presentation as per Section 6.2 or be a Delegation as per Section 6.3 must contact the appropriate Clerk/Committee Administrator.
- 6.1.2 All audio-visual materials associated with a Presentation, or a Delegation must be submitted to the Clerk/Committee Administrator as appropriate according to the provisions of Sections 6.2 and 6.3.
- 6.1.3 The Clerk or the Chief Administrative Officer reserves the right to determine what is acceptable or unacceptable materials as per Sections 6.2 and 6.3.
- 6.1.4 Where any provisions or regulations of or under any Act in relation to Presentations, Delegations, Applicants/Agents or Written Submissions contradict any of the provisions of this By-law, the provisions of that Act will prevail.

6.2 Presentations

- 6.2.1 Presentations shall be restricted to the following:
 - (i) Presentations made by Council/Committee to recognize the contributions, achievements or awards of individuals or organizations;
 - (ii) Presentations made to Council/Committee by individuals or organizations at the invitation of Council/Committee;
 - (iii) Presentations made to Council by a Committee, Local Board, local organization, registered charity, or Township-affiliated agency or organization;
 - (iv) Presentations from senior levels of government or other municipal governments; and,
 - (v) Presentations by consultants retained by the Township providing information related to municipal operations that are not accompanied by a staff report.

Presentations are not permitted for commercial business purposes and do not include Delegations for Agenda items.

- 6.2.2 Any person making a Presentation to Council/Committee in accordance with Section 6.2 are subject to the following provisions:
 - (i) Must have received prior approval by the Chief Administrative Officer or Clerk to appear before Council or Department Head to appear before a Committee;
 - (ii) Must contact the Clerk/Committee Administrator in writing and indicate how they wish to be a presenter as per Section 4.2.4 of this By-law; and,
 - (iii) Will be limited to speaking not more than ten (10) minutes.
- 6.2.3 Audio-visual materials associated with Presentations may include, but are not limited to, audio recordings, slideshows, photos, videos and handouts but does not include the presenter's speaking notes.
- 6.2.4 All audio-visual materials associated with Presentations are subject to the following:
 - (i) Will be attached to the Agenda and heard or shown at the Meeting if received no less than five (5) Business Days prior to the date of the Meeting;
 - (ii) Will not be attached to the Agenda but will be heard or shown at the Meeting and attached to the Minutes if received less than five (5) Business Days but

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not less than one (1) Business Day prior to the date of the Meeting;

- (iii) Will not be attached to the Agenda and will not be heard or shown at the Meeting but will be attached to the Minutes if received less than one (1) Business Day prior to the date of the Meeting;
- (iv) Will be rejected and not permitted to be re-submitted if contains profanity, hate speech, pornography, or content of a violent and/or sexual nature; and,
- (v) Will be returned to the submitter to remove inappropriate content such as negative allegations or comments towards members of the public, and/or criticisms of a personal nature against any Member or staff, and/or personal information about identifiable individuals as per the Municipal Freedom of Information and Protection of Privacy Act and must be resubmitted not less than three (3) Business Days prior to the date of the Meeting.

6.2.5 Revised materials for Presentations previously submitted will not be accepted if received less than five (5) Business Days prior to the date of the Meeting unless subject to Section 6.2.4 (v).

Current: X.XX Presentations

7.7.1 Any person making a Presentation to Council, shall be permitted to address Council and shall be limited in speaking not more than ten (10) minutes.

7.7.2 Audio and visual materials as part of a Presentation may include, but are not limited to, audio recordings, slideshows, photos, videos and handouts but does not include the presenter's speaking notes.

7.7.3 All audio and visual materials presented to Council shall be submitted to the Clerk, subject to the following:

- a) presenters must provide materials not less than five (5) Business Days prior to the commencement of the Council Meeting;
- b) audio or visual materials containing negative allegations or comments towards members of the public or profanity shall be returned to the presenter to remove the inappropriate allegations, comments, or language and returned not less than four (4) Business Days prior to the commencement of the Council Meeting;
- c) audio or visual materials containing hate speech will be rejected; and,
- d) audio or visual materials containing criticisms of a personal nature against Members of Council or staff shall be returned to the presenter to remove the criticisms of a personal nature.

6.3 Delegations

6.3.1 Delegations may only register to speak to the following agenda items:

- (i) staff reports;
- (ii) informal and formal public meetings;
- (iii) consideration of notice of motion provided by members of Council; and,
- (iv) By-laws

6.3.2 Notwithstanding Section 6.3.1., no delegation shall appear before Council on a matter that is not on the agenda if the matter is one which:

- (i) is eligible for resolution under any process for formal complaints or appeals, or for requesting compensation, where such processes have been established by

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the Township of Wilmot, unless and until all municipal proceedings of such a process have been completed;

- (ii) is related to an employment matter;
- (iii) is undergoing judicial or court process or litigation to which the delegation is a party to the proceeding;
- (iv) has already been the subject of consideration by Council, if a decision on the matter by Council was reached within the last six months.

6.3.3 Notwithstanding this provision, in emergency situations, Council by affirmative vote of a Majority of its members present at a regular Council Meeting, may agree to hear a delegation on any matter provided the presentation material is in writing and available whenever possible for distribution to Council prior to the commencement of the said Meeting.

6.3.4 That where Council has passed a motion to permit a delegation to speak to a matter that is not on a Meeting agenda, members of Council shall not be permitted to ask questions of that delegation.

6.3.5 Delegations are subject to the following provisions:

- (i) Are only permitted for matters listed on the Agenda;
- (ii) Must contact the Clerk's Office for Council Meetings or the Committee Administrator for Committee Meetings in writing and indicate the means by which they wish to be a delegation as per Section 4.2.5 of this By-law;
- (iii) Members may ask questions of delegates. There shall be no debate between Members and delegates.
- (iv) Are limited to speaking not more than five (5) minutes not including responding to questions from Members, if any;
- (v) Delegations consisting of seven (7) or more persons may be permitted to have two (2) spokespersons address Council, in which case each such spokesperson will be limited to speaking for not more than seven (7) minutes each; and,
- (vi) Where more than twenty (20) or more delegates register for an Agenda Item, Council may by vote Majority vote, limit the speaking time for delegations for that specific item to three (3) minutes.
- (vii) Are permitted to speak only once on an Agenda item per Meeting unless the speaker is presenting new information to Council.

6.3.6 During in-person Meetings, no member of the public will be allowed to approach the Members, Township staff, or the podium once a Meeting has been called to order without the permission of the Mayor/Chair.

6.3.7 Registration to participate in person will be accepted up to the time the Meeting is convened.

6.3.8 Registration to participate electronically will be accepted up to noon on the day of the Meeting, and Delegations must provide their email address and telephone number to enable Township staff to facilitate such participation.

6.3.9 Delegations who are Applicants or Agents for Applicants (Agent) will be limited to speaking for not more than ten (10) minutes and may elect to address Council before any Delegation if they so request.

6.3.10 Audio-visual materials submitted by a Delegation or Applicant/Agent may include, but are not limited to, audio recordings, slideshows, photos, videos and handouts but does not include the presenter's speaking notes.

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- 6.3.11 All audio-visual materials associated with Delegations are subject to the following:
- (i) Will be attached to the Agenda and will be heard or shown at the Meeting if received no less than five (5) Business Days before the date of the Meeting;
 - (ii) Will not be attached to the Agenda but will be heard or shown at the Meeting and attached to the Minutes if received less than five (5) Business Days but not less than one (1) Business Day prior to the date of the Meeting;
 - (iii) Will not be attached to the Agenda and will not be heard or shown at the Meeting but will be attached to the Minutes if received less than one (1) Business Day in prior to the date of the Meeting;
 - (iv) Will be rejected if contains profanity, hate speech, pornography, or content of a violent and/or sexual nature; and,
 - (v) Will be returned to the submitter to remove inappropriate content such as negative allegations or comments towards members of the public, copyrighted material, and/or criticisms of a personal nature against any Member or staff, and/or personal information about identifiable individuals as per the Municipal Freedom of Information and Protection of Privacy Act and must be resubmitted not less than three (3) Business Days prior to the date of the Meeting in order to be shown at the Meeting.
- 6.3.12 Revised materials for Delegations previously submitted will not be accepted if received less than five (5) Business Days prior to the date of the Meeting unless subject to Section 6.3.11 (v).
- 6.3.13 Delegations who have not yet addressed Council on a matter may do so even though the matter has been considered at a previous Meeting.
- 6.3.14 Delegations who have addressed a matter at a Committee Meeting may address Council on the same matter at a Council Meeting.
- 6.3.15 Requests to speak on matters not listed on the Agenda will be directed to the appropriate staff and Meeting when the matter will be considered by Council.

Current: X.XX Delegations for Matters on the Agenda

7.9.1 During in-person Council Meetings, no member of the public shall be allowed to approach Members of Council, Township staff, or the podium once a Meeting has been called to order, without the permission of the Mayor or Chair.

7.9.2 Persons desiring to verbally present information on matters of fact, or make a request of Council, relative to matters on the Agenda:

- a) shall give notice to the Clerk in writing, not later than four (4) hours before the commencement of the Council Meeting and may be heard with leave of the Mayor or Chair; (Amended by By-law 2021-50)
- b) shall be limited in speaking to not more than seven (7) minutes; (Amended by By-law 2021-50)
- c) Delegations consisting of five (5) or more persons may be permitted to have two (2) spokespersons address Council, in which case each such spokesperson shall be limited to speaking for not more than five (5) minutes combined; (Amended by By-law 2021-50)
- d) Delegations shall be permitted to speak only once on an Agenda item; and, (Amended by By-law 2021-50)
- e) Applicants shall be limited to speaking for not more than ten (10) minutes and may elect to address Council before any Delegation, if preferred. (Amended by By-law

2021-50)

7.9.3 Audio and visual materials submitted by a Delegation or Applicant may include, but are not limited to, audio recordings, slideshows, photos, videos and handouts but does not include the presenter's speaking notes. (Amended by By-law 2021-50)

7.9.4 All audio and visual materials presented to Council shall be submitted to the Clerk, subject to the following: (Amended by By-law 2021-50)

- a. for Delegation's and Applicant's audio or visual materials to appear in the Council Agenda Package that is circulated in advance of the Council Meeting and heard or shown as part of the Council Meeting, Delegations and Applicants are required to provide their materials not less than five (5) Business Days before the commencement of the Council Meeting; (Amended by By-law 2021-50)
- b. audio and visual materials for Delegations and Applicants received less than five (5) Business Days but not less than one (1) Business Day prior to the commencement of the Council Meeting shall be circulated to Council in advance of the Council Meeting, shall be heard or shown as part of the Council Meeting, and shall be included as an attachment to the Council Minutes, subject to all other requirements in this bylaw; (Amended by By-law 2021-50)
- c. audio and visual materials received less than one (1) Business Day in advance of Council Meeting shall not be heard or shown in the Council Meeting but, shall be included as an attachment to the Council Minutes;
- d. audio or visual materials containing negative allegations or comments towards members of the public or profanity shall be returned to the Delegation or Applicant to remove the inappropriate allegations, comments, or language and must be returned to the Township not less than one (1) Business Day prior to the commencement of the Council Meeting; (Amended by By-law 2021-50)
- e. audio or visual materials containing hate speech will be rejected; and,
- f. audio or visual materials containing negative allegations or comments of personal nature against Members of Council or staff shall be returned to the presenter to remove the allegations or comments and must be returned to the Township not less than one (1) Business Day prior to the commencement of the Council Meeting.

7.9.5 No Delegation may address Council on the same matter at successive Council Meetings unless in accordance with any Public Meeting held or other report, by-law, or Presentation being proposed for adoption in accordance with any Act.

7.9.6 Members of the public may submit written comments regarding any item on the Agenda, subject to the following: (Amended by By-law 2021-50)

- a) for written comments to be included in the Council Agenda Package that is circulated in advance of the Council Meeting, members of the public are required to provide their comments not less than five (5) Business Days before the commencement of the Council Meeting; (Amended by By-law 2021-50)
- b) written comments received less than five (5), but not less than four (4) hours prior to the commencement of the Council Meeting shall be circulated to Council in advance of the Council Meeting and shall be included as an attachment to the Council Minutes; (Amended by By-law 2021-50)
- c) written comments containing negative allegations or comments towards members of the public or profanity shall be redacted to remove the inappropriate allegations, comments, or language; (Amended by By-law 2021-50)
- d) written comments containing hate speech will be rejected; and, (Amended by By-law

2021-50)

- e) written comments containing criticisms of a personal nature against Members of Council or staff shall be redacted to remove the criticisms of a personal nature. (Amended by Bylaw 2021-50)

7.9.7 Where any provisions or regulations of or under any Act in relation to Presentations, Delegations, Applicants or written submissions which apply to municipal Councils contradict any of the provisions of this bylaw, the provisions of the Act shall prevail.

7.9.8 Requests for Delegations for matters not on the Agenda will be directed to speak with staff on the matter or may submit their comments or questions as correspondence for inclusion as correspondence as noted in section 7.10. Members of the public may also direct their comments or questions to a Member of Council for a response from staff or for proposed direction by way of a Notice of Motion.

6.4 Written Submissions

6.4.1 Members of the public may submit Written Comments regarding any item on the Agenda that is not listed as a Public Meeting item, subject to the following:

- (i) Will be attached to the Agenda if received not less than five (5) Business Days before the date of the Meeting;
- (ii) Will not be attached to the Agenda but will be attached to the Minutes if received less than five (5) Business Days, but not less than four (4) hours prior to the commencement of the Meeting;
- (iii) Will be rejected if contains profanity, hate speech, pornography, or content of a violent and/or sexual nature; and,
- (iv) Will be returned to the submitter to remove inappropriate content such as negative allegations or comments towards members of the public, and/or criticisms of a personal nature against any Member or staff, and/or personal information about identifiable individuals as per the Municipal Freedom of Information and Protection of Privacy Act and must be resubmitted before the commencement of the Meeting to be attached to the Minutes.

6.4.2 Members of the public may submit Written Comments regarding any Public Meeting item listed on the Council Agenda, subject to the following:

- (i) Will be included as part of the Staff Report for the Council Agenda if received by the due date stipulated in the Notice of Public Meeting circulated to affected property owners;
- (ii) Will be included in a subsequent Staff Report, if any, for the Council Agenda if not received in time for the Staff Report as per Section 6.4.2 (i); and,
- (iii) Will not be accepted once Council has made a decision on the item.

Current: X.XX Communications and Petitions

7.10.1 Every communication, including petitions and correspondence, designed to be presented to Council shall be legibly written or printed and shall not contain any impertinent or improper matter or language and shall be signed by at least one person and filed with the Clerk. It is recommended the petitions conform the Township's petition template, which can be obtained on the Township's website or by contacting the Clerk or Deputy Clerk.

7.10.2 Any person who files a petition must leave their name and contact information with the Clerk.

7.10.3 Any person who signs a petition must be made aware by the person filing the petition that their names, signatures, and contact information, as included on the

petition, may be included in the Council Agenda and made available to the public including publication on the Township's website.

7.10.4 Every petition or correspondence shall be delivered to the Clerk not less than five (5) Business Days before the commencement of the Council Meeting for inclusion in the Agenda of a Council Meeting, subject to the following:

- a) Correspondence or petitions containing negative allegations or comments towards members of the public or profanity shall be redacted to remove the inappropriate allegations, comments, or language;
- b) Correspondence or petitions containing hate speech will be rejected; and,
- c) Correspondence or petitions containing criticisms of a personal nature against Members of Council or staff shall be redacted.

7.10.5 Every petition received shall be circulated to the Department Head responsible for the general service area the petition pertains to, or their designate. The Department Head, their designate, or the CAO may contact the person who filed the petition to discuss the matter contained within the petition before the petition is added to the Agenda. After discussions with the Department Head, their designate, or the CAO have concluded, the person who filed the petition may contact the Clerk to withdraw the petition.

7.10.6 Correspondence or petitions addressed to Council shall be listed by the Clerk on the Agenda and the Clerk shall briefly indicate therein the content of each such petition or communication.

7.10.7 Resolutions from other municipalities and addressed to Council shall be listed by the Clerk on the Agenda for the next Regular Meeting and shall be listed under "Correspondence".

PART 7

RULES OF DEBATE

7.1 Commencement of Debate

A Motion/Question must be first moved and seconded and then stated by the Mayor/Chair before debate can commence.

7.2 Raising of Hand

Any Member who desires to speak will so indicate by raising their hand and, upon being recognized by the Mayor/Chair, will address the Mayor/Chair by stating “Through you, Mayor/Chair (surname)...” or “Through you, Mr./Madam Mayor/Chair...”

7.3 Simultaneous Raising of Hands – Recognition

When two (2) or more Members raise their hands to speak the Mayor/Chair will recognize the Member who raised their hand first.

7.4 Mayor/Chair – Permitted to Debate

The Mayor/Chair may debate a Motion/Question and state their position on any matter without leaving the chair but only after all other Members have spoken first.

7.5 Mayor/Chair – Address Between Proceedings

The Mayor/Chair may, without leaving the chair, address Council/Committee between proceedings on any matter pertinent to the business of the Township.

7.6 Speaking – No Interruption

7.6.1 When a Member is speaking no other Member will pass a note between them and/or to the Mayor/Chair or interrupt the Member who is speaking except to raise a Point of Order or Point of Privilege.

7.6.2 A Member must raise their hand and wait to be recognized to raise a Point of Information.

7.7 Speaking – General

7.7.1 A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated concisely and asked only through the Mayor/Chair.

7.7.2 Notwithstanding Section 7.7.1, a Member who has been recognized as the next speaker, may first ask a question through the Mayor/Chair on the matter under discussion for the purpose of obtaining information, following which the Member may then speak.

7.7.3 When a Member is speaking to a Motion/Question, they will confine their remarks to that Motion/Question.

7.8 Speaking Order

7.8.1 The Mayor/Chair will determine, by order of hands raised, and administer the speaking order for Members.

7.8.2 If requested, the Mover or Secunder of a Motion/Question, has the right to be the last Member to speak on that Motion/Question.

Current: X.XX Rules of Debate

8.1 Any Member of Council desiring to speak shall so indicate by raising their hand and, upon being recognized by the Mayor or other Presiding Officer, shall address the Chair by stating “through you, Mayor (surname)...” or “through you, Your Worship...”

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8.2 When two (2) or more Members of Council raise their hands to speak the Mayor or other Presiding Officer shall recognize the Member of Council who raised their hand first.

8.3 The Mayor or other Presiding Officer may state their position on any matter before Council without leaving the Chair, but it shall not be permissible to debate the Question without first leaving the Chair and for another Member of Council to assume Chairing duties during such remarks.

8.4 The Mayor or other Presiding Officer shall resume the Chair for the taking of the vote.

8.5 The Mayor or other Presiding Officer may, without leaving the Chair, address Council between proceedings on any matter pertinent to the business of the Township.

8.6 When a Member of Council is speaking no other Member of Council shall pass between them and the Chair a note or interrupt the Member of Council who is speaking except to raise a Point of Order.

8.7 Any Member of Council may require the Question or Motion under discussion to be read at any time during the debate but not so as to interrupt a Member of Council while speaking.

8.8 No Member of Council, without leave of Council, shall speak to the same Question, or in reply, for longer than ten (10) minutes.

8.9 A Member of Council may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated concisely and asked only of the Chair.

8.10 Notwithstanding Section 8.9, when a Member of Council has been recognized as the next speaker, then immediately before speaking such Member of Council may ask a question of the Mayor or other Presiding Officer on the matter under discussion only for the purpose of obtaining information, following which the Member of Council shall speak again.

8.11 The following matters, and Motions with respect thereto, may be introduced orally without written notice and without leave, except as otherwise provided by this By-law:

- a) a Point of Order or Point of Personal Privilege;
- b) presentations of petitions;
- c) to move the Question be put;
- d) to adjourn;
- e) to refer;
- f) to table or to postpone, defer to a day certain;
- g) to amend;
- h) to suspend this Procedural By-law; or,
- i) any other procedural Motion.

8.12 Speaking Order and Time Limit

- a) The Chair shall determine, by order of hands raised, and administer the speaking order for Members of Council;
- b) each Member of Council may only speak for a maximum of five (5) minutes at a time during debate, however, they may speak as often as they wish. This time restriction does not apply to Members of Council when they are asking questions and seeking clarification from Delegations or Township staff;
- c) where no other Member of Council wishes to speak to the matter, the five (5) minute time limit shall be waived;
- d) if requested, the mover or seconder of a Motion, has the right to be the last Member of Council to speak on a Motion; and,
- e) when a Member of Council is speaking to a Motion, they shall confine their remarks to the Motion.

PART 8

CONDUCT IN MEETINGS

8.1 Meeting Decorum – All Persons Present

- 8.1.1 All persons present in a Meeting will conduct themselves with decorum and in accordance with this By-law and Code of Conduct as appropriate. Accordingly, no one present in a Meeting will:
- (i) Speak disrespectfully of anyone present or not present in the Meeting including but not limited to the Reigning Sovereign, the Governor General, the Lieutenant Governor of any province, or any person administering the Government of Canada or this Province;
 - (ii) Use offensive words or discriminatory language in a Meeting or against the Council or against any Member or Township staff;
 - (iii) Speak on any subject other than the subject in debate or the subject for which they have received approval to address Council/Committee;
 - (iv) Criticize any decision of Council/Committee except to provide Notice for a Motion to Reconsider in accordance with the provisions of Part 11;
 - (v) Interrupt, speak-over, or continue to speak when advised by the Mayor/Chair to desist, or otherwise disrupt the proceedings of the Meeting or the ability of Council/Committee or staff to conduct business;
 - (vi) Disobey this By-law, Code of Conduct, other rules of Council/Committee, or a decision of the Mayor/Chair or of Council/Committee on points of order;
 - (vii) Make any charge or allegation against a Member unless such Member is present to reply or notice has been given to such Member to be present to offer a defence;
 - (viii) Question a Member or staff that contains imputations, epithets, ironical expressions, or hypothetical cases, nor refer to debates or answers to questions in the same Meeting;
 - (ix) Ask a question which publishes the names of persons or contains statements not strictly necessary to render the question intelligible, or contain charges which the Member who asks the question is not prepared to substantiate;
 - (x) Ask a question seeking the solution of an abstract legal case;
 - (xi) Ask a question as a pretext for a debate when out of order; or,
 - (xii) Ask a question that has already been fully answered.

Current: X.XX Meeting Decorum – All Persons Present

2.3 At no time shall any Member of Council, staff, delegations, member of the public or media:

- a) speak disrespectfully of or to any person;
- b) use offensive words or unparliamentary language;
- c) speak on any subject other than the subject for which they have received approval to address Council;
- d) disobey the Rules of Procedure or a decision of the Mayor or Council; or,
- e) interrupt, speak-over, or continue to speak when advised by the Mayor not to, or otherwise disrupt the proceedings of the Meeting or the ability of Council or staff to conduct business.

X.XX Conduct of Members In Council

10.1 No Member of Council shall:

- a) speak disrespectfully of the Reigning Sovereign, the Governor General, the Lieutenant Governor of any province, or any person administering the Government of Canada or this Province;
- b) use offensive words or unparliamentary language in or against the Council or against any Member of Council or against any Township staff;
- c) speak on any subject other than the subject in debate;
- d) criticize any decision of Council except for the purpose of moving in accordance with the provisions of Section 12 that the Question be reconsidered; or,
- e) disobey the rules of Council, or a decision of the Mayor or other Presiding Officer, or of Council on questions of order or practice, and upon the interpretation of the rules of Council, and in the case where a Member of Council persists in any such disobedience after having been called to order by the Mayor or other Presiding Officer, the Mayor or other Presiding Officer may forthwith put the Question, no amendment, adjournment or debate being allowed, "that such member be ordered to leave their seat for the duration of the Council Meeting", but if the Member of Council apologizes they may, by vote of Council, be permitted to retake their seat.

10.2 No charge or allegation shall be made which involves the character, conduct or language of a Member of Council unless such Member of Council is present to reply or unless due notice has been given to such Member of Council to be present to offer a defence.

10.3 A question put to a Member of Council may not contain imputations, epithets, ironical expressions or hypothetical cases, nor may a question refer to debates or answers to questions in the same Council Meeting. A question may not be put which publishes the names of persons or contains statements not strictly necessary to render the question intelligible, or contains charges which the Member of Council who asks the question is not prepared to substantiate. The solution of an abstract legal case may not be sought by a question. A question cannot be made a pretext for a debate, and when a question has been fully answered it cannot be renewed.

10.4 When a Member of Council has been called to order by the Mayor or other Presiding Officer for breach of parliamentary decorum, it is the Member of Council's duty to defer at once to the decision of the Mayor or other Presiding Officer and to make apology by explaining that there was no intent to infringe on any rule of debate, or by immediately withdrawing the offensive or unparliamentary language which may have been used. However, if a Member of Council persists in unparliamentary conduct, the Mayor or other Presiding Officer shall be compelled to name such Member of Council and submit such conduct to the decision of Council. In such a case, the Member of Council whose conduct is in question should explain and withdraw or it shall be for Council to decide what action to take.

8.2 Breach of Conduct

8.2.1 A Member who has been called to order by the Mayor/Chair for breach of this By-law or the Code of Conduct must defer at once to the decision of the Mayor/Chair, make an apology, and immediately withdraw the offensive or improper language that was used or desist with the improper conduct.

8.2.2 If the Member who has been called to order refuses to apologize, withdraw the offensive or improper language and/or persists with improper conduct, the Mayor/Chair will put a Motion/Question with no amendment, adjournment, or debate for a vote to the remaining Members "That such Member be ordered to leave their seat for the duration of the Meeting". If two-thirds of the remaining Members vote in the affirmative, the Member called to order will leave the Meeting.

8.2.3 Staff, delegations, members of the public and media who have been called to order by the Mayor/Chair will be immediately removed from the Meeting for failure to

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comply with the decision of the Mayor/Chair. The Mayor/Chair need not put the removal to the Members for a vote.

8.2.4 All Code of Conduct inquiries and formal requests for investigations will be referred to the Township’s Integrity Commissioner in accordance with the Code of Conduct.

Current: X.XX Integrity Commissioner

11.1 Inquiries or requests for investigations under the Code of Conduct for Members of Council or local boards shall be received by the Integrity Commissioner in compliance with the respective Codes of Conduct.

11.2 Annual reports from the Integrity Commissioner shall be added to the Agenda under “Correspondence” at the Regular Council immediately following the submission of the report to the Clerk.

11.3 Reports from the Integrity Commissioner as the result of a request for investigation shall be submitted to the Clerk. The reports shall be added to the Agenda as follows:

- a) where the Integrity Commission recommends a penalty, the Clerk shall prepare a cover report for Council to consider the recommendation from the Integrity Commissioner; or,
- b) where the Integrity Commissioner does not recommend a penalty, the Clerk shall add the Integrity Commissioners report under “Correspondence” to be received for information.

PART 9

MOTIONS

9.1 Ruled Out of Order

- 9.1.1 A Motion in respect of a matter which is *ultra vires* the jurisdiction of Council/Committee will not be in order.
- 9.1.2 Whenever the Mayor/Chair is of the opinion that a Motion is contrary to the Procedural By-law, the Mayor/Chair will rule the Motion out of order.

Current: X.XX Motions

12.3 A Motion in respect of a matter which is *ultra vires* the jurisdiction of Council shall not be in order.

9.2 Moved and Seconded

- 9.2.1 All Motions must be moved and seconded before being stated by the Mayor/Chair.
- 9.2.2 Moving and seconding a Motion by Members does not constitute agreement or being in favour with the Motion/Question or any part thereof and does not bind the Mover and Secunder to vote in the affirmative for that Motion.

Current: X.XX Motions

12.1 A Motion must be formally seconded before the Mayor or Chair can put the Question or the Motion can be recorded in the Minutes.

9.3 Stating the Motion

After a Motion has been moved and seconded by a Member, it must then be stated by the Mayor/Chair either by being read or displayed at the discretion of the Mayor/Chair before it can be debated. Motions printed on the Agenda do not need to be read aloud by the Mayor/Chair.

Current: X.XX Motions

12.2 When a Motion is presented in Council in writing, it shall be read, or if it is a Motion which may be presented orally, it shall be stated by the Mayor or Chair before debate.

12.4 After a Motion is read or stated by the Mayor or Chair, it shall be deemed to be in possession of Council but may, with the permission of Council, be withdrawn at any time before decision or amendment.

9.4 In Writing

A Motion must be presented in writing unless it is a procedural Motion which is permitted to be introduced orally as per Section 9.8.

9.5 Voting

- 9.5.1 After debate on the Motion/Question has concluded, the Mayor/Chair must Put the Question before a vote can be taken. Once the vote has concluded, the Motion/Question will be recorded in the Minutes with the result of the Vote.
- 9.5.2 All Motions/Questions require a Majority vote of the Members present to carry unless otherwise indicated in this By-law.

9.6 Disposition

A Motion/Question properly before Council/Committee for consideration/decision must receive disposition before any other Motion/Question can be received except procedural Motions in respect of matters listed in Section 9.8 of this By-law or Motions to Amend a Motion/Question.

Current: X.XX Motions

12.5 A Motion properly before Council for decision must receive disposition before any other Motion can be received except Motions in respect of matters listed in Sections 12.8 and 12.9 of this by-law.

12.6 A Motion called in the order in which it stands on the Agenda of the routine of business of a Meeting and which is not decided by Council, shall be allowed to stand retaining its precedence on the Agenda of the routine of business of the next ordinary Council Meeting.

12.7 A Motion to refer a matter under discussion by Council to Township staff or a Committee shall preclude all amendments of the main Question until it is decided.

9.7 Order of Consideration

A Motion/Question called in the order in which it stands on the Agenda of the routine of business of a Meeting and which is not decided by Council/Committee, will stand retaining its precedence on the Agenda of the routine of business for the next Regular Council Meeting.

Current: X.XX Motions

12.9 A Motion for the previous Question:

- a) cannot be amended;
- b) cannot be proposed when there is an amendment under consideration;
- c) shall preclude all amendments of the main Question;
- d) when resolved in the affirmative, shall be put forward without debate or amendment;
- e) can only be moved in the following words "that the question be now put"; and,
- f) may be voted against by the mover and seconder.

12.10 A Motion on a matter of privilege shall receive disposition of Council forthwith upon receipt and when settled, the Question so interrupted shall be removed to the point where it was suspended.

12.11 A Motion for reference to a Committee or staff until it is decided, will preclude all amendments of the main Question and any Motion to postpone or defer, or to lay on the table.

12.12 When the matter under consideration contains distinct recommendations or propositions, upon the request of any Member of Council, a vote upon each recommendation or proposition will be taken separately.

9.8 Procedural Motions

9.8.1 Procedural Motions listed in this section will be considered immediately upon receipt and will have precedence over any Motion/Question. Procedural Motions are debatable and/or amendable as indicated:

Item #	Procedural Motion Name	Debatable	Amendable
(i)	Points of Information, Order or Privilege	No	No
(ii)	Call the Question	No	No
(iii)	Refer	To Whom and Time	Yes
(iv)	Postpone or Defer to a Day Certain	Time only	Yes
(v)	Postpone or Defer Indefinitely	Yes	No

(vi)	Lay on the Table	No	No
(vii)	Lift off the Table	No	No
(viii)	Waive Notice	No	No
(ix)	Extend the Time of the Meeting	No	No
(x)	Recess	Yes	Yes
(xi)	Suspend the Procedural By-law	No	No
(xii)	Adjourn	No	No

9.9 Points of Information, Order and Privilege

- 9.9.1 The Mayor/Chair will preserve order and decide on Points of Information, Points of Order, and Points of Privilege.
- 9.9.2 When settled, the Motion/Question that was interrupted by the Point of Information, Order or Privilege will be resumed at the point where it was suspended in order to consider the Point of Information, Order or Privilege.
- 9.9.3 When a Point of Information, Point of Order, or Point of Privilege is raised or when a person present is called to order by the Mayor/Chair, the person speaking will immediately cease until the Point of Information has been addressed or the Mayor/Chair has ruled on the Point of Order or Point of Privilege as the case may be and may further address the Members only for the purpose of appealing to the Council/Committee from such decision.
- 9.9.4 When a Member considers their integrity, or that of Council/Committee as a whole, staff, or the public has been questioned, they may, as a Point of Privilege, at any time, with the consent of the Mayor/Chair, draw the matter to the attention of Council/Committee.
- 9.9.5 The Mayor/Chair, in giving their decision regarding a Point of Order or Point of Privilege, should cite the rule or law governing the case. The Mayor/Chair may ask for the assistance of the Clerk or Council in deciding the matter but the Mayor/Chair’s decision will be final if there is no appeal.
- 9.9.6 If the decision of the Mayor/Chair is appealed by any Member, the Mayor/Chair will restate the point in issue and ruling thereon and, without further debate, will put the Question "Will the ruling of the Mayor/Chair be sustained?" The Mayor/Chair may vote on this Question and in the event of an equality of votes, the decision of the Mayor/Chair will be deemed to be sustained.

Current: X.XX Points of Information, Order, or Privilege

- 9.1 The Mayor or Chair shall preserve order and decide on Points of Information, Points of Order, or Points of Privilege.
- 9.2 When a Point of Information, Point of Order, or Point of Privilege is raised or when a person present is called to order by the Mayor or Chair, the person speaking shall immediately cease until the Mayor or Chair has decided on the Point of Information, Point of Order, or Point of Privilege and may further address Council only for the purpose of appealing to the Council from such decision.
- 9.3 The Mayor or Chair, in giving their decision, should cite the rule or law governing the case. The Mayor or Chair may ask for the assistance of the Clerk or Council in deciding the matter but the Mayor or Chair’s decision shall be final if there is no appeal.
- 9.4 If the decision of the Mayor or other Presiding Officer is appealed to Council, the Mayor shall restate the point in issue and ruling thereon and, without further debate, shall put the Question "shall the ruling of the Chair be sustained". The Mayor or Cahir may vote on this

Question and in the event of an equality of votes, the decision of the Mayor or Chair shall be deemed to be sustained.

9.5 When a Member of Council considers that their integrity, or the integrity of Council as a whole, the integrity of staff, or the public, has been impugned, they may, as a matter of personal privilege, at any time, with the consent of the Mayor or Chair, draw the matter to Council's attention.

9.10 Call the Question

9.10.1 A Member may move for Council/Committee to vote immediately (i.e., Call the Question) during the debate, on a Motion/Question that has been moved, seconded and stated by the Mayor/Chair.

9.10.2 A Motion to Call the Question:

- (i) Cannot be moved when there is an amendment under consideration for the Motion/Question being debated;
- (ii) Will preclude any further amendments of the Motion/Question;
- (iii) Cannot be called by a Member who has already debated the Motion/Question unless all Members have already commented on the Motion/Question;
- (iv) Cannot be called so as to interrupt a Member who is speaking;
- (v) Must be moved using the following words "Call the question";
- (vi) Must be voted on before considering the Motion/Question to which calling the question applies;
- (vii) Requires two-thirds of Members present voting in the affirmative to pass; and,
- (viii) When resolved in the affirmative, the Motion/Question to which calling the question applies is to be put forward for a vote without any further debate.

9.11 Refer, Postpone or Defer – to specific date

9.11.1 A Motion to Refer a matter under discussion to Township staff or a Committee will preclude all amendments of the Motion/Question and any Motion to Postpone, Defer or Lay on the Table until the Motion to Refer is decided.

9.11.2 A Motion to Postpone or Defer to a specific date will have precedence over all other business on the date to which the Motion has been postponed or deferred.

9.12 Postpone or Defer Indefinitely

9.12.1 A Motion to Postpone or Defer Indefinitely enables the Members to decline to vote on a Motion for the purpose of suppressing that Motion.

9.12.2 If a Member desires to have the Motion to which a Motion to Postpone or Defer Indefinitely was applied return to the floor at some future time, the Motion to Postpone or Defer Indefinitely would first need to be subject to a Motion to Reconsider as per Part 11 of this By-law.

9.13 Lay on the Table and Lift from the Table

9.13.1 A Motion to Lay on the Table allows the Members to temporarily suspend consideration of the Motion/Question that is currently on the floor in order to deal with an urgent matter of business. It is not used in the place of a Motion to Postpone or Defer Indefinitely.

9.13.2 A Motion to Lift from the Table will bring the Motion that has been laid on the table back to the floor to resume consideration.

9.14 Waive Notice

Any motion, except as indicated in Section 9.17.2 and any Motion to Amend or Repeal the Procedural By-law can only be introduced without notice if the Members, without debate, Waive Notice with the affirmative vote of at least two-thirds of the whole of Council.

9.15 Extend the Time of the Meeting

The Mayor/Chair may request a Motion to Extend the Time of Meeting past 11:00 p.m. to midnight by obtaining a Mover and Seconder. Such Motion requires the unanimous consent of all Members present in the Meeting.

9.16 Recess

A Majority vote of the Members present is required to recess a Meeting, and the time of return will be announced by the Mayor/Chair.

Current: X.XX Recess

16.1 A majority vote of Members of Council present is required to recess a Council Meeting, and the time of return shall be announced by the Mayor or other Presiding Officer.

9.17 Suspend the Rules

9.17.1 Any rules or procedures established by this By-law may be suspended during or for a particular Meeting, by a Motion to Suspend the Rules which must be moved and seconded and passed unanimously by the Members present.

9.17.2 Exceptions to 9.17.1 are:

- (i) Quorum requirement.
- (ii) Notice for an amendment or repeal of this By-law or any part of thereof; and,
- (iv) If prohibited by law.

Current: X.XX Suspension of the Rules

19.1 Any rules or procedures established by this by-law, other than a quorum requirement, may be suspended at or for a particular Council Meeting, by resolution, provided two-thirds of Members of Council present vote in favour thereof, unless prohibited by law.

9.18 Adjournment

9.18.1 A Motion to Adjourn may be made at any time by a Member who has the floor and provided such Motion is not made during the taking of a vote on any Motion/Question.

9.18.2 Where a Motion to Adjourn is duly moved, seconded, and carried, and there is any item of business or any By-law that is left undisposed of, such item of business or By-law may be considered at the appropriate place in the order of business at any subsequent Regular Meeting of Council/Committee.

9.18.3 Where a Motion to Adjourn is lost, no second Motion to the same effect may be made until after some intermediate proceeding has occurred during the Meeting.

9.18.4 On a Motion to Adjourn, no Member will leave their seat until the Mayor/Chair has declared the Meeting adjourned.

9.18.5 A Regular or Special Meeting of Council or Committee will adjourn at the hour of 11:00 p.m. if in session at that time and will reconvene at such other day and time as the Members may direct by resolution or in accordance with the pre-approved Meeting schedule.

9.18.6 If a Motion to Adjourn a Regular or Special Council Meeting is moved, seconded and carries prior to moving and seconding the Confirmatory By-law, the Confirmatory By-law for the current Meeting will be deferred to the next Regular

Meeting of Council and handled separately from the Confirmatory By-law for that next Regular Meeting.

Current: X.XX Adjournment

7.15.1 A Motion may be made at any time by a Member of Council who has the floor, requires no seconder and need not be in writing provided that no Motion to adjourn may be made during the taking of a vote on any Question.

7.15.2 Where a Motion to adjourn is duly moved and carried and any item of business or any by-law then before Council is left undisposed of, such item of business or by-law may be considered at the appropriate place in the order of procedure at any subsequent Regular Meeting of Council.

7.15.3 Where a Motion to adjourn is lost, no second Motion to the same effect may be made until after some intermediate proceeding has occurred.

7.15.4 On a Motion to adjourn, no Member of Council shall leave their seat until the Chair has declared the Meeting adjourned.

7.15.5 A Regular or Special Meeting of Council or Committee shall adjourn at the hour of 11:00 pm if in session at that time and shall reconvene at such other day and time as the Members of Council may direct by resolution.

9.19 Withdrawal of a Motion

9.19.1 A motion may be withdrawn by the Mover without the agreement of the Secunder and without consent of Council/Committee up to the point the Motion is stated by the Mayor/Chair.

9.19.2 Once the Motion/Question has been stated by the Mayor/Chair, it is deemed to be in possession of Council/Committee and can only be withdrawn before the vote is taken if there are no objections from any Member. If there is an objection, the withdrawal will be granted with two-thirds of Members present voting in the affirmative.

9.20 Notices of Motion

9.20.1 A Notice of Motion is required for all Motions that a Member wishes to bring forward for consideration by Council/Committee except for procedural Motions listed in section 9.8 and Amendments to Motions.

- 9.20.2 A Notice of Motion will:
- (i) Be in writing, which may include email and will be delivered to the Clerk/Committee Administrator at least five (5) Business Days preceding the date of the Regular Meeting at which the Motion is to be considered unless otherwise directed by the Member;
 - (ii) Be printed in full and unaltered on the Agenda for the Meeting at which the Motion will be considered; and,
 - (iii) Be dropped from the Agenda and considered withdrawn if it has been called by the Mayor/Chair in two successive Meetings and not proceeded with unless Council/Committee otherwise directs.

9.20.3 The right to move a Notice of Motion will be deemed to be that of the Member who introduced the Notice of Motion and must be seconded by another Member.

9.20.4 If the Mayor/Chair wishes to bring forward a Notice of Motion, the Mayor/Chair must relinquish the chair in order to move the Motion and will resume the chair position only after consideration of the Motion has concluded.

9.20.5 Members are expected to prepare their Notice of Motion in accordance with traditional parliamentary formatting and use traditional parliamentary language.

Assistance with formatting or language may be sought from the Clerk or Committee Administrator as appropriate.

- 9.20.6 Members considering a Notice of Motion are strongly encouraged to speak with the Clerk, appropriate Department Head or the Chief Administrative Officer or Committee Administrator as appropriate as well as any stakeholders to seek assistance with content and to ensure the Notice of Motion is well-constructed, legal, accurate and clear, properly formatted, timed appropriately, and is the most efficient and effective means of dealing with the matter.
- 9.20.7 Review of the Notice of Motion by staff will not constitute support from staff on the content of the Motion.
- 9.20.8 “Whereas” clauses should be used only to provide background and context in order to assist Members with understanding the Motion.

Current: X.XX Notice of Motion

7.12.1 A Notice of Motion shall:

- a) be in writing, which may include email; and
- b) shall be directed by the Clerk to the next Regular Meeting and shall be printed in full on the Agenda.

7.12.2 Notice of all new Motions, except Motions listed in Sections 12.8 and 12.9 shall be given in writing and delivered to the Clerk at least five (5) Business Days preceding the date of the Regular Meeting at which a Motion is to be introduced and the Motion shall be printed in full and unaltered on the Agenda for that Regular Meeting, as a means of introduction, and each succeeding Regular Meeting until the Motion is considered or otherwise disposed of.

7.12.3 The right to move a Notice of Motion shall be deemed to be that of the Councillor who introduced the Notice of Motion.

7.12.4 Any amendments, except those of a typographical nature, to a Notice of Motion shall be deemed to have created a new Notice of Motion and shall be treated as such in accordance with this by-law. Amendments of a substantive manner cannot be made during a Meeting without being re-introduced as though it is a new Notice of Motion.

7.12.5 When a Member of Council's Notice of Motion has been called from the Chair in two (2) successive Meetings and not proceeded on, it shall be removed from the Agenda unless Council otherwise directs staff.

7.12.6 If Council determines that the Notice of Motion shall appear on the Agenda at a third Meeting, such Notice of Motion is called from the Chair and not proceeded with, it shall be deemed to have been withdrawn.

7.12.7 Any Motion may be introduced without notice if Council, without debate, dispenses with notice on the affirmative vote of at least two-thirds of the Members of Council present and voting.

7.12.8 Members of Council are expected to prepare their Notice of Motion in accordance with traditional parliamentary formatting and use traditional parliamentary language. Assistance with formatting or language may be sought from the Clerk or Deputy Clerk.

7.12.9 Members of Council considering the submission of a Notice of Motion are encouraged to speak with the appropriate Department Head or CAO to ensure a Notice of Motion is the most efficient means of dealing with a matter.

7.12.10 Assistance with the substance of a Notice of Motion may be sought from the Department Head relative to the subject matter or the CAO.

7.12.11 Review of the Notice of Motion by staff shall not constitute support from staff on the content of the Motion.

9.21 Amendments to Motions

9.21.1 Amendments to motions where permitted:

- (i) Shall be presented in writing unless it is agreed to be a Friendly Amendment;
- (ii) Shall receive disposition of Council/Committee before the Motion is considered;
- (iii) Shall be germane (i.e., relevant) to the Motion or an Amendment to the Motion being considered;
- (iv) Shall not negate the Motion or an Amendment to the Motion;
- (v) May propose a separate and distinct disposition of a Motion;
- (vi) Shall be put in the reverse order in which the Amendments were moved if there are multiple Amendments; and,
- (vii) Shall contain only one Amendment to the Motion and not more than one Amendment to an Amendment at one time unless the Amendment has been withdrawn or voted on and lost, in which case another Amendment may be made to the Motion but not to an Amendment. In the case of an Amendment to an Amendment, the Amendment to the Motion cannot be withdrawn until the Amendment to the Amendment has been withdrawn or voted on and lost.

9.21.2 An Amendment to a Motion which has been Referred, Postponed or Deferred Indefinitely or to a specific date, is not permitted.

9.21.3 Friendly Amendments are not permitted in instances where the proposed Friendly Amendment represents a substantive change to the Motion or to an Amendment including adding a further clause(s) to the Motion.

Current: X.XX Motions

12.8 If the amendment is not considered a “Friendly Amendment”, then the Motion to amend:

- a) shall be presented in writing;
- b) shall receive disposition of Council before a previous amendment of the Question;
- c) shall be relevant to the Question to be received;
- d) shall not be received proposing a direct negative to the Question;
- e) may propose a separate and distinct disposition of a Question;
- f) shall be put in the reverse order to that in which it was moved; and
- g) shall contain only one Motion to amend an amendment to the Question and any further amendment must be to the main Question.

PART 10

VOTING

10.1 Putting the Question

- 10.1.1 No Vote will be taken unless the Motion/Question has been moved and seconded, and the Mayor/Chair has Put the Question in the precise form in which it will be voted on and recorded in the Minutes.
- 10.1.2 When the Mayor/Chair calls for the Vote on a Motion/Question, each Member will occupy their seat until the result of the Vote has been declared by the Mayor/Chair. During the taking of the vote, no Member will walk across the room or speak to any other Member or make any noise or disturbance. A Member not in their seat is not entitled to Vote.
- 10.1.3 After a Motion/Question is Put by the Mayor/Chair, no Member will speak to the Motion/Question or will make any other Motion or Amendment to the Motion after the Vote is taken and the result has been declared.

Current: X.XX Voting On Motions

14.1 Immediately preceding the taking of the vote, the Mayor or other Presiding Officer may state the Question in the form introduced and shall do so if required by a Member of Council except when a Motion for the previous Question has been resolved in the affirmative. They shall state the Question in the precise form in which it will be recorded in the minutes.

14.2 After a Question is finally put by the Mayor or other Presiding Officer, no Member of Council shall speak to the Question or shall any other Motion be made until after the vote is taken and the result has been declared.

10.2 Qualification and Requirement to Vote

- 10.2.1 Each Member has one Vote only and Votes are not weighted.
- 10.2.2 No Member will have precedence or seniority over any other Member except as may be provided for in the *Municipal Act, 2001*.
- 10.2.3 The Mayor/Chair does not need to relinquish the chair to vote on any Motion/Question.
- 10.2.4 Every Member present at a Meeting when a Motion/Question is Put or Called will vote unless prohibited by statute, in which case the reason for why the Member did not vote will be recorded in accordance with the statute.
- 10.2.5 Any Member who refuses to vote will be recorded as voting in the negative.

Current: X.XX Voting On Motions

14.3 Every Member of Council present at a Council Meeting when a Question is put shall vote thereon unless prohibited by statute, by reason of conflict of interest or for any reason.

14.5 Upon the request of a Member of Council, immediately after a vote is taken, the Clerk shall record the negative vote of such Member of Council on any Question.

14.6 If any Member of Council present at a Council Meeting when a Question is put does not vote, they shall be deemed as voting in the negative except where they are prohibited from voting by law.

14.8 When the Mayor calls for the vote on a Question each Member of Council shall remain in their seat until the result of the vote has been declared by the Mayor, and during such time no Member of Council shall walk across the room or speak to any other Member of Council or make any noise or disturbance.

10.3 Secret Ballot – Prohibited

- 10.3.1 No Vote will be taken in a Meeting by any method of secret voting, and every Vote so taken will be of no effect.
- 10.3.2 Any Vote taken by ballot must be read aloud with the name of the Member and whether the Member has voted in favour of or opposition to the Motion/Question.
- 10.3.3 A Meeting will not be Closed to the public during the taking of a Vote, unless the vote relates to a procedural matter, or is in relation to providing direction to staff in accordance with the *Municipal Act, 2001*.
- 10.3.4 Despite Section 10.3.3, a Meeting may be Closed to the public during a Vote in accordance with Section 5.6 of this By-law.

Current: X.XX Voting On Motions

14.4 No vote will be taken in Council or Committee by ballot or by any other method of secret voting.

10.4 Tied Vote

In the event of an equality of votes, the Motion/Question being voted on is deemed to be lost.

Current: X.XX Voting On Motions

14.13 Any Question on which there is an equality of votes shall be deemed to be in the negative.

10.5 Severability of the Question

- 10.5.1 When two or more separate recommendations, propositions or clauses are embodied in one Motion/Question or in an Amendment to a Motion/Question, a Member may request or the Mayor/Chair may put each recommendation, proposition or clause separately, restricting debate to each proposition in its turn.
- 10.5.2 A Member not present before the result of the division on a Motion/Question is declared, will not be entitled to vote on that Motion/Question.

Current: X.XX Voting On Motions

14.9 When the matter under consideration contains distinct recommendations or propositions, upon the request of any Member of Council, a vote upon each recommendation or proposition will be taken separately.

14.10 A Member of Council not present before the result of the division on a Question is declared, shall not be entitled to vote on that Question.

10.6 Unrecorded Vote – Determining Method

The manner of determining the decision of the Council/Committee on a Motion/Question is at the discretion of the Mayor/Chair and may be by voice, show of hands, standing or otherwise.

Current: X.XX Voting On Motions

14.11 The manner of determining the decision of Council on a Motion shall be at the discretion of the Mayor or other Presiding Officer and may be by voice, show of hands or otherwise.

14.12 Upon the taking of any vote if all the Members of Council present when the vote is taken vote unanimously, the Mayor or other Presiding Officer may direct the Clerk to record the vote accordingly.

10.7 Recorded Vote – Council Meetings

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- 10.7.1 Any Member of Council, before the taking of the Vote has begun, except a Member who is prohibited by statute to vote or has declared a pecuniary interest, may request that the Vote be recorded.
- 10.7.2 When a Recorded Vote is requested by a Member on any Motion/Question, the Mayor will ask the Clerk to proceed with taking a Recorded Vote. The Clerk will say each member's name in numerical order by Ward (than alphabetically if there is more than one Councillor in the Ward). The Councillor will verbally express their vote either in favour or against the motion. The Clerk will record the Vote and the name of each Member who voted in the Minutes and announce the decision.
- 10.7.3 When a Recorded Vote is taken, and no dissent is declared, such Vote is deemed to be Unanimous.

Current: X.XX Recorded Vote

15.1 When a recorded vote is requested by a Member of Council, or is otherwise required, the Clerk shall record the name and vote of every Member of Council by ward, on any matter or Question.

15.2 Where a vote is taken for any purpose and a Member of Council requests immediately prior to or immediately subsequent to the taking of the vote, that the vote be recorded, each Member of Council present, except a Member of Council who is disqualified from voting by any Act, shall announce their vote openly, and any failure to vote by a Member of Council who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote accordingly.

15.3 When a recorded vote is requested by any Member of Council the Clerk will call of the vote, announce the division and will record them in the minutes of the Meeting.

10.8 Disputing a Vote

If a Member disagrees with the announcement of the Mayor/Chair that a Motion/Question is carried or lost, the Member may, but only immediately after the declaration of the result of the Vote by the Mayor/Chair, object to the declaration and require a re-vote to be taken by the same means as the original Vote.

Current: X.XX Voting On Motions

14.7 If a Member of Council disagrees with the announcement of the Mayor that a Question is carried or lost they may, but only immediately after the declaration by the Mayor, object to the Mayor's declaration and require a recorded vote to be taken.

PART 11

VOTE RECONSIDERATION

11.1 General Provisions

- 11.1.1 A resolution, By-law or any Motion/Question, which has been adopted previously by Council/Committee may be reconsidered by the Members by bringing forward a Motion to Reconsider subject to the following:
- (i) The Motion to Reconsider is made in writing by a Member and has been introduced according to the procedure for a Notice of Motion;
 - (ii) The Motion to Reconsider cannot be applied to an affirmative vote where the provisions have been partly carried out or to any vote that has caused something to be done that is impossible to undo;
 - (iii) In the case of Committees, a Motion to Reconsider cannot be applied to any matter which has already been disposed of by Council;
 - (iv) Debate on a Motion to Reconsider must be confined to the reasons for or against the reconsideration;
 - (v) The Motion to Reconsider is passed by a two-thirds majority of the Members present and voting;
 - (vi) If the Motion to Reconsider is decided in the affirmative, the Motion to which the Motion to Reconsider applies will become the next order of business unless the Motion to Reconsider calls for consideration of the original Motion at a future date; and,
 - (viii) Debate on the Motion being reconsidered will proceed as though the original Motion had previously never been voted on.

11.2 Reconsideration of Amendments to Motions

A Motion to Reconsider an Amendment may not be submitted until after the original Motion to which the amendment was proposed has been reconsidered and disposed of in the affirmative by two-thirds of the Members present and voting.

11.3 Limitations Per Term of Council/Committee

A Motion to Reconsider the same Motion will not be permitted more than once during the term of Council/Committee.

11.4 Reconsideration of By-laws

When a By-law has been defeated at any stage of the order of procedure, it can be subject to a Motion to Reconsider and the foregoing rules will apply thereto, except that, when a Motion to Reconsider a By-law is carried by the required majority, a Motion that leave be given to introduce the said By-law will become the next order of business and, if this Motion is carried, the By-law will be dealt with in accordance with the usual order of procedure as if it had been first introduced at the Meeting during which the Motion to reconsider was voted on.

Current: X.XX Reconsideration

13.1 After any Question, except one of indefinite postponement, has been decided, any Member of Council may, at the same Council Meeting or at a subsequent Council Meeting, move for a reconsideration thereof. Such Motion must be made in writing, but no discussion of the main Question shall be allowed unless the Motion for reconsideration is passed by a two-thirds majority of all the Members of Council present and voting, nor shall any Question be reconsidered more than once.

13.2 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.

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13.3 If a Motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the Motion calls for a future definite date, and debate on the Question to be reconsidered may proceed as though it had never previously been voted on.

13.4 Debate on a Motion for reconsideration must be confined to the reasons for or against reconsideration.

13.5 When a by-law has been defeated at any stage of the order of procedure, it shall be subject to a Motion to reconsider and the foregoing rules shall apply thereto, except that, when a Motion to reconsider a by-law is carried by the required majority, a Motion that leave be given to introduce the said by-law shall become the next order of business and, if this Motion is carried, the bylaw shall be dealt with in accordance with the usual order of procedure as if it had been first introduced at the Meeting during which the Motion to reconsider was voted on.

PART 12

BY-LAWS – COUNCIL

12.1 General Provisions

- 12.1.1 Copies of all By-laws to be considered by Council will be provided in the Agenda Package for the Meeting at which the By-laws will be considered.
- 12.1.2 All By-laws when introduced will be in type-written form, will contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act.
- 12.1.3 The Clerk will record on all By-laws enacted by Council, the date of the first, second and third reading.
- 12.1.4 Every By-law which has been enacted by Council will be:
- i) Numbered;
 - ii) Dated;
 - iii) Signed by the Mayor and the Clerk;
 - iv) Sealed with the seal of the Township; and,
 - v) Securely kept by the Clerk in compliance with the *Municipal Act, 2001* and the Township's Records Retention By-law.

12.2 Reading of By-laws

- 12.2.1 All By-laws, except as otherwise required by legislation, will be introduced and receive first, second and third reading by a single Motion in order to be passed.
- 12.2.2 It is permissible to refer or defer the passing of a By-law for further consideration, or that the third reading be deferred indefinitely or be postponed to a definite time.

12.3 Provisional By-laws

Notwithstanding Section 12.1.1, Provisional By-laws will be read a first and second time and provisionally passed as one motion and then read a third time and finally passed separately at a subsequent Meeting as per the requirements of the applicable legislation.

12.4 Amendments to By-laws

An amendment to a By-law must strictly relate to the subject matter of the By-law.

Current: X.XX By-laws

- 7.11.1 All by-laws shall be considered by Council and shall be introduced and receive first, second and third reading by a Motion.
- 7.11.2 Copies of all by-laws to be considered by Council shall be provided to each Member of Council with the Agenda Package.
- 7.11.3 All by-laws when introduced shall be in type-written form, 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 date.
- 7.11.4 By-laws which received first and second reading at a previous Council Meeting and have now been cleared for final reading shall be read a final time and approved or defeated in open Council.
- 7.11.5 Every by-law shall have three readings previous to it being passed.

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7.11.6 The Clerk shall record on all by-laws enacted by Council, the date of the first, second and third readings.

7.11.7 Every by-law which has been enacted by Council shall be numbered and dated and shall be sealed with the seal of the Township and signed by the Mayor and the Clerk and shall be securely kept by the Clerk in compliance with the Municipal Act and the Township's Records Retention By-law.

7.11.8 Errors, Corrections, and Other Changes

- a) The Clerk may modify By-laws or Resolutions to:
 - i. Correct spelling, punctuation or grammatical errors, or errors that are of a clerical, typographical or similar nature.
 - ii. Alter the style or presentation of text or graphics to improve electronic or print presentation.
 - iii. Correct an erroneous description of a date or time with the actual date or time.
 - iv. When the title, location or address of a body, office, place or thing has been altered, change any reference to the title, location or address to reflect any alteration in title, location or address.
 - v. Correct errors in the numbering of provisions or other portions of a By-law and make any changes in crossreferences that are required as a result. vi. Make a correction, if it is patent both that an error has been made and what the correction should be.
- b) The Clerk:
 - i. may provide notice of the changes made under subsections 7.11.8 (a) (i) to 7.11.8 (a) (iii) inclusive in the manner that they consider appropriate.
 - ii. shall provide notice of the changes made under subsections 7.11.8 (a) (iv) to 7.11.8 (a) (vi) inclusive in the manner that they consider appropriate.
 - iii. in determining whether to provide notice under subsection 7.11.8 (b) (i), shall consider: 1. the nature of the change; and 2. the extent to which notice, and the information provided in it, would provide assistance in understanding the relevant legislative history.
 - iv. in providing notice under subsection 7.11.8 (b) (i) or 7.11.8 (b) (ii), shall state the change or the nature of the change.
- c) No legal significance shall be inferred from the timing of the exercise of a power under this section.
- d) Regardless of when a modification is made to a By-law under this section, the modification may be read into the By-law as of the date it was enacted if it is appropriate to do so.

PART 13

COMMITTEES OF COUNCIL

13.1 Governance

13.1.1 All Committees shall be established, amended or disbanded in accordance with the Committee Governance Policy.

13.1.2 All Committees shall be subject to the Rules and Procedures outlined in this By-law, unless the rules and procedures are provided by provincial or federal legislation.

Current: X.XX Committees (Ad hoc/Advisory/Special Purpose)

17.1 Ad hoc, Advisory or Special Purpose Committees may be established by Council at any time as is deemed necessary for the consideration of matters within the jurisdiction of Council, pursuant to Section 11 of the Municipal Act or as required by any Act or Statute of the Province of Ontario.

17.2 Establishment/Appointment

The names of the persons to be appointed to any Ad hoc, Special Purpose or Advisory Committee to which Council is required or empowered to appoint persons, shall be determined by Council by resolution or by by-law or as required by any Act or statute of the Province of Ontario at the first Regular Meeting of a new Council, or as soon thereafter as is reasonable.

17.3 General Role of Committees

The role of Committees shall generally be to:

- a) make recommendations to Council on matters which are in their jurisdictions;
- b) guide and request staff through the CAO, to provide reports on the direction and nature of policy development, fact findings, analysis and generation of possible alternatives required; and,
- c) receive public Delegations and establish mechanism to receive further public input within their jurisdiction.

17.4 General Role of Committee Members

The role of a Committee member shall generally be to:

- a) attend Committee Meetings being prepared to discuss items on the Agenda;
- b) discuss items on the Agenda in a respectful manner, and, when called, vote on the matter with the public interest in mind; and
- c) to uphold the decision and actions of the Committee.

17.5 Election of Committee Chair

The Clerk, or their designate, shall preside at the first Meeting of each Committee at the start of its term for the purpose of electing a Chair of the Committee.

17.6 Terms of Reference – Advisory Committees

Subject to the provision of any general or special Act, the Council, in establishing any Advisory Committee, will set forth Terms of Reference of the Committee, and such other provisions as the Council deems proper.

17.7 Procedures – Committees

The procedures of the Committees shall be the same as those set out for Council insofar as they are applicable, with the following exceptions:

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- a) in Committees, the vote on any particular item shall not be recorded however a member on request may be recorded as being opposed;
- b) at the request of any member of the Committee present, any item on the Agenda may be re-opened by a majority vote of the members present;
- c) a quorum in any Committee is the majority of the members of the Committee as appointed by Council, and the Mayor, if present, is a member to be included in determining the quorum;
- d) if any Committee neglects to attend to its duties, the Council may intervene and order it to meet and report;
- e) the Chair of a Committee may vote on any Question before the Committee;
- f) any Question on which there is an equality of votes shall be deemed to be in the negative;
- g) in Committee, members may speak more than once on the same Question;
- h) should any member of a Committee refuse or neglect to attend the regular or special Meetings thereof, the Chair may report such neglect or refusal to Council who may remove such member from the Committee and appoint another member; and,
- i) Advisory Committees shall prepare minutes and submit them to Council.

17.8 Committee Reports to Council All Committees are required to provide annual informational reports to Council to update on their activities.

PART 14

REVIEW AND AMENDMENTS TO THIS BY-LAW

14.1 Review

14.1.1 Within one (1) year of the new term of Council, the Clerk shall review this By-law. If amendments are required, the Clerk will follow the requirements of Section 14.2. If no amendments are deemed necessary, the Clerk shall report same to Council.

14.2 Amendments

14.2.1 If deemed necessary by Council, the Chief Administrative Officer or the Clerk, the Clerk may propose amendments to this By-law in accordance with Section 14.2.2.

14.2.2 No amendment or repeal of this By-law or any part of thereof will be considered at any Council Meeting unless notice of the proposed amendment or repeal has been given at a previous Regular Meeting of Council; and the waiving of this notice by Council is prohibited.

14.2.3 Amendments to this By-law and subsequent Procedural By-laws will be reviewed by the Township Solicitor prior to being considered by Council.

Current: X.XX Review and Amendment to this By-law

18.1 Within six (6) months of the new term of Council, the Clerk shall review this by-law. If amendments are required, the Clerk shall follow the requirements of subsection 18.3. If no amendments are deemed necessary, the Clerk shall report same to Council.

18.2 If deemed necessary by Council, the CAO or the Clerk, the Clerk may review this by-law and propose amendments in accordance with section with subsection 18.3.

18.3 No amendment or rescission of this by-law or any part of thereof shall be considered at any Council Meeting unless notice of the proposed amendment or rescission has been given at a previous Regular Meeting of Council and the waiving of this notice by Council is prohibited.

18.4 Amendments to and subsequent Procedural By-laws shall be reviewed by the Township Solicitor prior to being considered by Council.

PART 15

SHORT TITLE

This By-law may be referred to as either the "Procedural By-law" or the "Rules of Procedure."

Current: X.XX Short Title

23.1 This by-law may be referred to as either the "Procedural By-law" or the "Rules of Procedure."

PART 16

REPEAL - ENACTMENT

16.1 Repeals

By-law Nos. 2021-36 and 2021-50, any other Amendments, and any previous Procedural By-laws are hereby repealed and of no force or effect.

16.2 Effective Date

This By-law will come into force and effect on the date of passage.

READ a first and second time on the XX day of [Month], 2023.

READ a third time and passed in open Council on the XX day of [Month], 2023.

Mayor

Municipal Clerk