

Time Sensitive means a situation in which the timing to initiate and/or complete a matter is paramount, but the time available to follow normal procedures or processes is insufficient.

Town Hall Information Session means Information Sessions that are designed to allow the Township to communicate its activities to the ratepayers and to allow the ratepayers the opportunity to provide input for items on the Mayor's agenda.

Township means the Corporation of The Township of North Frontenac.

Website means the official Website of the Corporation of the Township of North Frontenac – www.northfrontenac.com.

3.0 Meetings

3.1 Meeting Location

All Meetings shall be held in the Council Chambers at the Municipal Office, 6648 Road 506, Plevna Ontario unless otherwise stipulated in a Resolution of Council.

3.2 Open to the Public

All Council, Committee and Task Force Meetings shall be open to the public, unless authorized to be a Closed Meeting for reasons allowed under the Municipal Act. Members of the public will be permitted to attend open Meetings electronically, provided the venue where the Meeting is held is able to accommodate an electronic meeting.

When electronic participation is permitted, the Clerk will include the login details with the Agenda on the Township's website.

While there is a Declared Emergency and/or any Provincial restrictions on public gatherings (regardless of the number), public shall only be permitted to participate in Regular, Inaugural and Special Meetings through electronic participation. The participation of the public at a Public Meeting during these times shall be determined by Council when the Meeting is scheduled (i.e. in-person and/or electronic).

3.3 Notice Requirements

a) To the Members

i. Regular Council Meetings

The Clerk shall provide notice by email of all Regular Council Meetings to Members of Council by means of an electronic Agenda. Any supporting documentation regarding matters to be addressed at the Meeting will be included in the Agenda. For Public or Regular Council Meetings, Members of Council generally shall receive notice at least five (5) calendar days before the day of the Regular Meeting.

ii. Special Council Meetings

Members of Council shall receive notice at least two (2) calendar days' before the day of the Special Meeting. The Clerk will attempt to provide more notice.

However, failure to receive the notice will not affect the Meeting itself, including the timing of or any actions taken thereat.

iii. **Public Council Meetings**

The Clerk shall provide notice by email of all Public Council Meetings to Members of Council by means of an electronic Agenda. Any supporting documentation regarding matters to be addressed at the Meeting will be included in the Agenda. For Public Council Meetings, Members of Council generally shall receive notice at least five (5) calendar days before the day of the Public Meeting.

iv. **Emergency Council Meetings**

Notwithstanding any other provision of this By-law, an Emergency Meeting may be held without notice, to deal with a time sensitive or extraordinary situation, provided an attempt has been made by the Clerk to notify the Members about the Meeting as soon as possible and in the most expedient manner. No business except business dealing directly with the time sensitive or extraordinary situation shall be transacted at the meeting.

v. **Committee of Council Meetings**

The Clerk shall provide written notice by email of all Committee Meetings to Members of the Committee. The notice shall be in the form of an electronic Agenda with all supporting documentation regarding matters to be addressed at the Meeting. The Agenda will also be provided to other Members of Council for information purposes.

Members of the Committee, generally shall receive notice at least five (5) calendar days before the day of the Meeting. For Special Meetings, Members will receive notice at least two (2) calendar days' before the day of the Special 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**

i. **Regular Meetings**

The Clerk shall give annual Notice to the public of all Regular Meetings of Council by posting a schedule of Meeting dates on the Township's Website; at the Community Halls and Municipal Office front lobby, at the beginning of each calendar year.

The Clerk shall give Notice to the public of all Regular Committee of Council Meetings by adding the Notice to the Township Website's Calendar. The date and time of the Committee meeting will be displayed on the Municipal Office's Electronic Sign at least forty eight (48) hours in advance of the Meeting.

Council/Committee Agendas shall be posted on the Township's Website not later than forty-eight (48) hours preceding the date of the Regular Meetings.

The Clerk shall give notice to the public of any changes to Regular Council and Committee Meeting dates by posting a notice on the Township's website.

ii. **Special Meetings**

The Clerk shall give notice to the public of any Special Meetings of Council by posting a notice on the Township's Website as soon as possible after the date of the Special Meeting has been confirmed, but notice shall be no later than forty-eight (48) hours prior to the Meeting date. The date and time of the Special meeting will be displayed on the Municipal Office's Electronic Sign at least forty eight (48) hours in advance of the Meeting.

iii. **Public Meetings**

For Public Council Meetings, the Clerk shall provide notice in accordance with the Township's Notice Requirement Policy and/or applicable legislation.

iv. **Emergency Meetings**

The Clerk shall provide notice as soon as possible prior to the meeting. However, in some situations this may not be possible.

3.4 Inaugural Meeting of Council

The Inaugural Meeting of Council shall be held November 15th at 1:00 p.m. in the year of the Municipal Election in the Council Chambers. If November 15th is a Saturday, Sunday or holiday, Council shall meet on the following Monday.

The Clerk shall act as the Chair until the Mayor has taken the Oath of Office.

Members shall take the Oath of Office in the form prescribed by the Minister of Municipal Affairs and administered by the Clerk.

The Clerk shall determine the items to be included in the Inaugural Agenda, such as the playing of the National Anthem, greetings from Dignitaries, Dressing of Chain of Office, and the Mayor's Address.

Council shall set the date for the next Regular Meeting of Council at the Inaugural Meeting.

The following shall be appointed by Resolution at the Inaugural Meeting of Council:

- a) Deputy Mayor (Followed by an Appointing By-law);
- b) County Council Second Member (Followed by an Appointing By-law);
- c) Outside Agency Appointments (i.e. Mississippi Valley Conservation Authority and Quinte Conservation Authority); and
- d) External Committee (i.e. Committee of Adjustment/Planning Advisory Committee and Joint Fire Committee for the Kaladar/Barrie Fire Department).

The Clerk shall arrange for a small reception to follow the Inaugural Meeting.

Members are not permitted to participate electronically in the Inaugural Meeting, unless there is a Declared Emergency. Members of the public may attend the Inaugural Meeting electronically.

3.5 Regular Meetings

At the beginning of the term at the first Regular Meeting of Council and in subsequent years at a regularly scheduled meeting in September or October, Council shall determine the Regular Meeting schedule for the upcoming year including the frequency of meetings, day of the week and time of commencement.

Upon receipt of a petition of the majority of the Members of Council or a Resolution of Council, the Clerk shall alter the date, time and/or place or dispense with a Meeting of Council, provided that forty-eight (48) hours' notice of the new meeting date is posted by the Clerk on the Township's website and social media sites.

3.6 Special Meetings

At least seventy-two (72) hours prior to the proposed date of the Meeting, a Special Meeting may be called under the following circumstances to address a specific topic(s):

- a) The Presiding Officer may, at any time, summon a Special Meeting including the purpose time and date;
- b) Upon receipt of a petition of the majority of the Members, the Clerk shall call a Special Meeting for the purpose and at the time and date mentioned in the petition; or
- c) By Resolution of Council, including the purpose, date and time.

Upon receipt of the summons or petition the Clerk shall contact Members to ensure a quorum can be established for the Special Meeting. Such meeting shall be held as soon as practicable following receipt of the summons or petition. Notice shall be given to Members by email, telephone or in-person as determined by the Clerk.

3.7 Public Meetings

A Public Meeting may be called by Resolution of Council, to seek public consultation/input from the public where required by legislation, policy or at the request of Council on a specific matter and shall include the date and time. Council shall determine if members of Council, staff or the public will be permitted to attend the Public Meeting electronically.

Public Meetings Related to Planning Matters

The date and time of Public Meetings under the Planning Act will be determined by the Clerk and in accordance with the Notice requirements as set out in the Planning Act.

During a statutory Public Meeting under the Planning Act, members of the public wishing to speak to the matter will be limited to ten (10) minutes. They will be encouraged to provide their comments in writing to be put on record and limit their

presentation to information that has not already been provided or addressed by another individual.

Council will be given sufficient time to consider public input prior to making a decision on the matter.

3.8 Joint Councils Meetings

A Joint Councils Meeting may be called at the request of Council or another municipality's Council. The Mayor will work with the Head of Council of the other municipality to determine a date, time and place suitable for the Joint Councils Meeting. Joint Councils Meetings may be permitted to be held electronically.

The Clerk will work with the Clerk of the other municipality to prepare and circulate an Agenda for the Meeting.

Each Council shall consider an independent Motion at or following the Joint Meeting regarding any recommendation made during the Joint Councils Meeting which may be adopted by a majority of Council.

3.9 Closed Sessions

A Meeting or part of a Meeting of Council or a Committee of Council may be closed to the public if the subject matter being considered is:

- a) The security of the property of the Municipality or local board.
- b) Personal matters about an identifiable individual, including Municipal or local board employees.
- c) A proposed or pending acquisition or disposition of land by the Municipality or local board.
- d) Labour relations or employee negotiations.
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board.
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- g) A matter in respect of which a Council, board or Committee of Council has authorized a Meeting to be closed under an *Act of Legislature* or an *Act of Parliament*.
- h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- l) The meeting is held for the purpose of educating or training the members 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 council or local board.

A Meeting shall be closed to the public if the subject matter being considered is:

- a) A request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council is the head of an institution for the purposes of the Act.
- b) An ongoing investigation respecting the Municipality by the Ombudsman appointed under the Ombudsman Act.

Members shall receive a confidential copy of the electronic Closed Agenda package prior to the Meeting. All Closed Agenda packages shall be provided electronically by the Clerk to Members and the CAO only. The CAO may share appropriate confidential information and/or Resolutions with Managers at the CAO's discretion.

Prior to holding a Meeting or part of a Meeting that is to be closed to the public, Council or a Committee of Council shall state by Resolution the fact that a Closed Session is being held, quoting the section of the Municipal Act authorizing the Closed Session and the general nature of the matter to be considered, providing as much information as possible, without compromising the confidentiality of the matter.

A vote may be taken in a Closed Session only if it pertains to a procedural matter or for giving directions or instructions, by Resolution, to the CAO or a Manager. The CAO and Clerk may take confidential notes during the Closed Session. All other recordings by Members shall be provided to the Clerk for destruction or deleted if electronic prior to the closing of the Meeting.

On return to Open Session under the "Rise and Report" Section on the Agenda, the Presiding Officer shall provide an overview of the general nature of the Closed Session, with as much information as possible, without compromising the confidentiality of the matter. A Motion may be considered under the "Rise and Report" Section on the Agenda where Council's decision is to be made public.

Approval of the Closed Session Minutes shall be considered by Council or the Committee of Council at the next Closed Session by Closed Resolution or Motion of a Committee.

All information, including but not limited to Agendas, Reports and Minutes received, reviewed or taken in a Closed Session are confidential and once the final decision is made all confidential copies shall be returned to the Clerk or deleted if electronic.

The response of Members to inquiries about any matter dealt with at a Closed 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 provided for or considered at a Closed Session or discuss the content of such a Meeting with any other person excluding the CAO. Once the Presiding Officer has reported on the general nature of the Closed Session Agenda, this information only shall be considered to be public information and a Member may discuss only this information without being considered to be in violation of this Policy.

The obligation to keep information confidential applies even if the Member ceases to be a Member of Council/Committee.

If there are members participating electronically in the meeting, those members in the Chambers will use the microphones in Chambers to ensure all members will hear the meeting audio over the speakers in Chambers.

3.10 Recording of Meetings

All Meetings of Council, with the exception of Closed Meetings, will be recorded, and published to a Township social media platform within one business day of the meeting for a period of one year as a service to the public. The Township shall not be responsible should technical difficulties prevent the recording of any meeting, or a portion thereof.

Recordings published to any social media platform are part of the public realm and as such are subject to alteration by individuals that access such recordings with no municipal control over such alterations. The Township assumes no liability associated with any alterations that are made to published recordings.

4.0 Responsibilities of Members and Conduct during Meetings

4.1 Presiding Officer

In the case of a Council Meeting, the presiding officer shall be the Mayor. In their absence the Deputy Mayor shall preside. The Deputy Mayor shall have all the powers of the Mayor when performing in that capacity. If neither the Mayor nor Deputy Mayor is present, the Council shall elect a presiding officer.

In the case of a Committee Meeting, the Presiding Officer shall be the Member of Council appointed by Council to be the Chair. In their absence the Committee shall elect a Presiding Officer.

The Presiding Officer is responsible for:

- a) The preservation of good order and decorum throughout Council/Committee meetings so that business can be carried out efficiently and effectively.

- b) Providing leadership.
- c) Ruling on Points of Order.
- d) Deciding all questions relating to the orderly procedure of the Meeting (subject to an appeal by any Member of Council/Committee from any ruling of the Presiding Officer).
- e) Open the Meeting by taking the Chair and calling the Members to order.
- 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) In the case of Council, authenticate by signature all By-laws, Resolutions and Minutes of Council/ Committee. In the case of a Committee, authenticate by signature all Motions.
- j) Represent and support Council/Committee, declaring their will and implicitly obeying its decisions in all things.
- k) Ensure the decisions of Council/Committee are in conformity with the laws and By-laws governing the activities of the Township.
- l) Adjourn the Meeting without question in the case of grave disorder arising in the Council Chamber/Meeting Room.
- m) Order any person or Member in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the person or Member to vacate the Council Chamber/Meeting Room where such behaviour persists.
- n) The Presiding Officer should never allow anyone to publicly criticize identifiable individuals. It is the responsibility of the Presiding Officer to ensure that both parliamentary procedure and rules of etiquette are observed by those in attendance.

4.2 Absence of the Presiding Officer

Council Meetings

In the absence of the Mayor, the Deputy Mayor shall be the Presiding Officer and while doing so shall have all the rights, authorities and powers of the Mayor. If both the Mayor and Deputy Mayor are absent, the Members shall elect another Member to be the Presiding Officer. That Member of Council will discharge the duties of the Presiding Officer for that Meeting, or until the arrival of the Mayor or Deputy Mayor, and while doing so shall have all the rights, authorities and powers of the Mayor.

Committee Meetings

In the absence of the Chair, the Members present shall elect another Member to Chair the meeting.

4.3 Inappropriate Behaviour

Members of Council, Committees, staff, 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 unparliamentarily language in or against the Council/Committee or against any Member, staff and/or a Guest.
- c) Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability.
- d) Disobey the rules of the Council/Committee or decision of the Presiding Officer or of Council/Committee on questions of order or practice or upon the interpretation of the Rules of Order. In the case where a Member persists in any such disobedience, after having been called to order by the Presiding Officer, the Presiding Officer shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at the Meeting or subsequent Meeting.
- e) Leave their seat, make any noise or disturbance, or enter the Meeting while a vote is being taken and the result is declared.
- 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 Member, staff and/or a Guest, by any disorderly conduct disconcerting to the speaker.
- i) Speak on any subject other than the subject in the debate.

4.4 Declarations of Conflict of Interest/Pecuniary Interest

Members of Council and/or Committees 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 and the Council/Committee Code of Conduct.

At a meeting at which a member discloses a pecuniary interest, the member must file a written statement on the form provided by the Clerk of the member's interest at the meeting, or as soon as possible afterwards.

The Clerk shall establish and maintain a registry in which the following shall be kept:

- a) A copy of each statement filed;
- b) A copy of each declaration recorded.

The registry shall be available for public inspection on the Township's Website.

4.5 Curfew

Regular Council and Committee Meetings shall stand adjourned after five (5) consecutive hours, but business may be continued only upon a Council Resolution or Committee Motion passed by a majority vote. Curfew is not applicable to Special or Public Meetings.

4.6 Rules of Debate

The following rules of debate shall apply:

- a) Each Member of Council, Committee or a staff member shall be recognized by the Presiding Officer before speaking on any matter or Motion.
- b) Unless otherwise authorized by the Presiding Officer, all Members, staff and guests shall address Council/Committee through the Presiding Officer and only when recognized to do so. When two (2) or more persons seek to address Council/ Committee, the Presiding Officer shall designate the person who shall speak first.
- c) 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/Committee. However, this shall be done at the commencement of the debate on the Minutes.
- d) The Presiding Officer is permitted to debate.
- e) Debate shall be germane to the issue or subject under debate.
- f) Debate shall be courteous and respectful.
- g) Members having conflicts of interest shall not debate the subject.
- h) Members shall not debate issues with the public, and/or ask questions of the public during a meeting unless leave to speak has been given by the Presiding Officer.

4.7 Voting

Prior to voting on a Motion, the Presiding Officer, or the Clerk if so directed to do so by 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.

Where Members are participating electronically the Presiding Officer shall ask if there are any objections to the Motion; if any Member indicates an objection the Presiding Officer or Clerk shall poll each of the Members in the same manner as a Recorded Vote and announce the results. The vote will not be recorded in the Minutes, unless a Recorded Vote is requested. If there are no objections to the Motion the Presiding Officer will announce the result.

When a written Motion is read, it shall not be withdrawn without the consent of the majority of the Members.

All Motions shall be in writing and signed by the Mover and Seconder, if the Member is present at the meeting. If the Member is participating electronically, their name shall be written in by the Clerk and recorded in the Minutes.

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

No Member shall speak or present another Motion once the vote commences on a Motion. A Member 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.

On an unrecorded vote, the manner for voting on a Motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing, or otherwise as clearly identified by the Presiding Officer.

No vote shall be taken by ballot or any other method of secret voting and each vote so taken is of no effect

Recorded Vote:

If a Member 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 present, except a Member who is disqualified from voting by any Act, shall vote in the following order when polled by the Clerk: Members in alphabetical order of surname followed by the Presiding Officer. The Clerk will note the names of those who voted for and against, and will include the results in the Minutes.

4.8 Point of Order

- a) The Presiding Officer shall preserve order and decide questions of order.
- b) A Member, the CAO or Clerk may raise a point of order at any time, including interrupting another Member who has the floor, to bring Council/Committee's attention to:
 - i. violating the rules of debate;
 - ii. a deviation from the matter under consideration noting that the current discussion is not within the scope of the Motion on the table;
 - iii. any other informality or irregularity in the proceedings of Council/Committee;
 - iv. when the integrity of the Council, or a Committee, or the integrity of anyone present at the meeting has been called into question by another Member or by anyone present at the meeting.
 - v. Non-compliance with this Policy.
- c) When a Member rises on a point of order, the Member shall ask leave of the Presiding Officer to raise the point of order, and the Presiding Officer shall grant such leave, following which the Member shall state the point of order, and the Presiding Officer shall decide on the point of order and state their ruling on the matter.
- d) Upon raising a point of order, no further discussion on the main issue shall be conducted until the Presiding Officer has decided and stated their ruling on the point of order.
- e) Where the Presiding Officer rules that a breach of order has taken place, he/she shall order that the offending Member or individual to cease the offending actions. Per Section 241(2) of the Municipal Act the Presiding Officer may expel any person for improper conduct at a Meeting.
- f) Upon hearing the point of order, a Member shall only address the Presiding Officer for the purpose of appealing the Presiding Officer's ruling.
- g) If no Member appeals, the ruling of the Presiding Officer shall be final.
- h) If a Member appeals the Presiding Officer's ruling on the point of order to the Council/Committee, the Member shall have the right to give reasons for the

appeal, following which the Presiding Officer shall have the right to reply with reasons, and the Council/Committee shall decide the question: *“Shall the ruling of the Chair be sustained?”* without further debate and the decision of Council/Committee shall be final.

4.9 Suspending Rules of Procedure

Council may decide by Resolution 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 with a majority vote of the Members present.

4.10 Reconsideration

- a) A Motion for Reconsideration on a matter is not in order when the Resolution has been implemented, resulting in legally binding commitments that are in place on the date on which the motion to reconsider is to be debated.
- b) The purpose of a Motion for Reconsideration is to allow for fresh debate of a Resolution previously adopted by Council, where new information about a decided matter is being introduced.
- c) A Motion for Reconsideration applies only to a matter previously decided by the current Council. A new Council may review any matter decided by a previous Council, provided the contractual agreements or obligations have not been completed.
- d) A Motion for Reconsideration may only be introduced by a Member serving a Notice of Motion. The Mover of the Motion to reconsider may provide a concise statement outlining the reasons for proposing the amendment. However no debate on the matter to be reconsidered shall occur.
- e) A Motion to Reconsider a matter may be brought forward only once in a twelve month period from the date the matter was first decided, unless new information is brought forward that might have reasonably affected the debate or the decision.
- f) If a Motion to reconsider passes, reconsideration of the decided matter will be considered at a subsequent Meeting of Council. Debate on the matter being reconsidered proceeds as though it had never been previously considered.
- g) Any matter decided on by Council, may be reconsidered at the same meeting by a majority vote of the Council through a Notice of Motion.

5.0 Agendas

The Clerk will prepare an electronic Agenda for the use of staff Members and the public at Meetings.

All staff items of new business for the Agenda shall be presented in the form of an Administrative Report. All Member items of new business for the Agenda shall be

presented in the form of an Administrative Report or Notice of Motion. A Council/Committee Administrative Report or Notice of Motion shall be received in writing by the Clerk by 4:00 p.m., no later than ten (10) calendar days prior to the Meeting date.

Additions to the Agenda by individuals or groups will not be accepted by the Clerk after 4:00 p.m. ten (10) calendar days preceding a Regular Meeting.

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

The Agenda may be amended to permit a time sensitive matter to be considered by Council.

5.1 Regular Meetings

The Agenda will contain the following:

1. Call to Order
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof (Section 4.4)
4. Business Profile (Section 5.4)
5. Presentation(s) (Section 5.5)
6. Delegation(s) (Section 5.6)
7. Adoption of Minutes – Council and Committees of Council (Section 5.8)
8. Business Arising Out of Minutes (Section 5.9)
9. Communications – Clerk’s Administrative Report (Section 5.8)
10. Members, CAO and Managers’ Administrative Reports (Section 5.11)
 - Reports requiring Action
 - Reports received for Information Purposes Only
11. External Committee/Local Boards/Task Force Notes and Reports (Section 5.12)
12. Giving Notice of Motion (Section 5.9)
13. Motions, Written Notice of Which Have Been Given (Section 5.10)
14. Council Portfolio Verbal Reports (Section 5.11) (not applicable for Committees)
15. Introduction and Reading of By-Laws (Section 8.0) (not applicable for Committees)
16. Public Forum (Section 5.7)
17. Closed Session (Section 3.9)
18. Rise and Report – from the Presiding Officer (Section 4.1)
19. Confirming By-law (Section 8.0) (not applicable for Committees)
20. Adjournment (Section 5.12)

Note: The Clerk is required to add a Section at the beginning of the Meeting to include matters which were previously subject to a Public Meeting.

5.2 Special Meetings

The Agenda for a Special Meeting may differ from a Regular Meeting Agenda, in that it shall only require the sections required to meet the purpose of the Special Meeting and shall be at the discretion of the Clerk.

However the following shall be included in the Special Meeting Agenda:

1. Call to Order and Purpose of the Meeting (including Chair's opening remarks)
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof.
4. Public Forum (Re: Items on today's Agenda only)
5. Confirming By-law (not applicable for Committees)
6. Adjourn

5.3 Public Meetings

The Agenda for a Public Meeting may differ from a Regular Meeting Agenda, in that it shall only require the Sections required to meet the purpose of the Public Meeting and shall be at the discretion of the Clerk.

However the following shall be included in the Special Meeting Agenda:

1. Call to Order and Purpose of the Meeting (including Chair's opening remarks)
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. Public Comments
5. Adjourn

The matter discussed at a Public Meeting may be considered at the beginning of the next scheduled Regular Council Meeting or an upcoming Council Meeting.

5.4 Business Profile

The Chair and/or member of the Economic Development Task Force (EDTF) may provide a Business Introduction to the Clerk at least ten (10) days prior to the meeting for inclusion in the meeting Agenda.

5.5 Presentations

Presentations are given by Township staff, consultants, representatives of an organization agency, board or service partner including status reports on concerning projects, initiatives, programs or services. Presentations are subject to Council, CAO or Manager invitation.

The Presenter, CAO or Manager shall contact the Clerk to be scheduled for the appropriate Meeting. A copy of the presentation shall be provided to the Clerk by 4:00 p.m. ten (10) days prior to the meeting for inclusion in the meeting Agenda.

Presenters are permitted to attend the Meeting electronically.

While there is a Declared Emergency and/or any Provincial restrictions on Public gatherings (regardless of the number). Presentations shall not be held in-person and

shall be held using electronic participation, unless approved by the Presiding Officer and Clerk and ensuring compliance with all Provincial and/or Public Health Regulations.

Presenters are limited to thirty (30) minutes for their Presentation. The Presiding Officer may extend this time limit as deemed necessary. An additional ten (10) minute Council/Committee question period is permitted following each presentation. Time limits for Presentations do not apply to Presenters at a Special or Public Meeting that are set for that particular matter.

The number of Delegations and/or Presentations shall be limited to two (2) per Meeting. However, the Clerk may determine an exception, in relation to the amount of business for that particular Council/Committee Meeting when preparing the Meeting Agenda or the volume of requests being received.

5.6 Delegations

Persons who wish to appear as delegations must make a request to the Clerk outlining the purpose of their delegation to appear before Council or a Committee of Council, at least fourteen (14) days prior to the meeting. The delegate shall provide the Clerk with a copy of their presentation by 4:00 p.m. ten (10) days prior to the meeting for inclusion in the meeting Agenda.

Delegates are permitted to attend the Meeting electronically.

While there is a Declared Emergency and/or any Provincial restrictions on Public gatherings (regardless of the number) presentations shall not be held in-person and shall be held using electronic participation, unless approved by the Presiding Officer and Clerk and ensuring compliance with all Provincial and/or Public Health Regulations.

Delegations are limited to ten (10) minutes. The Presiding Officer may extend this time limit as deemed necessary. An additional ten (10) minute Council/Committee question period is permitted following each presentation.

If a delegation is requesting information or a decision from Council this matter shall be deferred until the next Regular meeting to allow Council to obtain the necessary information to make an informed decision. Council may instruct the Chief Administrative Officer to provide additional information at the next Regular meeting.

The number of Delegations and/or Presentations shall be limited to two (2) per Meeting. However, the Clerk may determine an exception, in relation to the amount of business for that particular Council/Committee Meeting as determined by the Clerk in preparing the Meeting Agenda.

Note: No individual(s) marketing their products shall be permitted as a Delegation unless approved by Council in advance.

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

5.7 Public Forum

The Presiding Officer shall invite questions from the gallery provided the question is pertinent to that Meeting's Agenda items only. These Public comments will not form part of the Council Minutes.

5.8 Minutes of Meetings

The minutes of all Meetings of Council and Committees, whether it is open to the public or closed session shall record:

- a) The place, date and time of the meeting
- b) The name of the Chair, Members and staff in attendance
- c) Disclosure of pecuniary interest and the general nature thereof
- d) All other proceedings of the meeting without not or comment, with the exception of Public Meetings held in accordance with the *Municipal Act, Planning Act*, or any other Act.
- e) All motions considered by Council and Committees and the disposition of same including the motion number, whether the motion was carried or lost as well as any amendments or other procedural matters.
- f) In the case of a recorded vote, the names of the individual Members and their vote for and against the said motion.

The minutes of meeting(s) shall be placed on the next available agenda of the appropriate Council or Committee for adoption.

5.9 Business Arising Out of Minutes

Any unfinished business of a previous Meeting or additional information on a matter shall be listed under Business Arising out of a Previous Meeting. Generally the Resolution of Council from the previous meeting will be included with the additional information in the Agenda package.

5.10 Communications

The Communications package is made up of two Sections one being "A" items which are received for information only, the other being "B" items which require Council's consideration. The Clerk will circulate all communications received for the Communications package to the Members in advance of the Agenda being circulated. All Communications will be included in the "A" Section, excluding communications from residents or agencies which require a response these will be included by the Clerk in the "B" Section for Council's consideration.

If a Member wishes to have any item brought forward to the "B" section for action they shall notify the Clerk prior to the Agenda being circulated or by Resolution at the Council Meeting/Motion at the Committee Meeting. In order to assist with the preparation the

draft Motion, a brief explanation and/or direction shall be provided at the time of the request.

5.11 Members, CAO and Managers' Administrative Reports

Any staff report presented to Council for its consideration shall be listed on the agenda.

For Committee Meetings, reports may also include items for discussion without an associated report.

5.12 External Committee/Local Boards/Task Force Notes and Reports

Minutes of External Committees will be included for Council's information.

Recommendations to Council from External Committees requesting consideration of a matter may also be included.

Notes of a Task Force will be included for Council's information. The Notes may contain recommendations which shall be considered by Council.

5.13 Giving Notice of Motion

All Member new business shall be brought forward through a Notice of Motion or an Administrative Report.

A Notice of Motion shall be given in writing by a Member to the Clerk not later than 4:00 p.m. at least ten (10) calendar days preceding the next Meeting so the matter shall be included in the Agenda package or presented by a Member at the Meeting.

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

The Notice of Motion shall have a mover and a seconder and be voted on by the Members. If the Motion is passed the matter shall be brought before Council/Committee at the next Regular Council/ Committee Meeting.

5.14 Motions, Notice of Which Have Been Given

These include a Notice of Motion which was approved by Council/Committee at a prior Meeting.

5.15 Council Portfolio Positions

Generally no action shall be taken under Council Portfolios. If a Member would like action on an item with respect to a portfolio it should be presented to Council as an Administrative Report or Notice of Motion unless Council is agreeable to considering the matter at this time.

5.16 Adjournment

A Motion to Adjourn shall be put forward to adjourn all Meetings.

6.0 Quorum

6.1 Quorum

Greater than fifty per cent (50%) of the Members of Council or a Committee of Council is required to achieve Quorum at a Council or Committee Meeting.

6.2 Early Departure and/or Absence from Meetings

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

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

6.3 Electronic Participation

Members may participate in Meetings electronically and when doing so shall be counted towards quorum and may participate in both Open and Closed Sessions.

Electronic participation will not be allowed at the following meetings:

- a) Inaugural Session of Council
- b) where a vote of the majority of Council requires it

A Member must give to the CAO a notice of at least 48 hours of their intent to participate electronically in a meeting, unless extraordinary circumstances apply, to which a member will advise the CAO as soon as possible.

6.4 Meetings

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

6.5 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 and all business shall be carried forward to the next 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.

6.6 Loss of Quorum during a Meeting

If a Quorum is lost during the Meeting then the Meeting shall stand adjourned and all unfinished business shall be carried forward to the next Meeting.

6.7 No Quorum Possible

Should it become known in advance of a regularly scheduled or Special Meeting that a Quorum of Members will not be present, or due to inclement weather, the Presiding Officer shall cancel the Meeting and all business will be carried forward to the next

Meeting. The Clerk will provide Notice of cancellation of the Meeting to all Members, the CAO, and the press and post it on the Township's website.

6.8 Conflict of Interest

Notwithstanding Section 6.3, where the number of Members, who by reason of the provisions of the Municipal Conflict of Interest Act, are prohibited from participating in a Meeting is such that, at that Meeting, the remaining Members are not of sufficient number to constitute a Quorum, then the remaining number of Members shall be deemed to constitute a Quorum.

7.0 Motions

7.1 General

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

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

Any Member 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 vote on the matter.
- c) To amend.

7.2 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 and the additional information required. A Motion to Defer shall include a reason for deferral and an estimated return date.

7.3 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 and shall not introduce a new subject. An Amendment is designed to alter or vary the terms of the main Motion without materially changing the meaning. Any Member may recommend an Amendment to a main Motion. An Amendment shall be written on the main Motion by the Clerk. The Clerk shall read the Amended Motion for consideration and discussion and a vote shall be taken and the results declared.

15.11 Majority Vote

The nominees that receive the majority support of Council will continue in the process. If only one (1) nominee receives the majority support of Council, the nominee will be the one appointed to fill the vacancy.

15.12 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.

15.13 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 (1) name from the hat and the name so drawn will be the individual appointed to fill the vacancy.

15.14 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 (3) rounds. If the lack of majority continues, all names will be placed in a "hat" and the CAO will draw one (1) name from that hat and the name so drawn will be appointed to fill the vacancy.

15.15 Motion to Appoint Member

Council will immediately thereafter, consider a Motion to appoint the successful nominee to the vacant Member of Council position.

15.16 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.

16.0 Policy Review

It is recommended Council review the Procedural Policy for Members of Council/Committees during each term of Council or as deemed necessary. No amendment or repeal of this Policy 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 Meeting and the waiving of notice is prohibited.

This Procedural Policy will be included as part of an Orientation Workshop for each new term of Council. In addition, Members are expected to review this Policy themselves on a regular basis to assure compliance.