

The Corporation of the Municipality of Trent Lakes
Procedure By-law No. B2020-118

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**The Corporation of the
Municipality of Trent Lakes**

By-law No. B2020-118

**A by-law to govern the calling, place and proceedings of meetings,
otherwise known as the “Procedure By-law”**

Recitals:

1. Pursuant to Section 238(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

The Council of The Corporation of the Municipality of Trent Lakes hereby enact as follows:

Definitions

1. Definitions

- 1.1 **Chair** means the Mayor or Presiding Officer of a meeting.
- 1.2 **Chief Administrative Officer** means the Chief Administrative Officer (CAO) of The Corporation of the Municipality of Trent Lakes as defined by the *Municipal Act*, S.O. 2001, c.25, as amended or replaced from time to time or their designate.
- 1.3 **Clerk** means the Clerk or Deputy Clerk of The Corporation of the Municipality of Trent Lakes as defined by the *Municipal Act*, S.O. 2001, c.25, as amended or replaced from time to time or their designate. When referring to Committees, the Clerk shall mean the Staff Liaison.
- 1.4 **Closed Meeting** means any Meeting, or part of a meeting, of Council or a Committee which is closed to the public and held in accordance with the *Municipal Act, 2001*, c.25, as amended or replaced from time to time.
- 1.5 **Committee** means any special purpose advisory Committee created by Council with approved Terms of Reference to provide recommendations to Council.
- 1.6 **Council** means the Council of The Corporation of the Municipality of Trent Lakes.
- 1.7 **Delegate** means any person, group of persons, firm or organization, who is neither a Member of a Committee or Council, or any appointed official of the Municipality nor a consultant or other individual hired by the Municipality, wishing to address Committee or Council on a specific matter upon request to the Clerk.
- 1.8 **Local Board** means a municipal service board, transportation, commission, board of health, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority. For the purposes of this by-law, a local board does not include police services boards or public library boards.
- 1.9 **Majority** means more than half.

- 1.10 **Mayor** means Head of Council, or in their absence the Deputy Mayor, of The Corporation of the Municipality of Trent Lakes as defined by the *Municipal Act*, S.O. 2001, c.25, as amended or replaced from time to time and this By-law.
- 1.11 **Meeting** means any regular, special or other meeting of a Council, or a local board or a committee or either of them, where a quorum is present, and where 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.
- 1.12 **Member** means a member of the Council of the Municipality of Trent Lakes or any member of a Committee to which this by-law applies.
- 1.13 **Motion** means a proposal brought forward by a Member for consideration by Council or Committee that is moved and seconded by another Member.
- 1.14 **Municipal Act** means the *Municipal Act, 2001*, S.O. 2001, c.25, as amended or replaced from time to time.
- 1.15 **Municipal Conflict of Interest Act** means the *Municipal Conflict of Interest Act*, R.S.O. 1990, as amended or replaced from time to time.
- 1.16 **Municipality** means The Corporation of the Municipality of Trent Lakes.
- 1.17 **Open Meeting** means a meeting which is open to the public.
- 1.18 **Pecuniary Interest** means a direct or indirect pecuniary interest of a Member within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50, as amended or replaced from time to time.
- 1.19 **Point of Order** means a member believes that the rules of the assembly are being violated thereby calling upon the Chair for a ruling and an enforcement of the rules.
- 1.20 **Point of Privilege** means a concern about the honour, dignity, character or rights of professionalism of the Mayor, member of Council or member of staff.
- 1.21 **Presenter** means any person, group of persons, firm or organization, which may include a consultant or other individual hired by the Municipality, wishing to address Committee or Council on a specific matter at the request of Council/Committee or staff.
- 1.22 **Public Meeting** means any public meeting that Council believes is in the best interest of the ratepayers of the Municipality but is not a requirement pursuant to provincial legislation. A Public Meeting may be held at a regular or special Meeting.
- 1.23 **Quorum** means a majority of members of Council or Committee.
- 1.24 **Recorded Vote** means the recording of the name and vote of every Member on any matter of question, subject to the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50, as amended or replaced from time to time.
- 1.25 **Resolution** means a Motion duly voted on by a majority of Members present at the Meeting.
- 1.26 **Statutory Public Meeting** means any public meeting that is required

pursuant to provincial legislation.

General Provisions

2. General

- 2.1 The Rules of Procedure contained in this by-law shall be observed in all proceedings of Council and Committees and shall be the rules and regulations for the order and dispatch of business in Council and Committees.
- 2.2 In any case for which provision is not made in these rules and regulations, the procedure to be followed, as far as reasonably practicable, is Parliamentary Law as contained in the most recent edition of Robert's Rules of Order.
- 2.3 In all matters and under all circumstances, the Members shall be guided by and shall have regard of the Municipal Conflict of Interest Act.
- 2.4 If it appears that inclement weather or a like occurrence which may be reasonably expected to prevent Members that would constitute a Quorum from attending a meeting, the Clerk, with the approval of the Chair, may postpone that Meeting by advising as many Members as they are able to reach. Postponement shall not be for any longer than the next regularly scheduled Meeting.
- 2.5 The Clerk, with the approval of the Chair, may cancel a Meeting when, in their opinion, there is sufficient cause to do so.
- 2.6 The Mayor is considered an ex-officio member of all Committees, other than those to which the Mayor has been appointed as a member. As an ex-officio member, the Mayor may participate on a Committee but not vote and not affect Quorum.

3. Proxy Voting

- 3.1 The use of a proxy, as outlined in Section 243 of the Municipal Act, shall not be permitted.

4. Notice of Meetings

- 4.1 Notice shall not be required to be given of regular Meetings, unless the day of the meeting is other than provided by subsection 8.3 or 12.2 of this By-law. The Clerk shall ensure that the agenda for regular Meetings is sent electronically to each Member, so as to be received no later than 4:30 p.m. seven (7) calendar days prior to the Meeting. Agenda packages shall also be posted on the municipal website no later than 4:30 p.m. seven (7) calendar days prior to the Meeting.
- 4.2 Should the agenda for a regular Meeting require an amendment, the amendment will be posted no later than 4:30 p.m. two (2) business days prior to the Meeting. Any additional changes or additions will be through subsection 19.4 or 19.5.
- 4.3 The Clerk shall deliver notice of each special meeting, called in accordance with subsection 9.1 of this By-law, electronically to each member to be received at least 24 hours before the hour appointed for the Special Meeting. The agenda shall also be posted on the municipal website at least 24 hours prior to the Meeting. The agenda shall be considered notice.
- 4.4 The twenty-four (24) hour notice required under subsection 10.2 may be waived in the case of an Emergency Meeting as determined by the Mayor.

- 4.5 It shall be the responsibility of the Clerk to circulate and post all notices and agendas for Meetings.
- 4.6 Lack of receipt of the notice shall not affect the validity of holding the Meeting nor any action taken at the meeting.

5. Audio and Video Recording

- 5.1 Audio and video recording of proceedings by the public at Meetings of Council and Committees shall not be permitted unless approved by Council or Committee.
- 5.2 Regular Meetings of Council will be audio and video recorded by the Municipality, whenever possible. The inability to video or audio record a Meeting, due to equipment failure or for any other reason, shall not cause a Meeting to be cancelled or adjourned. The Chair may recess the Meeting for not more than twenty (20) minutes to provide staff an opportunity to try and correct equipment issues but may continue with the Meeting in the absence of recordings should staff not be able to correct the issues.
- 5.3 Committee Meetings will not generally be audio and video recorded. Committee meetings may be audio or video recorded by staff with the consent of the Chair.
- 5.4 Special or emergency Meetings of Council or Meetings of Council held outside the Council Chambers, with the exception of meetings held electronically, will not generally be audio and video recorded.
- 5.5 The approved minutes that are authored by the Clerk shall be the official record of all Meetings.
- 5.6 The audio/video files on the internet are part of the public realm and may be subject to alteration by a member or members of the public with no municipal control over such alterations. The Municipality assumes no liability associated with any alterations that are made by a member or members of the public on the internet.
- 5.7 A notation will be added to applicable Meeting agendas to make delegates, presenters and members of the public aware that proceedings are being recorded and will be made available on the internet.
- 5.8 The Chair shall make a statement at the commencement of applicable Meetings that the Meeting is being audio and video recorded and the recording will be made available on the municipal website.
- 5.9 Proceedings of Closed Meetings shall not be recorded.

6. Order and Quorum

- 6.1 The Chair will preside over all Meetings.
- 6.2 The Chair shall call the Meeting to order at the time appointed for the Meeting or as soon after when a Quorum is present.
- 6.3 **Council** – In case the Mayor does not attend within twenty (20) minutes after the time appointed, the Deputy Mayor shall call the Members to order and, if a Quorum is present, shall preside during the Meeting or until the arrival of the Mayor. While presiding, the Deputy Mayor shall have all the powers of the Mayor and shall be entitled to vote as a Member. In the absence of the Mayor and Deputy Mayor, Council shall refer to the procedure outlined in Schedule A to designate an acting Head of Council

who shall have all the powers of the Mayor and shall be entitled to vote as a Member.

- 6.4 **Committee** – In case the Chair does not attend within twenty (20) minutes after the time appointed, the Vice-Chair shall call the Members to order and, if a Quorum is present, shall preside during the Meeting or until the arrival of the Chair. While presiding, the Vice-Chair shall have all the powers of the Chair and shall be entitled to vote as a Member. In the absence of the Chair and Vice-Chair, the Clerk shall call the meeting to order and, if a Quorum is present, the Clerk shall conduct a vote to choose a Member from among those present to preside as Chair during the Meeting or until the arrival of the Chair or Vice-Chair.
- 6.5 If there is no Quorum within twenty (20) minutes after the time appointed for the Meeting, the Clerk shall call the roll and record the names of the Members present and the Meeting shall stand adjourned until the next regular Meeting or until a special Meeting is called.
- 6.6 Where the number of Members who are unable to participate in a Meeting by reason of the provisions of the Municipal Conflict of Interest Act is such that, at that Meeting the remaining Members are insufficient to constitute a Quorum then, despite any other general or special act, the remaining number of Members shall be deemed to constitute Quorum provided such number is not less than two (2). When the remaining number of Members is two (2), the concurrent votes of both are necessary to carry any Resolution, by-law or other measure.
- 6.7 The Chair (except when disqualified from voting by reason of interest or otherwise) shall vote with the Members on all questions and all Members shall indicate their vote.
- 6.8 The Chair may take part in any debate without leaving the Chair. If the Chair desires to introduce a Motion, they shall leave the Chair for that purpose and shall call on the Deputy Mayor or Vice-Chair to fill their place until they resume the Chair.
- 6.9 The Chair shall preserve order and decorum and decide questions of order or privilege, subject to an appeal by any Member.
- 6.10 If, during the course of a Meeting, the Quorum is lost, the Meeting shall stand recessed and shall reconvene when a Quorum is regained as determined by the Chair. In the event that the Quorum is not regained within twenty (20) minutes, then the Clerk shall record in the minutes the names of those present and the Meeting shall be ended without a formal adjournment.
- 6.11 The minutes of the Meeting which ended because a Quorum was lost, shall note that the Quorum was lost and shall include the names of the Members present at the time Quorum was lost.

Meetings

7. Inaugural Council Meeting

- 7.1 The inaugural Meeting of Council shall be held on the first Monday following November 15th after a regular election.
- 7.2 The inaugural Meeting shall be ceremonial in nature for purposes of the Members of Council taking their Declaration of Office.

7.3 No business shall be conducted at the inaugural Meeting until the Declarations of Office have been taken.

8. Regular Council Meeting

8.1 The first regular Meeting of a newly elected Council after a regular election shall be held on the first Tuesday following the inaugural Meeting.

8.2 All Meetings of Council shall be open to the public save and except those Meetings or parts thereof that are dealing with a subject matter listed in the Municipal Act that are permitted to be discussed in a Closed Meeting. Before holding a Meeting or part of a Meeting that is to be closed to the public, Council shall, by resolution, state the fact that the Meeting is closed and the general nature of the matter to be considered at the Closed Meeting.

8.3 Regular Council Meetings will be held in the Municipal Council Chambers located at 760 Peterborough County Road 36, Trent Lakes, on the first and third Tuesday of each month commencing at 1:00 p.m. Where a Meeting is to be held at an alternate location or electronically, the agenda shall specify the Meeting location. During the months of July and August, there shall be only one regular Meeting held. The Clerk shall prepare a report for Council in the fourth quarter of each calendar year identifying the following year's Meeting dates. These Meeting dates shall be adopted by a Resolution of Council and posted on the municipal website.

8.4 Regular Council Meetings shall be limited to a maximum of five (5) hours. Unfinished business of a Regular Council Meeting shall be adjourned to the next Regular Council Meeting.

9. Special Council Meeting

9.1 The Mayor may, at any time, summon a special Meeting of Council, or upon receipt of a petition of the Majority of the Members of Council, the Clerk shall call a special Meeting for the purpose and at the time and place set out in the petition.

9.2 The only business to be transacted at a Special Council Meeting is that which is listed in the notice of Meeting or agenda, except with Majority consent of all Members present at such Meeting.

9.3 All Special Council Meetings shall be held in the Council Chambers, unless an alternate location is specified in the notice of Meeting or agenda.

9.4 Special Council Meetings shall be limited to a maximum of five (5) hours.

10. Emergency Council Meeting

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

10.2 The only business to be dealt with at an emergency Meeting shall be business dealing directly with the emergency or extraordinary situation.

10.3 The lack of receipt of a notice of Meeting or agenda for an emergency Meeting shall not affect the validity of the emergency Meeting or any action taken at that Meeting.

11. Public and Statutory Public Meetings

- 11.1 Whenever it is necessary for Council or the Municipality to hold a Public Meeting or Statutory Public Meeting to gather information prior to making a decision on a matter, any person wishing to address Council may come forward, when prompted by the Chair, and such person shall address Council according to the same rules as apply to Delegations appearing before Council under this By-law, with the exception that:
- a. Unless otherwise provided for in the notice of Meeting, prior notice of one's desire to speak shall not be required,;
 - b. Unless otherwise provided for in the notice of Meeting, there is no time limit for how long a speaker may speak, however, should be less than ten (10) minutes whenever possible. The Chair may call for a resolution to limit speakers to a certain length of time or to grant permission for speakers to speak longer;
 - c. A motion need not be considered by Council following each speaker; and
 - d. Each speaker is only permitted to speak once at the Meeting, unless, in the opinion of the Chair, there has been new information presented after they speak that is pertinent to the matter they raised.

12. Committee Meetings

- 12.1 All Committee Meetings shall be open to the public save and except those Meetings or parts thereof that are dealing with a subject matter listed in the Municipal Act that are permitted to be discussed in a Closed Meeting. Before holding a Meeting or part of a Meeting that is to be closed to the public, Committee shall, by resolution, state the fact that the Meeting is closed and the general nature of the matter to be considered at the Closed Meeting.
- 12.2 **Regular Committee Meetings** - Regular Committee Meetings will be held in the Municipal Council Chambers located at 760 Peterborough County Road 36, Trent Lakes. Where a Meeting is to be held at an alternate location or electronically, the agenda shall specify the Meeting location. The Clerk shall prepare a report for Committee in the fourth quarter of each calendar year identifying the following year's Meeting dates for each Committee. These Meeting dates shall be adopted by a resolution of Committee and posted on the municipal website.
- 12.3 Regular Committee Meetings shall be limited to a maximum of three (3) hours. Unfinished business of a Regular Committee Meeting shall be adjourned to the next Regular Committee Meeting.
- 12.4 **Special Committee Meetings** – The Chair may, at any time, summon a Special Meeting of Committee, or upon receipt of a petition of the majority of the Members, the Clerk shall call a Special Meeting for the purpose and at the time and place set out in the petition.
- 12.5 The only business to be transacted at a Special Committee Meeting is that which is listed in the notice of Meeting or agenda, except with majority consent of all Members present at such Meeting.
- 12.6 All Special Committee Meetings shall be held in the Council Chambers, unless an alternate location is specified in the notice of Meeting or agenda.

13. Closed Meeting

- 13.1 All or parts of Meetings may be closed to the public in accordance with the Municipal Act.
- 13.2 A Meeting or part of a meeting may be closed to the public if the subject matter being considered is in accordance with section 239 of the Municipal Act, attached hereto as Schedule B.
- 13.3 The Clerk shall record the general nature for going into a Closed Meeting and shall note the time. When in a Closed Meeting, minutes shall be kept in accordance with the Municipal Act.
- 13.4 Votes may only be taken during a Closed Meeting in accordance with section 239 of the Municipal Act, attached hereto as Schedule B.
- 13.5 Members are to keep confidential discussions and information received in Closed Meetings confidential. Any documents provided in Closed Meetings are to be returned to the Clerk at the adjournment of the Closed Meeting to be destroyed.

Duties, Roles and Conduct

14. Roles of Mayor and Members of Council

- 14.1 Sections 225 and 226.1 of the Municipal Act set out the Role of the Mayor, which is attached as Schedule C.
- 14.2 Section 224 of the Municipal Act sets out the role of Council, which is attached as Schedule C.

15. Duties of the Chair

- 15.1 It shall be the duty of the Chair:
- a. To preside at all Meetings;
 - b. To open Meetings by taking the Chair and calling the Members to order;
 - c. To announce the business before the Council or Committee in the order in which it is to be acted upon;
 - d. To designate the person who has the floor when two or more persons wish to speak;
 - e. To receive and submit to a vote, in the proper manner, all Motions which do not contravene the rules of procedure and to announce the result;
 - f. To decline to put to a vote Motions which infringe upon the rules of procedure;
 - g. To restrain the Members, within the rules of procedure, when engaged in a debate;
 - h. To enforce on all occasions the observance of order and decorum among the Members;
 - i. To expel any person from improper conduct at a Meeting, it being understood that such action shall be at the sole discretion of the Chair;
 - j. To authenticate, by signature when necessary, all by-laws,

resolutions and minutes;

- k. To inform the Members on any Point of Order or Privilege; and
- l. To adjourn or postpone the Meeting without the question being put for a time to be named if considered necessary because of grave disorder arising.

16. Conduct of Members

16.1 No Member shall:

- a. Speak disrespectfully of any person;
- b. Speak disrespectfully of the Reigning Sovereign or of any of the Royal Family, or of the Governor General, the Lieutenant-Governor of any Province, or any person administering the Government of Canada, or the Province of Ontario;
- c. Use offensive words, language or gestures;
- d. Come unprepared to any Meeting. Members shall have read all the material supplied, including the agenda and staff reports, to facilitate discussion and the determination of action at the Meeting. Members are encouraged to make inquiries of staff regarding the materials supplied with the agenda in advance of the Meeting;
- e. Speak on any subject other than the subject under debate;
- f. Interrupt a person speaking, except a Member raising a Point of Order or Privilege;
- g. Criticize any decision except for the purpose of moving a Motion to rescind or reconsider;
- h. Disobey the rules of procedure or decisions on questions of order or privilege. Where a Member persists in any such disobedience after having been called to order, the Chair may order that such Member leave the Meeting. If the Member apologizes, the Member may be permitted to remain at the Meeting;
- i. Individually direct staff members to carry out specific tasks or functions;
- j. Insult or call into question the integrity of a Member, staff person, or Council/Committee as a whole; and
- k. Violate the confidentiality of any matter considered in Closed Meeting.

17. Conduct for Public Attendees

17.1 No persons attending a Meeting, whether or not they are Delegations or Presenters, shall:

- a. Approach the floor unless invited by the Chair.
- b. Shout, cheer, boo, foot-stomp or any other unprofessional or un-businesslike conduct intended to disrupt the debate, discussion and/or general proceedings.
- c. Display signs, banners, emblems or flags, carried or otherwise.

- d. Use offensive words, language or gestures.

18. Conduct during Electronic Meetings

- 18.1 Electronic participation shall be allowed at any regular Meetings and may be allowed at special, Closed or emergency Meetings, however, Members shall participate in-person whenever possible.
- 18.2 Members shall participate electronically in no more than 3 Meetings annually without being authorized to do so by a resolution of Council or Committee.
- 18.3 Electronic participation shall mean participation by teleconference or video conference.
- 18.4 Any Meetings that occur when it is not in the best interest of the health and safety of the public to hold the Meetings in the Municipal Council Chambers located at 760 Peterborough County Road 36, may be conducted fully electronically by allowing the public access to the teleconference or video conference. Any Meeting being held fully electronically shall be exempt from subsection 18.2.
- 18.5 A Member who is participating electronically may be counted in determining whether or not a Quorum is present.
- 18.6 A Member participating electronically shall notify the Clerk as soon as possible after receiving notice of the Meeting to provide staff an opportunity to make necessary arrangements for the technological needs of electronic participation. Notification of a Member participating electronically shall not be received later than one (1) business day prior to the Meeting.
- 18.7 In order to Chair a Council Meeting, a Member shall be present in person at the Meeting whenever possible. Notwithstanding subsection 6.3, when the Mayor is participating in a Meeting electronically, another Member present in person may Chair the Council Meeting. If the Chair is participating electronically in a Committee Meeting, the Clerk may instruct that a Member participating in person preside over the Committee Meeting.
- 18.8 The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as they would have been given if participating in person.
- 18.9 Members shall be permitted to vote when participating electronically and votes cast by Members electronically shall be counted towards the overall decision of Council or Committee.
- 18.10 Members participating electronically may be required to state verbally whether they are for or against a motion, rather than by a show of hands, as required by subsection 40.1 at the request of the Chair.
- 18.11 In the event of a technical failure during the Meeting, Council or Committee may take a recess of not more than twenty (20) minutes to allow staff to reinstate the electronic participation. If a Member can no longer participate by electronic means, provided a Quorum still exists, it will not affect the validity of the Meeting or decisions made.

Order of Procedure

19. Agenda and Order of Business

- 19.1 Agendas for regular Council Meetings shall be generally formatted by the

Clerk under the following headings but modifications to the order of business may be affected without requiring an amendment to this by-law:

1. Opening Ceremonies
2. Disclosure of Pecuniary Interest
3. Approval of Agenda
4. Adoption of Minutes
5. Committees and Boards
6. Statutory Public Meeting pursuant to the Planning Act
7. Business Arising from the Statutory Public Meeting
8. Presentations
9. Delegations
10. Reports
11. Correspondence for Information
12. Correspondence for Action
13. By-laws
14. Business Arising out of a Previous Meeting
15. Notice of Motion
16. Information Items
17. Closed Meeting
18. Business Arising from Closed Meeting
19. Confirming By-law
20. Adjournment

19.2 Agendas for Regular Committee Meetings shall be generally formatted by the Clerk under the following headings but modifications to the order of business may be affected without requiring an amendment to this by-law:

1. Opening Ceremonies
2. Disclosure of Pecuniary Interest
3. Approval of Agenda
4. Adoption of Minutes
5. Delegations/Presentations
6. Business Arising from a Previous Meeting
7. Reports/Correspondence
8. Information Items

9. Adjournment

- 19.3 All material to be included in the agenda shall be delivered to the Clerk no later than 4:30 p.m. eleven (11) calendar days prior to the Meeting date.
- 19.4 The business of each Meeting shall be taken up in the order in which it stands in the agenda unless otherwise decided by a Majority vote under 19.1.3.
- 19.5 Any additions to the agenda at the Meeting shall be by a majority vote through the adoption of the agenda under 19.1.3 and shall be time sensitive and/or urgent matters.

20. Opening Ceremonies

- 20.1 Upon confirming that a Quorum of Members are present and after the hour fixed for the holding of the Meeting, the Chair shall call the Meeting to order.
- 20.2 The Meeting may commence with a moment of silent reflection, the National Anthem and a roll call.

21. Disclosure of Pecuniary Interest

- 21.1 When a Member present at a Meeting has a pecuniary interest as defined in the Municipal Conflict of Interest Act, the Member shall, prior to any consideration or discussion of the matter, disclose the pecuniary interest and the general nature thereof and refrain from discussing, debating or voting on the matter.
- 21.2 Where a pecuniary interest of a Member has not been disclosed by reason of absence, the Member shall disclose the interest and general nature thereof at the next Meeting attended by the Member.
- 21.3 Every disclosure of pecuniary interest made by a Member shall be recorded in the minutes of the Meeting by the Clerk in accordance with the provisions of the Municipal Conflict of Interest Act.
- 21.4 Where a Meeting is not open to the public, the Member shall forthwith leave the Meeting for the part of the Meeting during which the matter is under consideration and also disclose the interest, but not the general nature of that interest, at the next Meeting that is open to the public.
- 21.5 At the Meeting, or as soon as possible afterward, the Member that disclosed a pecuniary interest shall provide a written statement of the interest and its general nature with the Clerk in a form acceptable by the Clerk. The Clerk shall keep a registry of the written statements on file which shall be available for public inspection. The form of the written statement to be used by Members is attached to this by-law as Schedule D.

22. Approval of Agenda

- 22.1 Any additions to the agenda at the Meeting shall be by a majority vote through the adoption of the agenda under 19.1.3 and shall be time sensitive and/or urgent matters.

23. Adoption of Minutes

- 23.1 The Clerk shall record in the minutes:
- a. The date, time and location of a Meeting;
 - b. The Members attending the Meeting;
 - c. The adoption and correction (if any) of minutes of prior Meetings; and

d. All other proceedings of the Meeting without note or comment.

23.2 The Clerk shall ensure that the minutes of the last regular Meeting and all special Meetings held prior to a regular Meeting are included in the next regularly scheduled agenda, where practicable.

23.3 The minutes are a legal record of what action was taken and are open for errors and omissions.

23.4 The minutes may be adopted without being read by the Clerk.

23.5 After the minutes of each Meeting of the Council have been approved by the Council, the minutes shall be signed by the Mayor and Clerk.

24. Committees and Boards

24.1 The Clerk shall ensure that minutes of all Local Boards and Committees are placed on the next regular Council Meeting agenda after the Local Board/Committee Meeting has occurred, where practicable. Council shall receive the minutes by resolution.

24.2 Any recommendations contained within those minutes requiring action from Council shall be placed on the agenda as the next item of business following the minutes for Council consideration. A summary report may accompany the recommendation and shall be delivered to the Clerk no later than 4:30 p.m. eleven (11) calendar days prior to the Meeting date.

25. Statutory Public Meeting pursuant to the Planning Act

25.1 Where Council is required to hold a Statutory Public Meeting, such a Meeting may be conducted at a Regular Council Meeting.

25.2 The Clerk shall ensure that Statutory Public Meetings are incorporated in the agenda, as appropriate, to address any requirements of law as may apply.

26. Business Arising from the Statutory Public Meeting

26.1 At the conclusion of a Statutory Public Meeting, the staff report for each application heard at the Statutory Public Meeting, including staff recommendations, will be reviewed and Council shall, by Resolution, direct staff on how to proceed with each application heard.

27. Presentations

27.1 Any Presenter wishing or requesting to speak at a Meeting shall submit any written material for inclusion on the agenda to the Clerk by 4:30 pm eleven (11) calendar days preceding the Meeting.

27.2 Submission requests shall follow the same timelines as detailed in subsection 28.1.

27.3 Presenters will be asked to keep their presentation to a maximum of twenty (20) minutes but, due to the nature of the information they are presenting, may request additional time from the Clerk. The length of the agenda shall be considered by the Clerk when approving requests for additional time. The presentation time may be extended at the discretion of Council/Committee.

27.4 Presentations shall be listed on the agenda in the order set by the Clerk and the length of the agenda shall be considered by the Clerk when approving the number of presentations at each meeting.

27.5 Presenters who appear in person shall be made from the speaker's podium,

unless directed otherwise by the Chair. Electronic presentations will be permitted, wherever possible. Presenters who wish to participate electronically will be required to provide notice of such to the Clerk to provide staff an opportunity to make necessary arrangements for the technological needs of electronic participation.

27.6 Presenters shall obey Section 17.

28. Delegations

28.1 Any Delegation wishing to speak at a Meeting shall submit their request in writing, along with any written material, to the Clerk by 4:30 p.m. eleven (11) calendar days preceding the Meeting.

28.2 Notwithstanding Section 28.1, a person(s) may request to be a Delegate regarding a specific item on a posted agenda, except for an item listed under 19.1.15, by submitting their request in writing to the Clerk by 12:00 noon three (3) business days prior to the Meeting.

28.3 Delegation(s) must identify the reason for their request and are encouraged to provide some background detail to be included on the agenda. This matter will be the only matter permitted to be addressed by the Delegation.

28.4 The Clerk, in consultation with the Mayor, may refuse a Delegation when there has been at least one (1) Public Meeting held at which the public has been provided the opportunity to make a delegation to Council on that particular matter within the previous six (6) months.

28.5 The Clerk, in consultation with the Chair, may refuse to hear Delegations or Presentations, or to receive communications when, in their opinion, the subject of the material is beyond the jurisdiction of the Municipality, is providing unsolicited promotion of products and services or where it contains obscene or defamatory content.

28.6 Delegations shall not exceed ten (10) minutes except when answering questions posed by Members for clarification and shall confine their remarks to the stated business. The delegation time may be extended at the discretion of Council/Committee.

28.7 Delegations shall be listed on the agenda in the order set by the Clerk and the length of the agenda shall be considered by the Clerk when approving the number of delegations at each Meeting.

28.8 All delegations shall have not more than two (2) persons to speak on behalf of the Delegation.

28.9 Delegations who appear in person shall be made from the speaker's podium, unless directed otherwise by the Chair. Electronic delegations will be permitted, whenever possible. Delegations who wish to participate electronically will be required to provide notice of such when making their written request to the Clerk to provide staff an opportunity to make necessary arrangements for the technological needs of electronic participation.

28.10 Once a Delegation has addressed Council/Committee on a matter, they shall not address Council/Committee on the same matter within a six (6) month period, unless in the opinion of the Clerk there is new information that is pertinent to the matter.

28.11 Delegations shall obey the Section 17.

29. Reports

- 29.1 Any staff report presented to Council for its consideration shall be listed on the agenda.
- 29.2 For Committee Meetings, reports may also include items for discussion without an associated report.

30. Correspondence

- 30.1 Correspondence to be presented to Council/Committee shall be legible and shall not contain any improper matter or language and shall be submitted to the Clerk prior to 4:30 p.m. eleven (11) calendar days preceding the Council meeting. No anonymous correspondence will be accepted or provided to Council.

31. By-laws

- 31.1 Every by-law shall be given three readings and passed at the same Meeting, unless otherwise directed by Council or legislation. All three readings may occur through a single Resolution.
- 31.2 Every by-law passed by Council shall be numbered, dated, sealed with the seal of the Municipal Corporation and signed by the Chair and the Clerk and shall be deposited by the Clerk in the Municipal Office or any other place appointed for safekeeping.

32. Business Arising out of a Previous Meeting

- 32.1 Any unfinished business of a previous Meeting that was adjourned to the next Meeting shall be listed under Business Arising out of a Previous Meeting. Additional items may be added under this section at the discretion of the Clerk.

33. Notice of Motion

- 33.1 Notices of Motion shall not be permitted at Committee Meetings.
- 33.2 A Council Member who wishes to place a Motion on a Regular Meeting shall deliver a written copy of the Motion to the Clerk by 4:30 p.m. eleven (11) calendar days preceding a regular Meeting. The Clerk, upon receipt of the notice of Motion, shall print the Motion in full on the agenda. The notice of Motion form to be used by Members is attached to this By-law as Schedule E.
- 33.3 A notice of Motion shall be considered or otherwise disposed of at the regular Meeting which it is included in the agenda as set out in subsection 33.2.
- 33.4 A Member who wishes to introduce a new Motion at a regular Meeting regarding a matter that would not otherwise be considered at such Meeting, shall provide the Motion in writing to the Clerk under the notice of Motion section on the agenda. The notice of Motion shall be read aloud and not be considered or debated until the next regular Meeting which the Member who moved the Motion is in attendance.

34. Information Items

- 34.1 Members may make a public announcement on matters of public or community interest once recognized by the Chair. The information items shall not require future action by staff and no Motions are permitted.

35. Closed Meeting

- 35.1 Council may hold a Closed Meeting pursuant to Section 3 of this By-law.
- 35.2 The Clerk shall ensure that the minutes of all Closed Meetings held prior to

the regular Meeting are included in the next regularly scheduled Closed Meeting agenda, where practicable.

35.3 The minutes are a legal record of what action was taken and are open for errors and omissions.

36. Business Arising from Closed Meeting

36.1 At the conclusion of the Closed Meeting, any Closed Meeting minutes will be adopted as presented or amended.

36.2 The minutes shall be adopted without being read by the Clerk.

36.3 After the minutes of each Meeting of the Council have been approved by the Council, the minutes shall be signed by the Mayor and Clerk.

36.4 Upon rising from Closed Meeting, Council shall bring forward any matter to be voted on in an Open Meeting that did not fall under the rules of the Municipal Act as outlined in Schedule B.

37. Confirming By-law

37.1 At the conclusion of all Council Meetings and prior to adjournment, a by-law shall be brought forward to adopt, ratify and confirm the actions of the Council at the Meeting.

38. Adjournment

38.1 All Meetings shall be adjourned within the maximum time permitted for the Meeting.

Debate and Voting Procedures

39. Rules of Debate

39.1 Every Member, prior to speaking, must be recognized first by the Chair by raising their hand or identifying themselves if participating electronically.

39.2 When two or more Members request to speak, the Chair shall designate the Member who has the floor first.

39.3 All Motions shall be seconded before being debated or put to a vote. When a Motion has been seconded, it may, upon request, be read or stated by the Chair or Clerk at any time during the debate, but not so as to interrupt a speaker.

39.4 A Member may second a Motion in order to initiate discussion and debate and that Member may vote in opposition to the Motion.

39.5 When a Member is speaking, no other Member shall interrupt them except to raise a Point of Order or Privilege.

39.6 No Member shall speak for longer than five (5) minutes on a question without the Chair's permission.

39.7 A Council Member shall not speak more than twice to the same question without the Chair's permission, except the Council Member who made the Motion shall be allowed to reply for a maximum of five (5) minutes. The number of time a Committee Member may speak on a Motion shall not be limited.

39.8 A Member may ask a question only for obtaining facts relevant to the matter under discussion and necessary for a clear understanding. All questions should be stated succinctly and should not be used as a means of making

statements or assertions.

39.9 Every Motion or amendment stated by the Chair shall be deemed to be in the possession of the Council/Committee and can only be withdrawn pursuant to Section 50.

39.10 When the Chair calls a Member to order, that Member shall cease speaking until the Point of Order is dealt with and that Member shall not speak again to the matter under discussion without the permission of the Chair unless to appeal the ruling of the Chair.

39.11 A Member may request that the Chair provide information regarding the rules of procedure. The Chair shall provide the information requested.

40. Voting

40.1 Unless disqualified by statute, every Member present at a Meeting shall indicate their support by raising their hands when the Chair calls for the vote on a question or Motion. Until the result of the vote has been declared by the Chair, no Member shall speak to any other Member or make any noise or disturbance.

40.2 When a Member present requests a Recorded Vote, all Members present at the meeting must vote unless disqualified by statute. A request for a Recorded Vote can be made before or immediately after the taking of a vote on any Motion. When such a request has been made, the Clerk shall ask each Member to indicate verbally their vote in the affirmative or negative to the Motion. The Clerk shall record the name and vote of every Member and shall report the result of the vote to the Chair. The calling of the votes will commence with the Member who requested the Recorded Vote and continue alphabetically by surname from the mover of the motion.

40.3 Every Member present who is required to vote on a question, but in fact does not vote therein, shall be deemed to be voting in the negative.

40.4 Any Motion that receives a tie vote shall be deemed to have been decided in the negative.

40.5 The order of voting on Motions relating to an item under consideration shall be voted on in the following order:

- a. Motion to suspend the rules of procedure.
- b. Motion to adjourn.
- c. Motion to recess.
- d. Motion to call the question.
- e. Motion to defer.
- f. Motion to refer.
- g. Motion to amend.
- h. Main motion.

Motions

41. Motion to Suspend the Rules of Procedure

41.1 A Motion to suspend the rules of procedure allows Members to temporarily set aside the rules of procedure contained in this By-law or in Robert's

Rules of Order, to take some action contrary to the rules.

- 41.2 A Motion to suspend the rules of procedure cannot be used to suspend rules in higher documents of authority, including the law, unless the rule in the higher document of authority permits it to be suspended.
- 41.3 When stating a Motion to suspend the rules of procedure, the Member need not specify the rule being suspended, only the action they wish to be taken. When the actions have been taken, Council/Committee will return to its regular rules of order.
- 41.4 Only rules of order may be suspended. Matters such as voting requirements, Quorum rules, rules specifying notice requirements and fundamental rights of a Member cannot be set aside or suspended.
- 41.5 A Motion to suspend the rules of procedure cannot interrupt a speaker, requires a second, is not debatable, is not amendable and requires a two-thirds (2/3) vote of the Members present and voting.

42. Motion to Adjourn

- 42.1 A Motion to adjourn allows the conclusion of the Meeting.
- 42.2 A Motion to adjourn requires a second, is debatable only when moved with no business pending, may only be amended with respect to setting the time for a continued meeting, and requires a Majority vote of the Members present and voting.
- 42.3 Notwithstanding the above, a Motion to adjourn should not be allowed if a Member has already indicated the wish to speak on the pending matter, or if a Member is currently speaking or if a vote has begun, or the Motion to call the question has been adopted.
- 42.4 Upon the vote being taken on the Motion to adjourn, the Meeting is not concluded until the Chair announces the adjournment. The Chair shall ensure no important business has been overlooked that should be taken care of before adjournment.

43. Motion to Recess

- 43.1 A Motion to recess allows an interruption in the Meeting's proceedings which does not close a Meeting and after which the business will be resumed at exactly the point where it was stopped.
- 43.2 A Motion to recess requires a second, is not debatable, shall specify the length of the recess, may only be amended with respect to the length of the recess and requires a Majority vote of the Members present and voting.
- 43.3 Notwithstanding the above, the Chair may also call a recess for no more than twenty (20) minutes without requiring a Motion.

44. Motion to Call the Question

- 44.1 A Motion to call the question allows debate to close on an immediately pending Motion or on a series of consecutive pending Motions.
- 44.2 A Motion to call the question requires a second, is not debatable, is not amendable, and requires a two-thirds (2/3) vote of the Members present and voting.
- 44.3 When a Motion to call the question has been adopted, the Chair should immediately take the vote on the affected Motion or Motions.

44.4 When a Motion to call the question has been adopted, amendments on the affected Motions are not permitted.

45. Motion to Defer

45.1 A Motion to defer delays the consideration of a main motion to a certain time or date.

45.2 A Motion to defer requires a second, may only be debated with respect to the time or date, is amendable and requires a Majority vote of the Members present and voting.

46. Motion to Refer

46.1 A Motion to refer allows an item of business to be sent to a Committee or person, where the item will receive additional, in-depth consideration. A Motion to refer shall include the Committee or person to whom it is being referred, the reason for the referral and the time at which it is to be returned.

46.2 A Motion to refer requires a second, is debatable, is amendable and requires a Majority vote of the Members present and voting.

47. Motion to Amend

47.1 A Motion to amend allows the wording of the main Motion to be changed. A Motion to amend may be used to insert new wording; strike out wording; or strike out and insert other wording.

47.2 A Motion to amend must be germane (relevant) to the subject matter under discussion.

47.3 Only one amendment at a time can be presented to the main Motion and, when an amendment has been decided, another may be introduced. The amendment shall be voted on and, once carried, the main Motion as amended shall be put to a vote.

47.4 A Motion to amend cannot interrupt a speaker, requires a second, is debatable, is not amendable and requires a Majority vote of the Members present and voting.

47.5 Friendly amendments may be permitted by the Chair for an uncontroversial amendment put forward by a Member that is accepted by the mover and seconder of the Motion as a change that can be incorporated in the Motion as if that wording was part of the Motion that was initially put on the floor for consideration. If the friendly amendment is not accepted, it must follow the Motion to amend provisions.

48. Motion to Reconsider

48.1 A Motion to reconsider allows a main Motion to be brought back for additional discussion and a new vote.

48.2 A Motion to reconsider shall only be moved by a Member who voted in the Majority on the original Motion. A Member who was absent at the time a vote was taken on a Motion shall be deemed, for the purpose of reconsideration, to have voted with the Majority. A Motion to reconsider may be seconded by any Member who voted on the original Motion.

48.3 A Motion to reconsider cannot interrupt a speaker, requires a second, may only be debated with respect to the reasons for or against reconsideration, is not amendable and requires a Majority vote of the Members present and voting.

48.4 A Motion to reconsider shall not be permitted for Motions passed by

previous Councils/Committees.

48.5 No Motion shall be reconsidered more than once in any Council/Committee term, nor shall a vote to reconsider be reconsidered within the same Council/Committee term.

48.6 When a Motion for reconsideration is made at a Meeting subsequent to that at which the question to be reconsidered was dealt with, the Motion for reconsideration shall be initiated by a notice of Motion and shall follow that procedure, as outlined in Section 33.

48.7 A Motion to reconsider suspends action on the Motion to which it applies until it has been decided.

48.8 A Motion to reconsider is not in order when the original Motion has been implemented resulting in a legally binding commitment that is in place on the date that a Motion to reconsider is to be debated.

49. Motion to Rescind

49.1 A Motion to rescind allows a main Motion adopted at a previous meeting to be cancelled, nullified or voided.

49.2 A Motion to rescind only affects the present and future and shall not be retroactive.

49.3 A Motion to rescind a defeated main Motion is not in order.

49.4 Notice is required to rescind if notice was required for the adoption of the main Motion.

49.5 A Motion to rescind is only in order when no business is pending, requires a second, is debatable, is not amendable and requires the same vote as was required to adopt the original main Motion.

50. Motion to Withdraw

50.1 After a motion is read or stated by the Chair, it shall be deemed to be in possession of Council/Committee. The mover of the motion may request to withdraw it and, on hearing no objections, the motion shall be considered withdrawn without the necessity of consent from the seconder of the Motion. However, if a member objects to the motion being withdrawn, the Motion shall be voted on accordingly.

50.2 A Motion to withdraw does not require a second, is not debatable, is not amendable and requires a Majority vote of the Members present and voting.

51. Point of Order or Point of Privilege

51.1 The Chair shall preserve order and decide questions of order and privilege.

51.2 When a member raises a Point of Order or Privilege, they shall state the Point of Order or Privilege to the Chair who shall then decide upon the Point of Order or Privilege and advise the Members of the decision.

51.3 Unless a Member immediately appeals the Chair's decision to the Council/Committee, the decision of the Chair shall be final.

51.4 If a Member appeals to the Council/Committee on a Point of Order or Privilege, the question to sustain the ruling of the Chair shall be put immediately, without debate, and its result shall be final.

Administration and Approval

52. Administrative Authority of the Clerk

52.1 The Clerk shall be authorized to make minor corrections to any by-law, minutes or other Council/Committee document to eliminate technical or typographical errors.

52.2 The Clerk shall be authorized to make any changes to the schedules of this by-law to align with legislative amendments.

53. Severability

53.1 Each and every one of the provisions of this by-law is severable and if any provision of this by-law should, for any reason, be declared invalid by any Court, it is the intention and desire of Council that each and every one of the remaining provisions hereof shall remain in full force and effect.

54. Short Title

54.1 This by-law may be referred to as the "Procedure By-law".

55. Repeal

55.1 Municipality of Trent Lakes By-laws B2015-103, B2019-030, B2019-051, and B2020-066 are hereby repealed.

56. Approval and Effective Date

56.1 This by-law shall come into force on the date it is finally passed.

Read a first, second and third time and passed this 15th day of December, 2020.

Janet Clarkson, Mayor

Jessie Clark, Clerk

Schedule A

Procedure for Designating an Acting Head of Council

1. The Deputy Mayor shall act in the place of the Head of Council when the Head of Council is absent or unable to act.
2. The Councillor at Large shall act in the place of the Head of Council in the months of January, April, July and October each year when the Head of Council and the Deputy Mayor are both absent.
3. The Councillor for Galway-Cavendish Ward shall act in the place of the Head of Council in the months of February, May, August and November each year when the Head of Council and the Deputy Mayor are both absent.
4. The Councillor for Harvey Ward shall act in the place of the Head of Council in the months March, June, September and December each year when the Head of Council and the Deputy Mayor are both absent.

Summary

Month	Councillor Designated as Acting Head of Council
January	Councillor at Large
February	Councillor for Galway-Cavendish Ward
March	Councillor for Harvey Ward
April	Councillor at Large
May	Councillor for Galway-Cavendish Ward
June	Councillor for Harvey Ward
July	Councillor at Large
August	Councillor for Galway-Cavendish Ward
September	Councillor for Harvey Ward
October	Councillor at Large
November	Councillor for Galway-Cavendish Ward
December	Councillor for Harvey Ward

Schedule B
Closed Meetings

Municipal Act, 2001 S. 239

- 239. (1) Meetings open to public.** – Except as provided in this section, all meetings shall be open to the public.
- (2) **Exceptions.** – A meeting or part of a meeting may be closed to the public if the subject matter being considered is,
- (a) the security of the property of the municipality or local board;
 - (b) personal matters about an identifiable individual, including municipal or local board employees;
 - (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.
 - (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - (j) a trade secret or scientific, technical, commercial or financial information that belong to the municipality or local board and has monetary value or potential monetary value; or
 - (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- (3) **Other criteria.** – A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,
- (a) 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; or
 - (b) an ongoing investigation respecting the municipality a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13(1) of this Act, or the investigator referred to in subsection 239.2(1).
- (3.1) **Educational or training sessions.** – A meeting of council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of education or training the members.
 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- (4) **Resolution.** – Before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee of either of them shall state by resolution,
 - (a) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or
 - (b) in the case of a meeting under subsection (3.1), the fact of the holding of the meeting, the general nature of its subject-matter and that it is to be closed under that subsection.
 - (5) **Open meeting.** – Subject to subsection (6), a meeting shall not be closed to the public during the taking of a vote.
 - (6) **Exception.** – Despite section 244, a meeting may be closed to the public during a vote if,
 - (a) subsection (2) or (3) permits or requires the meeting to be closed to the public; and
 - (b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.
 - (7) **Record of meeting.** – A municipality or local board or a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not.
 - (8) **Same.** – The record required by subsection (7) shall be made by,
 - (a) the clerk, in the case of a meeting of council; or
 - (b) the appropriate officer, in the case of a meeting of a local board or committee.
 - (9) **Record may be disclosed.** – Clause 6(1)(b) of the *Municipal Freedom of Information and Protection of Privacy Act* does not apply to a record of a meeting closed under subsection (3.1).

Schedule C

Roles of Mayor and Members of Council

Municipal Act, 2001 S. 224, 225 and 226.1

224. Role of council. – It is the role of council,

- (a) to represent the public and to consider the well-being and interests of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act.

225. Role of head of council. – It is the role of the head of council,

- (a) to act as chief executive officer of the municipality;
- (b) to preside over council meetings so that its business can be carried out efficiently and effectively;
- (c) to provide leadership to the council;
- (c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224(d) and (d.1);
- (d) to represent the municipality at official functions; and
- (e) to carry out the duties of the head of council under this or any other Act.

226.1 Head of council as chief executive officer. – As chief executive officer of a municipality, the head of council shall,

- (a) uphold and promote the purposes of the municipality;
- (b) promote public involvement in the municipality's activities;
- (c) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- (d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

Schedule D
Pecuniary Interest Guidelines

Legislation: The Municipal Conflict of Interest Act sets out the provisions of pecuniary interest.

Pecuniary Interest: Members must disclose in writing a direct or indirect pecuniary interest in matters that are before Council/Committee for consideration and, for Open Session items, the general nature of the interest.

Procedures for Disclosure: If a matter comes before Council/Committee that a member believes he or she has a pecuniary interest in, there are clear procedures to follow. The member should:

1. Declare the pecuniary interest at the commencement of the meeting and restate immediately prior to the item appearing on the agenda by reading the disclosure form aloud.
2. When the matter of pecuniary interest is before Council/Committee, leave the meeting room until discussion and voting on the matter are concluded.
3. Refrain from attempting in any way whether before, during or after the meeting to influence the voting on any such matter.
4. Return to the meeting after the matter has been discussed and a decision has been made.
5. **Complete and submit the Disclosure of a Pecuniary Interest Form to the Clerk/Staff Liaison** on the same day the matter is before Council/Committee (or date declared).

These procedures apply to all Council and Committee meetings regardless of meeting type.

Vote Implications: When pecuniary interest has been declared, the member making the declaration must refrain from voting. Quorum is then established with the remaining members.

Disclosure of a Pecuniary Interest Form

I, _____, am declaring a pecuniary interest to agenda item number(s) _____ regarding _____.

1. My pecuniary interest is: ___ Direct ___ Indirect
2. Relates to: ___ myself ___ my spouse ___ my child ___ a parent
3. The nature of my interest is as follows (Complete for Open Session Items Only):

Print Name: _____ Signature: _____

Meeting Date: _____ Meeting Type: _____

Date of Declaration (If other than the Meeting Date): _____



Schedule E
Notice of Motion

In accordance with Section 33 of the Procedure By-law B2020-118, as amended, this form is to be completed and submitted to the Clerk for any Notice of Motion.

When drafting a Notice of Motion, consideration should be given to the following conventions:

- Start with the word “That”
- Use the third person and avoid the use of the first person
- Clearly indicate the intention of the Council
- Avoid statements that are vague
- Aim for clarity of expression
- Indicate proposed action or reflect agreed views on a particular issue
- Do not re-introduce a resolution which has already been rejected
- Key questions to ask when drafting a resolution:
 - What is the issue?
 - Who does what?
 - How do they do it?
 - When do they do it?
 - Do they report back and when/how is that done?

I, _____, a Member of Council,
(name)

propose the following to be considered at the _____
(date)

Regular meeting of Council: (if additional space is required, please use another page)

Signature: _____

Date submitted to the Clerk: _____