

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW #32-11

BEING A BY-LAW TO AMEND BY-LAW #71-10 TO PROVIDE FOR GOVERNING THE PROCEEDINGS OF THE COUNCIL, THE CONDUCT OF MEMBERS AND THE CALLING OF MEETINGS;

WHEREAS Section 238(2) of the *Municipal Act, S.O. 2001, c.25*, as amended (the Act) provides that Council shall pass a procedure by-law for governing the calling, place and proceedings of Meetings;

AND WHEREAS Section 2.1 of the *Act* provides that the procedure by-law shall provide for public notice of Meetings;

AND WHEREAS Council has deemed it necessary to amend Schedule A of By-law 71-10;

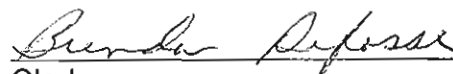
NOW THEREFORE the Council for the Corporation of the Township of North Frontenac enacts amendments to Schedule "A" of By-law #71-10, as in the attached red-lined copy of the Procedural By-law.

This by-law shall come into force and take effect on the date of final passing.

READ a first and second time this 14th day of March, 2011.

READ a third time and passed this 14th day of March, 2011.


Mayor


Clerk

SCHEDULE "A" TO BY-LAW 71-10

AS AMENDED BY BY-LAW #32-11

PROCEDURAL BY-LAW POLICY

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SECTION 1.0 – INTRODUCTION

These procedures and rules address both basic procedural items and other more complex questions and issues that might arise in Council or Committee Meetings. Well documented procedures and rules result in more productive Meetings and lessen the amount of extraneous debate on unrelated topics.

SECTION 2.0 – DEFINITIONS

In this by-law:

- Accountability** the principle that the Municipality will be responsible to its taxpayers/stakeholders for decisions made and policies implemented, as well as its actions or inactions. Additionally, accountability means how Councillors and Staff are held to account for their actions; and how actions are explained and justified in terms of appropriate criteria and in sufficient detail. *(as stated in By-law #70-07 Accountability and Transparency Policy).*
- Act** means the *Municipal Act 2001*, as amended.
- Agenda** means the Orders of the Day. *(see section 5.0)*
- Amendment** means a change in the form of a Motion. An Amendment is designed to alter or vary the terms of the main Motion without materially changing the meaning. It shall propose that certain words be left out; certain words be omitted and replaced by others; or certain words be inserted or added. Every Amendment shall be strictly relevant to the Motion being considered.
- Chief Administrative Officer (CAO)** means the Chief Administrative Officer (CAO) of the Township of North Frontenac or the Clerk of the Township of North Frontenac; acting in the CAO's absence (does not include any other designated person, per the Clerk's definition in this by-law).
- Clerk** means the Clerk of the Township of North Frontenac or the Deputy Clerk of the Township of North Frontenac acting in the Clerk's absence; or in the absence of the Clerk and the Deputy Clerk, the CAO; and in the CAO's absence, a Clerk's Department employee; failing which, a Department Head; as appointed by By-law.
- Closed/In-Camera Session** means a Meeting or a part of a Meeting of Council or a Committee, which is closed to the public. All Meetings shall be open to the

public except as provided for in the *Act*. No such Meeting shall be held without the Clerk present. (*see Section 4.7*)

Committee means any advisory or other Committee, subcommittee or similar entity. (*see Section 4.8*)

Committee Chair means the Chairperson at Meetings of Committees of Council, appointed by the Presiding Officer or elected by the Committee from its Members, and shall be removed only by a vote of a majority of the Committee.

Conflict of Interest Act/

Pecuniary Interest means, in accordance with the *Municipal Conflict of Interest Act* under "Purpose of Act", to prohibit Members of Council and Local Boards from engaging in the decision making process (that is participation in debate or voting, as well as any attempt before, during or after the meeting to influence the vote) in respect of matters in which they have a personal economic interest.

Council means the Council of the Corporation of the Township of North Frontenac.

**Councillor
Portfolios**

shall be appointed at the Inaugural Meeting of Council by a majority of Council, for the term of Council, for the following Council Portfolio Positions: Communications; and Economic Development; Emergency Preparedness; Environmental; Health; Social Services; Special Projects; and Youth and Recreation.

**County Council
Second Member**

shall be appointed at the Inaugural Meeting of Council by a majority of Council, for the term of Council, to serve on County Council, along with the Mayor. (Not necessarily the Deputy Mayor.)

Defer means to delay or postpone to a future Meeting of Council and/or Committee. (*see Section 8.3*)

Department Head as defined in the Personnel Policies Employment By-law.

Deputy Mayor shall be appointed at the Inaugural Meeting of Council by a majority of Council, for the term of Council, to serve as Deputy Mayor.

Ex-Officio means the right and opportunity to sit in on and participate (i.e. vote) in any Council Committee (excluding the Committee of Adjustments/Planning Advisory Committee) but does not form part of the quorum; and the right and opportunity to sit in on and

participate in discussions only (i.e. not voting) in any Kaladar/Barrie Joint Fire Board meeting(s) and does not form part of the quorum.

Holiday means a Holiday with pay (or statutory holiday) as identified below:

- New Year's Day
- Family Day (3rd Monday in February)
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday (1st Monday in August)
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

Local Board means a municipal service board, transportation commission, public library board, board of health, police services board, 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. *(see Section 4.9)*

Meeting means any Regular, Special or other Meeting of Council; or a Committee of Council; as organized by the Municipality, in which Council is acting in its capacity as elected Councillors for the purpose of discussing Municipal affairs, activities and/or furthering the business of the Municipality. No such Meeting shall be held without the Clerk present. *(see Section 4.0)*

Member means a Member of Council or a Member of a Committee of Council.

Minutes means a record, without note or comment, of all resolutions, by-laws, decisions and other proceedings of Council taken by the Clerk; and once approved by Council, the Clerk's handwritten notes shall be destroyed. (Prior to Council approval, the Clerk's handwritten notes are a draft document/record, available upon request for inspection only, excluding Closed/In-Camera Session). The Clerk's notes taken during Closed/In Camera Sessions shall be used as the Clerk's reference only and they shall not become part of the Minutes for public viewing.

Motion	means a formal written proposal for action made to Council and/or a Council Committee for discussion and vote with the exception of Point of Order. <i>(see Section 8.0)</i>
Point of Order	means bringing to the attention of the Presiding Officer that a rule has been broken or an error in procedure has been made as follows: <i>(see Section 8.8)</i> <ol style="list-style-type: none"> i. Breaches of the Rules of Order of Council. ii. Difficulty in continuation of the Meeting. iii. Improper, offensive or abusive language. iv. Notice that the discussion is outside the scope of the Notice of Motion. v. Irregularities in the proceedings.
Presiding Officer	means the Mayor shall preside at all Meetings of Council. When the Mayor is absent or refuses to act, or the office is vacant, the Deputy Mayor shall act in the place of the Mayor, and while doing so shall have all the rights, powers and authority of the Mayor. When the Mayor and Deputy Mayor are both absent or refuse to act, or the office is vacant, the Member of Council elected by a majority of Council Members shall act in the place of the Mayor, and while doing so shall have all the rights, powers and authority of the Mayor. <i>(see Section 7.1)</i>
Quorum	means greater than fifty per cent (50%) of the Members of Council or a Committee of Council. In the case of a Task Force, a quorum shall include at least one (1) Member of Council and one Municipal Officer or Employee and means greater than fifty per cent (50%) of the Members of the Task Force. <i>(see Section 6.0)</i>
Recorded Vote	means the recording of the name and vote of every Member on a Motion during the Meeting. <i>(see Section 8.4)</i>
Refer	means to send an issue or request information from a Committee of Council, a Local Board, CAO and/or a Department Head. <i>(see Section 8.3)</i>
Resolution	a written Motion adopted by a majority of Council and shall include an original Motion or an amendment to a Motion.
Rules of Order	means the rules established by this by-law to regulate conduct during a Meeting of Council. In the event of a question of procedure arising from this by-law, "The Everything Robert's Rules Book, Adams Media, 2004" shall be referenced for clarification.

Transparency	the principle that the Municipality actively encourages and fosters taxpayers/stakeholders participation and openness in its decision making processes. Additionally, transparency means that the municipality's decision making process is open and clear to the public. (as stated in By-law #70-07 Accountability and Transparency Policy).
Task Force	means individuals appointed by Council for a specific issue with specific Terms of Reference approved by Council. (see Section 4.10)
Web-site	means the official web-site of the Corporation of the Township of North Frontenac – www.northfrontenac.ca .

SECTION 3.0 – COUNCIL VACANCY APPOINTMENT PROCESS

3.1 Vacant Position Declared

Council declares the Council position vacant, and this position is to be filled within sixty (60) days of declaring the vacancy. (Subject to the *Municipal Act*, as amended). **The position will be offered to the candidate from the vacant Ward who had the highest number of votes at the previous election, and if declined, to the candidate with the next highest number of votes, etc., prior to advertising, provided the candidate received at least 15% of the votes at the previous election.**

The vacant position of Mayor shall be filled through a Bi-election.

3.2 Advertise Vacancy

The Clerk shall advertise such vacancy with a response deadline, in a local newspaper for two (2) consecutive weeks, as well as having the advertisement placed on the Township's web-site.

3.3 Declaration of Qualifications

All candidates submitting an application/resume to the Clerk shall also sign a Declaration of Qualifications to be witnessed by a Commissioner of Oaths, prior to nomination. **Section 256 of the *Municipal Act* 2001, c. 25 states: "Every person is qualified to be elected or to hold office as a member of a council of a local municipality,**

(a) who is entitled to be an elector in the local municipality under section 17 of the *Municipal Elections Act, 1996*; and

(b) who is not disqualified by this or any other Act from holding the office. 2001, c. 25, s. 256."

3.4 Applicants' Resumes

Council shall receive a confidential copy of each candidate's application/resume in the Council Agenda package prior to the Council Meeting. Applications/ resumes shall remain confidential and once the final decision is made all confidential copies shall be returned to the Clerk.

3.5 Candidate Presentation

The Clerk shall invite all Candidates to the next Council Meeting after the application/ resume response deadline, at which time each candidate, at the end of the Council Meeting, in alphabetical order, will be given an opportunity for a five (5) minute presentation to Council. ~~, followed by a Council question period.~~

3.6 Nominations

Following the Candidate presentations, the Presiding Officer shall call on Council for nominations to fill the vacancy. The nominations shall come from the list of qualified candidates.

3.7 Nomination Consideration by Council

All nomination Motions shall have a mover and a seconder to be placed on the table for consideration by Council.

3.8 Nomination Vote by Council

Each nomination Motion will be subject to a vote by Council. The nomination Motion shall receive the majority support of Council (four (4) votes in support).

3.9 No Nominations

If the Presiding Officer calls three (3) times in a row for nominations and receives none, the Presiding Officer will close the nomination process.

3.10 Tally of Votes

Each nomination will be voted on by Council individually in an open manner, in the order they were nominated in. **Each Councillor may only vote for one Nominee.** The votes will be tallied by the CAO and the Clerk.

3.11 Majority Vote

The nominees that receive the majority of support by Council (minimum four (4) supporting votes) will continue in the process. If only one nominee receives the majority support by Council, the nominee will be the one appointed to fill the vacancy.

3.12 Multiple Majority Vote

In the event that two (2) or more nominees receive the majority support of Council, Council will again vote on each nominee who received majority support in the order of the nomination.

3.13 Tie Vote

If a tie continues with two (2) or more nominees, the names will be placed in a 'hat' and the CAO will draw one name from the hat and the name so drawn will be the individual appointed to fill the vacancy.

3.14 No Majority Vote

In the first round, or any subsequent round, if no one receives a majority vote from Council, a second round of voting will occur **for up to three rounds**. If the lack of majority continues, all names will be placed in a "hat" and the CAO will draw one name from that hat and the name so drawn will be appointed to fill the vacancy.

3.15 Motion to Appoint Nominee

Council will immediately thereafter, consider a Motion to Appoint the nominee to the vacant Member of Council position. The Motion to Appoint shall receive the majority support of Council.

3.16 Swearing In of New Member of Council

The swearing in of the new Member of Council will be held immediately following the vote and at the end of the Meeting of Council.

4.0 CONVENING OF COUNCIL MEETINGS

4.1 Meeting Locations of Council

All Regular Meetings of Council shall be held at the Clar/Mill Fire Hall (upstairs) Meeting Room at 6648 Road 506, Plevna, ON from October 1st to April 30th;

All Regular Meetings of Council shall be held at the following locations on a continuous rotation, as determined by the Clerk, based on availability of the Community Halls from May 1st to September 30th:

- a. Ompah Community Hall, 10200 Road 509, Ompah.
- b. Snow Road Community Hall, 14073 Road 509, Snow Road Station.
- c. Barrie Township Hall, 14225 Highway 41, Cloyne.

d. Harlowe Community Hall, 1047 Gull Lake Road, Harlowe.

All Special Meetings of Council shall be held at a municipal facility at the Clerk's discretion depending on facility availability.

4.2 Inaugural Meeting of Council

The Inaugural Meeting of Council after a regular election shall be held on the second ~~Thursday~~ **Monday** in December.

The following shall be appointed at the Inaugural Meeting of Council by a majority of Council for the term of Council:

- Deputy Mayor;
- County Council Second Member;
- Standing ongoing Committees/Local Boards (i.e. Personnel-Audit Committee; Committee of Adjustments/Planning Advisory Committee; Kaladar/Barrie Joint Fire Board; Emergency Management Program Committee);
- Outside Agency Appointments (i.e. Mississippi Valley Conservation (MVC)); and
- Council Portfolio positions, **as required. (These may be amended for time to time)**

4.3 Regular Meetings of Council

Unless otherwise stipulated, Council shall meet at ~~9:30 AM~~ **1:00 PM** on the second and fourth ~~Thursday~~ **Monday** from October 1st to April 30th.

Council shall meet at ~~9:30 AM~~ **1:00 PM** on the second ~~Thursday~~ and ~~fourth Monday at 7:00 PM on the fourth Thursday~~ of each month from May 1st to September 30th; with the exception of ~~June~~, July and August meetings which shall be held on the third ~~Thursday~~ **Monday** at 7:00 PM.

Locations of Meetings are as stipulated in section 4.1.

If the date of a Regular Meeting of Council is a Holiday, the Council shall meet at the same hour on the following day which is not a Holiday, unless the Council, by resolution passed at a Regular Meeting of Council, directs otherwise.

Council may, by resolution, alter the date and/or time of a Regular Meeting of Council, provided that forty-eight (48) hours notice of the change is posted, by the Clerk, on the Township's web-site and if time permits, published in a local newspaper.

Council reserves the right to dispense with or alter the time, day or place of any Meeting by resolution.

4.4 Special Meetings of Council

A Special Meeting of Council may be called under the following circumstances:

- a. The Presiding Officer may, at any time, summon a Special Meeting of Council.
- b. Upon receipt of a petition of the majority of the Members of Council, the Clerk shall call a Special Meeting of Council for the purpose and at the time and date mentioned in the petition. Such meeting shall be held as soon as practicable following receipt of the summons or petition, as the case may be, subject to a quorum, and notice shall be given by telephone or personal contact as determined by the Clerk.
- c. In the case of an emergency, within the meaning of the Township's Emergency Response Plan, an Emergency Meeting of Council may be called by the Presiding Officer at any time and at any location as may be convenient, without giving the standard notice that applies to Council Meetings.

Note: also see Emergency Plan – Calling of Meeting for the Community Control Group, which policies are separate from this Procedural By-law.

The Special Meeting of Council shall be held not sooner than forty-eight (48) hours following the Presiding Officer's summons or receipt of the petition, and the Clerk shall provide written notice (i.e. Township's web-site and/or local newspaper, if time permits) of the Special Meeting of Council immediately following receipt of the summons or petition.

The notice of a Special Meeting of Council shall specify the purpose of the Meeting and shall be added to the Township's web-site Council/Committee Meetings Calendar.

4.5 Joint Councils Meeting

Each Council shall consider an independent resolution at the Joint Meeting regarding any decision made during the Joint Councils Meeting.

4.6 Open to the Public – Council and Committee Meetings

All Council and Committee Meetings shall be open to the public.

4.7 Closed/In-Camera Sessions – Council and Committee Meetings

A Meeting or part of a Meeting of Council or a Committee shall 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 employees where a named employee or prospective employee is involved or where employee relations or reputations could be damaged.
- c. A proposed or pending acquisition of real property for Municipal or Local Board purposes.
- 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 Council, a Committee of Council or Local Board has authorized a Meeting to be closed under an *Act* of Legislature or an *Act* of Parliament.
- h. If the Meeting is held for the purpose of educating or training the Members of Council; and 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.

A Meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the Council is the Head of the institution for the purposes of the *Act*.

Prior to holding a Meeting or part of a Meeting that is to be closed to the public, Council or a Committee shall state by resolution the fact that a Closed/In-Camera Session is being held and the general nature of the matter to be considered at the Closed/In-Camera Session.

A Meeting or part of a Meeting of Council or a Committee may be closed to the public and a vote may be taken if:

- a. The subject matter is as defined above; or
- b. For a procedural matter or for giving directions or instructions, relating to a. above subject matter, by a verbal majority/consensus of Council, to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality as documented in the Closed/In-Camera Session Minutes. Closed/In-Camera Session items requiring a Committee Motion; Council resolution; or Council By-law shall be considered in open session of a Meeting.

Sessions which are closed to the public shall be referred to as 'In-Camera' Meetings or "Closed" Sessions. All information, documentation or deliberations received, reviewed

or taken in a Closed/In-Camera Session is confidential and once the final decision is made all confidential copies shall be returned to the Clerk.

The response of Members to inquiries about any matter dealt with by Council or a Committee of Council at a Closed/In-Camera Session, prior to it being reported publicly, shall be "*no comment*", or words to that effect. No Member shall release or make public any information considered at a Closed/In-Camera Session or discuss the content of such a Meeting with persons other than Members of Council or relevant Municipal Officers and Employees included in the Closed/In-Camera Session.

Any violation of this regulation may result in exclusion of the offending Member from future Closed/In-Camera Sessions of Council and that Member no longer being provided with correspondence, materials or information proposed to be dealt with by Council at a Closed/In-Camera Session.

The determination of whether or not a violation of the Closed/In-Camera Session provisions of this By-law and the length of the exclusion from Closed/In-Camera Sessions, if so determined, shall be made by Council and Council in Closed/In-Camera Session shall consider the issue prior to the affected Member being excluded from any Closed/In-Camera Session. Prior to this determination by Council, the offending Member shall have the allegation explained to him/her by the Presiding Officer and he/she shall have the opportunity to provide his/her explanation regarding the matter. Only the results of Council's deliberations shall be reported publicly.

Despite the paragraph above, if the purported violation of a Closed/In-Camera Session provision of this by-law by more than one Member is to be considered, a separate resolution of Council with respect to each affected Member is to be adopted. The Member affected shall not be permitted to vote on a Motion respecting his/her purported violation of the Closed/In-Camera Session provision of the procedural by-law, his/her exclusion from Closed/In-Camera Sessions, or the length of any such exclusion.

The release of any information about any matters dealt with by Council at a Closed/In-Camera Session shall be by the Presiding Officer only, as provided for in the *Municipal Act, 2001*, as amended. Once the Presiding Officer has released the information, it shall be considered to be public information and a Member of Council may discuss only the results of the matter without being considered to be in violation of this By-law.

Agendas, Minutes or any items thereon for consideration by Council at a Closed/In-Camera Session shall not be released to the public and once the final decision is made all confidential copies shall be returned to the Clerk.

Closed/In-Camera Session Minutes shall be approved by Council at the next Closed/In-Camera Session of Council by Closed Resolution.

Any Member who contravenes any of the above subsections is guilty of an offence and upon conviction may be liable to a fine or penalty as provided for in the *Provincial Offences Act*. However, no Member shall be convicted if the contravention was through inadvertence.

Any decision to prosecute a Member of Council shall only be made after Council has met in Closed/In-Camera Session, with the Clerk present, to consider the matter, at which time the Member of Council proposed to be prosecuted may be present and shall have the option of attending with legal counsel.

No Member of Council and/or Committee of Council shall take notes during a Closed/In-Camera Session.

Council shall receive a confidential copy of each draft Closed/In-Camera Session Minutes in the Council Agenda package prior to the Council Meeting. Draft Closed/In-Camera Session Minutes shall remain confidential and once approved by Council all confidential copies shall be returned to the Clerk.

4.8 Committees of Council

Council may from time to time appoint, by resolution, Committees of Council for a special purpose as set out in the appointment resolution. Committees of Council are governed by this Procedural By-law with the exception of the Committee of Adjustments/Planning Advisory Committee which has its own Procedural By-law, approved by Council.

All Committees of Council shall comply with all applicable legislation and Municipal By-laws and Resolutions.

The Presiding Officer will be an *ex-officio* Member of all Committees (excluding the Committee of Adjustments/Planning Advisory Committee). Further the Presiding Officer will have the same rights and privileges as any other Committee Member and shall not constitute part of the Quorum.

The Committee Chair shall report to Council any Committee Member who refuses or neglects to attend a Meeting. Council may then remove that Member from the Committee and appoint another Member in his/her place.

Council may discharge from responsibility any Committee which refuses or neglects to give due consideration to any matter before it. Council may then allot such responsibility to another Committee.

All Committees of Council are subject to the control and direction of Council. Each Committee shall submit to the Clerk for inclusion in an upcoming Council agenda, reports including Minutes and recommendations on all matters connected with their duties.

Committees of Council (excluding Kaladar/Barrie Joint Fire Board and Committee of Adjustments/Planning Advisory Committee) shall:

- be made up of at least three (3) members of Council, with the Presiding Officer an *ex-officio* member;

- any public representatives on Committees of Council shall be appointed by Council resolution; excluding the Personnel and Audit Committee which shall have Council representation only; and
- be open to the public excluding Closed/In-Camera Sessions.

The Chair of the Council Committee shall:

- be appointed at the Inaugural Meeting by the Committee **if not previously appointed by the Presiding Officer.**
- call the meeting, as long as all Council Committee Members (including the Presiding Officer as *ex-officio* member), Clerk (to record Minutes and post notice of the meeting in the Municipal office and on the Township of North Frontenac's web-site forty-eight (48) hours in advance and advise the CAO), and applicable Department Heads are advised well in advance of the meeting; and
- ensure the Committee gives clear direction to the Clerk, by way of a Motion to be recorded in the Committee Minutes and such Motions shall not be carried or become resolutions, until approved by Council.

Council Committee Minutes shall, once approved in principle by the Committee of Council, be provided to the Clerk for inclusion in the next Council Agenda and once adopted by Council it is understood that Council is approving the Committee's Motions that will now become Resolutions of Council.

4.9 Local Boards

Council shall from time to time appoint, by resolution, a Member of Council to represent the Township on Local Boards. The Local Board shall act in accordance with the Local Board's mandate.

Kaladar Barrie Joint Fire Board shall have an Agreement; and procedural, operating, personnel and procurement policies, which shall be recommended by said Local Board and subject to the Townships of North Frontenac and Addington Highlands Councils' approval.

4.10 Task Forces

A Task Force shall:

- be appointed by Council resolution, including the Chair (who shall be a Member of Council), Council Representatives, Municipal Officers and Employees, and/or volunteer groups/individuals. **The Task Force Chair can be appointed by the Presiding Officer.**

- be made up of at least one (1) member of Council, but less than fifty percent (50%) Council members and shall include the CAO and/or at least one (1) Department Head *(If more than fifty per cent (50%) of Members of Council, see Council and/or Committee of Council as not a Task Force)*.
- encourage membership from volunteer groups and/or individuals whose knowledge of the Task Force's mandate would be an asset; and have a clear mandate, established by Council resolution, including scope, target dates, when the Task Force is completed, etc.
- the CAO and/or Department Head(s) that are Member(s) on the Task Force shall appoint a Secretary from Municipal Officers and Employees.
- Task Force(s) are governed by this Procedural By-law.
- all Task Force(s) shall comply with all applicable legislation and Municipal by-laws and resolutions.
- Council Members and Township employees are accountable for their participation on a Task Force through the normal reporting structure to Council.
- For the voluntary sector participants, accountability is not defined through a formal reporting structure. The voluntary sector members will be accountable in a broad sense for responding to the views and reflecting the values and priorities of the sector. They should be accountable for their accessibility and responsiveness, and to each other, as members of a team, for participating, collaborating and doing their best to advance the joint process in good faith. As individuals with wide experience in the sector, they will apply their best judgment on behalf of the sector and of the Township.

Voluntary sector members shall:

- act with honesty, integrity and openness in advancing the joint process.
- not use their position on the Task Force to benefit materially from the process or the outcomes.
- not be eligible on an individual basis for contracts or other paid work commissioned by the Task Force or Council.
- not use their position to assist other Members of the voluntary sector in their dealings with the Township where this would result in preferential treatment to any person or organization.
- excuse themselves from the selection/decision process.

The Chair of the Task Force shall:

- bring back suggested individual names for non-Council representatives on the Task Force for approval by Council resolution, prior to holding the Task Force inaugural meeting.
- call the meeting, as long as all Members of the Task Force are advised well in advance of the meeting and as soon as there is a quorum after the hour fixed for the Meeting, the Chair will call the Task Force to order. The Secretary shall then record attendance. If a Member of the Task Force arrives late, or leaves before final adjournment, the Secretary shall note the time of arrival or departure in the Minutes.

The time limit for a Quorum is thirty (30) minutes after the time appointed for the Meeting. If no Quorum is present after thirty (30) minutes, the Task Force will stand adjourned until the next meeting is called by the Chair to deal with the matters intended to be addressed at the adjourned Meeting. The Secretary will record the names of the Task Force Members present at the expiration of the time limit and append this record to the next Agenda.

The Task Force shall:

- provide a written progress report (covering scoping issues and data collection, etc.) in accordance with their Terms of Reference to the Clerk for inclusion in the next Council Agenda.
- not make any decisions or spend any monies without approval by Council resolution.
- provide written clear recommendations (i.e. identifying options), with supporting documentation, to the Clerk for inclusion in the next Council Agenda.
- disband in accordance with their Terms of Reference, unless otherwise approved by Council. *(For housekeeping purposes only, the Clerk will have Council pass a resolution to disband all Task Forces).*

OPERATING PRINCIPLES FOR TASK FORCE MEETINGS

1. Quorum

Although Task Force membership is non-substituted, the members agree that it is not necessary to establish the number of members necessary for a Quorum; however, careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.

2. Confidentiality

See Closed/In Camera Session definition.

Task Force members are expected to be open and candid in discussing items. Members are committed to respecting the personal privacy of participants and agree not to disclose personal information or views expressed by individuals during meetings. Deliberations should remain confidential until there is general agreement and consensus to make them public (*see principle 3 below*).

3. Public Communication and Media

Regular communications about the progress of work being undertaken by the Task Force is a priority and should be part of the regular work of the Task Force. No material from the Task Force will be made available to people outside the Task Force without prior approval by Council.

4. Reaching Agreement

Task Force members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.

5. Expert Members and Invited Guests

The Task Force may require experts, academics or other government/voluntary sector representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO shall make the requests.

6. Expenses Incurred by Task Force Members

Task Force members' travel and accommodation expenses to attend Task Force meetings and related business will be reimbursed by the Township in accordance with Township policy. Bills for long-distance telephone calls made by Task Force members for Task Force business will be highlighted accordingly for the consideration and reimbursement by the CAO.

INDEMNIFICATION OF VOLUNTARY SECTOR REPRESENTATIVES ON THE TASK FORCE

Voluntary sector representatives serving as Members of the Task Force are extended the same risk management principles as Councillors and Employee(s) when it comes to matters of liability and insurance; and would therefore be

considered "volunteers" under this policy. The Township of North Frontenac should support volunteers in any third party liability claim, and do all that is necessary to ensure that volunteers suffer no financial losses as a result of any claim arising from serving in a volunteer capacity.

4.11 Notice Requirements for Council Meetings and Committees of Council

(a)(i) Council Meetings

The Clerk shall provide notice of all Council Meetings to Members of Council, the CAO and Department Heads. The notice will be in the form of an Agenda. Any supporting documentation regarding matters to be addressed at the Meeting will be provided to Members of Council and CAO.

The Clerk shall make delivery arrangements for the notice with each Member of Council. Generally, Members of Council, CAO and Department Heads shall receive notice at least five (5) calendar days before the day of the Meeting. However, failure to receive the notice will not affect the Meeting itself, including the timing of or any actions taken thereat.

(a)(ii) Committee Meetings

The Clerk shall provide notice of all Committee Meetings to Members of the Committee. The notice shall be in the form of an Agenda with all supporting documentation regarding matters to be addressed at the Meeting.

The Clerk shall make delivery arrangements for the notice with each Member of the Committee. Generally, Members of the Committee will receive notice at least five (5) calendar days before the day of the Meeting. However, failure to receive the notice will not affect the Meeting itself, including the timing of or any actions taken thereat.

(b) To the Public

The Clerk shall give notice to the public of all Regular Meetings of Council by posting a schedule of Meeting dates on the Township's official web-site and at the Community Halls and Municipal Office front lobby, at the beginning of each calendar year. Council Agendas shall be posted on the web-site Friday preceding the date of the Council Meeting.

The Clerk shall give notice to the public of any changes to Regular Council Meeting dates, Special Meetings of Council and Committees of Council by posting a notice on the Township's official web-site as soon as possible after the date of the Special Meeting has been confirmed, but shall be held no earlier than forty-eight (48) hours prior to the Meeting date.

4.12 Curfew

Council and Committee Meetings shall stand adjourned after three (3) consecutive hours, but business may be continued only upon a resolution passed by unanimous vote.

4.13 Public Forum

If a Council Meeting is completed in less than three (3) consecutive hours, the Presiding Officer shall invite questions from the gallery provided the question is pertinent to that Meeting's Agenda items only.

~~4.14—Tape Recording of Council Minutes~~

~~Recording devices shall only be permitted to be used by the Press upon notification to Council prior to the start of any Open Meeting.~~

4.14 Suspending the Rules of Procedure

Council may decide to suspend the operation of all or part of the rules of procedure, provided the suspension does not produce a result inconsistent with the requirements of statute or purport to suspend any statutory requirement. In the event of a conflict, statutory requirements always prevail over a by-law unless a statute provides otherwise.

Council may, by Resolution, "waive" or suspend a rule of procedure.

SECTION 5.0 – AGENDAS

5.1 Regular Council Meetings

The Clerk will prepare a Council Agenda for the use of Members at **Regular** Council Meetings.

The Clerk will ensure the **Regular** Council Agenda package is placed in each Council Member's and CAO's mail slot for pick up by ~~noon~~ **3:00 PM** on the **Friday Tuesday** prior to the regular **Thursday Monday** Council Meeting. However, failure to receive the Agenda package will not affect the meeting itself, including the timing of or any actions taken thereat.

All Department Head **and Council Member** items of **new** business for the Agenda shall be presented in the form of **either** an Administrative Report, presented to the CAO for approval by 4:00 PM on the **Tuesday- Friday** prior to the Agenda cut-off date **or a Council Motion, Written Notice of Which Have Been Given by a Member of Council and Approved by Council at a Prior Meeting. (Includes all Council New Business approved by a majority of Council at a prior Meeting).** CAO approved **Department Head**

Administrative Reports shall be received by the Clerk by 4:00 PM on the **Thursday Monday** prior to the Council Meeting date.

In the event the Monday prior to the Council Meeting date is a Holiday, all inclusions for the Agenda shall be received by the Clerk no later than 4:00 PM on the Friday preceding. In such a case, Administrative Reports shall be submitted to the CAO no later than 4:00 PM on the Thursday.

Additions to Agendas by individuals or groups will not be accepted by the Clerk after 4:00 PM on the **Thursday Monday** preceding a Regular Council Meeting.

~~All Council new business shall be brought forward through either an Administrative Report or a Motion, Written Notice of Which Have Been Given by a Member of Council and Approved by Council at a Prior Meeting. (Includes all Council New Business approved by a majority of Council at a prior Meeting).~~

The Agenda will contain the following:

1. Call to Order.
2. Approval of Agenda.
3. Disclosure of Pecuniary Interest and General Nature Thereof.
4. Delegations.
5. Adoption of Minutes – Council and Committee of Council.
(Including the adoption of the Kaladar-Barrie Joint Fire Board; and the Committee of Adjustments received for information only).
6. Business Arising Out of Minutes.
7. Communications – Clerk’s Administrative Report. **(The Clerk will circulate all communications received for section “A” to Council in advance of the Agenda being prepared for pick-up. Council Members shall notify the Clerk of any items they wish to be brought forward to the “B” section, prior to the Agenda cut-off date (the Monday prior to the Council Meeting at 4:00 PM).**
8. CAO; **Council Member and** Department Heads’ Administrative Reports.
(Includes all Municipal Officers and employees New Business).
9. External Committees/Local Boards/Task Force Notes and Reports.
(Received for information only).
10. Bills and Accounts.

11. Motions, Written Notice of Which Have Been Given. *(By a Member of Council and Approved by Council at a Prior Meeting. Includes all Council New Business approved by majority of Council at a prior Meeting).*
12. Giving Notice of Motion. *(By a Member of Council to the Clerk for Council's Consideration for Inclusion on the next Meeting Agenda).*
13. Council Portfolio Verbal Reports.
14. Introduction and Reading of By-Laws.
15. **Public Forum (if time permitting and Re: Items on today's Agenda only)**
16. Closed/In-Camera Session.
17. Confirmatory By-law.
18. Adjournment.

The business of each Meeting shall follow the order in which it stands on the Agenda unless Council decides otherwise through a resolution to amend the Agenda. Any indisposed matters will be placed on the Agenda for the next Regular Meeting.

5.2 Delegations

Government/Agency Representatives are limited to thirty (30) minutes for their presentation. Local Associations/Clubs/Individuals are limited to fifteen (15) minutes for their presentation. **The Presiding Officer may extend this time limit as deemed necessary.** An additional ten (10) minute question period shall be granted following each presentation.

Delegations shall be considered in the following order:

- a. Those persons Council has requested or commissioned to appear (for example, representatives of senior government, consultants, etc.).
- b. Citizens, organizations or their representatives who have notified the Clerk in writing of their desire to appear before Council and the reason.

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

Notwithstanding the above section, any person wishing to make a presentation to Council shall file their written request with the Clerk no later than 4:00 PM on the **Thursday Monday** prior to the Council Meeting date, outlining the nature of the business they wish to discuss and be listed on the Agenda. The Clerk shall make a determination as to deferral of delegations to a subsequent Meeting. The number of delegations per Council Meeting shall be limited to no more than two (2). However, the Clerk may determine an exception, in relation to the amount of business for that particular Council Meeting as determined by the Clerk in preparing the Meeting Agenda. Any further delegations would then be invited to a subsequent Council Meeting.

No person shall be permitted to speak at a Council Meeting unless the above delegation rules have been followed or permitted leave-to-speak is given **at the Council Meeting by a resolution of Council, by the Presiding Officer.**

SECTION 6.0 – QUORUM

6.1 Regular Meetings

As soon as there is a Quorum after the hour fixed for the Meeting, the Presiding Officer and/or Committee Chair will call the Members to order. The Clerk shall then record attendance. If a Member of Council and/or Committee of Council arrives late, or leaves before final adjournment, the Clerk will note the time of arrival or departure in the Minutes.

6.2 Time Limit

The time limit for a Quorum is thirty (30) minutes after the time appointed for the Meeting. If no Quorum is present after thirty (30) minutes, the Council or Committee shall stand adjourned until the day of the next Regular Meeting or until a Special Meeting is called. The Special Meeting will deal with the matters intended to be addressed at the adjourned Meeting. The Clerk shall record the names of the Members present at the expiration of the time limit and append this record to the next Agenda.

SECTION 7.0 – CONDUCT OF COUNCIL MEMBERS

7.1 Role of the Presiding Officer

The Presiding Officer is responsible for:

- a. The preservation of good order and decorum.
- b. Ruling on Points of Order and privilege.
- c. Deciding all questions relating to the orderly procedure of the Meeting (subject to an appeal by any Member of Council from any ruling of the Presiding Officer).

- d. Open the Meeting by taking the chair and calling the Members to order.
- e. Ensuring the business before Council is acted upon in the order set out in the Meeting Agenda.
- f. Ensuring all Motions presented by the Members shall be received and submitted in the proper manner and acted upon in the order set out in the Meeting Agenda.
- g. Put to a vote all Motions which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result.
- h. Decline to put to vote Motions which infringe upon the Rules of Procedure.
- i. Enforce, on all occasions, the observance of order and decorum among the Members of Council.
- j. Call by name any Member of Council persisting in breach of the Rules of Order of the Council thereby ordering the Member of Council to vacate the Council Chamber.
- k. Authenticate by signature all by-laws, resolutions and Minutes of Council.
- l. Inform Council when necessary or when referred to for the purpose, on a point of order or usage.
- m. Select the Members of Council who are to serve on Committees and shall appoint the Chairperson.
- n. Represent and support the Council, declaring its will and implicitly obeying its decisions in all things.
- o. Ensure the decisions of Council are in conformity with the laws and by-laws governing the activities of the Municipal Corporation.
- p. Adjourn the Meeting without question in the case of grave disorder arising in the Council Chamber.
- q. Order any individual or group in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the individual or group to vacate the Council Chamber where such behaviour persists.

If the Presiding Officer is not present within fifteen (15) minutes from the time of the opening of the Meeting, the Members of Council present will elect another Member of

Council to preside. That Member of Council will discharge the duties of the Presiding Officer for that Meeting, or until the arrival of the Presiding Officer.

7.2 Rules of Debate

The following rules of debate shall apply:

- a. ~~Discussion shall not take place in the absence of a Motion with the exception of Council Portfolio Verbal Reports.~~
- b. Each Member of Council shall be recognized by the Presiding Officer before speaking on any matter or Motion. ~~The Member who moves a Motion shall speak first and the seconder shall speak next. A Member shall not speak more than once on a matter without leave of Council, except:~~

~~i. In explanation of a material part of the speech, which may have been misunderstood; or~~

~~ii. In reply after everyone else wishing to speak has spoken provided that Member has presented the Motion to Council.~~

~~No Member shall speak to the same matter or in reply for longer than five (5) minutes.~~

Through the Presiding Officer, a Member may ask for an explanation of any part of the previous speaker's remarks. A Member may also, through the Presiding Officer, ask questions to obtain information relating to the Minutes presented to Council. However, this shall be done at the commencement of the debate on the Minutes.

- a. The Motion to close debate is not permitted.
- b. The Presiding Officer is permitted to debate.
- c. Debate shall be germane to the issue or subject under debate.
- d. Debate shall be courteous and respectful.
- e. Members having conflicts of interest shall not debate the subject.
- f. The Presiding Officer or a Member shall interrupt a speaker on a Point of Order if the Member believes the speaker is violating a rule of debate.

7.3 Inappropriate Behaviour

Members of Council, Municipal Officers and Employees, delegates or visitors shall not:

- a. Speak disrespectfully of the Reigning Sovereign, any Member of the Royal Family, the Governor-General or a Lieutenant-Governor.
- b. Use offensive words or unparliamentary language in or against the Council or against any Member, Municipal Officer and Employee or guest.
- c. Disobey the rules of the Council or decision of the Presiding Officer or of Council on questions of order or practice or upon the interpretation of the Rules of Council.
- d. Leave his/her seat or make any noise or disturbance while a vote is being taken and the result is declared.
- e. Enter the Council Chambers while a vote is being taken.
- f. Interrupt a Member while speaking, except to raise a Point of Order.
- g. Pass between a Member who is speaking and the Presiding Officer.
- h. Disturb another or the Council, Municipal Officers and Employees, or guest, by any disorderly conduct disconcerting to the speaker of the assembly.
- i. Speak on any subject other than the subject in the debate.
- j. No person shall be allowed to address Council or speak in debate without permission of the Presiding Officer.
- k. Be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of Council, until the next Meeting and without making a public apology to Council, and Municipal Officers and Employees, if applicable.

7.4 Declarations of Conflict of Interest

Members of Council and/or Committee shall at all times conduct themselves in accordance with the requirements of the *Municipal Conflict of Interest Act*, including any subsequent amendments, revisions and regulations thereto.

If a Member of Council and/or Committee has any pecuniary interest, direct or indirect, and is present at a Meeting, including a Committee or other Meeting of the Council at which a contract or other matter is the subject of consideration, he/she shall, as soon as practicable after the commencement of the Meeting, disclose his/her interest and ensure that he/she does not take part in the consideration or discussion of, or vote on any Motion with respect to the contract, proposed contract or other matter, or attempt in any way to influence the vote on any such Motion. Every disclosure of interest shall be recorded in the Minutes by the Clerk.

If after making such a declaration, the Member of Council and/or Committee determine that he/she does not have a Conflict of Interest, then a public statement to that effect shall be made by the Member of Council and/or Committee. Such public statement shall be in the same form as the original declaration and shall be recorded in the Minutes by the Clerk.

7.5 Disciplinary Action

It is not the intention of discipline in a Meeting to punish a Member but to change the behaviour of the Member. If a Member commits a breach of conduct, the escalation of remedies shall be as follows:

- a. The Presiding Officer requests that the Member refrain from breaking the rules and specifies the infraction or rule being broken.
- b. If this fails, the Presiding Officer provides a more stern warning by calling the Member to order.
- c. If, after this instruction, the Member continues with the action or refuses to be seated, the Presiding Officer shall, if the breach of conduct is serious enough, request the Council take action.

Any Member may make a Motion asking the offending Member to apologize or to be expelled from the Meeting. A majority vote adopts the Motion. If an apology is ordered, the apology is to be given at that time and, if the Member refuses, the Presiding Officer shall order the Member to leave the Meeting until an apology is forthcoming.

If expulsion from the Meeting is ordered, the Presiding Officer shall establish and appoint individuals to escort the Member from the meeting room. If the Member refuses to leave, the appropriate civil authorities shall be notified.

7.6 Early Departure from Meetings

A Member who wishes to leave a Council Meeting prior to the adjournment shall advise the Presiding Officer. The Clerk shall note the Member's time of departure.

Any Member who will be absent from a Council Meeting shall notify the Clerk prior to the Meeting and the Clerk shall make note of the absenteeism in the Council Minutes.

7.7 Role of Council

It shall be the role of each Member of Council to:

- a. Represent the public and to consider the well-being and interests of the Municipality.
- b. Develop and evaluate the policies and programs of the Municipality.

- c. Determine which services the Municipality provides.
- d. Ensure administrative policies, practices and procedures and controllership policies, practices and procedures are in place for Municipal Officers and Employees to implement the decisions of Council.
- e. To ensure the accountability and transparency of the operations of the Municipality, including the activities of the Municipal Officers and employees of the Municipality.
- f. Maintain the financial integrity of the Municipality.
- g. Carry out the duties of Council under the *Municipal Act, 2001 S.O. 2001, Chapter 25*, as amended or any other Act.

7.8 Role of Head of Council

It shall be the role of the Head of Council to:

- a. Act as Chief Executive Officer (CEO) of the Municipality.
- b. Preside over Council Meetings so that its' business can be carried out efficiently and effectively.
- c. Provide leadership to the Council and to provide information and recommendations to the Council with respect to the role of Council, as described in Section 7.7.
- d. Represent the Municipality at official functions.
- e. Carry out the duties of the Head of Council under this or any other Act.

7.9 Role of Municipal Officers and Employees

It shall be the role of the Officers and employees of the Municipality to:

- a. Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions.
- b. Undertake research and provide advice to Council on the policies and programs of the Municipality.
- c. Carry out other duties required under this or any Act and other duties assigned by the Municipality.

7.10 What Members of Council Can Expect from Municipal Officers and Employees

- a. Well organized Agenda packages, provided in advance of each Meeting (by noon the preceding Friday).
- b. Adequate information for making decisions.
- c. Recommendations and/or options for handling issues.
- d. "No surprises".
- e. Municipal Officers and Employees demonstrate loyalty and support for the organization.
- f. Municipal Officers and Employees accept that Council makes the final decision.
- g. Municipal Officers and Employees respect the Members of Council as those who have been chosen to head the Municipality.

7.11 What Municipal Officers and Employees Can Expect from Members of Council

- a. Members of Council will do their homework before a meeting.
- b. Members of Council will give clear direction on what needs to be done, by resolution and/or by-law only (i.e. Council direction to Municipal Officers and Employees, requires a majority of Council) ...not how to do it.
- c. "Praise in Public...Criticize in Private".
- d. Be consistent in support of Municipal policies.
- e. Council treats Municipal Officers and Employees as professionals, as that is how they want them to perform.
- f. A Member of Council having a concern, question and/or in receipt of a complaint shall advise the CAO of the issue and give the CAO reasonable time to address the issue. If the CAO cannot adequately address a Member of Council's issue, then the Member of Council shall contact the Presiding Officer and request a meeting with the Presiding Officer and CAO and the issue may need to be brought forward to Council in a Closed/In-Camera Session.

SECTION 8.0 – MOTIONS

8.1 Notice of Motion (includes all Council New Business)

A Notice of Motion shall be given in writing by a Member of Council, to the Clerk not later than 4:00 PM on the ~~Thursday~~ **Monday** preceding the next Regular Council Meeting so the matter shall be included in the Council Agenda package.

The Member of Council is not required to be present during the reading of the Notice.

~~If Council authorizes the Notice of Motion, by resolution;~~ The matter shall be brought before Council at the next Regular Council Meeting.

8.2 General

Every Motion, once presented to and read by the Clerk, becomes the property of Council. A Member of Council can withdraw a Motion only when the consent of the majority of Council is present. Motions shall be debated in the order of presentation to the Presiding Officer.

Any Member of Council may request that the Clerk read the Motion under discussion at any time during the debate, except when another Member of Council is speaking.

Any Member of Council may request separation of a Motion. Each section of the Motion will be voted on separately.

When a matter is under debate, no Motions shall be in order other than:

- a. To refer/defer.
- b. To amend.
- c. To limit or extend debate.
- d. To adjourn the Meeting.
- e. To vote on the matter.

8.3 Refer/Defer

A Motion to Refer or Defer takes precedence over any main Motion or Amendment, except a Motion to Adjourn. A Motion to Refer requires direction as to the body to which it is being referred. A Motion to Defer shall include a reason for deferral and a return date.

8.4 Voting

When a Member of Council makes a Motion that the vote now be taken, it shall be put to a vote without debate. If a majority of the Members of Council agrees to put a Motion to a vote, the Motion and any Amendments thereto will be submitted to a vote immediately without further notice.

No Members of Council shall speak or present another Motion once the vote commences on a Motion. A Member of Council choosing not to vote on a matter, for which he/she is entitled to vote, shall be deemed to have voted in the negative. Any Motion on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act.

Recorded Vote – If a Member of Council present at a Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each Member of Council present, except a Member of Council who is disqualified from voting by any Act, shall vote in the following order when polled by the Clerk: Members of Council in alphabetical order of surname followed by the Presiding Officer. The Clerk will note the names of those who voted for and against in the Minutes, and will announce the results.

Immediately prior to voting on a Motion, the Presiding Officer shall state the Motion in the precise form it is to be recorded in the Minutes, including any amendments to the Motion.

On an unrecorded vote, the manner of determining the decision on a Motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing or otherwise.

Any Motion on which there is an equality of votes shall be deemed to be defeated, as provided in the Statute.

No vote shall be taken by ballot or any other method of secret voting and each vote so taken is of no effect with the exception of Section 3.0 – Council Vacancy Appointment Process.

8.5 Amendment

A Motion to Amend proposes a formal change to the pending main Motion. The purpose of an amendment is to make the main Motion more acceptable to Members of Council and shall not introduce a new subject. Any Member of Council may recommend an Amendment to a main Motion. An Amendment shall be written on the main Motion by the Clerk. This Amendment requires the initials of the Mover and Seconder of the main Motion prior to the Clerk reading the Amended Motion for Council's consideration and discussion.

After a Motion, as amended, is finally put, no Member of Council shall speak to the Motion nor shall any other Motion be made until after the vote is taken and the result is declared.

8.6 New Matter

A Member of Council shall not introduce a new matter without a **Notice of Motion or an Administrative Report to the Clerk by the Agenda cut-off date**, unless Council, without debate, dispenses with the notice requirement by a majority vote. *(See Section 8.1 – Notice of Motion.)*

When a written Motion is presented to Council it shall be read by the Clerk. Once a Motion is read or stated by the Clerk or delegate, it shall not be withdrawn without the consent of the majority of the Members of Council.

Unless otherwise authorized by the Presiding Officer, all Members of Council, Municipal Officers and Employees and guests shall address Council through the Chair and only when recognized to do so. When two (2) or more Members of Council seek to address Council, the Presiding Officer shall designate the Member of Council who shall speak first.

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

All Motions shall be in writing and signed by the mover and seconder and recorded in the Minutes.

8.7 Reconsideration

No Matter, with the exception of a Motion to Defer, shall be considered more than once in a twelve (12) month period, without a Notice of Motion. *(See Section 8.0 – Notice of Motion).*

8.8 Points of Order and Privilege

A Member of Council, CAO and/or Clerk may interrupt a speaker on a Point of Order if they believe the speaker is violating a Rule of Debate and/or is not complying with this by-law.

The Presiding Officer shall preserve order and decide questions of order.

8.9 Adjournment

Council shall employ a Confirming By-law immediately prior to adjournment for the purpose of validating decisions or direction given which is minor in nature and not set out in a by-law or resolution.

A Motion to Adjourn shall be put forward to adjourn a Meeting.

SECTION 9.0 – COMPLAINT POLICY

9.1 Role of Council

The role of Council is to develop general policies and directives on how to enforce the issues, and Policy shall be set by By-law.

All complaints shall be in writing and signed by the complainant (with the exception of non-compliance issues observed by Township Staff, By-law Enforcement Officer, and/or Council).

All complaints shall remain confidential, including the complainant's name.

Council shall not get involved in individual enforcement issues but can receive confidential status reports on an issue, for their information only, through a Notice of Motion in Closed/In Camera Session.

It is understood a complainant cannot seek a remedy by calling a Council member(s). The Council member shall direct the complainant to provide a written, signed complaint letter addressed to the Chief Administrative Officer (CAO) marked "Confidential" to the Municipal Office, to ensure compliance with Legislation and Policies; and advise the complainant this is an enforcement issue which, as a Councillor, he/she cannot be involved with. The complaint shall be lodged at the Municipal Office and the Complaint Procedure followed.

9.2 Role of Municipal Officers and Staff

Complaints and enforcement shall be exercised at the Chief Administrative Officer's (CAO) discretion and in the best interest of the Municipality, when following Legislation and Policy. This shall include the granting of extensions, if deemed necessary.

All complaints received will be followed through by the CAO to ensure compliance with the Complaint and Operational Policy, established by the CAO, if applicable. If a complaint letter/email is addressed to Council, the CAO shall provide the Clerk with a copy for circulation to Council in the next Closed/In Camera Council Agenda for information purposes only. Anyone – including but not limited to North Frontenac taxpayers, visitors, Councillors, and Municipal Staff – can lodge a complaint. To lodge a complaint, the complainant is required to provide their name as Staff cannot act on 'hearsay'; however the complainant's name will be kept confidential.

Township Municipal Officers and Staff will treat the complainant's personal information as confidential, including the complainant's name; and all complainants and property owners shall be treated with respect and courtesy.

SECTION 10.0 – BY-LAWS

All by-laws shall be presented to Council in their Agenda package. The Agenda shall contain a summary of the contents of each by-law. By-laws shall be introduced upon Motion specifying the title or nature of the by-laws; when introduced shall be in typewritten form and shall contain no blanks except as may be required to conform to accepted procedure or to comply with provisions of any Act.

By-laws shall be given three (3) readings prior to passage. A Motion shall be considered for the first and second reading of the by-laws without amendment or debate. By-laws shall be given three (3) readings on the same day except when requested otherwise by Motion of the majority of the Members present or as otherwise provided in law. Upon passage, by-laws shall be numbered, signed by the Presiding Officer and Clerk and embossed with the seal of the Corporation.

Any proposed by-law may be referred to a Committee, CAO, Department Head or other officer for review and comment, including the Solicitor for the Corporation.

All by-laws shall be passed in Meetings that are open to the public.

A Confirmatory By-law, to confirm the proceedings of Council during the Meeting, shall be placed before Council at the end of each Meeting.

SECTION 11.0 - GENERAL

In all matters and under all circumstances, the Members of Council shall be guided by and shall have regard to the *Municipal Conflict of Interest Act, 1990 c.M 50*, or its successor, and amendments thereto.

Following a regular or new election, the Clerk shall provide each Member of Council with a copy of this by-law, including any amendments.

Any procedure under this by-law which is discretionary and not mandatory under Statute shall be suspended with the consent of a majority of the Members of Council present.

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