

**The Corporation of the Town of Atikokan
Proceedings of Council
By-Law No. 59-17**

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**The Corporation of the Town of Atikokan
By-Law No. 59-17**

**Being a By-Law governing the calling, place and proceedings of Council and Committees,
the conduct of its members and to give notice of meetings.**

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, states that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of the meetings; and

WHEREAS it is desirable that there be rules governing the order and procedures of the Council;

NOW THEREFORE the Council of The Corporation of the Town of Atikokan **ENACTS AS FOLLOWS:**

PART 1: DEFINITIONS

- 1.1 “BAR” means the circle of space inclusive of Council seating and an additional three feet of space behind the seating being added to the circumference.
- 1.2 “BONA FIDE EMERGENCY” means a genuine situation in the municipality that may be perilous to citizens or detrimental to the assets and calls for prompt and immediate action.
- 1.3 “CAO” means the Chief Administrative Officer of The Corporation of the Town of Atikokan.
- 1.4 “CHAIR” means the person appointed by a majority of the members present to preside over the meeting in the absence of the Mayor.”
- 1.5 “CLERK” means the Clerk of The Corporation of the Town of Atikokan.
- 1.6 “COMMITTEE” means any advisory or other committee, subcommittee or similar entity as created and appointed by Council.
- 1.7 “COMMITTEE OF THE WHOLE” means Council acting as a committee.
- 1.8 “COUNCIL” means the Mayor and six (6) Councillors of The Corporation of the Town of Atikokan.
- 1.9 “CURFEW” means the fixed time after which the meeting will end.
- 1.10 “DELEGATION” means a presentation to the Committee of the Whole, Council or Committee by an individual or group.
- 1.11 “HEAD OF COUNCIL” means the Mayor of The Corporation of the Town of Atikokan.
- 1.12 “MEETING” means any meeting duly convened at the proper time and place with adequate notice and includes meeting designated as “Regular”, “Special”, “Committee”, “Committee of the Whole” or other meetings of Council or a committee of any of them, where, (a) a quorum of members is present, and (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council or the committee.
- 1.13 “MEMBER” means a member of Council, including the Mayor.
- 1.14 “MUNICIPALITY” means The Corporation of the Town of Atikokan.
- 1.15 “QUORUM” means a majority of the members of the Council, Committee of the Whole, or Committee of Council subject or the provisions of the *Municipal Conflict of Interest Act, 1990* as amended.

- 1.16 "RECORDED VOTE" means the recording of the name and vote of every Member on any matter of question.
- 1.17 "STANDING COMMITTEE" means the Finance, Public Works, Fire and Property, Recreation and Administration and Employee Relations Committees of Council.

PART 2: COUNCIL MEETINGS

- 2.1 Meetings of Council shall be held at the Council Chambers adopted and used by the Council from time to time for such purpose.
- 2.2 That the Inaugural meeting of Council following a municipal election shall be held in the Council Chambers, in the Town of Atikokan, on the first Monday of December at 5:00 p.m.
- 2.3 The first and each succeeding regular meeting of Council shall be held on the second and fourth Monday of each month at 4:00 p.m.
- 2.4 When the day for a regular meeting of Council is a public or civic holiday, the Council shall, unless the Council decides otherwise, meet at the same hour on the next business day.
- 2.5 Council may by majority vote to cancel any meeting.
- 2.6 Notice of meetings shall be placed on the Town website and published in the local paper (if there is enough time to do so). The notice shall indicate the date, time and place of the meeting.
- 2.7 All Council and Committee of the Whole meetings shall be open to the public and are typically held at the Council Chambers, 120 Marks Street, unless otherwise indicated.
- 2.8 All meetings of Committees of Council shall be open to the public and are typically held at the Atikokan Municipal Office, 120 Marks Street, unless otherwise indicated.

PART 3: ELECTRONIC PARTICIPATION

- 3.1 Members of Council, or of a committee of them, shall not participate electronically in any meeting.

PART 4: CLOSED MEETINGS

- 4.1 Meetings may be closed to the public when the subject matter under consideration relates to one or more of the following:
- a) security of property of the municipality or local board;
 - b) personal matters about an identifiable individual, including municipal or local board employees;
 - c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
 - h) if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*;
 - i) for the purpose of education or training;
 - j) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*;
 - k) 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;

- l) 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;
- m) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- n) 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.

4.2 Before all or part of a meeting is closed to the public, the Council shall state by resolution the following:

- a) the fact of the holding of the closed meeting;
- b) the general nature of the matter considered at the closed meeting;
- c) if the meeting will reconvene in open session.

4.3 Members shall adjourn from the closed session and reconvene in the open session to vote on any recommendations.

4.4 Meetings or sessions which are closed to the public may be referred to as in-camera meetings or sessions.

PART 5: SPECIAL MEETINGS

5.1 Subject to the provisions of this by-law, the Head of Council, CAO or Clerk may, at any time, call a Special Meeting of Council.

5.2 The Clerk shall call a Special Meeting upon receipt of a petition of the majority of the Members for the purpose, date, time and place mentioned in the petition.

5.3 Twenty-four (24) hours notice of all special meetings of Council shall be given to the Members through the Clerk's Office.

5.4 Notice of the Special Meeting shall be placed in a visible location within the Municipal Office and on the website. The notice will advise of the date, time, purpose and place of meeting.

5.5 Notwithstanding the notice requirements set out above, in the event of a bona fide emergency, a meeting may be held as soon as practical and notice to Members may be given by telephone or personal contact as determined by the Clerk. The Clerk shall endeavour to provide public notice as much as possible in advance of the meeting.

PART 6: ABSENCE OF HEAD OF COUNCIL

6.1 In the case of the absence of the Head of Council from the community or if he/she is absent through illness, or he/she refuses to act or his/her office is vacant, a Councillor shall be appointed to act and he/she shall have all the rights, powers, and authority of the Head of Council, while so acting. The Acting Head of Council appointments are assigned by the Mayor in consultation with Councillors at the beginning of the term.

6.2 In the case of absence of the Head of Council and the Acting Head of Council as described in 6.1, a Chair shall be appointed.

PART 7: CALLING OF MEETING TO ORDER AND QUORUM

7.1 As soon after the hour fixed for the holding of the meeting of the Council as a quorum is present, the Head of Council shall take the chair and call the meeting to order.

- 7.2 In case the Head of Council does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council, and the Acting Head of Council is also not in attendance, the Clerk shall call the Members to order and a Chair shall be appointed from among the Members, and while so presiding shall have all the powers of the Head of Council.

PART 8: NO QUORUM

- 8.1 If no quorum is present fifteen (15) minutes after the time appointed for a meeting of the Council, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.

PART 9: CURFEW

- 9.1 No item of business may be dealt with at a Council Meeting after eight (8) p.m.

PART 10: THE CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL

- 10.1 It shall be the duty of the Head of Council or Chair:
- a) to open the meeting of Council by taking the Chair and calling the Members to order;
 - b) to announce the business before the Council in the order in which it is to be acted upon;
 - c) to receive and submit, in the proper manner, all motions presented by the Members of Council;
 - d) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
 - e) to decline to put to vote motions which infringe the rules of procedure;
 - f) to restrain the Members, within the rules of order, when engaged in debate;
 - g) to enforce on all occasions the observance of order and decorum among the Members;
 - h) to call by name any Member persisting in breach of the rules of order of the Council, thereby ordering him/her to vacate the Council Chamber;
 - i) to receive all messages and other communications and announce them to the Council;
 - j) to authenticate, by his/her signature when necessary all by-laws, resolutions, and minutes of the Council;
 - k) to inform the Council, when necessary or when referred to for the purpose, in a point of order or usage;
 - l) to represent and support the Council, declaring its will, and implicitly obeying its decision in all things;
 - m) to ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;
 - n) to adjourn the meeting when the business is concluded;
 - o) to adjourn the meeting without question in the case of grave disorder arising in the Council Chamber.

PART 11: AGENDA

- 11.1 The Clerk shall have prepared and printed for the use of the Members at the regular meetings of Council an agenda under the following headings:
1. Call to Order
 2. Silent Prayer
 3. Additions and Approval of the Agenda
 4. Disclosure of Pecuniary Interest and General Nature Thereof
 5. Minutes of the Previous Meeting
 - a. Matters Arising out of the Minutes
 6. Delegations
 7. Committee of the Whole Reports
 - a. Departments
 1. Administration and Employee Relations
 2. Finance

3. Public Works, Airport, Waste Management
4. Fire and Property
5. Recreation
- b. Economic Development
8. Supplementary Committees - Municipal
 - a. Atikokan Police Services Board
 - b. Atikokan Public Library
 - c. Atikokan Centennial Museum
 - d. Atikokan Cemetery Board
 - e. Atikokan General Hospital
 - f. Chamber of Commerce
 - g. Atikokan Economic Development Corporation
9. Mayor's Correspondence
10. Clerk's Correspondence
11. Supplementary Committees – Municipal Associations
 - a. Rainy River District Municipal Association
 - b. Northwestern Ontario Municipal Association
 - c. Association of Municipalities of Ontario
12. Supplementary Committees – Social and Medical Services
 - a. Rainy River District Social Services Area Board
 - b. Northwest Health Unit
13. Other Business
14. In-Camera
15. Adjourn

11.2 Any Member of Council may file an item for inclusion in the agenda. Additions to the agenda may be accepted until 11:00 a.m. on the day of the meeting. Agenda items being added during the meeting will only be accepted by Council in a majority vote.

11.3 The business of the Council shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the Council.

PART 12: MINUTES

12.1 Minutes shall record:

- a) The place, date and time of meeting;
- b) The names of the Chair or officers and record of the attendance of the Members and staff;
- c) The reading, if requested, correction and adoption of the minutes of prior meetings;
- d) All other proceedings of the meeting without note or comment.

12.2 It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting, and all Special and Standing Committee meetings held more than five (5) days prior to a regular meeting, together with the agenda prepared in accordance with Clause 11.1 are available to each Member not less than two (2) municipal business days before the hour appointed for the holding of such regular meeting.

PART 13: DELEGATIONS, DEPUTATIONS, PETITIONS AND COMMUNICATIONS

13.1 Persons desiring to present information verbally on matters of fact or make a request of Council shall give notice to the Clerk not less than two (2) municipal business days before the commencement of the meeting of the Council and may be heard by leave of the Chair of Council, but shall be limited in speaking to not more than ten (10) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes. The Clerk or CAO, depending on the meeting agenda content, will determine the deputation before Council.

13.2 Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk.

- 13.3 Every petition or communication shall be delivered to the Clerk not less than two (2) municipal business days before the commencement of the meeting of the Council and shall include the reason for the request.
- 13.4 All petitions or communications on any subject within the cognizance of a Standing Committee shall on presentation, unless otherwise disposed of by Council forthwith, be considered as referred to the appropriate Committee as the case may be without any motion or debate unless otherwise ordered by Council.

PART 14: COMMITTEE REPORTS

- 14.1 Committee reports shall not be received by the Council unless received by the Members in accordance with Clause 12.2 and may be recommended to the same or a different Committee.

PART 15: READING OF BY-LAWS AND PROCEEDINGS THEREON

- 15.1 No by-law except a by-law to confirm the proceedings of Council shall be presented to Council unless the subject matter thereof has been considered and approved by Council.
- 15.2 Every by-law shall be introduced upon motion by a Member of the Council, specifying the title of the by-law.
- 15.3 Every by-law when introduced shall be in typewritten format and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act and shall be complete with the exception of the number and date thereof.
- 15.4 Every by-law shall have three readings prior to it being passed.
- 15.5 If the Council determines that the by-law is to be considered in Committee of the Whole, it shall be so considered previous to the third reading thereof.
- 15.6 In proceedings in Committee of the Whole upon by-laws, each section shall be considered in its proper order, inclusive of the title and recitals.
- 15.7 If Council so determines a by-law may be taken as read.
- 15.8 The Clerk shall set out on all by-laws enacted by Council the date of the several readings thereof.
- 15.9 All amendments made in Committee of the Whole shall be reported by the Chair to the Council which shall receive the same forthwith ordered to be read the third time at such time as may be appointed by the Council.
- 15.10 When a by-law is reported without amendment it shall be forthwith ordered to be read the third time at such time as may be appointed by the Council.
- 15.11 Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Chair and shall be deposited by the Clerk in his/her office for safekeeping.

PART 16: MOTIONS

- 16.1 When a motion has been called from the Chair two (2) successive meetings and not proceeded with, it shall be dropped from the agenda unless Council otherwise decides.
- 16.2 If at the third meeting such motion is called from the Chair and not proceeded with, it shall be deemed to have been withdrawn.
- 16.3 Seconding – A motion must be formally seconded before the Chair can put the question or a motion forward and be recorded in the minutes.

- 16.4 Presentation of Motion by Chair – When a motion is presented to Council in writing, it shall be read or if it is a motion which may be presented orally, it shall be stated by the Chair before debate.
- 16.5 Ultra Vires – A motion in respect of a matter which is beyond the jurisdiction of the Council shall not be in order.
- 16.6 Withdrawal – After a motion is read or stated by the Chair, it shall be deemed to be in possession of the Council but may with the permission of the Council, be withdrawn at any time before decision or amendment.
- 16.7 Priority of Disposition – A motion properly before the Council for decision must receive disposition before any other motion can be received except motions in respect of matters listed in Clauses 19.1 and 19.2.
- 16.8 Procedure Next Meeting – A motion called in the order in which it stands upon the agenda of the routine of business of a meeting and which is not decided by Council shall be allowed to stand retaining its precedence upon the agenda of the routine of business of the next regular meeting of the Council.
- 16.9 Reference to a Committee – A motion to refer a matter under discussion by the Council to a Committee of the Council shall preclude all amendments of the main question until it is decided.
- 16.10 Amendments – A motion to amend
- a) shall receive disposition of Council before a previous amendment of the question,
 - b) shall not be further amended more than once provided that further amendment may be made to the main question,
 - c) shall be relevant to the question to be received,
 - d) shall not be received proposing a direct negative to the question,
 - e) may propose a separate and distinct disposition of a question,
 - f) shall be put in the reverse order to that in which it is moved.
- 16.11 The Previous Question – A motion for the previous question
- a) cannot be amended,
 - b) cannot be proposed when there is an amendment under consideration,
 - c) when resolved in the affirmative, the question is to be put forthwith without debate or amendment,
 - d) can only be moved in the following words, “that the question be now put”, and
 - e) may be voted against by the mover and seconder.
- 16.12 Motion to Adjourn – A motion to adjourn
- a) shall always be in order except as provided by these rules,
 - b) when resolved in the negative, cannot be made again until after some intermediate proceedings shall have been completed by Council,
 - c) is not in order immediately following the affirmative resolution of a motion for the previous question.
- 16.13 Privilege – A motion on a matter of privilege shall receive disposition of Council forthwith upon receipt and, when settled, the question so interrupted shall be resumed from the point where it was suspended.
- 16.14 Motion to Refer – A motion to refer back a question to Committee with or without instructions may be amended but must receive disposition of Council before the question, or an amendment to the question, and when made prior thereto, before decision on a motion for the previous question or postponement.
- 16.15 Motion to Divide – A motion containing distinct proposals may be divided by leave of Council.

PART 17: VOTING ON MOTIONS

- 17.1 Questions Stated – Immediately preceding the taking of the vote, the Chair may state the question in the form introduced and shall do so if required by a Member except when a motion for the previous question has been resolved in the affirmative. He/she shall state the question in the previous form in which it will be recorded in the minutes.
- 17.2 No Interruption after Question – After a question is finally put by the Chair no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the results have been declared.
- 17.3 Division of Question – A separate vote shall be taken upon each proposal contained in a question divided with leave of the Council.
- 17.4 Vote Not Allowed – A Member not present before the result of the division on a question is declared shall not be entitled to vote on the question.
- 17.5 Unrecorded Vote – The manner of determining the decision of the Council on a motion shall be at the discretion of the Chair and may be by voice, show of hands, standing or otherwise.
- 17.6 Recorded Vote – When a Member present requests a recorded vote, all Members present at the Council or Committee meeting must vote in alphabetical order, unless otherwise prohibited by statute. The names of those who voted for, the others who voted against, shall be noted in the minutes. The Clerk shall announce the results.

PART 18: RULES OF DEBATE

- 18.1 Every Member present at a meeting other than the Chair, when a vote by way of “show of hands” is taken on a question, shall vote thereon unless prohibited by statute; and if any Member present other than the Chair refuses to vote or fails to vote, the Member shall be deemed as voting against the question.
- 18.2 When a recorded vote is requested by a Member, or is otherwise required, the Clerk shall record the name and vote of every Member on a matter or question.
- 18.3 If any Member at a meeting of the Council when a question is put and a recorded vote taken does not vote, he/she shall be deemed as voting in the negative except where he/she is prohibited from voting by statute.
- 18.4 If a Member disagrees with the announcement of the Chair that a question is carried or lost, he/she may, but only immediately after the declaration by the Chair, appeal the declaration and request that a recorded vote be taken.
- 18.5 When the Chair calls for the vote on a question, each Member shall occupy his seat and shall remain in his place until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.
- 18.6 When a Member is speaking no other Member shall pass between him/her and the Chair or interrupt him/her except to raise a point of order.
- 18.7 Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
- 18.8 No Member, without leave of the Council, shall speak to the same question or in reply, for longer than five minutes.
- 18.9 A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question, must be stated succinctly and asked only of the previous speaker.

- 18.10 Notwithstanding Clause 18.9, when a Member has been recognized as the next speaker, then immediately before speaking such member may ask a question of the Chair or an official of the Municipality on the matter under discussion but only for the purpose of obtaining information, following which the Member shall speak.
- 18.11 The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by these Rules of Procedure:
- a) a point of order or personal privilege;
 - b) presentations of petitions;
 - c) to lay on the table;
 - d) to postpone indefinitely or to a day certain;
 - e) to move the previous question.
- 18.12 The following motions may be introduced without notice and with leave, but such motions shall be in writing and signed:
- a) to refer;
 - b) to adjourn;
 - c) to amend;
 - d) to suspend the Rules of Procedure.
- 18.13 Except as provided by Clause 18.11 above, all motions shall be in writing and signed by the mover and seconder.
- 18.14 In all unprovided cases in the proceedings of the Council or in the Committee of the Whole, the matter shall be decided by the Chair, subject to an appeal to the Council upon a point of order.

PART 19: POINTS OF ORDER AND PRIVILEGE

- 19.1 The Chair shall preserve order and decide questions of order.
- 19.2 When a Member rises to a point of order he/she shall ask leave of the Chair to raise a point of order and after leave is granted he/she shall state the point of order to the Chair and sit down and remain seated until the Chair shall have stated and decided the point of order.
- 19.3 Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to the Council.
- 19.4 If no Member appeals, the decision of the Chair shall be final.
- 19.5 The Council, if appealed to, shall decide the question without debate and its decision shall be final.
- 19.6 Where a Member considers that his integrity or the integrity of the Council as a whole has been impugned, he/she may as a matter of personal privilege rise at any time, for the purpose of drawing the attention of the Council to the matter.

PART 20: CONDUCT OF MEMBERS OF COUNCIL

- 20.1 No Member shall:
- a) 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 Member of the Senate, the House of Commons of Canada, or the Legislative Assembly of the Province of Ontario;
 - b) use offensive words or unparliamentary language in or against the Council or against any Member;
 - c) speak on any subject other than the subject in debate;
 - d) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;

- e) disobey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council;

and in case a member persists in any such disobedience after having been called to order by the Chair, the Chair may forthwith put the question, no amendment, adjournment or debate being allowed, "that such member be ordered to leave his/her seat for the duration of the meeting of the Council" but if the Member apologizes he/she may, by vote of the Council, be permitted to retake his/her seat.

- 20.2 No person except Members and Officers of the Council shall be allowed to come within the bar during the sittings of the Council without permission of the Chair or the Council upon reference.
- 20.3 When the Chair is putting the question no member shall leave or make a disturbance.

PART 21: DISCLOSURE OF PECUNIARY INTEREST

- 21.1 It is the responsibility of each Member to identify and disclose any pecuniary interest (as defined by the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*) on any item or matter before the Council or any Committee.
- 21.2 Where a member, either on his/her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee at which the matter is the subject of consideration, the member shall:
 - a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - b) not take part in the discussion of, or vote on, any question in respect of the matter;
 - c) not attempt in any way, whether before, during, or after the meeting, to influence the voting on any such question.
- 21.3 Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.
- 21.4 Where the interest of a Member has not been disclosed, by reason of absence from the particular meeting, the Member shall disclose the interest and otherwise comply at the first meeting of Council or Committee, as the case may be, attended by the Member after the particular meeting.
- 21.5 The Clerk shall record the nature of any disclosure of pecuniary interest made by members of Council or Committees, as the case may be, and any such record shall appear in the minutes of that particular meeting of Council or Committee, as the case may be. If a Member fails to disclose the nature of the pecuniary interest, the Clerk shall immediately and publicly request this information. If there is no disclosure by the Member of the general nature of the interest, the Clerk shall announce publicly and record in the minutes that the Member did not state the general nature of the pecuniary interest.

PART 22: COMMITTEE OF THE WHOLE

- 22.1 The Chair may appoint another Member of the Committee to act as Committee Chair while he/she is speaking to a question or while he is temporarily absent from the meeting.
- 22.2 The Committee Chair shall maintain order in the Committee and report proceedings to the Council.
- 22.3 The rules governing the procedure of the Council and the conduct of Members in Council shall be observed in Committee so far as they are applicable.
- 22.4 The number of times of speaking on any question shall not be limited unless a Member moves that the vote be now taken.

- 22.5 No Member shall speak more than once except to make an explanation until every Member who desires to speak shall have spoken.
- 22.6 If a Member disobeys the rules of the Council or the decision of the Committee Chair on questions of order or practice, or upon interpretation of the rules of the Council and persists in such disobedience after having been called to order by the Committee Chair, the Committee Chair shall forthwith suspend the proceedings of the Committee and report the circumstances to the Council, and the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed, "That such member be ordered to leave his/her seat for the duration of the meeting of the Council", but if the Member apologizes, he/she may be vote of the Council, be permitted to retake his/her seat.

PART 23: STANDING COMMITTEES

- 23.1 There shall be Standing Committees of Council appointed by resolution during the Inaugural meeting of Council. The newly elected Mayor will preside and all rules of etiquette and decorum shall apply. It is the duty of the newly elected Mayor to meet with each Councillor to gain consensus on the appointments. The first person named on the committee list is the Chair of the Standing Committee. This is to happen at least five (5) municipal business days prior to the resolution coming forward to Council. Appointments to Town Boards and Committees shall also be included.
- 23.2 The Mayor and all members of Council are deemed to be "ex officio" members of Town Boards and Committees, and are welcome to attend and participate at all Board and Committee meetings.
- 23.3 The Council representatives appointed to the Standing Committees of Council shall be eligible to vote at Board and Committee meetings.
- 23.4 In the absence of the appointed Council member(s) at a Board or Committee meeting, the Councillor or Mayor attending in place of the absent member, shall be entitled to exercise voting rights of the absent member.
- 23.5 As a courtesy, and if time permits, the Clerk will notify the appropriate Board or Committee Chair of the name of the delegated Council member replacement at a scheduled Board or Committee meeting.
- 23.6 In the event of a vacancy occurring in the office of a Member of the Standing Committee during any term, the Council shall appoint a substitute Member to such Committee for the remainder of the term.
- 23.7 The Chair of each committee and the Members thereof shall hold office until their successors are appointed.
- 23.8 A quorum in any Committee is a majority of the voting members of the Committee.
- 23.9 A Standing Committee of Council shall meet in accordance with the schedule of meetings as adopted by Council.
- 23.10 Special meetings of a Standing Committee may be called by the Committee Chair with at least twenty-four (24) hours notice whenever he/she may consider it necessary to do so, or it shall be the duty of the Clerk to summon a special meeting of the Committee whenever a request in writing to do so by a quorum of the Members of the Committee.
- 23.11 The Chair of Standing Committee may, at his/her discretion, refer a matter of urgent nature to the Council, or the Committee of the Whole, which due to the time element, cannot be properly presented to the next regular meeting of a Committee.
- 23.12 The Committee Chair, or in his/her absence, the Vice-Chair or such other Member of the Committee as may be chosen by the Committee, shall preside at every meeting and may vote on all questions submitted and in the case of an equal division, the question shall be deemed to have been decided in the negative.

- 23.13 In the absence of the Committee Chair and Vice-Chair for a period of fifteen (15) minutes after the time appointed for the holding of a meeting of the Committee, one of the other Members of the Committee, if there be a quorum present, may be appointed and shall discharge the duties of the Committee Chair during the meeting or until the arrival of the Committee Chair.
- 23.14 If there be no quorum present fifteen (15) minutes after the time appointed for the meeting, the meeting shall stand adjourned at the call of the Committee Chair.
- 23.15 A quorum is a majority of the voting Members of the Committee.
- 23.16 It shall be the duty of each Committee to adhere to the transaction of all business according to the rules governing the procedure in the Committee of the Whole as prescribed by this By-law.
- 23.17 When a point of order is raised or when a Member is called to order in a Committee, the same procedure shall be adopted as in Council, except that the question shall be decided by the Committee Chair, subject to an appeal to the Members of the Committee.
- 23.18 The Committee Chair shall be entitled to vote at meetings thereof as a member of such Committee but shall not have a second or casting vote in the event of an equality of votes on any question.
- 23.19 The Committee Chair or in his/her absence the Vice-Chair shall act as spokesperson for the Committee at Council and other appropriate meetings.
- 23.20 A Standing Committee may appoint a special committee from its Members to investigate and report on any matters related to Committee business, provided that:
- a) the special committee, in all cases, reports directly to the appointing Committee; and
 - b) the established special committee does not have the power to appoint additional subcommittees, nor shall it add to its membership without permission from the original Standing Committee.
- 23.21 The Clerk shall be the Secretary of all Standing Committees of Council but may assign duties as Secretary of any Committee to an employee in the department.
- 23.22 A copy of the minutes of each Standing Committee shall be forwarded to the Council.
- 23.23 It shall be the duty of the Secretary:
- a) to give notice of each regular meeting of the Standing Committee together with an agenda of the matter to be considered so that such notice and agenda will reach the members at their addresses as recorded in the Council records not later than one working day preceding the day of the meeting.
 - b) to give notice of each special meeting of the Standing Committee together with an agenda of the matters to be considered so that such notices and agenda will reach the members at their addresses as recorded in the Council records not later than twenty-four (24) hours preceding the time set for the special meeting.
- 23.24 Deputations may address a Committee by requesting the Clerk of the Municipality, or his/her appointee, to place their name in deputation on the agenda for the particular meeting. Notwithstanding the above and at the Committee's discretion, any deputations other than those listed may be heard on any item appearing on the agenda. The priority in which deputations are heard by the Committee shall be in accordance with the following:
- a) known and listed deputations arranged for prior to distribution of agenda;
 - b) deputations who, subsequent to the preparation of the agenda and prior to the commencement of a meeting, apply to the Secretary to be heard on a particular matter;
 - c) deputations who appear at a meeting and are not identified until such times as a particular item comes forward for discussion.

23.25 The rules governing the procedure of the Council and the conduct of Members of Council shall be observed in a meeting of a Standing Committee insofar as they are application, provided that:

- a) a motion shall not be required to be seconded;
- b) the number of times a member may speak on any question shall not be limited;
- c) at the request of any Member of the Committee present any item on the agenda of the meeting may be re-opened upon a majority of the Members present;
- d) the vote of any particular item shall not be recorded but that a Member on request may be recorded as being opposed;
- e) if a Member disregards the rules of the Council or a decision of the Chair of the Standing Committee on question of order or practice or upon the interpretation of the rules of the Council and persists in such conduct, after having been called to order by the said Chair, the Chair shall forthwith put the question with no amendment, adjournment or debate, "that such Member be ordered to leave his/her seat for the duration of the Committee Meeting." If following such vote by the Committee, the Member apologizes, he/she may, by a further vote of the Committee, be permitted to retake his seat.

PART 24: RULES AND REGULATIONS

24.1 The rules and regulations contained in the by-law shall be observed in all proceedings of the Council and shall be the rule and regulations for the order and dispatch of business in the Council and in the Committees thereof, provided that the rules and regulations contained herein may be suspended by a vote of the Council and in any case for which provision is not made herein the procedure to be followed shall be, as near as may be, that followed in the Legislative Assembly of Ontario and its Committees.

PART 25: SUSPENSION OF RULES

24.1 Any procedure required by the by-law may be suspended with consent of a majority of the Members of Council present.

PART 26: AMENDMENT

26.1 No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the Council unless notice of proposed amendment or repeal has been given at a previous regular meeting of the Council and the waiving of this notice by the Council is prohibited.


PART 27: EFFECTIVE DATE

27.1 This by-law shall become effective upon the date enacted.


27.2 That by-laws 46-11; 39-13; 70-14 are now repealed.

27.3 Where any by-law passed prior to this by-law conflict with this by-law the terms of this by-law shall prevail.

READ a FIRST, SECOND and THIRD time and FINALLY PASSED this 11th day of December, 2017.



Mayor



Interim Clerk