

The Municipality of Central Manitoulin
By-law Number 2025-12

A By-law to provide rules for governing the order and procedures of the Council of the Municipality of Central Manitoulin and to repeal By-law Number 2017-18 and 2020-10.

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1. Definitions

In this by-law,

"Abstain" means to refrain from voting. Should a member abstain from voting, their vote is counted in the negative unless the member is not participating in the vote due to a declared conflict on a matter before the Council.

"Act" means the Municipal Act, 2001, c.25 as amended or replaced from time to time.

"Acting Mayor" means the Councillor who is appointed to act in the place and stead of the Mayor as required.

"Ad Hoc Committee" means a committee created by Council with a defined ending, to report directly to Council on a specific matter.

"Advisory Committee" means a committee created by Council, to report to the Committee of the Whole on a specific subject.

"By-law" means an enactment, in the form approved by Council, passed for the purpose of giving effect to decisions or proceedings of Council.

"CAO" means the Chief Administrative Officer of the Municipality or his/her designate.

"Chair" means the Mayor or Acting Mayor of any meeting of Council or the chair or acting chair of any meeting of a committee.

"Clerk" means the Clerk, or their designate.

"Closed Meeting" means a meeting, or part of a meeting of Council or a Committee, which is closed to the public as permitted by the Municipal Act.

"Committee" means Committee of the Whole, advisory committee or other committee, sub-committee or similar entity, appointed by Municipal Council.

"Committee of the Whole" means a committee comprised of all Members of Council that directly reports to Council.

"Confirmatory By-law" means a by-law passed at the conclusion of Council meetings, confirming the actions of Council taken at that meeting and any previous meetings which did not have a confirmatory by-law, in respect of each resolution and other actions taken, so that every decision of Council at that meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.

"Consent Agenda" means a listing of consent items being presented to Council and Committee for its consideration.

"Consent Item" means a report that is presented for approval without debate and with no delegation or presentation.

"Council" means the Municipality's elected representatives, comprised of the Mayor and Councillors.

"Councillor" means a Member of Council, other than the Mayor.

"Defamatory" means an unjustified falsehood which is derogatory towards an identifiable person or group.

"Delegate" means any person, group of persons, firm or organization, who is neither a Member of the Committee of the Whole, Council or an appointed official of the Municipality and who is speaking to committee or Council.

"Deputy CAO" means staff who report to the CAO and are responsible for multijurisdictional service areas.

"Electronic Device" means computers, cell phones, smartphones, personal digital assistants, smartwatches, tablets, voice recorders, cameras or any other similar device.

"Electronic Participation" means a member of Municipal Council who participates remotely in a secure location in any open or closed Council or committee meeting via electronic means and has the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall count towards a quorum of members. All electronic attendance at closed sessions must have video on and headphones utilized to ensure confidentiality.

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“Items for Discussion” means agenda material that is presented for approval which has an associated presentation or delegation(s).

“Local Board” means a local board of the Municipality as defined in the Municipal Act.

“Majority” means, for the purpose of voting, unless otherwise specified, more than half of the Members of Council or committee present at the vote and not prohibited by statute from voting.

“Mayor” means the head of Council and includes the Acting Mayor when acting in place of the Mayor.

“Meeting” means any regular or special Council or committee meeting when a quorum is present as defined in the Municipal Act and includes meetings where some or all Members are attending via electronic participation.

“Member” means, according to the circumstances, a Member of Council, including the Mayor, or a member of the committee including the chair.

“Motion” means a proposal, moved by a member and seconded by another member, for the consideration of Council or a committee.

“Municipality” means The Municipality of Central Manitoulin.

“Notice of Motion” means a written notice, given by a member, advising Council that the motion described therein will be brought forward at a meeting.

“Obscene” means language, gestures or images which are, or which are likely to be received as being, degrading or dehumanizing of an individual or group, particularly but not limited to on the basis of grounds protected under the Human Rights Code (Ontario).

“Open Meeting” means a meeting which is open to the public.

“Orientation and Education Workshop” means a meeting convened for the purpose of educating or training the members, for providing the members with information and/or advice, or to solicit input from the members.

“Presentation” means information presented to Council or committee in person by an individual or group on an issue which typically does not require any action to be taken by Council or committee.

“Quorum” means a majority of the members.

“Recording Device” means any device used for the purpose of recording whether it be analogue, digital or other means of recording, including but not limited to computers, cell phones, smartphones, tablets, voice recorders, cameras or any other similar device.

“Registered Delegate” means an individual who has submitted a request for delegation to the CAO/Clerk within the prescribed timelines to address Council or committee in relation to a matter appearing on the agenda.

“Resolution” means a motion that has carried.

“Rules of Procedure” means the rules and procedures set out in this by-law.

“Regular Meeting” means a meeting of Council or committee held at the times and dates specific in this by-law and approved by Council or committee as part of an annual calendar.

“Special Meeting” means a separate meeting of Council or committee held at a time different than a regular meeting as approved by Council or committee and which is focused on one or more particular and specific items or subjects.

“Vice-chair” means a Member of Council appointed by Council who shall have all the power and duties of a chair in their absence; and consequently the words “Vice- chair” are interchangeable with the word “chair” in all sections of this by-law.

2. Purpose and Principles

2.1. Purpose

Council and Committee of the Whole shall observe the Rules of Procedure contained in this by-law in all proceedings of the Council and committee. This by-law shall be used to guide the order and dispatch of business of the Council and committee and wherever possible, with the necessary modifications, for all advisory committees and ad hoc committees unless otherwise provided.

This by-law sets out processes that are open and transparent.

2.2. Principles

- a) Each member has the right to:
 - i. One vote, subject to the declaration of pecuniary interest;
 - ii. Information to help make decisions, unless otherwise prevented by law;
 - iii. An efficient meeting; and
 - iv. Be treated with respect and courtesy.
- b) No item shall be placed on an agenda with respect to a matter which is not within the jurisdiction of Council or committee. The Mayor and/or chair, in consultation with the Clerk, will determine if a matter is within the jurisdiction of Council or committee.
- c) In the event of conflict between the provisions of this by-law and the Act, or any other legislation, the provisions of the legislation shall prevail.

2.3. Suspension of Rules

- a) No provision of this by-law shall be suspended except by an affirmative vote of at least two-thirds of the entire Council (five members) for each incidence of suspension of the rules.
- b) The suspension shall only apply to the procedure(s) or rule(s) which are stated within the motion to suspend and only during the meeting in which such motion was introduced.
- c) The following procedure(s) or rule(s) cannot be suspended:
 - i. No other business in special meetings; and
 - ii. Majority of members for quorum.

3. Conduct at Meetings

3.1. Council and Committee Members

- a) Council Members shall govern themselves according to Council's Code of Conduct and Council-Staff Relations Policy.
- b) The Mayor or chair shall preserve order and rule on points of order and privilege.
- c) Every member desiring to speak shall indicate so in order to be recognized by the Mayor or chair.
- d) Every member, on being recognized, shall remain seated in their place and address themselves to the Mayor or chair.
- e) A member called to order by the Mayor or chair shall immediately cease further comment and may appeal the call to order to the Council or committee. The Council or committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the members present. If there is no appeal, the

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decision of the Mayor or chair shall be final.

- f) No member shall, without leave of the Council or committee:
 - i. Speak to an issue for more than five (5) minutes (cumulative);
 - ii. Speak more than twice on the subject under debate;
 - iii. Speak on any subject other than the subject under debate;
- g) No member shall
 - iv. Use offensive words or speak disrespectfully of the Mayor, Members of Council, committee, staff or the public;
 - v. Speak in contempt of any decision of the Council or committee;
 - vi. Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared; and
 - vii. Disobey the rules or decisions of Council or a decision of the Mayor or chair on points of order or privilege, or upon the interpretation of the Rules of Procedure. If a member persists in such disobedience after having been called to order by the Mayor or chair, the member may be ordered by Council or committee to leave their seat for the meeting. In the event that a member refuses to vacate their seat, the Mayor or chair may request that the member be removed by the CAO/Clerk and/or staff as required. In case of adequate apology being made by the member they may, by way of majority vote of the members present, be permitted to take their seat.

3.2. Member Absent from Council

The office of a Member of Council becomes vacant if the member has been absent from meetings of the Council for three (3) successive months without being authorized to do so by a resolution of Council unless otherwise permitted by S. 259 (1.1) of the Act.

3.3. Electronic Devices

- a) Each member shall place any electronic devices on an inaudible setting during any open or closed meeting.
- b) No member shall use an electronic device to broadcast, record or otherwise publish or distribute audio or video of any open or closed meeting, nor photographs of any closed meeting.

3.4. Hearing Delegations

- a) Except for points of order or privilege, Members of Council shall not interrupt a delegate while he or she is addressing Council or committee.
- b) Members may address a delegate only to ask questions of clarification and not to express opinions or enter into debate or discussion.
- c) All registered delegates for any particular agenda item shall be heard before Council or committee enters into discussion or debate on that item.

3.5. Conduct of Public and Delegations

- a) Members of the public and delegations in attendance at a meeting, shall not:
 - i. Address Council or committee without permission;
 - ii. Bring food or beverage, with the exception of water, into the Council Chamber or meeting room unless so authorized;
 - iii. Engage in any activity or behaviour or make any audible noise that could affect the Council or committee deliberations, including clapping, shouting,

jeering or any other form of disorderly conduct; or

- iv. Bring any signs or placards into, or hand out any brochures, pamphlets, buttons or literature in the Council Chambers.
- b) No person, except Members of Council and appointed officials of the Municipality of Central Manitoulin, shall be permitted to come within or behind the dais during a meeting of the Council or committee without the permission of Council or committee.
- c) No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public, Mayor, Members of Council or committee.

4. Rules and Procedures for Council and Committee Meetings

4.1. Public Notice of Meetings

- a) The CAO/Clerk shall give public notice of all regular open and closed Council and committee meetings by inclusion on the Municipality's website at least 72 hours prior to the meeting.
- b) The CAO/Clerk may, at their discretion, publish notice of Council and committee meetings in a local newspaper or other local media source.
- c) Public notice shall include:
 - i. Date;
 - ii. Time:
 - iii. Location of meeting; and
 - iv. Method of participation for Council, the public and staff (in-person, electronic or a combination of both).
- d) The CAO/Clerk shall give public notice of all special open and closed meetings of Council and committee by inclusion on the Municipality's website as soon as possible after the meeting is called and no later than 48 hours prior to the meeting.
- e) Section 4.1 (d) shall not apply to emergency meetings called under Section 8.1 (d). The CAO/Clerk shall give public notice for emergency meetings called under Section 8.1 (d) by inclusion on the Municipality's website as soon as possible after the meeting is called.
- f) Municipal Council may approve a meeting calendar outlining all meetings of Council and committee to be held within a specific time frame.
- g) The Clerk, in consultation with the Mayor or chair, has the authority to make adjustments to the meeting calendar outlined in section 4.1 (f) as it relates to:
 - i. Conflicts with statutory or public holidays;
 - ii. Participation in advocacy organizations such as, but not limited to, the Association of Municipalities of Ontario and the Federation of Canadian Municipalities;
 - iii. Religious or other culturally significant dates.

4.2. Location, Date and Time of Meetings

4.2.1. Location

Committee of the Whole, regular Council and Council Planning shall meet in the Council Chambers of Municipal Office, 6020 Highway 542, Mindemoya, unless with adequate public notice, as required in Section 4.1, the Council selects an alternate meeting location.

4.2.2. Date

The dates of all Council and Committee meetings shall be set by the Mayor at the start of each new term of Council. In the event the regular meeting date falls on a public holiday, the Council or committee shall meet on an alternate day as identified by the CAO/Clerk in consultation with the Mayor or chair.

4.3. Agenda

- a) The CAO/Clerk or their designate shall prepare an Agenda advising Council or committee of the names of registered delegates and written submissions relating to matters on the agenda.
- b) All items for this agenda will be referred to the CAO/Clerk by 4:00 pm seven (7) days prior to the date of the meeting.
- c) Items or matters will not be added to the agenda after distribution to Council or committee unless directed by the Mayor or chair, CAO and/or Deputy CAO and if the urgent nature of the matter requires a decision prior to the next Council or committee meeting.
- d) Any items added under 4.3 (c) shall be done by motion of Committee or Council.

4.4. Quorum and Commencement of Meetings

- a) Unless there is a quorum present within fifteen minutes after the time appointed for the meeting of the Council or committee, the Council or committee shall stand adjourned until the next meeting date.
- b) At the appointed time and as soon as there is a quorum present, the Mayor or chair shall call the members to order. In the absence of the Mayor or chair, the CAO/Clerk shall call the members to order and the Council shall choose a chair from the members present and that person shall preside over the meeting or until the arrival of the Mayor or chair.
- c) If at any time during a meeting quorum is lost, the meeting shall automatically be recessed until a quorum is re-established. If the loss of a quorum continues for thirty minutes, the meeting shall stand adjourned either until the next regular meeting or until a special meeting is called to deal with the matters remaining from the adjourned meeting. This clause shall also apply if quorum is lost during an electronic meeting because of technology issues.

4.5. Disclosure of Pecuniary Interest

Prior to a particular matter being addressed, members shall declare any pecuniary interests they may have, and the general nature thereof, in connection with that matter pursuant to the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended. Such members shall then be precluded from participating in any way regarding the matter in question.

4.6. Closed Meetings

4.6.1. General Principles

- a) Meetings shall be open to the public.
- b) Notwithstanding Section 4.6.1(a), a meeting or part of a meeting may be closed to the public in accordance with Section 239 (2), (3) and (3.1) of the Act.
- c) Council shall approve and maintain a closed meeting Protocol.

4.6.2. Date and time of Meetings

Further to Section 4.2 where possible, when a closed meeting of Council or

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committee is required, it shall be held at the end of an existing regular Council or committee meeting as set out in the Agenda.

4.6.3. Resolution

- a) Prior to holding a closed meeting, Council or committee shall state by resolution in an open meeting, that Council or committee will be holding a closed meeting, the subject matter and the permitted closed meeting exemption under the Municipal Act.

4.6.4. Recording of Minutes

- a) The CAO/Clerk and/or their designate shall attend all closed meetings and record the proceedings, including procedural motions and direction given to staff, without note or comment.
- b) The CAO/Clerk may delegate the Clerk's duties with respect to recording minutes in a closed meeting of Council or committee to a staff person. For closed meetings of committee or Council where the CAO's performance or contract is addressed, the CAO/Clerk may delegate the Clerk's duties with instructions to a third party.

4.6.5. Reporting in Open Session

- a) The Mayor or chair shall report out in an open meeting immediately following the closed meeting and summarize the actions taken in the closed meeting.
- b) Matters discussed in a closed meeting which require a decision will be brought forward to an open meeting of Council or committee.

4.6.6. Closed Meeting Voting

- a) In relation to a matter considered in a closed meeting pursuant to Section 4.6.1(b), Council or committee may vote:
 - i. On procedural motions;
 - ii. On motions to rise, report and introduce a proposed recommendation on an open meeting agenda; or
 - iii. To give direction to staff or a third party of the Municipality.
- b) Notwithstanding Section 4.11(g), votes held in closed meetings shall be by a show of hands unless a recorded vote is requested by a member in accordance with the regulations contained in the Act.

4.7. Presentations

4.7.1. Public Presentations

- a) A request from an outside organization or individual to make a presentation to Council or committee shall only appear on an agenda upon approval of the Mayor/Chair.
- b) Public presentations are for information only.
- c) Public presentations at a meeting shall be limited to a maximum of 10 minutes and shall be heard at the beginning of a Council or committee meeting as set out in the Agenda.
- d) Presentations by outside organizations or individuals shall not be permitted for the sole purpose of generating publicity or promotion.
- e) Outside organizations or individuals shall provide the CAO/Clerk with written material for inclusion on the agenda by the agenda production deadline.
- f) Presentations by outside organizations or individuals shall not be added on a revised agenda.

4.7.2. Municipal Presentations

- a) Presentations by Municipal staff at meetings shall endeavour to be a maximum of 10 minutes.
- b) Presentations by staff providing information with no accompanying report shall be heard at the beginning of a regular Council or Committee meeting.
- c) Presentations recognizing achievements shall be heard at the beginning of a Council or Committee meeting.
- d) Where a staff or third party presentation accompanies an item on an agenda, the item shall be placed under items for discussion with the report and shall be brought forward for consideration immediately after the presentation has been made. If delegates wish to speak on an item with a presentation, the item shall not be considered until all delegates on the item have been heard.

4.8. Delegations

- a) A delegate may address Council or Committee for a period of time not exceeding ten minutes. Council or Committee may extend the ten minute time period by a majority vote of the members present. Such a motion shall be decided without debate.
- b) For the purpose of Council and Committee meeting agendas, delegates have until 10:00 a.m. seven (7) days prior to the meeting to notify the CAO/Clerk that they wish to be a delegate or to submit written submissions on items on the agenda.
- c) Notwithstanding Section 4.8 (a), designated representatives of Federal or Provincial government appearing before Council or committee shall have no time limitations placed on their delegation.
- d) A delegate may only address Council or Committee with respect to an item on the agenda.
- e) Delegates shall only be permitted at Council budget meetings designated for the explicit purpose of receiving budget delegations.
- f) No delegation shall be made to Council or Committee on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court.
- g) No delegate shall speak on a matter that is not within the jurisdiction of the Council or Committee. The Mayor and committee chairs in consultation with the CAO/Clerk will determine if a matter is within the jurisdiction of the Council or committee.
- h) No delegations shall be made to notices of motion on a Council or Committee agenda. Delegates will have an opportunity to speak at a subsequent Council or committee meeting when that item will be discussed.
- i) No delegations shall be permitted to speak on a reconsideration.
- j) No delegations shall be permitted at orientation and education workshops.
- k) Delegates shall not be permitted to appear before Council or committee for the sole purpose of generating publicity for an event.
- l) No delegations shall be permitted to speak to presentations at Council or Committee of the Whole meetings.
- m) No delegations shall be permitted to closed Agenda items.
- n) Where required by provincial legislation, members of the public wishing to be a delegate without having registered in advance will be called upon by the chair to speak following the completion of all registered delegates.
- o) A delegate shall only register themselves to speak and may not register other delegates.

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- p) If a delegate is unable to attend the meeting for which they are registered they may provide their written submission to the CAO/Clerk.
- q) Delegates wishing to speak on a matter not on the agenda:
 - i. Shall provide the CAO/Clerk in writing a request outlining the subject matter of the delegation and the action being requested to be taken by Council.
 - ii. The CAO/Clerk will advise the Mayor and appropriate Chair of the request.
 - iii. The CAO/Clerk will advise the requestor that the chair has been made aware of the request.
 - iv. The requestor will be advised of the actions taken or when or if the item is coming forward to Council or committee.
- r) For Special Council meetings called under Section 8.1 (d), delegations may be permitted at the discretion of the Mayor or Chair in consultation with the CAO/Clerk. If delegations are not permitted, a note to that effect will be posted on the Municipal website and/or included on the meeting agenda.
- s) For delegations permitted under Section 4.8 (r), the deadline to register as a delegate and/or to submit written correspondence will be posted on the Municipal website and/or included on the meeting agenda.
- t) Notwithstanding Section 4.8 (a), the time limitation for delegations speaking at a public meeting to hear applications under the Planning Act, shall not exceed ten minutes. Council may extend the ten-minute time period by a majority vote of the Council Members present without debate.

4.9. Written Submissions and Petitions

- a) Individuals may submit written correspondence on matters listed on the agenda in accordance with the rules applied to delegations in Section 4.8.
- b) Petitions may be submitted in written or electronic format and shall meet the requirements set out in a **petition policy** approved by the Municipal Council.
- c) Written submissions and petitions shall not contain any obscene or defamatory content or language.
- d) The individual or group initiating the petition, or submitting the petition to the Clerk, must provide a key contact name, mailing address, and telephone contact information.
- e) Personal information will be redacted from the information published in the agenda.
- f) Petitions that relate to a matter listed on the agenda should be submitted in accordance with the timelines specified in Section 4.8 for inclusion on the agenda and revised agenda.
- g) Petitions not relating to a matter listed on the agenda will be included on the subsequent Information Items in accordance with a petition policy approved by the Municipality Clerk.

4.10. Motions and Order of Voting

- a) After a motion has been moved and seconded, it shall be deemed to be in the possession of Council or committee. Council or committee may consent to the withdrawal of the motion at any time before amendment or decision.
- b) Council or committee shall not debate any motion until it has been moved and seconded. When a motion has been seconded, it may upon request, be read or stated by the Mayor, chair or CAO/Clerk at any time during the debate.
- c) If a motion or an amendment to a motion that is not included as part of the agenda package is introduced, a copy of the motion shall be provided to the CAO/Clerk a minimum of 48 hours prior to the meeting with a Notice Of Motion. This Notice of Motion will be read aloud upon introduction of the motion and prior

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to the vote being taken.

- d) Whenever the Mayor or chair is of the opinion that an amending motion is contrary to the main motion, the Mayor or chair shall apprise the members thereof immediately. A Member of Council or committee may appeal the ruling of the Mayor or chair to Council or committee. If there is no appeal, the decision of the Mayor or chair shall be final. The Council or committee, if appealed to, shall vote on the motion without debate and its decision shall be final.
- e) A motion in respect of a matter which is not within the jurisdiction of the Council or committee shall not be in order. The Mayor or chair in consultation with the CAO/Clerk will determine if the matter is within the jurisdiction of Council or committee.
- f) When a motion is under consideration no other motion shall be received unless it is a motion:
 - i. To refer the motion to committee, Council, staff or any other person or body. Such a motion to refer:
 - a. is open to debate;
 - b. is amendable; and
 - c. shall preclude amendment or debate of the preceding motion.
 - ii. To amend the motion. Such a motion to amend:
 - a. is open to debate;
 - b. shall not propose a direct negative to the main motion;
 - c. shall be relevant to the main motion;
 - d. is subject to only one further amendment, and any amendment more than one must be to the main motion; and
 - e. if more than one, shall be put in the reverse order to that in which they were moved, and shall be decided or withdrawn before the main motion is put to the vote.
 - iii. To defer the motion to another time. Such a motion to defer:
 - a. is not open to debate;
 - b. is not subject to amendment; and
 - c. applies to the main motion and any amendments thereto under debate at the time the motion to defer is made.
 - iv. To adjourn the meeting notwithstanding Section 4.13(d). Such a motion to adjourn:
 - a. is not open to debate;
 - b. is not subject to amendment; and
 - c. shall always be in order.
 - v. To call a vote on the motion. Such a motion to call a vote on the motion:
 - a. cannot be amended;
 - b. cannot be proposed when there is an amendment under consideration;
 - c. when resolved in the affirmative, shall be forwarded by voting on the motion, without debate or amendment;
 - d. when resolved in the negative, shall be followed by resumption of debate; and

- e. shall always be in order.
- g) A motion may be voted against by the mover and seconder.
- h) As a best practice, Council may choose to move and second staff recommendation(s) prior to any motions from members of Municipal Council.
- i) The Clerk, at their discretion, may suggest administrative edits to motions and amendments. Edits:
 - i. Will not change the intention of the motion;
 - ii. May include grammatical and typographical corrections;
 - iii. Will maintain or clarify the original intent of the motion; and
 - iv. Can occur prior to, during or following adjournment of a meeting.
 - v. Council will confirm any edits by way of approving the minutes at a subsequent Council meeting.

4.11. Reconsideration of a Council Decision

- a) Council may reconsider an entire resolution that was decided during any term of Council. A reconsideration of a portion of a resolution shall not be permitted. Such reconsideration can either amend the previous decision or rescind it.
 - i. No resolution shall be reconsidered more than once during the term of Council.
 - ii. A motion to reconsider shall not be reconsidered.
- b) A resolution that was decided by Council cannot be reconsidered if action has been taken in implementing the resolution resulting in legally binding commitments that are in place on the date the motion to reconsider is considered by Council.
- c) If Council passes a resolution and adopts the same matter by by-law, only the resolution may be reconsidered. If the decision resulting from the reconsideration warrants, the by-law will be amended or repealed accordingly.
- d) Prior to initiating the reconsideration process, a member shall first submit the request on the required form to the CAO/Clerk before the regular agenda deadline. The CAO/Clerk will provide notification to the Mayor/chair and include the reconsideration on an upcoming Council agenda.
- e) Council may reconsider a resolution at the same meeting in which the original resolution was passed in accordance with the procedures outlined in Section 5.8. Such a reconsideration, however, does not require a submission request to the CAO/Clerk as outlined in Section 4.11 (d).
- f) Only a Member of Council who voted with the majority in respect of a previous decision or who was absent from the vote or was not a Member of Council at the time may move or second a motion for reconsideration.
- g) A motion to reconsider must be carried in the affirmative by a vote of two-thirds of the entire Council.
- h) If a motion to reconsider is decided in the affirmative:
 - i. The reconsideration effectively returns Council to just prior to the original Council decision.
 - ii. Reconsideration of the original motion shall then be the next order of business unless the motion specifies a future date.
- i) Rules regarding reconsiderations of Council decisions do not apply to defeated motions as defeated motions are not resolutions.

4.12. Voting at Open Meetings

- a) When one or more motions as set out in Section 4.10 have been made, the order of the vote shall be as follows:
 - i. To defer the motion;

- ii. To refer the motion;
 - iii. Upon the amendments in the reverse order to that in which they were moved, dealing with an amendment to an amendment immediately before the amendment it proposes to amend; and
 - iv. Then, upon the main motion or upon the main motion as amended. If any amendments have been carried.
- b) Every member of Council shall have one vote.
 - c) Proxy voting will not be allowed.
 - d) Any motion on which there is a tie vote shall be deemed to be defeated, except where otherwise provided by any act.
 - e) A 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.
 - f) When the motion under consideration contains distinct clauses, and a member has requested to vote on each distinct clause, then a vote shall be taken separately on each clause; including each clause added by way of an amendment.
 - g) After a vote has been called by the Mayor or chair, no member shall be recognized to speak to the motion or make any other motion after the result of the vote has been declared.
 - h) Vote is requested by a show of hands, if a member of Council is unable to distinguish their vote by a show of hands the Mayor may request that they provide their vote verbally.
 - i) The Mayor or any Councillor may also request a recorded vote conducted by the CAO/Clerk. Members shall distinguish their vote verbally either in favour (Yea or Yes) or opposed (No or Nay).
 - j) Unless otherwise requested by a member, no detailed vote count will be taken by the CAO/Clerk and only the outcome of the vote will be minuted.
 - k) The Mayor or chair shall vote on any motion while in possession of the chair, however, if the Mayor or chair wishes to propose a motion he or she shall step down and shall not resume the chair until the vote is taken.

4.13. Points of Order or Privilege

4.13.1. Point of Order

- a) A member may raise a point of order at any time, whereupon the Mayor or chair shall:
 - i. Interrupt the matter under consideration;
 - ii. Ask the member raising the point of order to state the substance of and the basis for the point of order; and
 - iii. Rule on the point of order immediately without debate by Council or committee.
- b) A Member of Council or committee may appeal the ruling of the Mayor or chair to Council or committee which will then decide on the appeal, without debate, by way of a majority vote of the members present. If there is no appeal, the decision of the Mayor or chair shall be final.

4.13.2. Point of Privilege

- a) A member may raise a point of privilege at any time if he or she considers that their integrity, the integrity of Council or the committee as a Whole or staff has been impugned, whereupon the Mayor or chair shall:
 - a. Interrupt the matter under consideration;
 - b. Ask the member raising the point of privilege to state the substance of and the basis for the point of privilege; and

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- c. Rule on the point of privilege immediately without debate by Council or committee.
- b) A Member of Council or committee may appeal the ruling of the Mayor or chair to Council or committee.
- c) If there is no appeal, the decision of the Mayor or chair shall be final. The Council or committee, if appealed to, shall vote on the motion without debate by way of a majority vote of the members present and its decision shall be final.
- d) Where the Mayor or chair considers that the integrity of any municipality employee has been impugned or questioned, the Mayor or chair may permit staff to make a statement to Council or committee.

4.14. By-laws

- a) The CAO/Clerk shall submit to Committee/Council a summary of all by-laws proposed for adoption that includes the by-law numbers and titles.
- b) Unless otherwise requested, all by-laws proposed for adoption shall be passed in one single motion.
- c) The CAO/Clerk shall be responsible for their correctness should they be amended at a Council meeting.
- d) Every by-law passed by Council shall:
 - i. Be signed by the Mayor, or the presiding officer;
 - ii. Be signed by the CAO/Clerk or designate;
 - iii. Be sealed with the Municipality seal; and
 - iv. Indicate the date of passage.

4.15. Adjournment of Council, Committee, Special Council and Committee of the Whole Meetings

- a) Council and Committee shall adjourn at 10:00 p.m. unless otherwise decided before that hour by a majority vote of the members present. If Council or Committee is adjourned before the agenda is completed, a time and date for consideration of the balance of the agenda shall be established.
- b) Only one motion to extend the automatic adjournment beyond 10:00 p.m. shall be permitted per meeting, and the maximum allowable extension shall be to 10:59 p.m.
- c) A motion to adjourn may be made by any member who has been recognized by the Mayor or chair. The motion must be moved and seconded. A motion to adjourn shall not be made during a vote on any other motion.
- d) Notwithstanding Section 4.15(a), if a motion to extend the automatic adjournment time is required prior to the hearing of all delegates on a matter being considered at the time such motion to adjourn is made, Council shall not adjourn the meeting until all listed delegates on the matter have been heard. Once the listed delegates have been heard, Council shall deal with the matter being considered at the time the motion to adjourn was made, as well as any other time sensitive issues on the agenda identified by the Clerk.

5. Regular Meetings of Council

The rules and procedures contained in Sections 3 and 4 shall apply with necessary changes.

5.1. Location, Date and Time of Meetings

Notwithstanding Section 4.2:

5.1.1. Time of Regular Meetings

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Regular Council and regular Committee meetings shall at dates and times as set forth at the start of each term of Council. Meeting dates and times will be posted in accordance with section 4.1.

5.2. Order of Business

5.2.1. Committee

The CAO/Clerk or designate, in consultation with the Mayor and staff, shall have discretion to prepare for the use of members, an agenda containing the following:

- Call to Order
- Open Meeting
- Approval of Agenda
- Disclosure of Pecuniary Interest and General Nature Thereof
- Confirmation of Minutes
- Delegations/Presentations
- Consent Report
- Unfinished Business
- New Business
- Financial
- Closed Meeting (in Camera)
- Adjournment

5.2.2. Council and Committee of the Whole

The Clerk, in consultation with the Mayor and staff, shall have discretion to prepare for the use of members, an agenda containing the following:

- Call to Order
- Open Meeting
- Approval of Agenda
- Disclosure of Pecuniary Interest and General Nature Thereof
- Confirmation of Minutes
- Delegations/Presentations
- Committee Report
- Unfinished Business
- Communication
- New Business (Notice of Motions)
- Financial
- Closed Meeting (in Camera)
- Confirming By-law
- Adjournment

5.3. Call to Order/Open meeting

The Chair shall verify that quorum has been achieved and shall call the meeting to order at the appointed time as set out in section 4.4

5.4. Approval of Agenda

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- a) The agenda as set in section 4.3 shall be approved by motion.
- b) Any alterations to the agenda must be passed by motion as per section 5.4 (a).

5.5. Disclosure of Pecuniary Interest

Disclosures of Pecuniary Interest are set out as per section 4.5.

5.6. Confirmation of Council and Committee Minutes

- a) The CAO/Clerk or designate shall present the minutes, without note or comment, of any previous open and closed Council meeting to Council for adoption.
- b) The CAO/Clerk or designate shall present the minutes, without note or comment, of any previous open and closed Committee meeting to that Committee for approval.
- c) When the minutes of a Committee of the Whole, or a Council meeting, have been adopted, the Mayor and CAO/Clerk shall sign them.

5.7. Delegations/Presentations

Delegation and presentation are outlined in section 4.8 and 4.8.

5.8. Committee Consent Report

- a) The Committee consent report shall consist of the following items that do not have presentations or delegations:
 - i. Reports from staff for which Council direction is not required;
 - ii. Correspondence for which a policy decision or approval of Council is not required;
- b) Council Members shall identify any items contained on the consent report which they wish to speak to and the matter shall be extracted from the consent report to be dealt with separately under the appropriate Agenda item.
- c) The balance of items on the consent agenda, which have not been extracted, shall be voted on in one motion.
- a) In the event that Council adopts a motion to be referred back to staff, staff shall report back to that committee at a future meeting and not back to Council directly unless specifically directed to do so.
- b) Reports from local boards and advisory committees submitted in writing shall be signed. When such reports request Council action, they shall include appropriate resolutions for consideration.

5.9. Committee Report

The Committee Report shall consist of items discussed at committee and brought to Council by Motion.

5.10. Unfinished Business

- a) Items for discussion shall consist of the following items:
 - i. Reports from staff concerning issues without resolution which have been previously presented to Committee and Council;
 - ii. Correspondence extracted from the Committee Consent Report concerning issues previously presented to Committee.
 - iii. Items referred back to Council or Committee for further discussion.
 - iv. Items deferred from a previous Council or Committee meeting
- a) In the event that a Committee adopts a motion to be referred back to staff, staff

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shall report back at the next regular Committee meeting and not to another Committee or Council unless so directed by the Committee.

5.11. New Business - Committee

- a) Items for discussion shall consist of the following items:
 - i. Reports from staff;
 - ii. Correspondence for the direction of Council;
 - iii. Correspondence extracted from the Committee Consent Report; and
 - iv. Notice of motion.

5.12. New Business including Notice of Motions

- a) Items for discussion shall consist of the following items:
 - i. Notice of Motions; and
 - ii. Items of a timely nature;
- b) In the event that Council adopts a motion to be referred back to staff, staff shall report back to a regular Council meeting and not back to a Committee meeting unless so directed by Council.

5.13. Notices of Motion

- a) Prior to initiating the notice of motion process, a member shall first submit the proposed motion in writing to the relevant Chair/Mayor for approval to place the matter on an agenda. If approved, the motion shall be submitted in writing to the CAO/Clerk 24 hours prior to the regular agenda deadline for inclusion on a committee meeting agenda.
- b) If approval is not obtained as per Section 5.9 (a), a notice of motion shall be submitted in writing, on the prescribed form, to the CAO/Clerk a minimum of 24 hours prior to the meeting and shall be placed as an addition on a regular Council or Committee Agenda with the approval of Chair as an item for discussion.

5.14. Financial

- a) Items for discussion shall consist of those of a financial nature including but not limited to:
 - i. Budgetary reports
 - ii. Revenue and Expense statements
 - iii. Cheque registers

5.15. Closed Meetings – in Camera

- a) When a closed session of a meeting is required, it shall be held at the end of a regularly scheduled Committee or Council meeting as set out in the Agenda.
- b) A summary of the purpose of the closed meeting shall be listed on the Agenda for the Council or Committee meeting and shall include details of the relevant section of the Municipal Act allowing the closed session.

5.15.1. Resolutions Arising from Closed Meetings

- a) Where Council has passed a procedural resolution at a closed meeting such resolution shall be noted in the closed meeting summary.
- b) Staff may provide contextual information to the procedural resolution passed closed session.

5.15.2. Closed Meeting Summary

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Rise and Report - Following a closed meeting of Council or committee, the Mayor or chair shall disclose, in a general manner, how the agenda items were dealt with in the closed meeting.

5.16. Confirming By-law

Council shall enact a by-law to confirm all actions taken by Council.

6. Committee of the Whole Meetings

Notwithstanding Section 4.2, the rules and procedures contained in Sections 3, 4 and 5 shall apply with necessary changes.

7. Special Council Meetings

The rules and procedures contained in Sections 4 and 5 shall apply with necessary changes.

7.1. Calling of Special Council Meetings

- a) The Mayor may at any time summon a special meeting of Council within 48 hours. The Mayor shall also summon a special meeting of Council when so requested in writing by a majority of Members of Council.
- b) Upon receipt of a written petition of the majority of the Members of Council, the CAO/Clerk shall summon a special meeting for the purpose mentioned in the petition.
- c) Upon the calling of a special meeting the CAO/Clerk shall give notice to all members, not less than 48 hours prior to the time fixed for the meeting of the:
 - time;
 - place; and
 - business to be considered.
- d) On emergency or extraordinary occasions, the Mayor may call a special Council meeting without the notice provided in Section 7.1 (a).
- e) Only items disclosed on the meeting agenda may be considered by Council. Items will not be added to the special meeting on a revised agenda.

8. Council Orientation and Education Workshops

8.1. Location, Date and Time of Meeting

- f) The CAO/Clerk shall give notice to all members, not less than 48 hours prior to the time fixed for the meeting for Council orientation and education workshops of the:
 - time;
 - place; and
 - location.

9. Electronic Participation in Meetings

- a) Any member of Municipal Council may participate remotely in a secure location in any open or closed Council or committee meeting via electronic means and has the same rights and responsibilities as if they were in physical attendance, including the right to participate in debate, vote, and shall count towards a quorum of members.
- b) All electronic attendance at closed sessions must have video on and headphones utilized to ensure confidentiality.
- c) A member who is participating electronically in a meeting who, for any reason,

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will no longer be attending the meeting prior to adjournment, shall advise the Chair and CAO/Clerk of their absence and fully disconnect from the electronic meeting software.

- d) In accordance with Section 4.5 and pursuant to the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended, members who have declared a pecuniary interest regarding a matter being discussed, and are participating electronically, shall disconnect and leave the electronic meeting and not participate in any way with respect to the matter in question.
- e) Delegations may participate in an electronic meeting via telephone, videoconferencing software and/or other technology methods deemed appropriate by the Municipal Clerk's Office, and in accordance with the rules set out in Section 4.8.

10. Inaugural Council Meeting

- a) The first meeting of Council following a regular election shall be held on the second Thursday in November at 7:00 p.m. in the Council Chambers of Municipal Complex or at such alternate location as determined by the Clerk.
- b) At the inaugural meeting, each member present shall make their declaration of office and sign Council's Code of Conduct. The CAO/Clerk may provide additional policies or procedures to Council as appropriate. Council shall not proceed with any regular business at the inaugural meeting.

11. Committees

11.1. Appointments to Committees

- a) Council shall appoint chairs for Committees of Council as recommended by the Mayor. In appointing chairs, consideration shall be given to workload balance, individual interests and Councillor development.
- b) Council shall appoint vice-chairs for the Committees of Council as recommended by the Mayor. In appointing a vice-chair, consideration shall be given to workload balance, individual interests and Councillor development.
- c) Council shall make public and member appointments to local boards and other sub committees as required.

11.2. Committees Reporting Directly to Council

- a) The all Committees of Council are appointed by and report directly to Council.
- b) All boards and sub committees of Council shall report to the Committee of Council as directed by the Mayor.

11.3. Committee Composition

The Mayor is ex-officio on all Committees of Council and:

- i. May attend meetings;
- ii. May participate in meetings; and
- iii. May vote in meetings.

11.4. Ad Hoc Committees and Advisory Committees

11.4.1. Ad Hoc Committees

- a) Council may appoint ad hoc committees, with a defined ending, to consider a specific matter and report to Council.
- b) Only the members of an ad hoc committee shall participate in debate or ask questions at ad hoc committee meetings.

11.4.2. Advisory Committees

- a) Advisory committees are created by Council with no defined ending, to report on a specific subject matter.
- b) A maximum of two Council shall be appointed to any advisory committees.
- c) The appointment of a member of the public to an Advisory committee may be forfeited if the member is absent from meetings of the committee for three (3) consecutive months without being authorized to do so by a resolution of the committee.

12. Report Deadlines

Reports, presentations and all other agenda materials are due to the Clerk’s office on the dates and times set out in the Council and Committee Report Deadlines which is appended as schedule B of this By-law.

13. General Rules

13.1. Robert’s Rules of Order

In relation to the proceedings of Council and committees and for which Rules of Procedure have not been provided in this by-law, Robert’s Rules of Order 12th Edition may be referenced where practicable.

14. Other General Information

- a) This by-law comes into force on _____, _____.
- b) The short title of this by-law is the Procedure Bylaw.
- c) Appendix A, the “Motions Table”, forms part of this by-law and shall be used as a reference.
- d) Appendix B, “Council and Committee Report Deadlines” forms part of this by-law.

15. Procedural By-laws for Other Boards, Committees or Commissions

Where a board, committee or commission of the Municipality has not adopted a procedural by-law, such board, committee or commission shall be deemed to have adopted this procedural by-law with necessary modifications including the requirement that all meetings be open to the public, subject to the same exceptions applicable to Council meetings as set out herein.

16. Repeal of Previous By-law

By-law Number 2017-08 and any amendment thereto is hereby repealed.

Read a first time on this **24th** day of **April, 2025**.

Read a second and third time and finally passed on this day of , 2025.

Richard Stephens, Mayor

Denise Deforge, CAO/Clerk

Appendix A

Table 1 - Motions Table

Motion	Debatable	Non-debatable	Amendable	Non-amendable	Special Majority
Adjourn	No	Yes	No	Yes	
Point of privilege	No	Yes	No	Yes	Chair Rules*
Point of order	No	Yes	No	Yes	Chair Rules*
Call a vote on the motion	No	Yes	No	Yes	
Motion to amend	Yes	No	Yes	No	
Defer	No	Yes	No	Yes	
Refer	Yes	No	Yes	No	
Extend Council meeting beyond 10:00 p.m.	Yes	No	No	Yes	Majority of the members present
Extend Committee of the Whole meeting beyond 10:00 p.m.	Yes	No	No	Yes	Majority of the members present
Reconsideration	Yes	No	No	Yes	Two-thirds of entire Members of Council
Appeal the chair’s ruling	No	Yes	No	Yes	
Suspend the Rules of Procedure	No	Yes	No	Yes	Two-thirds of entire Members of Council
Extend delegation speaking time beyond the allotted time	No	Yes	No	Yes	

* A point of order/privilege is ruled on by the Mayor/chair. Any member may appeal the chair’s ruling which must then be decided by a majority vote of the members present without debate.