



CANTON / TOWNSHIP
ALFRED ^{ET} AND PLANTAGENET

**Procedural By-Law
2026-38
Schedule A**

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THE CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET

By-law 2026-38

Schedule A

PART I – SHORT TITLE

This By-law may be referred to as either the “Procedure By-law” or the “Rules of Procedure”.

PART II – DEFINITIONS

“**Abstention**” shall mean a refusal to vote either for or against a proposal;

“**Act**” shall mean the Municipal Act, 2001, as amended from time to time;

“**Acting Mayor**” shall mean the Member of Council appointed by by-law, from time to time, to replace the Mayor and to exercise the powers and perform the duties of the Mayor during any period of absence or incapacity of the Mayor;

“**Ad Hoc Committee**” shall mean a special purpose Committee of limited duration, created by Council to enquire into and report on a particular matter or concern and which dissolves automatically upon submitting its final report unless otherwise directed by Council;

“**Chair or Committee Chair**” shall mean the Member appointed by Council or a Committee to preside over meetings of a Committee and to perform the duties of the presiding officer in accordance with this By-law;

“**Chief Administrative Officer**” shall mean the Chief Administrative Officer referred to in Section 229 of the Municipal Act, 2001;

“**Clerk**” means a person appointed by by-law who performs, among other duties, the duties of Section 228 of the Municipal Act, 2001.

“**Committee**” shall mean a Committee of Council and includes Standing Committees, Joint Committees, and Ad Hoc Committees;

“**Council**” shall mean the Council of the Corporation of the Township of Alfred and Plantagenet;

“**Councillor**” shall mean the Members of Council, excluding the Mayor;

“**Debate**” shall mean a discussion to put forth reasons for or against, in which a difference of opinion is expressed;

“**Delegation**” shall mean a person or a group of persons who are represented by a spokesperson and who wish to address Council in order to present an issue they would like Council to consider;

“**Deputy Clerk**” means the person appointed by Council pursuant to the Municipal Act, 2001, to act in the place and stead of the Clerk in the Clerk’s absence or inability to act;

“**Closed Session**” shall mean a Meeting, or portion of a Meeting closed to the general public;

“**Joint Committee**” means a Committee whose Members are from two or more different organizations;

“**Local Board**” shall mean a public service 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 purpose of one or more municipalities, excluding a school Board, a conservation authority, a public library Board and a police services Board;

“Mayor” shall mean the Head of Council;

“Meeting” means any Regular, Special or other Meeting of a Council, of a Local Board or of a Committee of either or them, where:

- a quorum of Members is present, and
- the Members discuss or otherwise deal with a matter in a manner that materially advances the business or decision-making of the Council, Local Board or Committee.

“Member” means a Member of the Council of the Township of Alfred-Plantagenet.

“Motion” means a proposal, made by one Member and seconded by another Member, for the consideration of the Council.

“Motion to Receive and File” shall mean a motion which is made for the purpose of acknowledging the particular item, report or recommendation under consideration, and of having the item, report or recommendation placed in the records of the Clerk for future reference, with no additional action being taken at that time;

“Notice of Motion” shall mean a written notice, including the names of the mover and seconder, advising Council that the motion described therein will be brought at a subsequent Meeting;

“Pecuniary Interest” shall include a direct or indirect pecuniary interest of a Member in accordance with the Municipal Conflict of Interest Act;

“Personal Privilege” shall mean the raising of a question which concerns a Member of Council, or the Council collectively, when a Member believes that their rights, immunity or integrity or the rights, immunity or integrity of the Council as a whole have been impugned;

“Point of Information” shall mean a request directed to the Mayor, or through the Mayor to another Member or to the staff, for information relevant to the business at hand, but not related to a Point of Procedure;

“Point of Order” shall mean a statement made by a Member of Council during a Meeting, drawing the attention of the Mayor to a breach of the Rules of Procedure;

“Point of Procedure” shall mean a question or concern raised by a Member respecting the interpretation, enforcement or application of the rules of procedure or the conduct of the Meeting;

“Policy” shall mean a set of general guidelines that outline the Township’s plan for addressing issues and that communicate the organization’s vision and its day-to-day operations;

“Presiding Member” shall mean the Mayor or Acting Mayor or Chair of a Meeting;

“Procedural Motion” shall mean any motion dealing strictly with procedure on treating and disposing of substantive main motions or on the procedure of Council, and without limiting the generality of the foregoing, includes, but is not limited to the following:

- to extend the time of the Meeting;
- to refer;
- to amend;
- to lay on the table;
- to defer to a certain day or indefinitely;
- to adjourn or recess;
- to withdraw a motion;

- to divide a motion;
- to raise a point of order;
- to appeal a decision of the Chair;
- to move that the question be now put; and
- to suspend the Rules of Procedure.

“Privileged Motion” shall mean motions that don’t relate to the main motion or pending business but relate directly to the Meeting generally. They are matters of such urgency that, without debate, they can interrupt the consideration of anything else. These motions are to fix the time to which to adjourn, to adjourn, to recess, to raise a question of privilege or call for the order of the day;

“Quorum” shall mean a majority of Members of Council or Committee;

“Recorded Vote” shall mean the recording of the name and vote of every Member voting on any matter or question;

“Resolution” shall mean a formal decision of the Council or a Committee, adopted by vote on a motion duly placed before a regularly constituted Meeting of the Council or Committee;

“Rules or Rules of Procedure” shall mean the rules and regulations provided by this By-law;

“Standing Committee” shall mean such Committees of Council as are so appointed by the Council by By-law or resolution;

“Township” shall mean the Corporation of the Township of Alfred and Plantagenet;

“Two-thirds Vote” shall mean the affirmative vote of at least two thirds of the Members present and eligible to vote;

“Vice-Chair” shall mean the Member appointed by Council or a Committee to act in the absence, inability, or refusal of the Chair and to perform the duties of the Chair when so acting;

“Vote” shall mean the formal expression of approval or opposition to a matter before Council or Committee by a Member, including the Mayor, who is entitled to vote.

PART III – PRINCIPALES OF GOVERNANCE

The following are the principles upon which the procedural by-law is based:

- (1) Members shall be provided with the information necessary to make informed decisions, unless otherwise restricted by law.
- (2) Meetings shall be conducted in a manner that is efficient, focused, and conducive to timely decision-making.
- (3) All participants in Meetings shall be treated with respect, professionalism, and courtesy.
- (4) All Members shall have equal rights, privileges, and obligations in accordance with applicable legislation.

- (5) Administration shall provide advice, recommendations, and information to Council in accordance with its statutory responsibilities under Section 227 of the Municipal Act, 2001.
- (6) Matters placed on the agenda shall fall within the jurisdiction of Council and align with the strategic priorities and responsibilities of the Township.
- (7) Members shall act in good faith and in the best interests of the Township, with accountability for their decisions.
- (8) Council shall conduct its business in a manner that promotes transparency, openness, and public trust.

PART IV – GENERAL PROVISIONS

1. OFFICIAL LANGUAGES

Any person participating in a Council or Committee Meeting has the right to speak in either English or French, in accordance with the official languages of Canada.

2. PLACE OF MEETING

All the Meetings of the Council will be held in the Council Chamber in the Township Administration Building, 205 Old Highway 17, Plantagenet, Ontario unless otherwise decided upon by the majority of Council.

3. PUBLIC NOTICE OF COUNCIL AND COMMITTEE MEETINGS

The Township of Alfred and Plantagenet shall provide notice of all Council sessions, Committee Meetings, Budget Meetings, Financial Statements, Committee Schedules, and any amendments to the Rules of Procedure. Notices shall be posted the Township's website www.alfred-plantagenet.com.

4. SEATING AT THE COUNCIL TABLE

Seating at the Council table will be in alphabetical order of Members' surnames with the first Member in the furthest seat of the Mayor's left.

5. RECORDING EQUIPMENT

At the Meetings of Council or a Committee, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar in nature used for transcribing or recording proceedings by auditory or visual means by Members of the public, including accredited and other representatives of any new media whatsoever, may be permitted and shall be subject to the approval and/or direction of the Mayor or Committee Chair unless otherwise decided by the Council or a Committee.

6. ELECTRONIC PARTICIPATION

- (1) Members can participate electronically in a Meeting which is open or closed to the public should they be unable to participate in person for medical reasons, illness or in the event of a situation or pandemic in which physical distancing, limited gatherings or quarantine measures are required by local, provincial or federal public health agencies.
- (2) Any Member participating electronically shall be counted in determining whether or not a quorum of Members is present at any point in time and shall have all the rights of any other Member who is participating in person.

- (3) The technology used shall enable electronic participation of Members in decision making and ensure the Meeting can be open to the public, for example, but not limited to, telephone, video or audio-conferencing.
- (4) A Member must give to the Clerk a notice of at least forty-eight (48) hours of their intent to participate electronically in a Meeting unless extraordinary circumstances apply, to ensure the proper technology is enabled to make electronic participation possible.
- (5) A Member of the public may delegate via electronic participation due to a situation or pandemic in which physical distancing limited gatherings or quarantine measures are required by local, provincial or federal public health agencies.

7. RULES OF PROCEDURE

The proceedings of the Council and its Committees, the conduct of the Members and the calling of Meetings will be governed by the provisions of the Act and the rules and regulations contained in this By-law, and, except as provided herein, the rules of parliamentary procedure as contained in the Robert's Rules of Order.

- (1) Notwithstanding subsection (1) hereof, the rules and regulations contained in this By-law may be suspended by a two-thirds vote of the Council.
- (2) The majority of the Council shall decide on all points of order not provided for herein and their decision on such points will be the Rules of Procedure for similar cases in the future.

8. EXECUTION OF DOCUMENTS

Whenever the execution of any document is required to give effect to any resolution or By-law of the Township, the Mayor and the Clerk have general authority for and in the name of the Township to execute and to affix the seal of the Township to such documents.

PART V – COUNCIL MEETINGS

9. ORIENTATION MEETING

An orientation Meeting of the Council, shall be considered as an information Meeting to newly elected Members of Council in order to provide Members with the general process of what an elected Member could expect such as the inaugural Meeting process, how many Committees they may sit on as Council representatives and how that translates into Meetings, process of a Council Meeting, protocol, dress codes, payroll and overview of the budget process.

10. INAUGURAL MEETING

- (1) **Declaration of office:** At the inaugural Meeting of the new term of Council, no Member of Council shall take their seat or act in such capacity until they have taken the declaration of office, in English or French, in the form prescribed for that purpose, in accordance with Section 232(1) of the Municipal Act, 2001.
- (2) **Scheduling:** The term of office for Members of Council commences on November 15 in the year of a regular election. The inaugural Meeting of the new term of Council shall be held on the first Tuesday following November 15, within the thirty-one (31) day period prescribed under Section 230 of the Municipal Act, 2001.

11. REGULAR MEETINGS

Before the end of the year, the Clerk submits a schedule for the following year that takes into consideration the following criteria:

- (1) **Scheduling:** The regular Meetings of the Council will be held on the second Tuesday of every month, at 4:30 p.m. Meetings of Council shall be held at the Council Chambers in the Township Administration Building, unless otherwise decided upon by the majority of Council.
- (2) The date, place and time of the Meeting may be changed by the Mayor, if extenuating circumstances exist.
- (3) Council may alter the date and/or time of a Council Meeting provided that a notice of 48 hours (calculated on open days) is posted on the municipal website. A Council Meeting may also be cancelled within 24 hours in case of an emergency.

12. SPECIAL MEETINGS

- (1) A special Meeting of Council shall be convened upon the request of the Mayor, or upon receipt of a petition signed by a majority of the Members of Council.
- (2) Upon receipt of the petition set out above, the Clerk shall summon a special Meeting for the purpose(s) and at the time stated in the petition.
- (3) Notice setting forth the matters to be considered at such special Meeting will be given to all Members of Council either by regular or electronic mail, or as otherwise practical, not less than twenty-four hours in advance of the time fixed for the Meeting, and the Clerk shall attempt to give such other notice of the Meeting to the Member by telephone or as otherwise practical within the circumstances.
- (4) The Council will not consider or decide on any matter not set forth in the notice calling the special Meeting, without the consent, recorded in the minutes, of all of the Members of Council.
- (5) Notwithstanding this section, on urgent and extraordinary occasions, with the consent of two-thirds of all the Members of Council, recorded in the minutes, an Emergency Special Meeting of Council may be called by the Mayor without notice, to consider and deal with such urgent and extraordinary matter.
- (6) For Special Meetings, the Agenda will be prepared by the Clerk, as directed by the Mayor and if the Meeting is called by a petition of the majority of the Members, the Agenda will be prepared by the Clerk for the purpose stated in the petition.

All Meetings shall be open to the public, except as provided for Section 239 of the Municipal Act, 2001.

13. CLOSED SESSION MEETINGS

- (1) Council may, by resolution, close a Meeting or part of a Meeting to Members of the public if the subject matter being considered is:
 - a. the security of the property of the municipality or Local Board;
 - b. personal matters about an identifiable individual, including municipal or Local Board employees;
 - c. a proposed or pending acquisition or disposition of land by the municipality or Local Board;
 - d. labour relations or employee negotiations;

- e. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or Local Board;
- f. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g. a matter in respect of which a Council, Board, Committee or other body may hold a closed Meeting under another Act;
- h. information explicitly supplied in confidence to the municipality or Local Board by Canada, a province or territory or a Crown agency of any of them;
- i. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or Local Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j. a trade secret or scientific, technical, commercial or financial information that 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.

(2) A Meeting or part of a Meeting shall be closed to the public if the subject matter being considered is,

- a. a request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council, Board, Commission or other body is the head of an institution for the purposes of that Act; or
- b. an ongoing investigation respecting the municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1).

(3) Educational or training sessions,

A Meeting of a Council or Local Board or of a Committee of either of them may be closed to the public if the following conditions are both satisfied:

- a. The Meeting is held for the purpose of educating or training the Members;
- b. At the Meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

(4) Before holding a Meeting or part of a Meeting that is to be closed to the public, a municipality or Local Board or Committee of either of them shall state by resolution,

- a. the fact of the holding of the closed Meeting and the general nature of the matter to be considered at the closed Meeting; or
- b. in the case of a Meeting under subsection (3), the fact of the holding of the closed Meeting, the general nature of its subject-matter and that it is to be closed under that subsection.

(5) Where a Meeting or part of a Meeting is closed to the public, all persons not specifically invited to remain by the Council shall retire from the Chambers. When

in closed session, no one shall leave and re-enter the Meeting room without the approval of the Mayor or Committee Chairman.

(6) A Meeting shall not be closed to the public during the taking of a vote. However, a Meeting may be closed to the public during a vote if:

- a. subsection (2) or (3) permits or requires a Meeting to be closed to the public; and
- b. the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Township or persons retained by or under contract with the Township.

(7) Section 239.1 of the Municipal Act 2001 permits a person to request an investigation of whether Council has complied with the requirements of the Municipal Act or this Procedure By-law governing a Meeting or part of a Meeting that was closed to the public.

(8) Upon resuming open session, the Chair shall state:

- a. the matters which were considered; and
- b. confirmation that no motions were carried in closed session other than procedural motions or directions to staff.

(9) Where Council is in receipt of a report from the Ombudsman or an Investigator reporting his or her opinion that a Meeting or part of a Meeting appears to have been closed to the public contrary to the provisions of Section 239 of the Municipal Act, 2001 or the Council Procedural By-law, Council shall pass a resolution stating how it intends to address the report.

14. COUNCIL RESPONSE – CLOSED SESSION MEETINGS

Members of Council shall maintain strict confidentiality with respect to all matters considered during a Closed Session, including the substance of deliberations, in accordance with Section 239 of the Municipal Act, 2001.

No information regarding Closed Session matters shall be disclosed publicly except as authorized by Council. Any such disclosure shall be made solely by the Mayor or their designate, or as otherwise directed by Council by resolution.

Any alleged breach of this section shall be referred to the Integrity Commissioner for investigation and recommendation in accordance with the Council Code of Conduct and the Municipal Act, 2001.

PART VI – COMMITTEE OF THE WHOLE

15. PROCEDURE

While sitting as a Committee of the Whole, the rules governing the procedure of Council and the conduct of its members shall apply, except that the number of times a member may speak on any question shall not be limited, provided that no member speaks more than once until every member wishing to speak has done so.

The Committee of the Whole has no fixed meeting schedule and shall convene solely on an as-needed basis. A meeting of the Committee of the Whole shall only be called at the discretion of the Mayor, or upon request of the Clerk. It does not meet on a regular or scheduled basis.

Mandate: The Committee of the Whole may consider matters and formulate recommendations to be brought before Council for formal approval at a subsequent

Regular Council meeting and may provide direction to staff on related matters. The Committee of the Whole shall not receive, consider, or adopt resolutions or by-laws.

Scheduling: When convened, the Committee of the Whole shall meet on the last Tuesday of the month at 4:30 p.m. The date, time, and location of any such meeting may be adjusted by the Mayor where extenuating circumstances exist. The date, place, and time of any Committee of the Whole meeting may be amended by the Mayor where extenuating circumstances so require.

Adjournment: Committee of the Whole meetings shall stand adjourned at 8:30 p.m. Business may only be continued beyond that time upon the consent of a majority of the Council members present.

16.AGENDA – COMMITTEE OF THE WHOLE

(1) The Agenda for the Committee of the Whole shall be as follows:

Opening of the Meeting
Adoption of the Agenda
Disclosure of Pecuniary Interest
Petitions, Delegations and Presentations
Reports of Departments and Committees
Notice of Motions
Question Period
Other Items
Adjournment

Opening of the Meeting

The president specifies the time of the start of the Meeting. The time shall be noted in the minutes by the Clerk.

Adoption of Agenda

Where no amendments or additions are proposed, the agenda shall be adopted as published.

Where amendments or additions are proposed, the agenda as amended shall be submitted to Council for adoption prior to the commencement of the Meeting.

Disclosure of Pecuniary Interest

It is at this point that any Member of Council shall disclose any possible conflict of Interest dealing with any item on the agenda or with a matter discussed at a previous Meeting from which a Member was absent. The Member shall also file a written statement of the pecuniary interest and its general nature with the Clerk or the Secretary of the Committee.

Petitions, Delegations and Presentations

All petitions, delegations, and presentations must comply with section 9 of this By-law.

Reports of Departments and Committees

The Department Heads and Committees present their reports to Council which are subject to questions. Any resolutions or actions contained in the report are submitted to Members for adoption.

Notice of Motions

A notice of motion will introduce business that the Member intends Council to deal with at the next Regular Meeting. It is the duty of a Member to bring the issue before the next Meeting of County Council, or it will be lost.

Notwithstanding the above, a notice of motion may also be received by the Mayor and be included in the Agenda on the same day.

A motion is in order to receive the resolution and take the appropriate action.

Question Period

This portion of the meeting provides an opportunity for members of the public to address questions to the Mayor, Members of Council, or Department Heads on any matter of municipal relevance, whether or not the matter appears on the agenda.

Each speaker is allotted a maximum of five (5) minutes. Questions shall be directed to the Chair and must pertain to municipal affairs. The following rules of decorum apply:

- Speakers must identify themselves by name before addressing Council;
- Remarks shall be respectful, courteous, and free of offensive, discriminatory, or vexatious language;
- Personal attacks directed at any Member of Council, staff, or member of the public are not permitted;
- Speakers shall not interrupt Council deliberations or other speakers;
- The Chair may call a speaker to order, limit remarks, or revoke speaking privileges if these rules are not observed.

Other Items

Any other item not listed on the Agenda may be added upon approval of a resolution to adopt the Agenda as amended by a two-thirds vote of the Members of Council.

Adjournment

Members of Council shall not leave their places on adjournment until the Mayor has adjourned the Meeting.

PART VII – ROLES – COUNCIL AND ADMINISTRATION**17. INDIVIDUAL AUTHORITY—NOT PERMITTED**

No individual Council Member may direct any Member of the staff to perform such duties that have not been authorized by resolution of the Council or by the Chief Administrative Officer, in accordance with Council-approved policies and applicable procedures.

18. ESTABLISHED POLICIES – MEMBERS – RESPECT

Members of Council shall respect and adhere to all Policies adopted by Council and shall not, under any circumstances, individually circumvent, bypass, or otherwise undermine such policies.

19. COUNCIL LIAISON WITH CHIEF ADMINISTRATIVE OFFICER

- (1) The Chief Administrative Officer is the only employee that answers to the Council.
- (2) Members of Council shall liaise with municipal staff through the Chief Administrative Officer.
- (3) All requests from any Member of Council concerning any administrative matters of the Corporation of the Township of Alfred and Plantagenet shall be directed to the Chief Administrative Officer for appropriate review, coordination, and action.

20. COUNCIL MEMBERS INQUIRES – TO STAFF

Members of Council may request general or procedural information from municipal staff designated by the Chief Administrative Officer to provide such information, including Meeting schedules, publicly available documents, and standard administrative procedures.

21. COUNCIL MEMBERS QUESTIONS – CONCERNS AND COMPLAINTS

Questions or concerns from Members of Council relating to operational matters, service delivery, or complaints, excluding basic information, shall be directed to the Chief Administrative Officer, who shall refer the matter to the appropriate Department Head for review and response.

Only questions of public concerns shall be authorized. Questions pertaining to personal files, litigation matters, insurance claims and subjects discussed in camera, matters beyond the municipality's jurisdiction, accusations, and complaints against an individual including a Member of Council or staff are considered inadmissible. Speeches shall not be authorized during the question period.

No person shall:

- Speak disrespectfully of any person;
- Use improper language or unparliamentary language;
- Disobey the rules of procedures or a decision of the Mayor;
- At no time shall this question period be used for political purpose or taken to make speeches or accusations.

PART VIII – DUTIES – MAYOR AND MEMBERS OF COUNCIL

22. MAYOR'S DUTIES

(1) As set forth in Section 225 of the Municipal Act, 2001, it is the role of the Head of Council:

- a. to act as Chief Executive Officer of the municipality;
- b. to preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c. to provide leadership to the Council and provide information/recommendations to Council with respect to the role of Council described in this Procedure By-law;
- d. to represent the municipality at official functions; and
- e. to carry out the duties of the Head of Council under this or any other Act.

(2) As set forth in Section 226.1 of the Municipal Act, 2001, it is the role of the Chief Executive Officer:

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

(3) It shall be the duty of the Mayor to carry out the responsibilities:

- a. to open the Meeting of Council by taking the Chair and calling the Members to order;
- b. to announce the business before the Council and the order in which it is to be acted upon;
- c. to receive and submit, in the proper manner, all motions presented by the Members of Council;

- d. to put vote all motions, which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;
- e. to decline to put to vote, motions which infringe upon the Rules of Procedure or which are beyond the jurisdiction of Council;
- f. to restrain the Members, when engaged in debate, within the Rules of Procedure;
- g. to enforce on all occasions, the observance of order and decorum by the Members and any other person present in the Chamber;
- h. to call by name, any Member persisting in breach of the Rules of Procedure and to order the Member to vacate the;
- i. to rule on any points of order raised by the Members of Council;
- j. to represent and support the Council, declaring its will and implicitly obeying its decision in all matters;
- k. to perform other duties when to do so by a resolution of Council;
- l. to receive all messages and other communications and announce them to the Council;
- m. where not possible to maintain order, the Mayor may, without any motion being put, adjourn the Meeting to a time to be named by the Mayor;
- n. to inform the Members of Council of the proper procedure to be followed;
- o. to ensure that no person except a Member, officer or employee of the corporation is permitted to enter upon the floor of the Chamber during the sittings of the Council without permission of the Chair or the Council;
- p. to permit questions to be asked through the Mayor of any officer of the Township in order to provide information to assist any debate when the Mayor deems it proper;
- q. to receive all messages and other communications and announce them to the Council;
- r. to vote on all matters, which are moved and seconded, or necessarily arise in the course of the proceedings;
- s. to adjourn the Meeting when the business is concluded; and
- t. to authenticate by his/her signature, when necessary, all by-laws, resolutions and minutes of Council;

23. PARTICIPATION OF THE MAYOR IN DEBATE

(1) The Mayor may state relevant facts and his position in any matter before the Council without leaving the chair, but to move a motion or debate a question, he must first leave the chair.

(2) If the Mayor desires to leave the chair to move a motion or to take part in the debate pursuant to subsection (1), or otherwise, the Mayor will call upon a Member to preside until the issue is resolved.

24. DUTIES OF MEMBERS

- (1) It shall be the duty of a Member of Council to carry out the responsibilities set forth in Section 224 of the Municipal Act, 2001:
 - a. to represent the public and to consider the well-being and interests of the municipality;
 - b. to develop and evaluate the policies and programs of the municipality;

- c. to determine which services the municipality provides;
- d. to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e. to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f. to maintain the financial integrity of the municipality;
- g. to carry out the duties of Council under this or any other Act;
- h. to vote when a motion is put to a vote; and
- i. to respect the Rules of Procedure.

25. JUSTIFICATION OF ABSENCE

Notice from Members unable to attend a Council Meeting shall be made directly to the Clerk's Office.

PART IX – ORDER OF PROCEEDINGS – AGENDA AND MINUTES

26. AGENDA IN COUNCIL

- (1) The Agenda for Regular Meeting of the Council shall be as follows:

Opening of the Meeting
 Vision and Land Acknowledgement
 Adoption of the Agenda
 Disclosure of Pecuniary Interest
 Announcements and Special Presentation
 Petitions, Delegations and Presentations
 Consent Items
 Reports of Departments and Committees
 By-laws
 Question Period
 Notice of Motions
 Discretionary Donations
 Closed Session
 Confirmatory By-law
 Adjournment

- (2) Regular Meetings of the Council shall commence with the Opening of the Meeting and finish with a motion to adjourn, after which Council will stand adjourned.

Opening of the Meeting

The president specifies the time of the start of the Meeting. The time shall be noted in the minutes by the Clerk.

Vision and Land Acknowledgement

Adoption of Agenda

Where no amendments or additions are proposed, the agenda shall be adopted as published.

Where amendments or additions are proposed, the agenda as amended shall be submitted to Council for adoption prior to the commencement of the Meeting.

Disclosure of Pecuniary Interest

It is at this point that any Member of Council shall disclose any possible conflict of Interest dealing with any item on the agenda or with a matter discussed at a previous Meeting from which a Member was absent. The Member shall also file a written statement of the pecuniary interest and its general nature with the Clerk or the Secretary of the Committee.

Announcements and Special Presentation

This portion of the meeting provides an opportunity for the Mayor and Members of Council to share announcements, updates, or information of municipal relevance or significant public interest, including upcoming events, initiatives, or community activities.

Participation is discretionary. Remarks shall be concise and directly related to municipal matters, community affairs, or Council priorities. Each Member of Council, including the Mayor, is allotted a maximum of three (3) minutes.

Petitions, Delegations and Presentations

All petitions, delegations, and presentations must comply with section 9 of this By-law.

Consent Items

All items listed in the consent agenda section of the agenda shall be the subject of one motion and that motion shall be neither debatable nor amendable; provided however, that any Member of Council may ask for any item(s) included in the consent agenda motion to be separated from that motion whereupon the consent motion without the separated item(s) shall be put, and the separated item(s) shall each be considered immediately thereafter.

Consent Agenda items include but are not necessarily limited to the following types of matters;

- a. Minutes of Council, Boards and Committees;
- b. Resolution to approve the salaries, benefits, and accounts paid by the Finance Department;
- c. Correspondence and Resolutions from other Municipalities, Regional and Provincial bodies, Federal institutions, Local Boards, agencies, organizations, or any other parties deemed relevant to municipal affairs at the discretion of the Clerk;
- d. Reports of Consultants and Organizations.

The following note will be added to the agenda under the consent items: All items listed under the consent items will be adopted by a single motion requiring a majority vote. These items will not be discussed separately unless it is requested, prior to the Council voting on the motion, that a consent item be severed from the motion. The separate item(s) will be reviewed immediately after the consent points.

Reports of Departments and Committees

The Department Heads and Committees present their reports to Council which are subject to questions. Any resolutions or actions contained in the report are submitted to Members for adoption.

By-laws

All items listed in this section of the agenda will be subject to approval under one non-debatable, non-amendable motion. Should any Member of Council wish to hold a discussion or engage in debate on one of these By-laws, he or she is required to ask for the item to be considered separately before a vote is taken.

One motion is in order to give all By-laws first, second, and third readings.

The following note will be added to the agenda under the by-laws: All items listed in this section of the agenda will be subject to approval under one non-debatable, non-amendable motion. Should any Member of Council wish to hold a discussion or engage in debate on one of these By-laws, he or she is required to ask for the item to be considered separately before a vote is taken.

Question Period

This portion of the meeting provides an opportunity for members of the public to address questions to the Mayor, Members of Council, or Department Heads on any matter of municipal relevance, whether or not the matter appears on the agenda.

Each speaker is allotted a maximum of five (5) minutes. Questions shall be directed to the Chair and must pertain to municipal affairs. The following rules of decorum apply:

- Speakers must identify themselves by name before addressing Council;
- Remarks shall be respectful, courteous, and free of offensive, discriminatory, or vexatious language;
- Personal attacks directed at any Member of Council, staff, or member of the public are not permitted;
- Speakers shall not interrupt Council deliberations or other speakers;
- The Chair may call a speaker to order, limit remarks, or revoke speaking privileges if these rules are not observed.

Notice of Motions

A notice of motion will introduce business that the Member intends Council to deal with at the next Regular Meeting. It is the duty of a Member to bring the issue before the next Meeting of County Council, or it will be lost.

Notwithstanding the above, a notice of motion may also be received by the Mayor and be included in the Agenda on the same day.

A motion is in order to receive the resolution and take the appropriate action.

Discretionary Donations

A discretionary donation may be awarded by a Member of Council to a Non-Profit, Charitable, or Community-Based Organization operating within or for the benefit of the Township, subject to the following conditions:

- a. The recipient Non-Profit Organisation must be recognized by Township;
- b. The donation must serve a clear public purpose benefiting Township residents;
- c. The amount shall not exceed the annual allocation established by Council through the budget process;
- d. All donations shall be reported to Council and recorded in the minutes;
- e. A Member shall declare any conflict of interest prior to awarding a donation; and
- f. All discretionary donations must comply with the Township's Discretionary Donations Policy for Members of Council.

Closed Session

Reports or other matters are presented to Council under this heading. Only those Members so identified by the Mayor may remain in the room to hear the business to be discussed.

Confirmatory By-law

A confirmatory By-law is adopted at the end of each Council Session to confirm all actions taken by Council at the Session.

Adjournment

Members of Council shall not leave their places on adjournment until the Mayor has adjourned the Meeting.

27. DELIVERY OF AGENDA

- (1) At least three (3) calendar days in advance of each Regular Meeting of the Council, the Clerk shall deliver the Agenda and all other documents related to other subjects appearing on the Agenda.
- (2) The business of the Council shall be considered in the order set forth on the Agenda, provided, however, that the Mayor, with the approval of the Council, may vary the order in which the items are presented to better deal with matters before Council.

- (3) The Council shall not consider any By-law that is not listed on the Agenda, nor any report of a Committee or any motion that has not been distributed to the Members with the Agenda, unless agreed to by a two-thirds vote of the Members present.
- (4) The Agenda shall be delivered by electronic mail to each Member of Council and Administration by the Clerk's Department no later than the Friday afternoon preceding the scheduled Council Meeting. Exceptions may apply where a statutory holiday results in a reduced number of working days in that week. Agendas and supporting materials shall also be posted on the Municipality's website.

28.ADDITION TO THE AGENDA AFTER PUBLICATION

Following distribution of the Agenda, any amendments, additions, or deletions shall be made by resolution of Council at the start of the Meeting.

29.MINUTES

- (1) Minutes shall record:
 - a. the place, date and time of the Meeting;
 - b. the names of the Mayor or Members of Council and the attendance record of the Members;
 - c. the late arrivals and early departures of Members;
 - d. the reading, if requested, correction and adoption of the minutes of prior Meetings;
 - e. the motions considered and votes taken by Council;
 - f. declarations of interest; and
 - g. all other proceedings of the Meeting without note or comment.
- (2) If the minutes have been delivered to the Members of Council, then the minutes will not be read, and a resolution that the minutes be adopted as if read shall be in order.
- (3) After the minutes have been adopted, they shall be signed by the Mayor and the Clerk.

30.CLOSED SESSION MINUTES

- (1) Closed Session Minutes shall record:
 - a. where the Meeting took place;
 - b. when the Meeting started and adjourned;
 - c. who chaired the Meeting and who was in attendance;
 - d. whether any participants left or arrived while the Meeting was in progress and if so, at what time this occurred;
 - e. a detailed description of the substantive and procedural matters discussed, including specific reference to any documents considered;
 - f. any motions, including who introduced the motion and seconders, and
 - g. all votes taken, and all directions given.

31.PETITIONS, DELEGATIONS AND PRESENTATIONS

- (1) Anyone desiring to address the Council shall notify the Clerk in writing by completing the prescribed delegation request form, seven (7) days prior to the date of the Meeting, shall specify the nature of the business to be discussed and name the delegate who will address the Council. Any delegation that intends to

distribute any reports or supporting documentation shall provide same to the Clerk in order that the material can be circulated with the Agenda.

(2) Ceremonial presentations, the annual presentation of the consolidated financial statements by the auditor of the municipality, presentations by consultants appointed by the municipality or invited guests may be heard under Delegations and may exempt from standard time limits.

(3) Delegations and presentations shall be limited to a maximum of ten (10) minutes. followed by a five (5) minute question period from the Council.

(4) Generally, a maximum of three (3) delegations and/or presentations may be scheduled per Meeting, at the discretion of the Clerk or Chief Administrative Officer.

(5) Delegations and/or presentations shall not be permitted for the primary purpose of promoting produces or services.

(6) A person who has previously addressed Council on a matter shall not be permitted to present again unless new and relevant information is provided.

(7) Delegations and presentations may be permitted to participate electronically, subject to the approval of the Clerk.

(8) Where a delegation or presentation raises matter requiring further consideration, Council may, by majority vote, refer the matter to Administration for review and report at a subsequent Meeting.

(9) Applications for delegation relating to an official plan amendment, a zoning by-law amendment, or plans of subdivision or condominium shall not be accepted between the conclusion of the statutory public Meeting required under the Planning Act and the final adoption of the applicable by-law.

(10) Petitions addressed to Council shall be submitted to the Clerk in accordance with the Township's Petition Policy.

(11) The Clerk shall review all petitions for compliance prior to placing them on a Council agenda. Non-compliant petitions shall not be placed on the Council agenda; however, the Clerk shall forward a copy to all Members of Council by email for their information.

PART X – QUORUM

As soon as there is quorum after the hour set for the Meeting, the Mayor shall take the chair and call the Members present to order.

32.ABSENCE OF MAYOR

(1) Should the Mayor not be in attendance within fifteen (15) minutes after the time fixed for a Meeting, the Clerk shall call the Members to order, and the acting mayor shall preside the Meeting.

(2) While presiding, the Acting Mayor will have the powers of the Mayor and will be so entitled to vote as a Member.

(3) In the absence of the Mayor and Acting Mayor, Council shall select a Member to preside until the Mayor or Acting Mayor arrives.

33.NO QUORUM AT BEGINNING OF MEETING

(1) The quorum for a Council Meeting is three (3) Members of Council. A majority of the elected Members (50% + 1).

(2) If no quorum is present to enable a Meeting to commence fifteen (15) minutes after the time fixed for a Meeting of the Council, the Clerk shall call the roll and record the names of the Members present and the Members will stand discharged from waiting further.

(3) If a Meeting does not take place because of the lack of a quorum under subsection (1), the Council will meet at the next regularly scheduled Meeting of the Council or at such other time and place as the Mayor shall announce.

(4) The Clerk shall attempt to give notice of any Meeting so rescheduled by telephone, electronic mail or as is otherwise practical within the time available.

(5) During any period in which an emergency has been declared by the province or the Municipality, a Member of Council, of a Local Board or a Committee who participates electronically in a Meeting, including a closed session shall be counted for the purpose of quorum.

34. UNFINISHED BUSINESS—QUORUM LOST

(1) If during the course of a Meeting a quorum is lost then the Meeting will stand adjourned, not ended, to reconvene at the next regularly scheduled Meeting of the Council, or at such other time and place as the Mayor shall announce.

(2) If, in the Mayor's opinion, it is not essential that the balance of the Agenda be dealt with before the next regularly scheduled Meeting, then the Mayor shall announce that the unfinished business of the Council will be taken up at its next regularly scheduled Meeting.

(3) The Clerk shall give notice of any Meeting so adjourned and to be reconvened by telephone or as is otherwise practical within the time available.

(4) Prior to adjourning a Meeting under this section, the Mayor may recess the Meeting to determine if a quorum can be found.

35. VACANCY ON COUNCIL

(1) Should any member of Council fail to attend three (3) consecutive Regular or Special Meetings without being authorized to do so by a resolution, the Council may certify such failure and the membership of such person on the Council is terminated and the Council may fill the vacancy.

(2) If a municipal Council seat becomes vacant, Council must declare the Council seat vacant at its next meeting, or if the vacancy is due to the death of a Member, the declaration may be made at either of its next two meetings.

(3) A copy of the declaration must be forwarded immediately to the upper-tier council.

(4) Within sixty (60) days of the vacancy, Council must decide if it wants to fill the vacancy through a by-election or by appointment for the remainder of the term.

(5) If a seat becomes vacant after March 31 of an election year, the seat may only be filled by appointment. A vacancy must be filled unless it occurs within ninety (90) days before voting day of a regular Election.

PART XI – RULES OF ORDER AND DECORUM

36. COUNCIL CHAMBERS

(1) No person, except a Member of Council or an authorized employee of the Township, shall be allowed to come on the Council floor within or outside the Council Bar during the Meeting of the Council without permission of the Mayor.

(2) No person, except a Member of Council or an authorized employee of the Township, shall, before or during a Meeting of Council, place on the desks of Members or otherwise distribute any material whatsoever unless such person is acting with the approval of the Mayor.

(3) Members of Council shall wear proper business attire during the deliberations of Council.

37. LEAVING CHAMBERS ON ADJOURNMENT

At the end of a Meeting, the Members of Council shall not leave their places until the Meeting has been adjourned.

38. MEMBERS OF PUBLIC

Members of the public shall not engage in disruptive, disrespectful, or improper conduct that interferes with the orderly conduct of a Meeting.

Without limiting the generality of the foregoing, Members of the public shall:

- remain seated, except when recognized by the Mayor;
- refrain from making noise or engaging in conversation that may disturb the proceedings;
- not interrupt any person who is speaking;
- not address Council without being recognized by the Mayor.

Where a Member of the public persists in such conduct after being called to order by the Mayor, the Mayor may order that person to leave the Meeting. If the person apologizes, the Mayor may permit them to return.

The participation of journalists and Members of the media is not permitted during question period.

PART XII – RULES OF CONDUCT AND DEBATE

39. ADDRESS THE MAYOR

Any Member desiring to speak shall so signify their intent in such a manner as the Mayor may direct, and, upon being recognized by the Mayor, will address the Chair.

40. ORDER OF SPEAKING

When two or more Members signify their desire to speak, the Mayor will recognize the Member who, in his opinion, signified first and next recognize the other Member(s).

41. RULES OF CONDUCT AND DEBATE

Members of Council

(1) No Council Members shall:

- a. speak until he has addressed himself and has been recognized by the Mayor;
- b. disturb another Member, or the Council itself, by any disorderly behaviour disconcerting to any Member speaking;
- c. use offensive words during the Council or Committee Meetings against the Council or staff;
- d. speak on any subject other than the subject of debate;
- e. where a subject matter has been discussed in Closed Session, and it is to be kept confidential, disclose the content of the matter or substance of the deliberations of the Closed Session Meeting;
- f. disobey the Rules of Procedure or a decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the Rules of procedure; and
- g. no Member shall contravene the Council Code of Conduct, adopted by By-law 2019-32, as amended, and hereby incorporated by reference.

- (2) Where a Member has been called to order by the Mayor for failing to observe the provisions of subsection (1) and the Member persists in any such disobedience after having been called to order by the Mayor, the Mayor may immediately put the question, no amendment, adjournment or debate being allowed, "That such Member be ordered to leave his seat for the duration of the Meeting of the Council", but if a Member apologizes he may, by vote of the Council, be permitted to retake his seat.

42. PRIVILEGE

(1) Where a Member considers that the Member's rights, immunity or integrity or the rights, immunity or integrity of the Council as a whole has been impugned, the Member may, as a matter of privilege, rise at any time, with the consent of the Mayor, for the purpose of drawing the attention of the Council to the matter.

(2) Upon being recognized by the Mayor, the Member shall state the question of privilege.

(3) The Mayor shall determine the question or require that the question be seconded and permit a debate and a vote to be held on the question.

43. POINT OF ORDER

(1) The Mayor shall preserve order and decide on points of order.

(2) A Member may raise a point of order to draw attention to a breach of the Rules of Procedure for the following reasons:

- The use of inappropriate or offensive language;
- Discussion that is irrelevant to the matter, outside the scope of the proposed motion or beyond the jurisdiction of Council;
- Conduct that is disorderly or that disrupts the orderly proceedings of Council.

(3) When a Member desires to address a point of order, he shall ask leave of the Mayor to raise a point of order and, after leave is granted, he shall state the point of order to the Mayor and sit down and remain seated until the Mayor has decided the point of order.

(4) Thereafter, a Member shall only address the Mayor for the purpose of appealing the Mayor's decision to the Council.

(5) If no Member appeals, the decision of the Mayor shall be final.

(6) The Council, if appealed to, shall call a vote without debate on the following question: "Shall the Mayor's decision be sustained?" and its decision shall be final.

44. MEMBERS SPEAKING

When a Member is speaking, no other Member will interrupt the Member except to raise a point of order.

45. QUESTION READ

Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

46. TIME LIMITED

No Member, without leave of the Mayor, shall speak to the same question, or in reply, for longer than three (5) minutes, except in explanation of a material part of his speech which may have been misunderstood, but they may not introduce a new matter. A right of reply shall be allowed to a Member who has made a substantive motion to Council, and no

Member shall, without leave of the Council, speak to the same question or in reply for longer than three (5) minutes.

47. QUESTION – MOTION UNDER DISCUSSION

A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion.

48. QUESTION – INTEGRITY OF STAFF

A Member, while asking questions through the Chair, shall at not time put into question the Municipal Employee's personal or professional integrity.

49. QUESTION PUT NO – FURTHER DEBATE

After any question is put by the Mayor, no Member shall speak to the question, nor shall any other motion be made until after the result is declared, and the decision of the Mayor as to whether the question has been put, is conclusive.

PART XIII – VOTING DURING COUNCIL MEETINGS

50. ALL MEMBERS VOTE

- (1) Every Member present at a Meeting of the Council, when a question is put, shall vote thereon, unless prohibited by statute, in which case it shall be recorded.
- (2) Any Member who refuses to vote shall be recorded as voting in the negative.

51. RECORDED VOTE

- (3) Any Member, prior to or immediately subsequent to the taking of the vote, may require that the vote be recorded.
- (4) When a recorded vote is requested by a Member on any matter or question, the Clerk shall call each Member by name and such Member shall announce his vote openly beginning with the Member requesting the recorded vote, with the Chair having the option to vote last. The Members shall be called in alphabetical order.
- (5) When a vote is taken, and no dissent is declared, such vote is deemed to be unanimously in favour of the question approved.
- (6) If a vote is to be recorded as herein provided, the Clerk or Deputy Clerk shall announce the division and record them in the minutes.

52. UNRECORDED VOTE

The manner of determining the decision of Council on a motion is at the discretion of the Mayor and may be by voice, show of hands, standing or otherwise. The Mayor shall announce the result of each vote.

53. SECRET BALLOT

No vote shall be taken during a Meeting of the Council by secret ballot or other form of secret vote, unless it is for the appointment to the position of Mayor.

54. SEVERABILITY OF QUESTION

When the matter under consideration contains distinct recommendations or propositions, upon the request of any Member, a vote upon each recommendation or proposition shall be taken separately and no vote shall be required to be taken on the matter as a whole.

55. ABSENT MEMBER

When the Mayor calls a vote on a question, and a Member is not in his or her seat, that Member shall not be subject to a vote on that question and in the case of a recorded vote, that Member shall be deemed absent.

56. DISPUTING VOTE

If a Member disagrees with the announcement of the Mayor that a question is carried or lost, the Member may, but only immediately after the declaration by the Mayor, object to the Mayor's decision and require a recorded vote to be taken.

57. TIE VOTE

A resolution on which the voting results is a tie shall be declared lost.

58. VOTING

When the Mayor calls for the vote on a question, each Member shall occupy his seat until the result of the vote has been announced by the Mayor, and during such time, no Member shall walk across the room or speak to any other Member or make any noise or disturbance. A Member who is absent from his seat does not have the right to vote.

59. DISCLOSURE OF PECUNIARY INTEREST

- (1) When a Member, either on his/her own behalf or while acting for, by, with or through another, has a pecuniary interest in a matter on the Agenda, the Member must not attempt in any way, either before, during, or after the Meeting, to influence the voting on the matter.
- (2) At a Meeting where a matter regarding which the Member has a pecuniary interest is being discussed, the Member must, prior to any consideration of the matter at the Meeting, disclose the interest and its general nature. The Member must not take part in the discussion of, or vote on, any question in respect of the matter.
- (3) At a Meeting at which a Member discloses a pecuniary interest, or as soon as possible afterwards, the Member shall file a written statement of the pecuniary interest and its general nature with the Clerk of the municipality or the Secretary of the Committee, as the case may be.
- (4) At a closed Meeting, in addition to complying with the requirements of section (1) and (2) above, the Member must immediately leave the Meeting or part of the Meeting during which the matter is under consideration.
- (5) If the matter under consideration at a Meeting or part of a Meeting is to consider whether to suspend the remuneration paid to the Member under subsection 223.4 (5) or (6) of the Municipal Act, 2001; the Member may take part in the discussion of the matter, including making submissions to Council, and may attempt to influence the voting on any question in respect of the matter, either before, during or after the Meeting. However, the Member is not permitted to vote on any question in respect of the matter.
- (6) When the interest of a Member has not been disclosed by reason of the Member's absence from the Meeting at which the matter was discussed, the Member must disclose the interest at the next Meeting of the Council, Committee or Local Board, as the case may be, which the Member attends. At the next Meeting attended, the Member shall file a written statement of the pecuniary interest and its general nature with the Clerk or the Secretary of the Committee or Local Board, as the case may be.
- (7) Council shall establish and maintain a registry of each statement and declaration of pecuniary interest which said Registry shall be available for public inspection in the manner and during the time that Council determines.

PART XIV—RESOLUTIONS AND MOTIONS

60. READING

Every motion when seconded shall be received and read by the Mayor, except as provided for by the Rules of Procedure. However, where motions have been distributed or printed in the Agenda, recitals need not be read. The Mayor may delegate the task of reading a motion to the Clerk.

61. WITHDRAWAL

After a resolution has been duly moved and seconded, it shall be deemed to be in the possession of the Council, and it may only be withdrawn before decision or amendment with the permission of the Council.

62. NO DEBATE UNTIL READ

No motion shall be considered unless it has been moved and seconded. No Member shall speak on any motion until it has been formally moved and seconded. If debated, the motion shall be read again before the vote is taken.

63. MOTIONS RULED OUT OF ORDER

Whenever the Mayor is of the opinion that a motion or resolution is contrary to the Rules of Procedure, or is not within its jurisdiction, the Mayor shall rule the motion or resolution out of order.

64. MOTIONS

(1) The Following matters and motions with respect thereto may be introduced orally without notice and without leave, except as otherwise provided by the Rules of Procedure:

- a. a point or order or privilege;
- b. presentation of petitions;
- c. to move the question be put; or
- d. to adjourn;

(2) The following motions may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:

- a. to refer;
- b. to table, or to postpone, or defer to a date certain;
- c. to amend;
- d. to suspend the Rules of Procedure; or
- e. any other procedural motion.

(3) Except as provided for in subsection (1) hereof, all motions and resolutions shall be in writing and signed by the mover and the seconder.

(4) The mover and seconder may withdraw a motion or a Notice of Motion at any time prior to the commencement of debates thereon.

- (5) All motions and resolutions shall commence with the words “Be it resolved that” and shall be moved and seconded.
- (6) There shall never be more than one resolution before the Council at once.
- (7) When the resolution under consideration contains two or more proposals, the same shall, at the request of any Members of Council, be voted on separately.
- (8) Any Member may require the resolution under discussion to be read a second time for his information, at any time of debate, but not so as to interrupt a Member speaking.

65. ORDER OF CONSIDERATION

- (1) When a question is under consideration, no motion shall be received except a procedural motion or motion to amend.
- (2) Procedural motions shall be considered immediately upon receipt and shall have precedence and are subject to debate as follows:
 - a. To extend the time of the Meeting (not debatable);
 - b. To move the question be put (not debatable);
 - c. To refer (debatable);
 - d. To lay on the table (debatable);
 - e. To defer to a day certain (debatable);
 - f. To adjourn (not debatable);
 - g. Any other procedural motion (debatable).

66. AMENDMENT

A motion to amend:

- (1) Shall be presented in writing.
- (2) Shall be relevant and not contrary to the principle of the report or motion under consideration.
- (3) May propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the main issue, which was the subject matter of the question.
- (4) Shall be put in the reverse order to the order in which it is moved.
- (5) Only one motion to amend an amendment to the question shall be allowed at once and any further amendments must be to the main question.
- (6) Notwithstanding subsection (4), any amendment(s) to a motion may be placed in the order to be determined by the Mayor as the most logical, practical and expeditious in all of the circumstances.

67. THE QUESTION NOW BE PUT

A motion that the question be now put:

- a. Is not debatable;
- b. Cannot be amended;
- c. Cannot be moved when there is an amendment under consideration;
- d. Shall preclude all amendments of the main question;
- e. When resolved in the affirmative, the question is to be put forward without debate or amendment;

- f. Cannot be moved by a Member who has already debated the question unless another Member has subsequently debated the question; and
- g. Can only be moved in the following words, "That the question be now put".

68. MOTION TO REFER

A motion for reference to a Committee, Board or Commission until it is decided, shall preclude all amendments of the main question and any motion to postpone or defer, or to lay on the table. A motion to defer is debatable.

69. MOTION TO LAY ON THE TABLE

- (1) A motion simply to "lay a matter on the table" is debatable but cannot be amended.
- (2) A motion to "lay on the table" with some condition, opinion, or qualification added to the option to table shall be deemed to be a motion to postpone or defer.
- (3) The matter tabled shall not be considered again by the Council until a motion has been made to take up the tabled matter at the same or subsequent Meetings of the Council.
- (4) A motion to take up a tabled matter is not subject to debate or amendment;
- (5) A motion that has been tabled at a previous Meeting of the Council cannot be lifted off the table unless notice is given.
- (6) A motion that has been tabled and not taken from the table for six months is deemed to be withdrawn and cannot be taken from the table.

70. MOTION TO POSTPONE OR DEFER

- (1) A matter postponed or deferred to a definite date shall have precedence over all other business on such date.
- (2) A motion to postpone or defer shall be treated as if it was a motion to lay on the table.

71. NOTICE OF MOTION

A Notice of Motion shall:

- a. be in writing; and
 - b. include the name of the mover and seconder;
- (1) All Notices of Motion received by Clerk prior to or at the Notices of Motion segment of the Agenda may be read out by the mover or the Mayor during that segment. Consideration of a motion, of which notice was given pursuant to this section, shall be in order at the next regular Meeting.
 - (2) Prior to Council's consideration of a motion of which notice has been given previously, a revised motion on the same subject, approved by both the mover and the seconder, may be substituted for the original one contained in the Notice of Motion.

72. DISPENSING WITH NOTICE

Any motion may be introduced without notice if the Council, without debate, dispenses with notice on the affirmative vote of at least two thirds of the Members present and voting.

73. RECONSIDERATION

- (1) Every motion for reconsideration shall be declared lost unless two thirds of the Council votes. Therefore, a motion to reconsider can only be made from the prevailing side.

- (2) No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

74. MOTION TO ADJOURN

A Motion to Adjourn:

- a. shall always be in order except as provided by the Rules of Procedure;
 - b. when resolved in the negative, cannot be made again until after some intermediate proceedings have been completed by the Council;
 - c. is not in order when a Member is speaking or during the verification of a vote;
 - d. is not in order immediately following the affirmative resolution of a motion for the previous question; and
 - e. is not debatable.
- (2) A Motion to Adjourn, without qualification, if carried, brings a Meeting of the Council to an end.
- (3) A Motion to Adjourn to a specific time, or to reconvene upon the happening of a specific event, if carried suspends the Meeting of the Council to continue at such time.

PART XV – BY-LAWS

75. READING OF BY-LAWS AND RELATED PROCEEDINGS

- (1) No By-law, except a By-law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been considered and approved by the Council.
- (2) A By-law may be passed at first, second and third reading on a single motion. The Clerk shall endorse on all By-laws enacted by the Council, the dates of the several readings, if any.
- (3) Every By-law which has been enacted by the Council shall be numbered dated and deposited in the office of the Clerk for safekeeping and archival purposes.
- (4) Every By-law shall be under the seal of the Corporation and shall be signed by the Mayor and the Clerk.

PART XVI – COMMITTEES

76. PROCEDURE

Except as otherwise provide for herein, a Committee shall conform to the rules governing protocol and procedure in the Council.

77. ESTABLISHMENT AND APPOINTMENT

- (1) Members required to serve on Standing Committees shall be appointed annually by the Mayor and approved thereafter by the Council;
- (2) Special or Ad Hoc Committees may be established by the Council at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Council.
- (3) Members to be appointed to any other Committees, Boards, or Commissions to which the Council is required or empowered to appoint persons shall be

determined annually by the Mayor and approved thereafter by Council.

78. MAYOR AS EX OFFICIO

- (1) The Mayor is ex officio a member of every Committee;
- (2) Where a Committee is established with reference to a specific number of members without specifically providing for the membership of the Mayor such number is automatically increased by one, being the Mayor, as provided for in subsection (1) hereof;
- (3) The Mayor may vote and otherwise participate in the business of the Committee, without any restriction, on the same basis as any other Committee member.

79. COMMITTEE CHAIR

- (1) The Committee Chair and Committee Vice-Chair shall be determined by the Mayor and approved by Council at the Inaugural Meeting.
- (2) A member shall not be appointed Committee Chair of the Standing Committee for more than two consecutive years.
- (3) The Chairman of each Committee and the members thereof shall hold office until their successors are appointed.

80. COMPOSITION OF COMMITTEES

- (1) The Membership of the following Standing Committees shall consist of two Members of Council;
 - a. Adjustment Committee
 - b. Property Standards Committee
- (2) The membership of the following Advisory Committee shall consist of a maximum of two members of Council:
 - a. Environment Advisory Committee
 - b. Arts, Culture and Heritage Advisory Committee
- (3) The Membership of the following Committees, Boards, and Commissions shall consist of a maximum of two Members of Council:
 - a. Hydro 2000 Inc. Board of Directors
 - b. Public Library Board of Directors
- (4) The Membership of the following Joint Committee shall consist of a maximum of two Members of Council:
 - a. Alfred-Plantagenet/La Nation Joint Water Supply Committee

81. TERMS OF REFERENCE

- (1) Subject to the provision of any general or special act, the Council, in establishing any Committee, shall set forth the Terms of Reference of the Committee and such other provisions, as the Council deems proper.

82. QUORUM

- (1) A quorum in any Committee is the majority of the voting Members of the Committee as appointed by the Council, and the Mayor, if present, is a Member to be included in determining the quorum.
- (2) A Committee shall not consider any business if a quorum is not present.
- (3) If there is no quorum within fifteen (15) minutes after the time fixed for the Meeting, the Meeting shall stand adjourned until the next regular Meeting.

83. MEETINGS OF COMMITTEES

- (1) Committees shall meet at such time and place as the Committee Chair or Committee determines, subject to the direction of the Council. A Meeting of any Committee shall be called by the Secretary of the Committee, upon instruction of the Committee Chair, on five (5) days' notice.
- (2) The Chair may cancel one or more Regular Meetings of the Committee if in the Chair's opinion such Meetings are not necessary for the proper conduct of the business of the Committee.
- (3) In case of an emergency and in the absence of the Committee Chair and of the Mayor, a Committee Meeting may be called by the Clerk in such a way as he may deem best without regard to any length of notice to the Members.
- (4) The Committee Chair shall preside and, in the absence of the Committee chair the Vice-Chair shall preside.
- (5) The Chair of Committee may vote on any question before the Committee, and, in the event of an equality of votes, the question being voted upon is deemed lost.
- (6) Members of Council who are not Members of a Committee may attend Meetings of the Committee, but shall not be allowed to vote, take any part in the discussion or debate, nor shall they be remunerated.
- (7) The Committee shall consider and report on such matters only as have been referred to it by the Council or such matters as come within their Terms of Reference and jurisdiction.
- (8) Members may speak more than once to the same question.
- (9) The Meetings of the Committee shall be open to the public.
- (10) The Chairman shall report the recommendations of the Committee to the Council.

84. GENERAL PROVISIONS FOR COMMITTEES

- (1) Anyone wishing to address a Committee shall notify the Clerk or the Secretary of the Committee, seven (7) days prior to the date of the Meeting, and shall specify the nature of the business to be discussed. No person, without leave of the Committee shall speak for longer than ten (10) minutes.
- (2) Each Standing Committee shall diligently pursue its duties and shall report to Council on every matter and question coming before it within its Terms of reference and jurisdiction.
- (3) When a point of order is raised or when a Member is called to order in a Committee, the same procedure shall be adopted as in Council, except that the question shall be decided by the Committee Chair, subject to an appeal to the Members of the Committee.
- (4) When an Ad Hoc Committee has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by the Council.
- (5) The Secretary of the Committee shall report to and be accountable to the Chief Administrative Officer.
- (6) The Chief Administrative Officer or their designate shall attend all Committee Meetings, unless otherwise directed by Council.

85. JOINT COMMITTEE MEETINGS

- (1) A joint Meeting of two Committees may be directed by the Council or may be called by their Chairs whenever such Chairs consider it necessary for their

respective Committees to consider and report jointly on matters within their joint areas of concern.

(2) A quorum for the joint Meeting of two Committees shall be a majority of the combined number of Members of both of the Committees. The Mayor shall be counted as one Member in making such quorum and shall have one vote.

(3) The Members in attendance at a joint Meeting called pursuant to this section may appoint the Chair of one of the Committees to chair the joint Meeting, but if both such Chairs are absent another Member of one of the two Committees may be so appointed.

(4) When the Chair of the joint Meeting calls for the vote on a question, each Member of the two Committees shall vote in unison, and the question shall be decided by the majority of votes, so that only one decision is made thereon and the Chair of the joint Meeting may vote on all questions submitted and in the case of an equal division, the question shall be deemed to have been decided in the negative.

86. REPORTS OF COMMITTEES

(1) All Committees, including Ad Hoc Committees, shall submit written reports on any subject or matter referred to by the Council or dealt with between Meetings of the Council.

(2) The Chairman or representative of the Committee will explain the report, if requested. Otherwise, a motion is in order to adopt a report of the Committee without it being read out at the Session.

(3) When Council wishes to acknowledge receipt of a report without adopting its recommendations, the motion shall be: "THAT THE REPORT BE RECEIVED".

(4) When Council wishes to authorize, approve, and implement the recommendations contained in a report, the motion shall be: "THAT THE REPORT BE ADOPTED".

(5) Where a report contains more than one subject matter, Council may vote separately on each item. Any item not adopted shall be referred back to the appropriate Committee or Administration for further consideration.

87. VACANCY ON COMMITTEES AND BOARDS

(1) Should any Member of a Committee fail to attend three (3) consecutive Meetings without being authorized to do so by a resolution, the Committee may certify such failure and the Membership of such person on the Committee is terminated.

(2) Should a Member die, resign or be otherwise disqualified, the Council shall, by resolution, declare his seat vacant and, upon the recommendation of the Council, appoint another Member to fill the vacancy.

(3) Should any Committee neglect or refuse to give due attention to any matter before it, the Council may by resolution, discharge such Committee and appoint another in its place.

(4) Should the Chair of any Committee neglect to do the business of the Committee without the knowledge or consent of its Members, or contrary to their wishes or sanction, the Committee may report such neglect, refusal or action to the Council which may remove such Chair from office and appoint another Member as Chair.