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THE CORPORATION OF THE TOWN OF HANOVER

BY-LAW NO. 2943-16

A By-law of the Corporation of the Town of Hanover to govern the proceedings of the Council and the Committees thereof.

WHEREAS Section 238 (2) of the Municipal Act, 2001, as amended, provides that every municipality and local Board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS the Council of the Corporation of the Town of Hanover deems it desirable to provide rules for the conducting of public business at the meetings of the Council of the Town of Hanover and its Committees;

NOW THEREFORE the Council of the Corporation of the Town of Hanover hereby enacts as follows:

1. DEFINITIONS

For the purpose of this by-law the following words shall have the meaning given herein:

- 1.1. "Calendar Year" means the period from January 1st of any one year to and including December 31st of the same year;
- 1.2. "Chair" means the Mayor or acting Head of Council or Chairperson of the meeting;
- 1.3. "Clerk" means the Clerk of the Corporation of the Town of Hanover;
- 1.4. "Committee" means any advisory or other committee, subcommittee or similar entity established by the Council from time to time of which at least 50 percent of the members are also members of one or more Councils or local boards;
- 1.5. "Committee of the Whole" means all members of the Council present at a meeting sitting in Committee;
- 1.6. "Council" means the Council of The Corporation of the Town of Hanover;
- 1.7. "Electronic Means" shall mean telephone, video or audio conferencing or other interactive method whereby members, staff and the public are able to hear the member(s) participating by electronic means and the member(s) participating by electronic means are able to hear other members, staff and public;
- 1.8. "Emergency" means a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.
- 1.9. "Ex-officio" means a person holding an office on a committee of which he is not a member and the by-laws make that officer an ex-officio member of the board, the non-member is thereby a full-fledged board member with all the accompanying rights; but this does not make him a member of the committee;
- 1.10. "Head of Council" means the Mayor;
- 1.11. "Holiday" means any holiday as defined in the *Legislation Act*, S.O. 2006, Chapter 21;
- 1.12. "Local Board" means a Local Board as defined in the *Municipal Act*, except Municipal Police Boards, Library Boards and School Boards;
- 1.13. "Meeting" includes any regular, special, or other meeting of a council, of a local board or of a committee of either of them, where (a) a quorum of members is present, and (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee;
- 1.14. "Member" means a member of the Council or of a Committee of Council and includes the Head of Council or Chair;
- 1.15. "Quorum" means a majority (more than half) of the whole number of members of Council or a Committee except where a member has, or members have, declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act, at which time the remaining

Section 1.7 as
amended by
By-law 3018-18

Section 1.8 as
amended by
By-law 3105-20

Section 1.12 as
amended by
By-law 3018-18

Section 1.14 as
amended by
By-law 3072-19

number of members shall be deemed to constitute a quorum, provided such number is not less than two.

- 1.16. "Recorded Vote" means the recording of the name and vote of every member on any matter of question.

2. GENERAL

- 2.1. The rules and regulations set out herein shall be observed in all proceedings of the Council, and with necessary modifications, the Committees of Council, and shall be the rules and regulations for the order and conduct of business therein.
- 2.2. All points of Order or Procedure not provided for in these Rules shall be decided in accordance with Roberts' Rules of Order 11th Edition, and the Head of Council or Chair shall submit the ruling without debate.
- 2.3. No standing rule or order shall be suspended except by a majority vote of Council.

3. MEETINGS

3.1. Inaugural Meeting

- 3.1.1. Following a regular municipal election, the Inaugural Meeting of Council shall be held on the first Monday in December at 7:00 p.m. in the Council Chambers at the Civic Office, unless otherwise ordered by resolution of Council.
- 3.1.2. At the Inaugural Meeting of Council, the only business to be brought before the meeting shall be the following:
- a) Declarations of Office;
 - b) Inaugural Address by the Mayor; and
 - c) matters incidental to any of the above.

3.2. Regular Meetings

- 3.2.1. After the first meeting, Council shall meet on the first and third Monday of each month at 7:00 pm for regular meetings unless otherwise ordered by motion of Council.
- 3.2.2. In the event that a regular meeting shall fall upon a holiday, the meeting shall be held at the same time on the day immediately following the holiday that is not a Saturday, Sunday or holiday. No notice need be given of this change of date and it shall be deemed to be a regular meeting.
- 3.2.3. Notice of Regular meetings of Council and Committees shall be provided to each member and shall be posted on the Town's website in the form of a calendar. Council may, by resolution, alter the time, day or place of any Council or Committee meeting.
- 3.2.4. The hour for adjournment for evening meetings shall be 11:00 pm. The Council and Committees thereof shall always adjourn by this hour unless this rule is temporarily suspended by a resolution concurred by the majority of the members present.
- 3.2.5. Members of the management team, as well as other staff members, as required, shall attend such meetings in order to assist and support Members.

3.3. Special Meetings

- 3.3.1. The Head of council may at any time summon a special meeting of the Council and it shall be their duty to call a special meeting whenever requested in writing by a majority of the members of the Council. In addition, the Clerk shall, upon receipt of a written petition signed by the majority of the members of the Council, summon a special meeting for the purpose and at the time and place mentioned in the petition. Twenty-four hours' notice of all special meetings of the Council shall be given to the members through the Clerk's office.
- 3.3.2. The notice calling a special meeting of the Council shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered at such meeting except with unanimous consent of all members. It shall be the responsibility of the Clerk to forward all notices and

agendas for special Council meetings a minimum of twenty-four hours in advance.

- 3.4. **Open and Closed Meetings:** All meetings of the Council and Committee of the Whole shall be open to the public, except that they may be closed when the subject matter under consideration involves:

- 3.4.1. the security of the property of the municipality or local board;

Includes:

- Discussions relating to protection of property from physical loss or damage and the protection of public safety in relation to this property.

Does not include:

- Matters relating to the financial interests of the municipality;
- Discussions of strategy with respect to municipal infrastructure or growth;
- Discussions regarding strategy with regard to municipal property.

- 3.4.2. personal matters about an identifiable individual, including municipal or local board employees;

Includes:

- Discussions of opinions about an identified individual;
- Examination of a municipal employee's performance or conduct;
- Discussion of nominees for appointment to a committee;
- Discussion of an investigation of an individual's possible violation of law.

Does not include:

- Discussion of council members' remuneration or expenses and related policy;
- Discussion of general working relations between council and staff;
- Discussion about an individual in his/her professional or official capacity.

- 3.4.3. a proposed or pending acquisition or disposition of land by the municipality or local board;

Includes:

- When the bargaining position of the municipality needs to be protected with respect to buying or selling property;
- Discussions of lease agreements or easements relating to the municipality's property interests.

Does not include:

- General discussions of real estate market volatility and its impact on land values.

- 3.4.4. labour relations or employee negotiations;

Includes discussions involving:

- collective bargaining;
- staff compensation or vacation;
- hiring or firing staff, or disciplinary proceedings;
- grievances under a collective agreement;
- voluntary exit program;
- review of staff workload and working relationships.

Does not include:

- Discussions of litigation against employees.

- 3.4.5. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

Includes:

- Discussions of ongoing litigation involving the municipality, including proceedings before administrative tribunals;
- Discussion of litigation that is a real likelihood, against or by the municipality;
- Discussions about deciding whether or not to litigate.

Does not include:

- Speculation that litigation may arise in future, or where there is no evidence of any current or future legal proceedings;
- Meetings where an outside party is present (thereby waiving legal privilege).

- 3.4.6. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Includes:

- Communication between the municipality and its solicitor, in seeking or receiving legal advice intended to be confidential (to ensure municipal officials can speak freely with their lawyer without fear of disclosure.)

Does not include:

- Situations where the privileged communication is disclosed to third parties;
- Discussions that do not directly refer to legal advice.

- 3.4.7. a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;

- 3.4.8. the subject matter relates to the consideration of 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;
- 3.4.9. 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:
 - 3.4.9.1. The meeting is held for the purpose of educating or training the members;
 - 3.4.9.2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.
- 3.4.10. the subject matter being considered is an ongoing investigation respecting the municipality by the Ontario Ombudsman in the role as both meeting investigator and as the Municipal Ombudsman.
- 3.4.11. the subject matter being considered is information explicitly supplied in confidence to the municipal or local board by Canada, a province or territory or a Crown agency of any of them;
- 3.4.12. the subject matter being considered is 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;
- 3.4.13. the subject matter being considered is 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; or
- 3.4.14. the subject matter being considered is a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- 3.5. Before holding a meeting or part of a meeting that is to be closed to the public, a council or local board shall state by resolution;
 - 3.5.1. the fact of the holding of the closed meeting; and the general nature of the matter to be considered at the closed meeting.
 - 3.5.2. in the case of a meeting under Section 307, 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.
- 3.6. If a meeting is closed to the public, no resolution or record of the meeting shall disclose any information that the head of an institution is not permitted to disclose under the Municipal Freedom of Information and Protection of Privacy Act.
- 3.7. Subject to section 3.11, a meeting shall not be closed to the public during the taking of a vote.
- 3.8. A meeting may be closed to the public during a vote if:
 - 3.8.1. Section 3.4 permits or requires a meeting to be closed to the public, and;
 - 3.8.2. the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Town, local board or committee of either of them or persons retained by or under contract with the Town or local board.
- 3.9. The Clerk and/or his or her designate shall attend all Closed Meetings and record the proceedings, including procedural motions and direction given to staff, without note or comment. The Clerk may also authorize the attendance of such other municipal staff as may be necessary or appropriate.

Section 3.4.11
to 3.4.14 as
amended by
By-law 3018-18

Section 3.10 as
amended by
By-law 3125-20

3.10. Electronic Meetings

3.10.1 Members may participate in meetings by Electronic Means subject to the following:

- Electronic Means of participating in a meeting are available only for meetings of Council, Committee of the Whole and Committees of Council.
- Requests to participate in a meeting by Electronic Means must be made to the Clerk at least three (3) business days before the meeting.
- A Member may participate in a maximum of two (2) electronic meetings per calendar year. Electronic participation in more than the prescribed maximum number of meetings shall be at the discretion of the Chair.
- Members may participate in Closed Sessions of any meeting by Electronic Means.
- A Member participating in a meeting by Electronic Means shall be considered to be present at such meeting and counted towards quorum and provided with all rights and considerations as any member participating in person.
- Delegations and Deputations may participate and make presentations by Electronic Means.

3.10.2 The following practices will be followed when a Member(s) participates in a meeting by Electronic Means:

- Each Member participating in a meeting by Electronic Means shall be available at least fifteen (15) minutes before the beginning of the meeting to assist staff in establishing the electronic connection.
- Each Member participating by Electronic Means will mute his or her electronic device when he or she is not speaking.
- The Chair will canvass Members participating by Electronic Means about their intention to speak to a matter on the floor and will notify each Member when it is his or her turn to speak.
- After putting a motion to a vote, each Member participating by Electronic Means will be required to identify how he or she wishes to vote.
- Each Member participating by Electronic Means shall inform the Chair about his or her intentions to leave the meeting either on a temporary or permanent basis.
- A Member(s) participating by Electronic Means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
- In the case of a loss of connection, or any connection issue which impedes the ability of a Member(s) to participate in the meeting in real time, the meeting will continue without attempts by staff to reconnect. The Member may attempt to reconnect and rejoin the meeting.

Section 3.10.3
as amended by
By-law 3125-20

3.10.3 During an emergency existing in all or part of the Municipality, declared either by the Province or local Municipality under sections 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Municipality shall allow for electronic participation of Members of Council and Committees of Council in both open and closed Council meetings, and such members shall be counted in determining whether or not a quorum of members is present.

4. ORDER OF PROCEEDINGS

4.1. As soon after the hour fixed for the meeting as there is a quorum present, the Mayor or Chair shall take the Chair and call the members to order. A majority of the members of the Council or Committee thereof shall constitute a quorum.

4.2. In case the Mayor does not attend within fifteen minutes after the time appointed, the Deputy Mayor shall call the members to order and if a quorum is present, shall preside during the meeting or until the arrival of the Mayor. In the absence of the Mayor and the Deputy Mayor, the Clerk shall be present and if a quorum is present, shall call the members to order. A Chairman shall be chosen, from the members, who shall preside during the meeting or until the arrival of the Mayor or the Deputy Mayor.

- 4.3. While presiding, the Deputy Mayor or the Chair chosen by the Council shall have all the powers of the Mayor and shall be entitled to vote as a member.
- 4.4. If there is no quorum within thirty minutes after the time appointed for the meeting, the Clerk shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.

5. DUTIES OF THE HEAD OF COUNCIL

The Mayor or Chair shall:

- 5.1. Preserve order and decorum, decide questions of order (subject to an appeal to the Council or Committee thereof by any member) and, without unnecessary comment, cite the rule or authority (as commonly accepted under parliamentary procedures) applicable to the case if called upon to do so.
- 5.2. Open the meeting of the Council or Committee thereof by taking the Chair and calling the members to order.
- 5.3. Announce the business before the Council or Committee thereof in the order in which it is to be acted upon.
- 5.4. Receive and submit, in the proper manner, all motions presented by the members of the Council or Committee thereof.
- 5.5. Put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the results
- 5.6. Decline to put to vote motions which infringe on the rules of procedure.
- 5.7. Restrain the members, within the rules of order when engaged in debate.
- 5.8. Enforce on all occasions the observance of order and decorum among the members.
- 5.9. Call by name any member persisting in breach of the rules of order of the Council or Committee thereof, thereby ordering that member to vacate the Council Chamber.
- 5.10. Receive all messages and other communications and announce them to the Council or Committee thereof.
- 5.11. Authenticate, by their signature when applicable, all by-laws, resolutions and minutes of the Council.
- 5.12. Represent and support the Council or Committee thereof, declaring its decision in all things.
- 5.13. Ensure that the decision of the Council or Committee thereof are in conformity with the laws and by-laws governing activities of the Council and Committees thereof.
- 5.14. Adjourn the meeting when the business is concluded.
- 5.15. Adjourn the meeting without question put in the case of grave disorder arising in the Council Chamber.

6. CONDUCT OF MEMBERS

No member shall:

- 6.1. Use offensive words or unparliamentary language in or against the Council or Committees thereof, or any member thereof;
- 6.2. Speak on any subject other than the subject in debate;
- 6.3. Criticize any decision of the Council or Committee thereof except for the purpose of moving that the question be reconsidered;
- 6.4. Disobey the rules of the Council or Committee thereof or a decision of the Head of Council or Chair of the Council or Committee thereof, on questions of order or practice, or upon the interpretation of the rules of the Council or Committee thereof;
- 6.5. Disturb another, or the Council or Committee thereof itself, by any disorderly deportment disconcerting to any member speaking;

- 6.6. Be permitted to retake their seat at any meeting after being ordered by the Head of Council or Chair to vacate after committing a breach of any rule of order of the Council or Committee thereof, without making apology and the consent of the Council or Committee thereof expressed by a majority vote of the other members present, determined without debate;
- 6.7. Speak until they have addressed themselves to the Chair;
- 6.8. Walk across or out of the Chamber or make any noise or disturbance when the Head of Council or Chair is putting a question and shall occupy their seat while a vote is being taken and until the result hereof is declared.

7. RULES OF DEBATE

- 7.1. Every member when speaking to any question or motion shall respectfully address the Mayor or Chair.
- 7.2. The Mayor or Chair shall designate the member who has the floor when two or more members rise to speak.
- 7.3. When a member is speaking, no other member shall pass between him and the Chair, or interrupt him except to raise a point of order.
- 7.4. 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.
- 7.5. No member shall speak to the same question for longer than five (5) minutes. With the leave of the Council or Committee thereof, a supplementary question with a further three (3) minutes may be granted.
- 7.6. A member may ask a question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding thereof.
- 7.7. All questions shall be stated succinctly and questions shall not be used as a means of making statements or assertions.
- 7.8. Questions may be asked only of the previous speaker, the Mayor or Chair, or an official or staff of the municipality.

8. VOTING ON QUESTIONS

- 8.1. When the Mayor or Chair calls for the vote on a question, each member shall occupy their seat and shall remain there until the result of the vote has been declared by the Mayor or Chair, and during such time no member shall walk across the room or speak to any other member or make any noise or disturbance.
- 8.2. If a member who has voted on a question disagrees with the declaration of the Mayor or Chair that the question is carried, or lost, he may, but only immediately after the declaration by the Mayor or Chair, object to the Mayor's or Chair's declaration and require a Recorded Vote to be taken in the manner prescribed in Subsection 8.3 of this by-law.
- 8.3. When a member of the Council or Committee thereof requests a Recorded Vote, each Councillor or member, in alphabetical order followed by the Mayor, Deputy Mayor or Chair, shall announce his vote upon request openly and individually in the Council or Committee thereof unless otherwise prohibited by statute, and the Clerk shall record the same and shall announce the result of the said vote. In the event that the Chair is other than the Mayor, the Chair shall always vote last. In the event that the Mayor or Chair has left the Chair to present and vote on a motion, he shall announce their vote in the order of voting in the position left vacant by the person named to act in his place.
- 8.4. Every member present at a meeting of the Council or Committee thereof when a question is put shall vote thereon, except that if he has any pecuniary interest, direct or indirect in the question, he shall at the first opportunity disclose their interest and shall refrain from taking part in the discussion and from voting on the particular question. Every member present who is required to vote on a question, but in fact does not vote thereon, shall be deemed to be voting in the negative and shall be so recorded.

Section 8.5 as
amended by
By-law 3018-18

- 8.5. At a meeting at which a member discloses an interest under section 5 of the *Municipal Conflict of Interest Act*, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk or the secretary of the committee or local board, as the case may be.

9. AGENDA – ORDER OF BUSINESS

- Section 9.1.16 and
9.1.17 as amended
by By-law 3072-19

9.1. The Clerk shall have prepared and printed for the use of the members at the regular meetings of the Council an agenda under the following headings, if applicable:

9.1.1. The National Anthem

9.1.2. Call to Order

9.1.3. Disclosure of Pecuniary Interest and the General Nature Thereof

9.1.4. Agenda Additions or Deletions

9.1.5. Health & Safety Message

9.1.6. Public Meeting Under the Planning Act or Other Legislation

9.1.7. Delegations

9.1.8. Council and Committee of the Whole Minutes

9.1.9. Staff Reports

9.1.10. Committees of Council Minutes

9.1.11. By-laws

9.1.12. Correspondence Requiring Action

9.1.13. Reports and Correspondence for Information

9.1.14. Councillor and Staff Updates

9.1.15. Planning and Zoning Matters

9.1.16. Dates to Remember and Announcements

9.1.17. Notice of Motion

9.1.18. Closed Meeting

9.1.19. Adjournment

9.2. The business of Council and Committees thereof shall in all cases be taken up in the order in which it stands upon the agenda, unless otherwise decided upon by Council or the Committee thereof.

9.3. The agenda and reports for a Regular Council and Committee meetings shall be available to members of Council at least two days prior to the meeting. The agenda will also be available on the Town website. Staff reports shall be submitted to the Clerk by the Wednesday prior to the meeting.

10. MOTIONS

- 10.1. The following matters may be introduced orally without written notice and without leave:

10.1.1. A point of order or personal privilege;

10.1.2. Presentations of petitions;

10.1.3. A motion to suspend a rule of procedure or in compliance with a rule of procedure;

10.1.4. A motion to adjourn (not debatable);

10.1.5. A motion that the vote now be taken;

10.1.6. A motion that the Council resolve itself into a Committee of the Whole (not debatable).

Section 10.3 as
amended by
By-law 3072-19

- 10.2. Except as provided in Subsection 10.1 above, all motions and notices thereof shall be in writing. At the discretion of the Mayor or Chair, motions that are deemed to be minor in nature, do not have to be submitted in writing. Motions at Committee of the Whole meetings are not required to be in writing.
- 10.3 A Notice of Motion:
- 10.3.1. Items requiring a detailed response and research should be raised as a Notice of Motion providing direction to staff.
- 10.3.2. Members intending to bring forward a motion for Council's consideration must provide notice at the preceding meeting. Such notice shall contain a brief summary of the motion subject. Final wording of the motion for Council's consideration shall be provided to the clerk or designate at least one week in advance of the meeting at which the motion is to be considered.
- 10.3.3. Council shall consider motions for which notice has previously been given. The proponent shall read the motion aloud and be permitted to speak to the contents of the motion first. Motions shall be moved, seconded and debated according to the rules of this procedural by-law.
- 10.4. Any motion may be introduced without notice if the Council or Committee thereof, without debate, dispenses with notice on the affirmative vote of a least two thirds of the members present and voting.
- 10.5. All motions shall be seconded before being debated or put from the Chair. When a motion is seconded, it shall be read or stated by the Mayor or Chair before debate.
- 10.6. After a motion has been read or stated by the Mayor or Chair, it shall be deemed to be in the possession of the Council or Committee thereof but it may with the majority consent of the Council members or Committee members present, be withdrawn at any time before decision or amendment.
- 10.7. A Motion to Amend:
- 10.7.1. Shall be presented in writing or be a verbal motion duly moved and seconded;
- 10.7.2. Shall receive disposition of the Council or Committee thereof before a previous amendment or the question;
- 10.7.3. Shall not be further amended more than once provided that further amendment may be made to the main question;
- 10.7.4. Shall be relevant to the question to be received;
- 10.7.5. Shall not be received proposing a direct negative to the question;
- 10.7.6. May propose a separate and distinct disposition of a question;
- 10.7.7. Shall be put in the reverse order to that in which it is moved.
- 10.8. When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer, that the vote now be taken or to adjourn the meeting. A motion that the vote be now taken shall take precedence over any other motion except a motion to adjourn the meeting, and, subject to Section 10 (3), shall be put immediately without debate.
- 10.9. No member shall speak to a resolution more than once, without leave from the Mayor or Chair, or except an explanation of the material part of his report, which may have been misunderstood but otherwise shall not be permitted to introduce another matter. A reply shall be allowed to a member who has made a substantive resolution, to any member who has moved an amendment, the previous question and/or instruction to a Committee. Each member shall confine their remarks to a limit of three (3) minutes.
- 10.10. Immediately preceding the taking of the vote, the Mayor or Chair may state the question in the form introduced. If required by a member, except when a motion for the previous question has been resolved in the affirmative, he shall state the question in the precise form in which it will be recorded in the minutes.

- 10.11. After a question is finally put by the Mayor or Chair, no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
- 10.12. Any resolution shall require a majority of votes in order to be valid and binding on the Council or Committee thereof.
- 10.13. After any question has been decided the following shall prevail:
 - 10.13.1. Any member of the Council or Committee thereof may give notice within the calendar year in which the question was decided for a reconsideration of the Council or Committees thereof. A majority vote will be required to carry the motion for reconsideration;
 - 10.13.2. No discussion of the main question shall be allowed until the motion for reconsideration is carried, and no question shall be reconsidered more than once in the calendar year.

11. PROCEEDINGS IN COMMITTEE OF THE WHOLE

- 11.1. **General:** Members of the Council may meet from time to time in addition to the times specified in this by-law, as a Committee of the Whole, for the purpose of considering any matter or thing referred to or brought before the Committee for consideration and/or report. The Mayor may call a Committee of the Whole meeting at any time and, when so requested by a majority of the members of the Council, shall call a meeting of the Committee. Twenty four hours notice of all Committee of the Whole Meetings shall be given to the members by the Clerk's Office, stating the purpose of the meeting and matters to be considered.
- 11.2. **Committee Meeting Procedure:** The Council may determine from time to time such procedures for the governing of Committee meetings as may be determined necessary for the effective conduct and administration of the operations of the Committee.
- 11.3. **Effect of Committee Recommendations:** Any recommendation of a Committee, when adopted by the Council, shall be considered and deemed to be the proceedings of the Council. All Committee of the Whole Reports shall be available to members of Council at least two days prior to the meeting.

12. MINUTES

- 12.1. The Council and Committee minutes shall record:
 - 12.1.1. The place, date and time of meeting;
 - 12.1.2. The names of the Chair and record of attendance of the members;
 - 12.1.3. The reading, if requested, correction and adoption of the minutes of the prior meetings;
 - 12.1.4. All other proceedings of the meeting without note or comment.
- 12.2. Minutes of meetings of Council and Committees shall be available to members at their next scheduled Council or Committee meeting.

13. PETITIONS AND COMMUNICATIONS

- 13.1. Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language, and shall be signed and dated by at least one person, filed with the Clerk, and shall include an address and telephone number where return correspondence or contact is to be directed.
- 13.2. Every petition or communication shall be delivered to the Clerk's Office by 12:00 noon on the Wednesday prior to the Council or Committee thereof, or Committee of the Whole meeting, for it to be included on that agenda.

14. DEPUTATIONS/DELEGATIONS

- 14.1. A person desiring to present information on any matter or make a request of the Council shall give notice to the Clerk's Office by 12:00 noon on the Wednesday prior to the Council or Committee of the Whole Meeting, stating the purpose of the deputation and providing a general outline of the subject matter of the presentation. The Clerk shall have the discretion of adding a delegation to an agenda or not.

Written copies of their submission shall be provided to members of Council and the Clerk's Office at the time of the deputation or preferably by 12:00 noon on the Wednesday prior to the Council or Committee of the Whole meeting. Deputations/delegations may be heard by leave of the Council but shall be limited in speaking to not more than ten (10) minutes, except that delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes. Persons requesting to appear before the Council shall be advised of the time limitation in advance of their presentation.

- 14.2. Notwithstanding the provisions of Section 14.1, the Clerk may, at his/her sole discretion, entertain deputations or delegations with less notice as the circumstance may warrant.

15. BY-LAWS

- 15.1. Every by-law shall be introduced upon motion duly moved and seconded by two members of the Council.
- 15.2. Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any act and shall be complete with the exception of the number and date thereof.
- 15.3. The Council may permit the presentation of a synopsis in place of the complete reading of the by-law.
- 15.4. Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of The Corporation and signed by the Clerk and the Mayor.

16. APPOINTMENTS TO BOARDS, COMMISSIONS, SPECIAL PURPOSE BODIES AND OTHER STATUTORY POSITIONS

- 16.1. All Council appointments to various Boards, Commissions, Special Bodies and other statutory positions shall be made at the required time by resolution of Council except where specifically required by by-law.
- 16.2. The Head of Council shall be an ex-officio member of all Town Advisory and Ad-hoc Committees where not otherwise prohibited by any Act and shall have full voting privileges when in attendance at any meeting thereof but shall not have the privilege of raising new business or adding any matter to a previously completed meeting agenda.

17. AMENDMENT TO THIS BY-LAW

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

18. SUSPENSION OF RULES

- 18.1. Except as specifically noted to the contrary, any procedure required by this by-law may be temporarily suspended with the consent of two thirds of the members of the Council or Committee present.

19. SEVERABILITY

- 19.1. Should any section, subsection, clause, paragraph or provision of this by-law be declared by a court or competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the provisions so declared to be invalid.

20. REMARKS

- 20.1. In this By-law, words in the singular include the plural, words in the plural include the singular and words importing the masculine gender include the feminine and neuter genders where the context so requires.

21. REPEALED

- 21.1. By-law No. 2585-07 is hereby repealed in its entirety.

22. **EFFECTIVE DATE**

22.1. This by-law shall come into force and effect upon the final passing thereof.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED this 8th day of August, 2016.

Susan Paterson, Mayor

Brian Tocheri, Chief Administrative Officer & Clerk

