

# Township of Greater Madawaska

## By-Law No. 07 – 2007

### BEING A BY-LAW GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF COUNCIL, THE CONDUCT OF ITS MEMBERS AND THE CALLING OF MEETINGS

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**WHEREAS**, Section 238(2) of the Municipal Act, 2001, as amended, every municipality and local board shall pass a procedure By-Law governing the calling, place and proceedings of meetings,

**NOW THEREFORE**, the Council of the Township of Greater Madawaska  
**ENACTS AS FOLLOWS:**

1. **Definitions**

- 1) **“CAO”** means the Chief Administrative Officer/Clerk – Treasurer of the Township of Greater Madawaska.
- 2) **“Committee”** means any advisory or other committee, sub committee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards.
- 3) **“Committee of the Whole”** means Council acting as a committee.
- 4) **“Council”** means the Council of the Township of Greater Madawaska.
- 5) **“Delegation”** includes presentation or award by Council, presentation to Council, or a Public Hearing.
- 6) **“Head of Council”** means the Reeve of the Council of the Township of Greater Madawaska.
- 7) **“Local Board”** means a municipal service board, transportation commission, public library board, board of health, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes of one or more municipalities excluding school boards.
- 8) **“Local Newspaper”** means the Renfrew Mercury
- 9) **“Meeting”** means any meeting duly convened at the proper time and place with adequate notice and includes meetings designated as “regular”, “special”, “committee”, “committee of the whole”, or other meeting of Council or a local board that has the authority to and furthers the business of Council or the local board.
- 10) **“Member”** means a member of the Council, including the Reeve or of a committee.
- 11) **“Municipality”** means the Township of Greater Madawaska.

## 2. Applicability

- 1) **THAT** the rules and regulations contained in this By-Law shall be observed in all proceedings of the Council of the Township of Greater Madawaska and, with necessary modifications, the committees of Council and local boards as set out herein, and shall be the rules and regulations for the order and conduct of business therein.
- 2) **THAT** any procedure not specified in this By-Law, or in any Act, shall have reference to the rules of order set out in the most current edition of **ROBERTS RULES OF ORDER**.
- 3) **THAT** this By-Law shall apply to Council, and its committees, with necessary changes, as set out in Section 19 of this By-Law.
- 4) **THAT** this By-Law does not apply to the following committees or boards:
  - a) Greater Madawaska Library Board
  - b) Greater Madawaska Minor Variance Committee/  
Committee of Adjustment/Property Standards  
Committee
  - c) Ad Hoc committees created by Council from time to time
  - d) Boards/Committees not reporting directly to Council

## 3. Scheduling/Calling/Notice of Council Meetings

- 1) First (Inaugural) Meeting

**THAT** the first (inaugural) meeting of the new Council of the municipality shall be held no later than 31 days after its term commences.
- 2) Regular Meetings
  - a) **THAT** the regular meetings of Council shall be held in the Calabogie Council Chambers at 7:00 PM on the third Thursday of every month.
  - b) **THAT** Council may, by motion, alter the date and/or time of a regular meeting provided that adequate notice of the change is published or broadcast in a manner approved by Council. Publishing means posting notice on the Municipal Website and **may** also include advertising in a local newspaper.
  - c) **THAT** Council will not meet in regular session in the month of August.
  - d) **THAT** the Municipal Clerk or his/her designate shall be in attendance at all regular and special Council Meetings.
- 3) Special Meetings
  - a) **THAT** subject to the provisions of this By-Law, the Head of Council and/or CAO may, at any time, call a Special Meeting.

- b) **THAT** the CAO shall call a Special Meeting upon receipt of a petition of the majority of the members of Council for the purpose and at the time mentioned in the petition.
- c) **THAT** in either case of (a) or (b) above, the Special Meeting shall be held not sooner than 48 hours following the Reeve's summons or receipt of the petition, as the case may be, and that the CAO shall provide written or verbal notice of the Special Meeting immediately following receipt of the summons or petition.
- d) **THAT** notwithstanding the notice requirements set out above, in the event of a bona fide emergency, the meeting may be held as soon as practicable following the receipt of the summons or petition as the case may be and notice may be given by telephone, email or personal contact as determined by the CAO.
- e) **THAT** unless otherwise specified in the notice described in (c) above, a Special Meeting shall be held in the Council Chambers.
- f) **THAT** the notice of Special Meeting shall specify the purpose for the meeting and the only business to be dealt with at a Special meeting is that which is listed in the notice of meeting, unless otherwise approved by motion at the Special Meeting.

4. Committee of the Whole

- a) **THAT** Committee of the Whole meetings shall take place on the Second Thursday of every month at 5:00 PM in Council Chambers during the months of November to March inclusive.
- b) **THAT** Committee of the Whole meetings shall be held during the months of April to October inclusive on a rotational basis in Griffith at the Griffith Community Hall; in Dacre at the DACA Centre; and in Matawatchan at the Matawatchan Community Hall at 5:00 PM on the second Thursday of every month on the following rotation:
  - April – Griffith Hall
  - May – DACA Centre
  - June – Matawatchan Hall
  - July – DACA Centre
  - September – Griffith Hall
  - October – DACA Centre
- c) **THAT** there will not be a Committee of the Whole meeting in August.
- d) **THAT** Council may, by motion, change the date of the Committee of the Whole meeting as required provided that notice of the change is posted on the municipal website as soon as the change is approved.

5. Standing Committee Meetings

- a) **THAT** meetings of the Finance and Administration Standing Committee; Public Services Standing Committee; Public Works Standing Committee, Environmental Management Standing Committee and Planning and Economic Development Standing Committee shall occur during the first week of every month, or more frequently at the discretion of the Chair of the committee or the CAO and shall be held in Council Chambers with at least one municipal staff member present.
- b) **THAT** notwithstanding (a) above, the standing committees shall not meet during the month of August.

6. Informational COTW and Other Meetings

**THAT** Informational Committee of the Whole meetings and other meetings may be called as required by Council or by the CAO.

7. Notice of Meetings

**THAT** notice of all Standing Committee, Committee of the Whole, Regular and Special Council meetings will be posted on the Municipal Website as soon as possible and **may** be advertised, time permitting, in a local paper for notification of the public.

4. **OPEN/CLOSED (“IN-CAMERA”) MEETINGS**

- 1) **THAT** except as provided in Section 239(2) of the Municipal Act, 2001, all meetings shall be open to the public.
- 2) **THAT** a meeting or part of a meeting may be closed to the public if the subject matter being considered is:
  - a) the security of property of the municipality or local board;
  - b) personal matters about an identifiable individual, including municipal or local board employees;
  - c) a proposed or pending acquisition or disposition of land by the municipality or local board;
  - d) labour relations or employee negotiations;
  - e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
  - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act, such as the *Statutory Power Procedure Act*, and the *Emergency Measures Act*.

- h) A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board, commission or other body is the head of an institution for the purposes of that Act.
- 3) **THAT** before holding a meeting or part of a meeting that is to be closed to the public, the Council, local board or committee of either shall state by resolution:
  - a) the fact of the holding of the closed meeting, and;
  - b) the general nature of the matter(s) to be considered at the closed meeting.
- 4) **THAT** a meeting shall not be closed to the public during the taking of a vote except as follows:
  - a) when Subsection 4(2) above permits or requires a meeting to be closed to the public, and
  - b) the vote is for a procedural matter or for giving directions, instructions to officers, employees, or agents of the municipality, local board or committee of either of them or persons retained by or under contract with the municipality or local board
- 5) **THAT** meetings or sessions which are closed to the public may be referred to as "In-Camera" meetings or sessions.

5. **CALL TO ORDER AND QUORUM**

- 1) **THAT** as soon after the time fixed for the holding of a meeting as a quorum is present, the meeting shall be called to order.
- 2) **THAT** a 50% majority of the members of a municipal Council or committee is necessary to form a quorum.
- 3) **THAT** where a quorum is not present 15 minutes after the time fixed for the holding of the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the date of the next Regular Meeting or until rescheduled.

6. **PRESIDING OFFICER**

- 1) **THAT** the Reeve, except where otherwise provided, shall preside at all Committee of the Whole meetings and at all meetings of Council.
- 2) **THAT** with regards to Standing Committee and local board meetings, the Chair of the committee shall be the presiding officer.
- 3) **THAT** when the Reeve is absent or refuses to act, or the office is vacant, the CAO shall call the meeting to order and immediately call for a nomination for Chair of the meeting. As soon as a person has been nominated and confirmed by resolution of Council, the member shall immediately assume the Chair from the CAO. The person nominated shall only

act in the capacity of Reeve for the meeting so elected however during said meeting the member has and may exercise all the rights, powers and authority of the Reeve.

- 4) **THAT** notwithstanding Subsection (3) above, members of Council may appoint another presiding officer from among themselves for the purpose of chairing a particular meeting.
- 5) **THAT** for duties of the Presiding Officer, see Section 10 of this By-Law.

## **7. AGENDAS**

- 1) **THAT** Council Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be changed without requiring amendment to this By-Law:
  - i. Call To Order
  - ii. Opening Prayer/O Canada
  - iii. Attendance/Motion to Excuse/Additions
  - iv. Presentations/Delegations/Public Hearings
  - v. Disclosure of Pecuniary Interest and the general nature thereof
  - vi. Minutes of Previous Meetings
  - vii. Business Arising from the Minutes
  - viii. Finance and Administration
  - ix. Public Works
  - x. Public Services
  - xi. Planning and Economic Development
  - xii. Environmental Management
  - xiii. Correspondence
  - xiv. Reeve's Report
  - xv. Notices Required under By-Law 18 - 2002
  - xvi. By-Laws
  - xvii. Closed Session
  - xviii. Return to Open Session
  - xix. Confirmatory By-Law
  - xx. Adjournment
- 2) **THAT** agendas for Committee and Committee of the Whole meetings may follow a similar order with necessary modifications.
- 3) **THAT** additions to the Council Agenda prior to its approval must be authorized by a motion of Council, such motion requiring a simple majority of votes to pass.
- 4) **THAT** the business of the Council shall be taken up in the order and as listed on the approved agenda unless changed as authorized by a motion of Council, such motion requiring unanimous consent of Council.

## **8. SUPPORTING MATERIAL**

- 1) **THAT** the CAO or designate shall be responsible for the preparation of the agendas for Committee of the Whole and Council meetings as required.
- 2) **THAT** the staff support for the Council Standing Committees shall be responsible for the agendas for the Standing Committee meeting as required.

- 3) **THAT** all agenda items for the Council Standing Committees shall be forwarded to the CAO by 4:00 PM on the Friday of the week prior to the Standing Committee meetings.
- 4) **THAT** all agenda items for the Council Committee of the Whole meeting shall be forwarded to the CAO by 4:00 PM on the Friday of the week before the Committee of the Whole meeting.
- 5) **THAT** no item will be considered at a Council meeting unless the item has been discussed at a Committee of the Whole meeting prior to being placed on the Council agenda.
- 6) **THAT** insofar as is practicable, Council agendas, along with supporting material, shall be prepared and made available to members by 4 pm on the Monday of the week of the Standing Committee meeting, Monday of the week of the Committee of the Whole meeting and Monday of the week of the Council Meeting.
- 7) **THAT** copies of the agendas for Committee of the Whole and Council meetings will be made available to the citizens of the community one day prior to the scheduled Committee of the Whole and Council meeting.
- 8) **THAT** any item being considered at the Council meeting or Committee of the Whole meeting shall be supported by written documentation prepared by municipal staff or by documentation provided by the person wishing to address the Committee of the Whole or Council meeting.

9. **Presentations/Delegations/Public Hearings**

- 1) **THAT** individuals or groups wishing to appear before Council shall be allowed to appear **only** at a Committee of the Whole meeting and shall advise the CAO no later than 4:00 PM, the Friday prior to the scheduled Committee of the Whole meeting. The CAO may make a determination as to deferral of delegations to a subsequent meeting. Inclusion of requests received after the deadline will be subject to the CAO's discretion. Public Hearings and Presentations of Certificates/Awards by Council will be done at regular meetings of Council.
- 2) **THAT** requests to appear as a delegation before a regular meeting of Council are subject to approval of Council.
- 3) **THAT** individuals or groups who are listed on an agenda or are otherwise approved to appear before a committee of Council or Committee of the Whole shall be limited to not more than 30 minutes to make their presentation. This time limit may be extended subject to the approval of Council.
- 4) **THAT** individuals or groups who are listed on an agenda or are otherwise approved to appear before Council at a Regular Meeting of Council shall be limited to not more than 10 minutes to make their presentation. This time limit cannot be extended and shall be strictly enforced by the Reeve.

- 5) **THAT** the number of Presentations, Delegations and Public Hearings at a Standing Committee, Committee of the Whole meeting or Regular Council Meeting shall be limited to three.
- 6) **THAT** notwithstanding Sections (1) to (5) above, Public Hearings shall be dealt with under the Presentations/ Delegations/Public Hearings portion of the agenda, but shall be governed by their own procedures, as set out in applicable legislation.
- 7) **THAT** Any person, group or organization wishing to address Council or Committee of the Whole shall provide 10 written copies of the presentation for distribution to Council at the Regular Council meeting or Committee of the Whole. This written documentation of the presentation shall be provided to the CAO prior to the start of the meeting at which the presentation will be made.
- 8) **THAT** in the case of a group requesting the opportunity to address a regular meeting of Council, Committee of the Whole or Standing Committee meeting, only **one** person of the group shall address Council or committee.

**10. DUTIES OF THE PRESIDING OFFICER**

**THAT** it shall be the duty of the Reeve or other presiding officer:

- 1) **To** open the meeting by taking the chair and calling the members to order.
- 2) **To** announce the business before Council, Committee of the Whole, or Standing Committee of Council in the order in which it is to be acted upon.
- 3) **To** receive and submit, in the proper manner, all motions presented by the members.
- 4) **To** put to a vote all questions which are moved and seconded, or that necessarily arise in the course of the proceedings, and to announce the results.
- 5) **To** decline to put to a vote motions which infringe upon the rules of procedure.
- 6) **To** designate the member who has the floor when two or more members wish to speak at the same time.
- 7) **To** restrain the members within the rules of order when engaged in debate.
- 8) **To** enforce on all occasions the observance of order and decorum among the members.
- 9) **To** call by name any member persisting in breach of the rules or order of the Council or the board/committee thereby ordering the member to leave the meeting.
- 10) **To** expel from a meeting anyone who engages in improper conduct.

- 11) **To** authenticate by signature all By-Laws, resolutions and minutes of Council.
- 12) **To** inform the Council or board/committee, when necessary or when referred to for the purpose, on a point of order or usage.
- 13) **To appoint**, in consultation with Council, members of all Standing Committees, Ad Hoc Committees and other Municipal Appointees to Community, County and Provincial Committees, Agencies and Organizations..
- 14) **To** represent and support Council or board/committee, declaring its will and implicitly obeying its decisions in all things.
- 15) **To** ensure that the decisions of Council or the board/committee are in conformity with the laws and By-Laws governing the activities of the municipal corporation.
- 16) **To** order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to leave the meeting where such behavior persists.
- 17) **To** adjourn the meeting without question in the case of grave disorder arising at the meeting.
- 18) **To** adjourn the meeting when the business is concluded.

11. **CONDUCT OF MEMBERS OF COUNCIL OR BOARD AND COMMITTEES**

**THAT** no member shall:

- 1) **Speak** disrespectfully of the Reigning Sovereign, the Royal Family, the Governor-General, the Lieutenant Governor of any province, any member of the Senate, any member of the House of Commons, or any member of the Legislative Assembly of the Province of Ontario;
- 2) **Use** indecent, offensive or insulting words, profanity or unparliamentarily language in or against the Council or against any member, staff, guest or individual;
- 3) **Disturb** another, or the Council, staff member, guest or individual by any disorderly conduct disconcerting to the speaker or assembly;
- 4) **Be** allowed to address Council or the board/committee or speak in debate without the permission of the Reeve or other presiding officer, who may consult with Council or the board/committee regarding permission;
- 5) **Resist** the rules of Council or disobey the decision of the presiding officer or of Council or the board/committee on questions of order or practice or upon the interpretation of the rules of Council;
- 6) **Leave** a meeting without first obtaining the permission from the Reeve or presiding officer;

- 7) **Leave** their seat or make any noise or disturbance when the Reeve or presiding officer is reading a motion and shall remain in their seat while a vote is being taken and until the result of the vote is declared;
- 8) **Be** permitted to retake their seat after being ordered to leave a meeting, having committed a breach of any rule of the Council and without making an apology to Council and having the consent of Council or the board/committee expressed by a majority vote of the other members present, determined without debate;
- 9) **Leave** their seat at adjournment until the Reeve or Presiding Officer leaves the chair and grants permission;
- 10) **Release**, make public or in any way divulge any matters or information dealt with "IN CAMERA" or any aspect of in camera deliberations, unless expressly authorized or required by Provincial or Federal Legislation;
- 11) **Unless** authorized by the Reeve or presiding officer, all members and staff shall address Council or the Board/Committee through the Chair and only when recognized to do so;
- 12) **In** all matters and under all circumstances, the members shall be guided by and shall have regard to the *Municipal Conflict of Interest Act*.

## 12. **CONDUCT OF GUESTS/DELEGATIONS/GENERAL PUBLIC**

**THAT** no Guest/Delegation/Member of the General Public attending the meeting shall:

- 1) **Speak** disrespectfully of the Reigning Sovereign, the Royal Family, the Governor-General, the Lieutenant Governor of any province, any Member of the Senate, any member of the House of Commons, or any member of the Legislative Assembly of the Province of Ontario.
- 2) **Use** indecent, offensive, or insulting words, profanity or unparliamentarily language in or against the Council, or against any member of Council or staff member of the municipality.
- 3) **Disturb** another, or the Council, member of Council, staff member or individual by any disorderly conduct disconcerting to the speaker or the assembly.
- 4) **Be** allowed to address Council or the board/committee or speak during a meeting without the permission of the Reeve or Presiding Officer.
- 5) **Resist** the rules of Council or disobey a decision of the Reeve, Presiding Officer or of Council or the board/committee on questions or order or practice or upon interpretation of the rules of Council.
- 6) **Be** permitted to re-enter the Council Chambers or meeting room after being ordered to leave a meeting, having committed a breach of any rule of the Council and without

making an apology to Council or the board/committee, and having the consent of Council or board/committee expressed by a majority vote of the members present, determined without debate.

- 7) **Unless** otherwise authorized by the Reeve or Presiding Officer, all guests, delegations and members of the General Public given permission to address the Council and board/committee shall address Council, or the board/committee through the chair and only when recognized to do so.

### 13. **MOTIONS, RULES OF DEBATE, VOTING ON MOTIONS**

- 1) **THAT** a motion must be formally moved and seconded before debate can be put or a motion recorded in the minutes.
- 2) **THAT** when a motion is presented to Council or a board/committee in writing, it shall be read by the Reeve or Presiding Officer.
- 3) **THAT** a motion to amend may be made verbally and must be agreed to by the mover and seconder of the main motion, before it is voted on.
- 4) **THAT** once read by the Reeve or Presiding Officer, a motion belongs to the meeting and may not be withdrawn without the consent of the mover and seconder. The motion is to be entered into the minutes and noted as being "WITHDRAWN".
- 5) **That** immediately prior to voting on a motion, the Reeve or Presiding Officer shall state the question in the precise form it is to be recorded in the minutes, including any amendments to the question.
- 6) **THAT** after a motion as amended is finally put, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result declared.
- 7) **THAT** a member shall not speak more than once to the same question without the consent of the Reeve or Presiding Officer.
- 8) **THAT** on an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Reeve or Presiding Officer and may be by voice, show of hands, standing or otherwise at the Reeve's discretion.
- 9) **THAT** no member shall speak on any subject other than the subject under debate.
- 10) **THAT** no member shall interrupt a member who has the floor except to raise a point of order.
- 11) **THAT** no member shall reflect upon, review, discuss, recount, or criticize any decision of the Council or board/committee except for the purpose of moving that the question be reconsidered.

- 12) **THAT** where a vote is taken for any purpose and a member requests, either immediately before or immediately after the vote, that the vote be recorded, each member present, except a member disqualified from voting by any Act, shall, in an order determined by the Reeve or Presiding Officer, announce their vote openly and the CAO shall record each vote. Any failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 13) **THAT** the Reeve or Presiding Officer, except where disqualified to vote, may vote on all questions and when doing so, shall vote last.
- 14) **THAT** except where expressly provided in Statute, any question on which there is a tie vote shall be deemed to be lost.
- 15) **THAT** subject to Subsection 4(b), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.
- 16) **ANY** member 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 while speaking.
- 17) **THE** following matters and motions may be introduced orally without written notice and without leave except as otherwise provided by these rules:
  - A point of order or personal privilege
  - To defer
  - To postpone indefinitely or to a specific day
  - To move the question (immediately vote on the main motion; (“call the question”/stop debate on the question)
  - To refer
  - To amend
- 18) **THE** following motions may be introduced without notice and without leave but shall be in writing and moved and seconded:
  - To adjourn
  - To suspend the rules of procedure
- 19) **EXCEPT** as provided in Subsection 17, all motions shall be in writing and shall be moved and seconded.
- 20) **SUBSECTION** to Subsection 7(3) and (4), the CAO, other officers, Councillors and members of a board/committee may introduce matters to be dealt with.
- 21) **COUNCIL** shall employ a Confirmatory By-Law immediately prior to adjournment for the purpose of validating decisions made in a resolution of direction given at the same meeting and which are not set out in another By-Law.
- 22) **A** motion containing distinct proposals may be divided if approved by a majority of Council or the board/committee.
- 23) **RECONSIDERATION** of a motion:

- i. **WHEN** a motion/By-Law has been decided upon, it shall be in order for any Councillor to move for reconsideration and requires a seconder. Such motion must be in writing and, therefore, can only be presented at a Regular or Special meeting of Council.
- ii. **COUNCIL** shall not reconsider a substantive motion/By-Law until a motion to reconsider has been disposed of by Council.
- iii. **AFTER** a substantive motion/By-Law has been decided, either in the positive or negative, it may not be reconsidered within the calendar year following the decision of Council unless Council decides to do so by two-thirds majority vote, and in any case shall not be reconsidered more than once in a six-month period or more than two times in a 12 month period. Any motion to reconsider that is presented after one calendar year requires a majority vote.
- iv. **A** motion for reconsideration shall not be in order if Council is made aware that the motion is on the agenda. By-Law has been implemented resulting in legally binding commitments as of the date the motion to reconsider is moved.
- v. **DEBATE** on a motion to reconsider shall be limited and confined to discussion that new information has come forward, errors in documentation were presented, incorrect statements were made during the original debate, or other brief and concise statements outlining the reasons for reconsideration. Debate on original motion/By-Law proposed for reconsideration shall be prohibited until the motion to reconsider has been disposed of.
- vi. **A** motion to reconsider shall not be reconsidered.
- vii. **IF** a motion to reconsider is disposed of in the affirmative, it shall not be in order to reconsider the original motion/By-Law until the next regular meeting of Council, or at a Special Meeting of Council if so directed by Council by a two-thirds majority vote.
- viii. **ONCE** a substantive motion/By-Law is reopened, it is reopened in its entirety unless the motion to reconsider specifies otherwise. The original motion/By-Law being reconsidered shall be subject to the rules of debate and amendment outlined herein.
- ix. **IF** a motion to reconsider has been disposed of in the affirmative, no action shall be taken to carry into effect the original motion/By-Law until Council has made a decision on the original motion/By-Law after reconsideration.

#### **14. POINTS OF ORDER AND PRIVILEGE**

- 1) **THE** Reeve or presiding officer shall preserve order and shall decide questions of order, and may consult with the CAO on rules of order as he/she deems necessary.
- 2) **ANY** member may appeal to Council or the board/committee on a decision of the Reeve or presiding officer on a point of order.
- 3) **THE** Council or board/committee, if appealed to, shall decide the question without debate and its decision shall

be final and binding on Council. The question so interrupted shall be resumed at the point where it was suspended.

**15. By-Laws**

- 1) Except as otherwise provided, no By-Law shall be considered unless the subject matter has been considered and approved by resolution of Council.
- 2) Every By-Law shall be prepared in writing and be introduced upon the recommendation of a Council Standing Committee or upon resolution of full Council.
- 3) Other than the Municipal Confirmatory By-Law, all By-Laws shall be passed in bulk unless, upon a request from a Member of Council for the severance of a specific By-Law, the Reeve is of the opinion that the subject matter of the By-Law has not previously been adopted in a report to Council, or a Member of Council has advised the desire to declare a pecuniary interest regarding the By-Law, and in such instance only that By-Law not previously adopted by report or which is subject to a declared pecuniary interest, shall be subject to a separate vote.
- 4) The CAO shall endorse on all By-Laws enacted by Council the dates of the readings and the date of passage by Council.
- 5) Every By-Law which has been enacted by Council shall be numbered, dated, signed by the Reeve and CAO, sealed with the seal of the Municipality and deposited in the office of the CAO for safekeeping.
- 6) That subject to Section 13(21) a Confirmatory By-Law to confirm the proceedings of all Council Regular and Special meetings will be passed at the end of each meeting by motion and will be deemed to have been read three times and passed.

**16. ADJOURNMENT/CURFEW**

- 1) **Regular** meetings of Council shall adjourn at 9:00 PM., unless extended before that hour by a motion of Council passed by a majority and shall, in any event adjourn at 10:00 PM. Such adjourned meetings shall stand adjourned until the date of the next Regular Council Meeting or until rescheduled, at such time the unfinished business of the adjourned meeting shall be transacted.
- 2) **COMMITTEE** of the Whole meetings shall adjourn at 7:00 PM unless extended before that hour by agreement of a majority of the Council members present and shall, in any event, adjourn at 8:00 PM.

**17. APPOINTMENT OF ACTING REEVE**

- 1) **AT** the Inaugural meeting of Council, the Reeve shall designate a rotational schedule of appointments as Acting Reeve for the entire term of office. Each appointment will be for a 12 month period, and Council members shall be appointed in descending order of

seniority (seniority being determined by the number of years a member has been serving on Council).

- 2) **THE** duties of the Acting Reeve shall be to represent the Reeve at any function, event or municipal activity during the absence of the Reeve.
- 3) **THE** Acting Reeve does not assume the full duties of the Reeve in that they do not assume signing authority; receive adjusted compensation, etc during the time that the member serves as Deputy Reeve.
- 4) **THE** Acting Reeve does not Chair Council and Committee of the Whole meetings unless appointed to do so under the provisions of the Municipal Act, 2001, Section 242 and Section 6(3) of this By-Law.
- 5) **IN** the event that a member does not wish to assume the Acting Reeve responsibilities as per the schedule announced at the Inaugural Meeting of Council, the Reeve shall make an appointment to the position for the period of time the member was to be appointed. An appointment in this case does not require approval of Council.
- 6) **WHERE** the Acting Reeve appointment is not made at the Inaugural Meeting, the Reeve, following the protocol in Section 17(1), and prorating the length of term, if appropriate shall designate the rotational schedule of Acting Reeve appointments at the next full meeting of Council

## 18. **SUSPENSION OF THE RULES**

- 1) **ANY** procedure under this By-Law, which is discretionary and not mandatory under statute, may be suspended with the consent of the members present and indicated in a motion.

## 19. **MINUTES**

- 1) **THE** minutes of Regular and Special Council meetings shall record:
  - The place, date and time of the meeting
  - The name of the Presiding Officer and of the members, parties to public hearings, delegations, presentations/awards and staff and shall indicate if the media and/or interested public are in attendance.
  - The correction and adoption of the minutes of prior meetings.
  - All resolutions, decisions and other proceedings of the Council without comment or note.

## 20. **COMMITTEES**

- 1) **THIS** By-Law shall apply to Council and its committees, with necessary changes, as follows:
  - a. Finance and Administration Standing Committee
  - b. Public Works Standing Committee

- c. Public Services Standing Committee
  - d. Planning and Economic Development Standing Committee
  - e. Committee of the Whole
  - f. Environmental Management Committee
  - g. Informational Committee of the Whole meetings and other meetings called by/for Council.
- 2) **THE** purpose of the above committees shall be determined from time to time by Council and the members of the committees.
  - 3) **MEETINGS** of the above committees shall be open to the public and held at a time and location as determined from time to time by Council or the members of the committees.
  - 4) **PROCEDURES** of the above committees shall be as determined from time to time by Council or the members of the committee.
  - 5) **THE** above committees may appoint a secretary to record significant proceedings of the meetings.
  - 6) **THE** committees listed above are advisory to Council only and cannot make commitments on behalf of Council. Recommendations from the committees are forwarded to Committee of the Whole and then on to Council before being approved for implementation.
  - 7) **THE** above committees may discuss items noted in Section 4(2)(a – g) and shall discuss items noted in Section 4(2)(h) in a closed session, and such session shall be closed as per procedures determined by Council or the committees.

**21. GENERAL**

- 1) **FOLLOWING** a regular or new/By-election, the CAO shall provide each member of Council with a copy of this By-Law including any amendments thereto.
- 2) **ELECTION** campaign materials such as signs, buttons, brochures, etc from municipal, provincial and federal campaigns are not allowed in the Council Chambers or in any location where Council or Council Committee Meetings are held.

**22. PREVIOUS BY-LAWS RESCINDED**

- 1) **ALL** previous By-Laws governing the calling, place and proceedings of Council, the conduct of its members and the calling of meetings are hereby repealed.

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23. **EFFECTIVE DATE**

- 1) **THIS** BY-Law shall come into force and take effect on the date of its final passing.

READ A FIRST AND SECOND TIME THIS FIFTEENTH DAY OF FEBRUARY 2007.

READ A THIRD TIME AND PASSED THIS FIFTEENTH DAY OF FEBRUARY, 2007.

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Peter R. Emon, Reeve

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John A Baird, CAO/Clerk Treasurer