



**TOWNSHIP OF SCUGOG**

**PROCEDURAL BY-LAW**

**BY-LAW NUMBER 89-11**

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THE CORPORATION OF THE TOWNSHIP OF SCUGOG

BY-LAW NUMBER 89-11

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BEING A BY-LAW TO GOVERN THE PROCEDURES OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SCUGOG AND ITS COMMITTEES AND BOARDS.

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**WHEREAS** the *Municipal Act, 2001, S.O. 2001*, as amended, authorizes every municipal Council to enact By-Laws to govern the proceedings of Council;

**AND WHEREAS** Section 238(2.1) of the *Municipal Act, 2001, S.O. 2001*, as amended, requires that the procedural by-law provide for public notice of meetings:

**AND WHEREAS** the Council of the Corporation of the Township of Scugog deems it advisable to enact a new By-Law to govern the proceedings of Council, the conduct of its members and the calling of meetings and to provide for procedures and statutory requirements in accordance with the Act, and to repeal the previous By-Law;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SCUGOG** Enacts As Follows:

**Section 1            DEFINITIONS**

For the purposes of this By-Law, the following definitions shall apply and have the following meanings:

- 1.1    **“Abstain”** – shall mean a Member who is lawfully entitled to vote but chooses not to exercise their right to vote on a matter, and in such cases an abstention shall be deemed as a negative vote.
- 1.2    **“Act”** – shall mean the *Municipal Act, 2001*, as amended from time to time.
- 1.3    **“Acting Chair”** – shall mean the Member who is temporarily appointed to serve in the Chair’s place.
- 1.4    **“Acting Mayor”** – shall mean the Member of Council appointed by By-Law or Resolution under the Act, to act from time to time in the place and stead of the Mayor.
- 1.5    **“Ad Hoc Committee”** – shall mean a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.
- 1.6    **“Agenda”** – shall mean the written Order of Business.

- 1.7 **“By-Law”** – shall mean a local law that has been enacted by Council in order to exercise a power provided in the Act.
- 1.8 **“Chair” (Presiding Officer)** – shall mean the member who presides at a Council or Committee meeting.
- 1.9 **“Chief Administrative Officer”** – shall mean the Chief Administrative Officer (CAO) or designate duly appointed by the Township as prescribed in Section 229 of the *Municipal Act, 2001*, as amended.
- 1.10 **“Clerk”** – shall mean the Municipal Clerk or designate duly appointed by the Township as prescribed in Section 228 of the *Municipal Act, 2001*, as amended.
- 1.11 **“Closed Session (In-Camera)”** – shall mean a meeting, or portion thereof, closed to the public in accordance with Section 239 of the *Municipal Act, 2001*, as amended and Section 2.19 of this By-Law.
- 1.12 **“Committee”** – shall mean any standing, advisory or other committee, subcommittee or similar entity comprised of members of Council and/or members of the public, established by Council but shall not include the General Purpose and Administration Committee.
- 1.13 **“Confirming By-Law”** – shall mean a By-Law passed prior to adjournment of every Council meeting to confirm the resolutions and actions of Council taken at that meeting.
- 1.14 **“Correspondence”** – shall include but is not limited to; letters, memos, notices, emails, faxes, petitions, brochures, newspaper/magazine articles etc.
- 1.15 **“Council”** – shall mean the Council of the Corporation of the Township of Scugog consisting of the Mayor, Regional Councillor and five (5) Ward Councillors.
- 1.16 **“Council Meetings”** – shall include Regular, Special and Emergency Meetings of Council.
- 1.17 **“Councillor”** – shall mean a person elected or lawfully appointed to the Council of the Township of Scugog, but does not include the Mayor.
- 1.18 **“Debate”** – shall mean discussion on the merits of a question/motion and whether the proposed action should or should not be taken.
- 1.19 **“Delegation”** – shall mean a person or group of persons who are not Members of Council or Township staff who have requested and are permitted to address Council or Committee, individually or on behalf of a group.
- 1.20 **“Deputy Mayor”** – shall mean the Member of Council appointed as the Deputy Mayor, by By-Law.

- 1.21 “**Emergency**” – shall mean a situation that poses, in the opinion of Council, an immediate threat to the municipality.
- 1.22 “**Ex-Officio**” – shall mean the Mayor who by virtue of office, shall be a member of all Committees and shall have the same rights and privileges as other members of the respective Committee, who is entitled to vote but does not form part of the quorum.
- 1.23 “**General Purpose & Administration Committee**” (**GP&A**) – shall mean all of the Members of Council sitting in committee and shall report to and make recommendations to Council.
- 1.24 “**Improper Conduct**” – shall mean conduct that obstructs in any way the deliberations and/or proper action of Committee or Council.
- 1.25 “**Improper Language**” – shall mean the use of profane, indecent or obscene language.
- 1.26 “**Inaugural Meeting**” – shall mean the first meeting of a new Council after a regular election held in accordance with the Act and Procedural By-Law.
- 1.27 “**Local Board**” – shall mean any board established by Council but does not include a school board, a conservation authority, public library board and police services board.
- 1.28 “**Majority Vote**” – shall mean a vote where over half of the Members present, and eligible to vote, vote in the same manner.
- 1.29 “**Mayor**” – shall mean the Member of Council elected by general vote as the Mayor and is Head of Council, the Ex-Officio and who normally presides at all Council Meetings.
- 1.30 “**Meeting Schedule**” – shall be deemed the Council/Committee schedule containing the date of Council and the General Purpose & Administration Committee meeting dates, including other reserved dates and confirmed by Council resolution.
- 1.31 “**Member**” – shall mean a Member of Council and its Committees, including any Advisory Committee, Ad Hoc Committee, or Local Board.
- 1.32 “**Minutes**” – shall mean a record of the proceedings of a meeting, and shall be made by the Clerk without note or comment.
- 1.33 “**Motion**” - shall mean a proposal moved by a Member and, if moved in Council, seconded by another Member, to adopt, amend, or otherwise deal with a matter before Council or a Committee.
- 1.34 “**Motion to defer**” – shall mean a motion to delay consideration of a matter until later in the same Meeting or to a future Meeting of Council or a Committee.

- 1.35 **“Motion to receive”** – shall mean a motion to acknowledge an item, report or recommendation under consideration and to have it placed in the records of Council with no additional action being taken.
- 1.36 **“Motion to refer”** – shall mean a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and, if deemed desirable, one or more reports from any Committee, body or official.
- 1.37 **“Motion to table”** – shall mean a motion to postpone without setting a definite date as to when the matter will be considered again.
- 1.38 **“Notice of Motion”** - shall mean a written notice of a motion respecting a substantive matter not on the Agenda for a Meeting of Council which is received by the Clerk, for inclusion on the Agenda for a future Meeting of Council, unless notice thereof is waived pursuant to Section 3.18 of this By-Law.
- 1.39 **“Order of Business”** – shall mean the sequence of business under consideration at a meeting.
- 1.40 **“Pecuniary Interest”** – shall mean a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, as amended.
- 1.41 **“Point of Order”** – shall mean any alleged breach of the rules or irregularity in the proceedings of a Meeting.
- 1.42 **“Point of Privilege or Personal Privilege”** – shall mean a statement by a Member calling attention to a matter where the integrity of an individual (personal) or the entire Council or Committee is perceived to be in question.
- 1.43 **“Presentations”** – shall mean the presentation of awards, certificates etc.
- 1.44 **“Public Information Session/Open House”** – shall be deemed a meeting held for the purpose of presenting proposals and issues, educating and informing and/or receiving input.
- 1.45 **“Public Meeting (Statutory)”** – shall be deemed a meeting held for the purposes required under an Act or Regulation.
- 1.46 **“Quorum”** - shall mean the number of Members required to be present in the meeting room, in order that business may be conducted.
- 1.47 **“Recess”** – shall mean a short break taken during a meeting and is of a 15 minute duration.
- 1.48 **“Recorded Vote”** – shall mean a written record of the name and vote of every Member on any matter or question conducted by the Clerk.

- 1.49 **“Regular Meeting”** – shall mean a scheduled meeting held in accordance with Section 2.3 of this By-Law.
- 1.50 **“Reports”** - shall mean a written document by a municipal employee, consultant, solicitor or other person for the purpose of providing advice, alternatives/recommendations on various matters.
- 1.51 **“Resolution”** – shall mean a motion that has been passed by Council.
- 1.52 **“Rules of Procedure”** – shall mean the rules of procedure as set out in this By-Law.
- 1.53 **“Secretary”** – shall mean the person appointed to record the proceedings of any Meeting constituted pursuant to this By-Law.
- 1.54 **“Special Meeting”** – shall mean a meeting not scheduled in accordance with the approved schedule of meetings for which notice has been given in accordance with this By-Law.
- 1.55 **“Staff”** – shall mean employee(s) of the Township.
- 1.56 **“Substantive Motion”** – shall mean any motion except a motion to:
- Recess;
  - Table;
  - Refer;
  - Extend the meeting;
  - Put the question;
  - Rise and report;
  - Change the order of business; or
  - Adjourn.
- 1.57 **“Township”** – shall mean the Corporation of the Township of Scugog.
- 1.58 **“Two-Thirds Vote”** – shall mean a vote where at least two-thirds of the members present, and eligible to vote, vote in the same manner.

## **Section 2            CALLING OF MEETINGS**

### ***Application***

- 2.1 The rules of procedure set out in this By-Law shall govern all proceedings of Council and its Committees, including all Advisory Committees, Ad Hoc Committees, and Local Boards.

### ***Inaugural Meeting***

- 2.2 The Inaugural Meeting of Council shall be held at 1:30 p.m. on the first Monday in December after a regular election.

### ***Regular Council and GP&A Committee Meetings***

2.3 The next and each succeeding Regular Council Meeting shall be held in the Council Chambers at the Municipal Office, except as otherwise provided for in this By-Law, and shall be held in accordance with the schedule of Meetings of Council and the GP&A Committee as prepared by the Clerk and approved by Council. Regular Council Meetings shall commence at 6:30 p.m. and GP&A Committee Meetings shall commence at 1:30 p.m.

### ***July/August Meetings***

2.4 Notwithstanding the provisions of this By-Law, there shall be no scheduled meetings during the month of July. Regular meetings will commence the last Monday in August.

### ***Special Meetings***

- 2.5 (a) The Mayor may at any time call a Special Meeting; or
- (b) Upon receipt of a petition of the majority of the Members of Council, the Clerk shall call a Special Meeting for the purpose and the time mentioned in the petition.

### ***Special Council Agenda***

2.6 The Clerk, when it is reasonably possible, shall cause an Agenda to be prepared, in the following order, for the use of Members at Special Meetings of Council:

- (a) Special Meeting Resolution
- (b) Call to Order
- (c) Disclosure of Pecuniary Interest & Nature Thereof
- (d) Delegations
- (e) Consideration of business for which notice was given
- (f) By-Laws
- (g) Adjournment

2.7 No business may be transacted at a special meeting of Council or GP&A Committee other than that specified in the notice or Agenda.

### ***Notice to Members***

2.8 The published agenda shall be considered as adequate notice of Regular Meetings of Council and GP&A Committee, except for meetings held on a day or at a time other than on the approved schedule of meetings.

- 2.9 The Clerk shall ensure that the agenda for each regular meeting of Council and GP&A Committee will be made available no later than 8:30 a.m. on the Friday preceding a regular meeting.
- 2.10 The Clerk shall deliver notice of each special meeting of Council or GP&A Committee to each member personally or leave notice at his residence or place of business by telephone, facsimile or electronic mail at least twenty-four (24) hours before the time set for such special meeting. The notice shall specify the business to be transacted. An Agenda constitutes such notice.
- 2.11 The twenty-four (24) hours notice required by Section 2.10 may be waived in the case of an emergency as may be determined by the Mayor, his/her alternate or CAO.
- 2.12 Notice for Public Meetings shall be as prescribed.

***Notice to Media and Public***

- 2.13 The Clerk shall provide notice to the public and media of all Regular or Special Meetings of Council or GP&A Committee, Agendas, Agenda items, cancellations and rescheduling by:
- (a) Publishing the annual schedule of Meetings once adopted by Council by posting on the Township's official web site and by distributing copies upon request;
  - (b) Publishing the monthly schedule on the Township page in the weekly newspaper.
  - (c) Posting the agenda on the Township's official web site by 2:00 p.m. on the Friday preceding a regular meeting.
  - (d) Notice shall also be provided to the public by placing a copy of the Agenda on the Reception counter at the Municipal Office and by making a copy available at the Scugog Memorial Public Library and to those members of the press who have requested that they be placed on the circulation list with the Clerk by 2:00 p.m. on the Friday preceding a Regular Meeting.

***Cancellation/Postponement***

- 2.14 Any meeting may be cancelled or rescheduled to a day, time and place set out in a written notice from the Clerk, sent to each member as provided for in Section 2.10 at least twenty-four (24) hours before the scheduled date of the meeting.
- 2.15 The Mayor may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising the Clerk and as many members as they are able to reach. Postponement shall not be for any longer than the next regularly scheduled meeting of Council or GP&A Committee.

2.16 The Clerk shall provide notice of cancellation to Council, Staff, the press and all other interested parties a minimum of three (3) hours in advance of any Council, GP&A Committee and Public Meeting or Information Session in the case of severe inclement weather.

***Failure to Meet Notice Provisions***

2.17 Lack of receipt of the notice shall not affect the validity of holding the meeting nor any action taken at the meeting.

***Meetings Open to the Public***

2.18 All Meetings shall be open to the public except as provided for in Section 2.19.

***Closed Meetings***

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

- (a) The security of property of the Township or Local Board,
- (b) Personal matters about an identifiable individual, including a Township or Local Board employee;
- (c) A proposed or pending acquisition or disposition of land by the Township or Local Board;
- (d) Labour relations or employee negotiations;
- (e) Litigation or potential litigation including matters before administrative tribunals, affecting the Township or Local Board.
- (f) The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) The education and training of Members, provided that no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council; or
- (h) A matter in respect of which Council has authorized a Meeting to be in Closed Session under statutory authority.

2.20 The Chair of every Closed Session meeting shall be the Mayor. In the absence or unavailability of the Mayor, the Chair shall be the Deputy Mayor. In the absence or unavailability of the Deputy Mayor, the Chair shall be the Acting Mayor.

2.21 The Clerk or designate shall remain in the room for all closed sessions.

### ***Prior Public Resolution***

2.23 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 public resolution:

- (a) the fact of holding the Closed Session;
- (b) the general nature of the matter to be considered;
- (c) the specific provision of the Act under which the Meeting in Closed Session is permitted; and
- (d) where the purpose is for education or training, that the Meeting is to be held in Closed Session pursuant to Section 239(3.1) of the Act.

2.24 The Clerk shall advise the Chair if, in his/her opinion, the issue being discussed at a Closed Session is not procedurally appropriate in accordance with the terms of the Act and in accordance with Section 2.19 of this By-Law.

2.25 Subsection to the provisions of this section, Council may hear Delegations in Closed Session.

### ***Media and Public must leave Closed Session***

2.26 Upon passage of a motion under Section 2.23, all members of the media and public shall be required to leave the room. The Clerk shall remain, and any members of Staff or Township consultants who are required for the purpose of the deliberations, may be requested to remain.

### ***Open Votes***

2.27 A Meeting shall not be closed to the public during the taking of a vote.

### ***Closed Session Votes***

2.28 Despite Section 2.27, a Meeting may be closed to the public during a vote if:

- (a) Section 239(2) of the Act 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 instruction to officials, employees or agenda of the Township, or persons retained by or under contract with the Township.

### ***Record of Closed Session Meeting***

2.29 The Clerk shall prepare a record of each Closed Session held in Council or GP&A Committee indicating:

- (a) the matter(s) discussed;
- (b) the specific provision under the Act under which the Meeting in Closed Session is permitted;
- (c) the members in attendance;
- (d) the disposition of the matter(s);
- (e) the starting and concluding times for the Closed Session; and
- (f) the minutes are to be adopted at the next Closed Session Meeting.

2.30 Audio or video recording of a Meeting is not permitted unless authorized by the Clerk and shall not be conducted in a manner that interferes with proceedings of the Meeting.

### ***Confidentiality***

2.31 The Clerk shall be responsible for maintaining a confidential copy of all original documentation distributed, relating to closed sessions, and for keeping confidential minutes of all closed sessions.

2.32 The Clerk shall distribute all confidential reports and material for Closed Sessions in sealed envelopes with the Councillor's name and agenda date on it. Closed Session material shall be photocopied on orange paper. If a member of Council determines that they have a potential Pecuniary or Conflict of Interest, they shall return the envelope to the Clerk.

2.33 Members shall ensure that confidential matters disclosed to them and materials provided to them during closed sessions are kept confidential. Members are encouraged to return confidential material to the Clerk or his/her designate for destruction.

2.34 Any violation of this Section may result in exclusion of the offending Member from future Closed Sessions and that Member no longer being provided with correspondence, materials or information proposed to be dealt with at a Closed Session. Such exclusion shall be determined by a majority vote of Council.

### ***Public Meetings, Hearings or Information Sessions under the Planning Act, Development Charges Act and Other Applicable Legislation***

2.35 Council from time to time may conduct Public Meetings, Hearings or other Information Sessions for any purpose giving such notice as may be deemed necessary or required by legislation or the Township's Notice By-Law currently in effect. Council shall give appropriate notice of such meetings by publication in the Township Bulletin Board and web site.

- 2.36 If a Council is required by law to hold a hearing or give interested parties an opportunity to be heard before doing any act, passing a by-law or making a decision, the Council may delegate that responsibility to the GP&A Committee.
- 2.37 The GP&A Committee shall provide its recommendations to the Council after which Council may pass the By-Law or make the decision.
- 2.38 If the GP&A Committee holds a hearing or gives interested parties an opportunity to be heard, Council is not required to hold a second hearing.
- 2.39 Despite paragraph 3.10(b), a delegation may address Council or the GP&A Committee without prior notice on issues designated as a public hearing under the Planning Act.
- 2.40 Members of the public attending a public a meeting pursuant to this Section, shall respect the decorum of Council and refrain from public outburst, shouting, or behaviour intended to disrupt the debate, discussion and/or general proceedings of the Council. In addition placards, signs, posters, etc. or any advertising devices shall not be permitted in the Council Chambers or any other location in which Council may conduct its business. The Mayor or Chair may request that a member or members of the public vacate the Council Chambers if their behaviour is deemed to be disruptive to the business at hand. The Mayor or Chair may unilaterally suspend the meeting until order is restored in the Council Chambers.
- 2.41 When the Council amends a proposed zoning By-Law after the holding of a Public Meeting as required by the *Planning Act*, the Council shall immediately vote on the question of whether or not any further notice is to be given in respect of the proposed By-Law, as amended.
- 2.42 The question of whether or not any further notice is to be given shall be amendable and debatable.
- 2.43 The proposed Zoning By-Law, as amended, shall not be introduced and enacted until the question of whether or not any further notice is required to be given has been resolved.

### ***Education & Training Sessions***

- 2.44 An Education & Training Session shall not be deemed to be a meeting of Council or GP&A Committee and shall not be subject to the rules and regulations applicable to meetings, contained in this By-Law.

- 2.45 The Council may decide, at a meeting open to the public, to convene an informal gathering of its members, or the members of a Committee, to receive and discuss information or advice of a general nature involving subject matters of interest to the members, at a time and place designated at that time by the Council.
- 2.46 The Council, in deciding to convene an Education & Training Session, shall designate the general purpose or purposes for which the session is to be held.
- 2.47 An Education & Training Session may be held at any place designated by the Council at the time at which it makes its decision to convene the session, whether or not within the boundaries of the Township or any adjacent municipality.
- 2.48 All members of Council or Committee respectively are entitled to attend the session, together with designated staff or consultants retained by the Township, but the Council, in deciding to convene the session, may decide to exclude the public therefrom.
- 2.49 No motion, resolution, by-law, debate, agreement in principle, consensus, straw-vote, report, recommendation or other action or decision may be proposed, discussed, decided upon, adopted, taken or made at an Education & Training Session.
- 2.50 The Clerk shall take notes describing in general terms each subject matter dealt with at the Education & Training Session.
- 2.51 The notes taken pursuant to Section 2.50 shall, after the conclusion of the session, be maintained as a public record under the control of the Clerk.

### **Section 3            ORDER OF BUSINESS**

- 3.1 The Council shall deal with matters in the following order, unless otherwise decided by the majority of the Members present:
- (a) Call to Order
  - (b) Moment of Silence
  - (c) Presentations
  - (d) Announcements
  - (e) Disclosure of Pecuniary Interest & Nature Thereof
  - (f) Adoption of the Minutes
  - (g) Business Arising out of the Minutes
  - (h) Deputations/Public Hearings
  - (i) Reports (to include a Regional Report on a monthly basis)
  - (j) Staff Reports
  - (k) Correspondence
  - (l) By-Laws
  - (m) Notices of Motion
  - (n) New Business/General Information
  - (o) Closed Session
  - (p) Confirming By-Law
  - (q) Adjournment

3.2 The Order of Business of the GP&A Committee shall in all cases be taken up in the following sequence, unless otherwise decided by the majority of the Members present:

- (a) Call to Order
- (b) Moment of Silence
- (c) Presentations
- (d) Announcements
- (e) Disclosure of Pecuniary Interest & Nature Thereof
- (f) Adoption of the Minutes
- (g) Business Arising out of the Minutes
- (h) Deputations/Public Hearings
- (i) Community Services
  - Planning & Development
  - Recreation & Culture
- (j) Public Works & Parks
  - Public Works
  - Parks
- (k) Fire & Emergency Services
- (l) Corporate Services
  - Office of the CAO
  - Office of the Clerk
  - Finance Department
- (m) New Business/General Information
- (n) Closed Session
- (o) Adjournment

### ***Quorum***

3.3 The majority of the Members shall constitute a quorum.

3.4 If there is no quorum present within fifteen (15) minutes after the time fixed for holding the Meeting, the Clerk shall call the roll and take down the names of the Members present and the Meeting shall immediately stand adjourned until the next Regular Meeting.

3.5 If during the course of a Council meeting, a quorum is lost, the Chair shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this By-Law.

3.6 If members are not going to be in attendance or are going to be late for a meeting, they shall contact the office of the Clerk in advance of the meeting.

### ***Revised Agenda***

3.7 After delivery of the Council or GP&A Committee Agenda, the Clerk may amend the Agenda by way of a Revised Agenda by adding or deleting matters from the prepared Agenda in consultation with the Mayor and CAO. In this case, the Clerk shall endeavor to forward additional Agenda material to the Members prior to the Meeting. The Revised Agenda may be presented at the Meeting, and is not subject to the Notice requirements as set out in Sections 2.8 – 2.13 of this By-Law.

### ***Presentations***

3.8 Presentation shall include only the following:

- (a) Civic recognition/awards;
- (b) Presentations from senior levels of government or other municipal governments.

### ***Announcements***

3.9 During this portion of the Meeting, when recognized by the Chair, Members may announce or comment on community events and activities.

### ***Delegations***

- 3.10 (a) Delegations shall be encouraged to appear at the GP&A Committee first rather than Council except where the deputant wishes to address Council with respect to a matter which is before Council or where the matter is of such an urgent nature that there is insufficient time to direct the deputant to the GP&A Committee.
- (b) Anyone wishing to appear before Council or the GP&A Committee shall advise the Clerk by 4:30 p.m. of the Tuesday prior to the Meeting. The request to appear shall be in writing and shall state in detail the nature of the matter to be presented by the spokesperson.
- (c) The Clerk shall give due consideration to the length of the Agenda and the number of Delegations and shall recommend to the requester the earliest possible date their Delegation may be accommodated. A maximum of four (4) Delegations shall be allowed per meeting unless otherwise approved by the Mayor to deal with matters of an urgent nature.
- (d) No person other than the designated spokesperson may speak on the matter and not for more than five (5) minutes, except that a Delegation consisting of three (3) or more persons who are present at the Meeting and wish to discuss the same issue may have more than one (1) speaker provided that the speaking time collectively does not exceed ten (10) minutes.

- (e) Notwithstanding Item (d), presentations such as consultants reports or deputations, which are made at the request of Council (ie Regional employees, Conservation Authorities) are not considered to be the same as Delegations and are not subject to the time limit.
- (f) The Clerk shall keep account of the time expended by Delegations and at the completion of the allotted time, the Mayor shall advise the individual to cease.
- (g) Delegations shall be advised of the time limitation in advance of their appearance.
- (h) A Delegation not on the Agenda shall not be heard without the consent of at least a two-thirds majority of the Members present.
- (i) All Delegations appearing before GP&A Committee or Council shall be permitted to speak only once on an item. Once discussion in respect of a motion or resolution has commenced, no further presentation shall be made by the delegate or by any other person other than a Member of Council.
- (j) Municipal audio visual equipment may be used to assist in delegations, provided that permission has been obtained for use of such equipment from the Clerk, or designate, at the time the presenter(s) contact the Clerk's Department to register for the Meeting. Delegations must be provided to the Clerk's Department no later than the close of business the Thursday preceding the Meeting. Presentations will not be installed once the meeting has begun.
- (k) Members of Council shall only ask questions for clarification from delegates and shall not engage in any debate with delegates.
- (l) Any person may speak on the matter at a meeting to which the public has been invited to make comment or has been given notice of the Meeting under the Planning Act or any other Act. The delegate shall not speak for more than five (5) minutes, but may have an opportunity speak more than once on the item.
- (m) Where there is no accompanying staff report dealing with the specific subject of the Delegation, the matter may be referred to a future meeting and a report requested for that meeting prior to taking a position on the subject matter of the Delegation.

- (n) For matters which are more properly within the responsibility of Township Staff, the Clerk shall notify the proposed delegate that the Delegation shall not be listed on the Agenda, and shall direct the proposed delegate to the appropriate department. The delegate shall not be listed on an Agenda for Delegation until Staff has had the opportunity to address the matter.
- (o) A delegation appearing before Council or Committee shall not be placed on an Agenda to discuss the same matter within six (6) months of the last appearance by the same delegate, unless otherwise approved by the Mayor.
- (p) Council may refuse to hear delegations when in the opinion of Council, the subject of the presentation is beyond the jurisdiction of the Municipality.

### ***Behavior***

3.11 No delegate shall:

- (a) speak disrespectfully of any person;
- (b) use offensive words or unparliamentary language;
- (c) speak on any subject other than the subject for which he or she has received approval to address Council or the GP&A Committee;
- (d) disobey the rules of procedure or a decision of the Chair or Council; or
- (e) shall not proceed beyond the speaker's podium during a Council or GP&A Committee Meeting.

### ***Curtailment of Time***

3.12 The Chair may curtail any Delegation, any questions of a delegate or debate during a Delegation for disorder or any other breach of this By-Law, if the Chair rules that the Delegation is concluded, the person or persons appearing shall withdraw.

### ***Expulsion***

3.13 The Chair may cause to be expelled and exclude any member of the public, who creates any disturbance or acts improperly, during a meeting of Council or GP&A Committee. If necessary, the Chair may call upon the Clerk to seek the appropriate assistance from By-Law Enforcement or Police Officers.

### ***Reports***

3.14 All GP&A Committee Reports, the Regional Report, or other Committee Reports shall be listed under this section of the Agenda.

### **Staff Reports**

- 3.15 Staff Reports shall be directed to the GP&A Committee, except where the matter is associated with an Agenda item or is of such an urgent nature that there is insufficient time to direct the report to Committee.

### **Correspondence**

- 3.16 (a) Correspondence addressed to Council or that relate to Township matters shall be sent directly to the appropriate component of the GP&A Committee or Director for response or action.
- (b) Correspondence that may be of interest to Members of Council or require Council direction and do not fall under (a) above, will be included in the Council Agenda.
- (c) Correspondence that is not legible or that contains defamatory allegations, or impertinent or improper matter, will not be circulated to Council. Each piece of correspondence shall be signed by at least one person giving their name and mailing address.
- (c) Members of Council may direct that correspondence, letters or resolutions be placed on an Agenda, but not as an added item to an Agenda that has already been circulated.
- (d) An organizer of a public petition may submit the petition for inclusion on the Council Agenda. That person shall provide his or her name, address and telephone number along with the petition. Any communication with respect to the petition will be with the organizer of the petition only.
- (e) Every communication, written or otherwise, addressed to Council and included on an agenda and considered in open session of Council or Committee shall be received as public information subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

### **By-Laws**

- 3.17 (a) Every By-Law shall be introduced upon motion by a Member, and any number of By-Laws may be introduced together in one motion. Council shall, at the request of a Member, deal separately with any By-Law.
- (b) 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 the provisions of any act.

- (c) All amendments to any By-Law approved by the Council shall be deemed to be incorporated into the By-Law and if the By-Law is enacted and passed by the Council, the amendments shall be inserted therein by the Clerk.
- (d) Every By-Law shall receive three readings prior to it being passed. All three readings may be passed under one motion.
- (e) Every By-Law enacted by Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and Mayor and shall be deposited by the Clerk in the Office of the Clerk for safekeeping.
- (f) The proceedings of every Regular and Special Meeting of Council shall be confirmed by By-Law so that every decision of Council and every resolution passed at that meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-Law duly enacted.

### ***Notice of Motion***

- 3.18 (a) A Member desiring to introduce a subject for discussion by Council shall provide a Notice of Motion in writing to the Clerk no later than 4:30 p.m. on the Tuesday prior to a Regular Council Meeting.
- (b) The Clerk shall put the Notice of Motion on the Council Agenda for information only.
- (c) The Motions for which notice has been given per item (b), shall be included on the next Council Agenda for consideration and disposition.

### ***New Business/General Information***

- 3.19 This section shall contain items which a Member may introduce, which were not circulated with the Agenda and which, due to their nature cannot be properly presented at a subsequent Meeting of Council or GP&A Committee. Members may raise questions regarding matters that may be appropriate for staff comment in the form of immediate response or subsequent follow-up. Any New Business/General Information consideration that results in a direction to Staff shall require a formal motion.

### ***Adjournment***

- 3.20 (a) No item of business shall be considered at a Meeting of Council after 10:30 p.m. local time, unless a majority of the Members present enact a resolution to extend the hour.
- (b) Unfinished business shall be adjourned to the next Regular Meeting.

### ***Content of Minutes of Council and the GP&A Committee***

- 3.21 The minutes of each Council and GP&A Committee Meeting shall record:
- (a) the place, date and time of the Meeting;
  - (b) the name of the Chair and the attendance of the Members and senior Staff; and
  - (c) each item considered by Council and the decision of the Meeting without note or comment.
  - (d) Minutes of a Meeting shall be reviewed and/or amended and approved at the next Regular Meeting of Council.
  - (e) It shall be the duty of the Clerk to ensure that the Minutes of each Regular and Special Council Meeting or GP&A Committee Meeting are made available to each Member and senior Staff within a reasonable amount of time after the holding of such Meeting.

### ***Administrative Authority of the Clerk***

- 3.22 The Clerk shall be authorized to make minor corrections to any By-Law, Minutes or other Council document to eliminate technical or typographical errors prior to the By-Law being signed.

### ***Approval***

- 3.23 The Minutes of each Council Meeting shall be presented to Council for adoption at the next Regular Meeting.
- 3.24 The GP&A Committee shall report directly to Council.
- 3.25 No discussion or recommendation of the GP&A Committee shall constitute an act of Council unless such recommendation is adopted by Council.

### ***Signature***

- 3.26 After the Council and GP&A Committee Minutes have been approved by Council, they shall be signed by the Mayor and Clerk.

## **Section 4            CONDUCT OF MEETINGS**

### ***Duties of the Chair***

- 4.1 (a) The Chair of every Council Meeting shall be the Mayor. In the absence or unavailability of the Mayor, the Chair shall be the Deputy Mayor. In the absence or unavailability of the Mayor and Deputy Mayor, the Chair shall be the Acting Mayor.

- (b) The Chairs and Vice Chairs of the GP&A Committee shall be those members as appointed by Council by By-Law or Resolution from time to time.
- 4.2 As soon as there is a quorum after the time set for the Meeting, the Mayor shall take the Chair and call the Members to order.
- 4.3 The Chair shall:
  - (a) Maintain order and preserve decorum of the Meeting;
  - (b) Rule on all procedural matters, without debate or comment;
  - (c) Receive and submit to a vote all motions presented by the Members that do not contravene the rules of procedure;
  - (d) Decline to put to a vote motions which do not comply with the rules of procedure, or which are not within the jurisdiction of Council;
  - (e) Announce the results of the vote on any motions presented for a vote;
  - (f) Expel or exclude from any Meeting any person whom the Chair feels has exhibited improper conduct at the Meeting;
  - (g) Adjourn or suspend the Meeting if he or she considers it necessary because of grave disorder; and
  - (h) Close the meeting when business is concluded or recess the Meeting as may be required.
- 4.4 If a Member disagrees with the ruling of the Chair, he or she may appeal the ruling of the Chair immediately. The Chair, in response, shall call a vote on the question of sustaining the ruling of the Chair. The Chair may provide further explanation of the ruling prior to calling the vote.
- 4.5 The Mayor shall wear the Chain of Office at all Council Meetings.
- 4.6 The Chair shall vote on all motions.
- 4.7 The Chair may answer questions and comment in a general way, but if the Chair wishes to participate in debate, make a motion, speak to a motion under consideration or leave the chair for any other reason, the Chair shall first delegate the duties to the Vice Chair, until the Member resume the position of the Chair.
- 4.8 The Chair shall not resume the position of the Chair until the Chair has finished debating the issue, motion, etc. at which time the Acting Chair shall relinquish the position of the Chair.

## ***Duty of Members***

4.9 It shall be the duty of Members to:

- (a) attend all Council and GP&A Meetings;
- (b) prepare for meetings, including reviewing meeting agendas and background information prior to the meeting;
- (c) speak only to the subject under debate;
- (d) vote on all motions before Council/GP&A Committee unless prohibited from voting by law;
- (e) observe the Rules at all meetings;
- (f) work through the Chair at all meetings;
- (g) support Council by accurately communicating the decision of Council even if they disagree with the majority decision;
- (h) attend all meetings of committees and local boards to which the Member has been appointed by Council;
- (i) carry out the duties set out in the *Municipal Act, 2001*, as amended and all other applicable statutes; and
- (j) act in accordance with the Oath of Allegiance and Oath of Elected Office.

4.10 Should any Councillor be unable to perform any of their duties for an extended period of time, the Councillor shall advise the Mayor forthwith, and in the case of the Mayor being unable to perform any of his/her duties for an extended period of time, the Mayor shall advise Council.

4.11 Members shall abide by the Code of Ethics in representing the Township.

## ***Conduct of Members***

4.12 No member shall:

- (a) Use offensive words, inappropriate actions or unparliamentary language in or against Council or against any Member of Council or any Staff member or any member of the public.
- (b) Speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor, the Head of Government of Canada and the Province of Ontario, Council, any municipality, any Member or any official or employee of the Township;

- (c) Engage in private conversation while in the Council Meeting or use electronic devices including cellular phones, personal digital assistance, media players etc.
- (d) Leave his or her seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced;
- (e) Speak on any subject other than the subject under debate;
- (f) Where a matter has been discussed in Closed Session, and where the matter remains confidential, disclose a confidential matter or the substance of deliberations at a Closed Session, except to the extent that Council has previously released or disclosed the matter in public;
- (g) Criticize any decision of Council except for the purpose of moving that the question be reconsidered.
- (h) Disobey the rules of Council or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council. In case a Member persists in any such disobedience, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at that Meeting or any subsequent Meeting; or

4.13 The use of cellular phones, pagers and other electronic devices, with the exception of laptops or computers, or assistive devices required by persons with disabilities, by Members during Meetings is discouraged. With the exception of assistive devices required by persons with disabilities, electronic devices shall be turned off during the Meeting or otherwise set so as not to emit any audible sound and their use shall be limited so as not to distract in any way from the business of the Meeting. In the event that the Chair determines that the use of an electronic device does distract from the business of a Meeting, he/she may direct the Member in question to turn off or cease the use of such electronic device.

### ***Suspension of Procedural Requirements***

- 4.14 (a) The provision of this By-Law shall be observed in all proceedings of Council and its Committees, except that the rules and regulations contained herein may be suspended by a two-thirds majority vote of the members present.
- (b) A motion to suspend the rules of procedure required by this By-Law shall not be debatable or amendable.

## **Rules of Order**

- 4.15 In all circumstances in the proceedings of Council or its Committees not provided for in this By-Law, resort shall be had to Bourinot's Rules of Order as a rule for guidance on the question, and in such cases, the decision of the Chair shall be final and acquiesced to without debate.
- 4.16 In the event of conflict between the provisions of this Procedural By-Law and relevant legislation, the provision of the legislation shall prevail.

## **Disclosures of Pecuniary Interest and Nature Thereof**

- 4.17 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest and general nature thereof, direct or indirect, in any matter and is present at a Meeting at which the matter is the subject of consideration, the Member shall, in accordance with the *Municipal Conflict of Interest Act*:
- (a) Prior to any consideration of the matter at the meeting, disclose the Member's interest and the general nature thereof; and
  - (b) Not take part in the discussion of, or vote on any question in respect of the matter; and
  - (c) Not attempt in any way whether before, during or after the meeting to influence the voting on the matter.
- 4.18 Where a Meeting is not open to the public, in addition to complying with the requirement set out in 4.17 above, the Member shall forthwith leave the Meeting or the part of the Meeting during which the matter is under consideration.
- 4.19 Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Member's interest and otherwise comply at the first Meeting of Council or GP&A Committee, as the case may be, attended by the Member after the particular Meeting.
- 4.20 The Clerk shall record the particulars of any disclosure of pecuniary interest and general nature thereof made by a Member, and this record shall appear in the minutes of that Meeting.

## **Section 5                    RULES OF DEBATE**

- 5.1 To address Council, a Member shall request to speak and be recognized by the Chair.
- 5.2 Prior to speaking to any question or motion, each Member shall engage his or her microphone and address the Chair.

- 5.3 When two or more Members indicate their desire to speak at the same time, the Chair shall designate the order of speakers.
- 5.4 When a Member is speaking, no other Member shall interrupt the Member speaking except to raise a point of order, privilege or personal privilege.
- 5.5 Any Member may require a motion or question under discussion to be read at any time during the debate but not so as to interrupt the Member speaking.
- 5.6 No Member shall speak for longer than five (5) minutes on a question without Council's permission.
- 5.7 No Member shall speak more than twice to the same question without the Chair's permission, except that a reply shall be permitted only from a Member who has presented the main motion.
- 5.8 When a Member wishes to raise a point of order, point of privilege, or point of personal privilege, the Member shall ask leave of the Chair to raise the point. After leave is granted, the Member shall state the point to the Chair and then remain silent until the Chair has ruled upon the point.
- 5.9 Subject to being overruled by Council on a vote which shall be taken immediately and without debate, the Chair shall rule on the point.
- 5.10 Any Member may challenge the ruling of the Chair immediately following the ruling.
- 5.11 The Chair's ruling is final unless it is challenged.
- 5.12 Council's decision is final if the Chair is challenged.

## **Section 6            MOTIONS**

### ***Must be Seconded***

- 6.1 A Motion shall be moved and seconded before the Chair shall put the question and the Motion is recorded in the Minutes of the Meeting.
- 6.2 A Motion made in GP&A Committee does not require a seconder.

### ***Mover and Secunder May Vote in Opposition***

- 6.3 A Member may move a Motion in order to initiate discussion and debate and that Member may vote in opposition to the Motion. A seconder of a Motion may vote against the Motion.

### ***Withdrawal of Motion***

6.4 After a Motion is moved and seconded at a Meeting, it may not be withdrawn without the consent of the mover and seconder.

### ***Ultra Vires***

6.5 A Motion in respect of a matter which is ultra vires of the jurisdiction of the Council shall not be in order.

## **Section 7 SPECIFIC MOTIONS**

### ***Motion to Recess***

7.1 A Motion to recess is not debatable, shall specify the length of the recess, and may only be amended with respect to the length of the recess.

### ***Motion to Adjourn***

7.2 A Motion to adjourn a Meeting is not debatable and shall always be in order except when:

- (a) Another Member is in possession of the floor;
- (b) A vote has been called;
- (c) Members are voting; or
- (d) A Member has indicated to the Chair his or her desire to speak on the matter before the Meeting.

7.3 A Motion to adjourn shall take precedence over any other motion and shall be put immediately without debate.

### ***Motion to Call the Question***

7.4 A Motion to call the question is not debatable.

7.5 A Member who moved a Motion to call the question shall not be allowed to speak to the question again if the Motion is decided in the negative.

7.6 A Motion to call the question shall be put immediately without debate.

### ***Motion to Table***

7.7 A Motion to Table shall not be amended or debated and shall apply to the Motion and any amendments under debate when the Motion to Table is made.

7.8 If the Motion to Table carries, in the absence of any direction from Council, the matter may not be discussed until the CAO or a Member through a Motion of Motion, brings it forward to a subsequent Meeting.

#### ***Motion to Defer***

7.9 A Motion to Defer or any amendment to it is debatable and shall include:

- (a) The time period within which consideration of the matter is to be deferred; and
- (b) Whatever explanation is necessary to demonstrate the purpose of the Motion to Defer.

#### ***Motion to Refer***

7.10 A Motion to Refer or any amendment to it is debatable and shall include:

- (a) The name of the Committee or official to whom the Motion or amendment is to be referred; and
- (b) The terms upon which it is to be referred and the time or period, if any, on or within which the matter is to be returned.

#### ***Motion to Amend***

7.11 A motion to amend:

- (a) Shall be open to debate and shall be relevant to the main motion; and
- (b) Shall not propose a direct negative to the main motion.
- (c) Only one motion to amend to motion shall be on the floor at any one time.

7.12 After the motion to amend has been voted on, the main motion (as amended) shall, if no other amendment is proposed, be put to a vote.

#### ***Motion to Postpone Indefinitely***

7.13 A motion to postpone indefinitely (to table) shall be debatable, shall not be amended, and may be reconsidered.

### **Section 8 VOTING**

#### ***Order of Votes***

8.1 Motions relating to an item under consideration shall be voted on in the following order:

- (a) Motion to waive or suspend the rules of procedure;
- (b) Motion to recess;
- (c) Motion to adjourn;
- (d) Motion to call the question;
- (e) Motion to receive an item;
- (f) Motion to table an item;
- (g) Motion to defer;
- (h) Motion to refer;
- (i) Motion to amend; and
- (j) Main motion.

### ***Members Must Vote***

8.2 Every Member present at a Meeting where a question is put shall vote on the question, unless prohibited by statute, in which case the Clerk shall so record. The Chair may not move or second any Motion. The Chair shall vote on a motion but shall not have a second or casting vote in the event of an equality of votes on any Motion.

### ***Actions During Votes***

8.3 When the Chair calls for the vote on a question:

- (a) Each Member shall occupy his or her seat and shall remain in place until the result of the vote has been declared by the Chair; and
- (b) During this time no Member shall walk across the room or make any other motion or speak to the question or any other Member or make any noise or disturbance.

### ***Split Votes***

8.4 Upon the request of any Member, and when the Chair is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.

8.5 A vote on the main motion, as amended, may be split for the purpose of complying with the *Municipal Conflict of Interest Act*.

### ***Failure to Vote Deemed Negative***

8.6 If any Member present does not vote at a Meeting of the Council where a question is put and a recorded vote is taken, he or she shall be deemed to vote in the negative except where the Member is prohibited from voting by statute.

### ***Majority Vote***

8.7 All decisions of the meeting shall require a majority vote except as otherwise set out in this By-Law or legislation.

### ***Tie Vote***

8.8 Any motion that receives a tie vote shall be deemed to have been decided in the negative.

### ***Method of Voting***

8.9 A Member shall vote by raising a hand or otherwise indicating the Member's vote, except where a recorded vote is requested. The Chair shall announce the result of all votes taken.

### ***Recorded Vote***

8.10 A request by a Member for a recorded vote shall be made prior to the commencement of the vote being taken or immediately thereafter.

8.11 Where a vote is to be taken for any purpose, a Member may request that the vote be recorded immediately before or after the taking of the vote, but prior to any consideration of another matter of Council, and each Member present, except a Member who is disqualified from voting by statute, shall announce their vote openly and any failure to vote by a Member who is not disqualified, shall be deemed to be a negative vote. Members shall vote at the call of the Clerk, starting with the Member who called for the recorded vote and continuing in alphabetical order. The Mayor shall always vote last.

8.12 The Clerk shall announce the results of the recorded vote.

8.13 No vote taken at a GP&A Committee Meeting shall be a recorded vote and any vote previously taken during that Meeting may be reconsidered.

### ***Reconsideration of a Matter***

8.14 After Council determines the final outcome of a matter, such matter shall not be reconsidered within six (6) months unless there is a motion, which has been seconded, to reconsider the matter and it carries by a two-thirds majority vote of the Members present.

**Section 9 GP&A COMMITTEE**

- 9.1 Council hereby establishes a GP&A Committee which shall be comprised of all Members of Council.
- 9.2 A Chair and Vice Chair shall be appointed by the Mayor on an annual basis.
- 9.3 The Mayor shall call the meeting to order, preside during Presentations and Delegations, and chair that portion of the meeting dealing with matters raised under New Business/General Information and the motion to adjourn.
- 9.4 The GP&A Committee may consider delegations, correspondence, staff reports and matters for discussion, more particularly set out in Schedule "A", attached to and forming part of this By-Law.
- 9.5 The GP&A Committee shall consider reports from Advisory Committees, Ad-Hoc Committees and Community Hall Committees as may be established by Council.
- 9.6 Upon consideration of such matters as are provided for herein, the GP&A Committee shall report to and make recommendations to Council.

**Section 10 AD-HOC COMMITTEES**

- 10.1 Ad-Hoc Committees may be established by Council to consider a specific matter.
- 10.2 When an Ad-Hoc Committee is established by Council, the Mayor shall nominate the members of that Committee and such nominations shall be confirmed by resolution of Council prior to final approval.
- 10.3 Reports of the Committee meeting shall be circulated to Council on an ongoing basis, and once this task has been completed they will present a final report to Council.
- 10.4 When an Ad-Hoc Committee has made its report and completed its work, the Committee shall be deemed to be dissolved, unless otherwise determined by Council.

***Duties of the Ad-Hoc Committee Chair***

- 10.5 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings; subject to an appeal by any Member to the Committee or Council of any ruling of the Chair.
- 10.6 If the Chair desires to leave the Chair for the purpose of taking part in the debate or otherwise, they shall call on the Vice Chair, or in the absence of the Vice Chair on another Member, to fill their place until resuming the Chair.

- 10.7 When two or more Members wish to speak, the Chair shall name the Member who, in their opinion, should speak first.

**Section 11            APPOINTMENTS OF MEMBERS TO EXTERNAL  
BOARDS, AUTHORITIES AND COMMITTEES**

- 11.1 Council may from time to time, appoint certain Councillors, ratepayers, staff or professionals etc. to serve on such external boards, authorities and committees to deal with the specific issues, and report to Council.
- 11.2 The Member of Council appointed as a liaison for each board, authority and/or committee is required to attend meetings, take part in committee and sub-committee meetings, and report to Council.
- 11.3 Members of Council shall not be eligible to act as Chair or Vice Chair of local boards and advisory committees.

**Section 12            PROCLAMATIONS**

- 12.1 The Council recognizes the symbolic gesture of endorsing special days, weeks, or a month in support of various community groups and their causes.
- 12.2 Pursuant to the Township of Scugog “Proclamations and the Flying of Flags” Policy, the Mayor has been delegated the authority to approve all requests for proclamations received by the Municipality. No requests shall be turned down.
- 12.3 It shall be noted that the Township shall not subsidize any costs related to proclamation advertising. The sponsoring organization requesting a proclamation shall be responsible for all publicizing and shall bear the entire cost of same. The Municipality may include the proclamation in the Township of Scugog Bulletin Board under “Proclamations for the Month of...”
- 12.4 A copy of each approval letter from the Mayor’s office will be circulated by email to each Member for their information.
- 12.5 Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests.
- 12.6 Each organization shall be responsible for making arrangements for the attendance of the Mayor or Councillors at a specific function or event.

**Section 13 VIDEO EQUIPMENT AND RECORDING DEVICES**

- 13.1 The use of cameras, electric lighting equipment, television cameras and any other device of mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by accredited and other representatives of any news media is permitted with the approval of the Clerk and/or CAO.
- 13.2 Written application, in the form provided, must be submitted to the Office of the Clerk no later than 4:30 p.m. on the Friday of the week prior to the meeting.
- 13.3 There shall be no more than three (3) cameras/recording devices permitted in the Council Chambers at one time.

**Section 14 REVIEW OF PROCEDURAL BY-LAW**

- 14.1 Council shall review the Procedural By-Law within the first six (6) months of the first year of each term of Council.

**Section 15 REVIEW OF COUNCIL CODE OF ETHICS**

- 15.1 Council shall review the Council Code of Ethics within the first six (6) months of the first year of each term of Council.

**Section 16 SEVERABILITY**

- 16.1 Each and every one of the provisions of this By-Law is severable and if any provisions of this By-Law should, for any reason, be declared invalid by any Court, it is the intention and desire of Council that each and every one of the then remaining provisions hereof shall remain in full force and effect.

**Section 17 CONFLICT**

- 17.1 If there is any conflict between this By-Law and any statute, the provisions of the statute shall prevail.

**Repeal**

By-Law Number 148-07 and 49-10 are hereby repealed.

Read a First, Second and Third time and finally passed this 5<sup>th</sup> day of December, 2011.

(Signed) Charles D. Mercier  
MAYOR, Charles D. Mercier

(Signed) Kim Coates  
CLERK, Kim Coates

SCHEDULE "A"  
TO PROCEDURAL BY-LAW NUMBER 89-11

TERMS OF REFERENCE  
GENERAL PURPOSE & ADMINISTRATION COMMITTEE

1. To consider and report to Council on all matters brought before it by the CAO and/or Clerk in respect of the administration and operations of the Municipality.
2. In accordance with (1) above, to consider all reports from Senior Staff, as reviewed by the CAO, in respect of the following:
  - the preparation of the annual budget and all proposed capital expenditures which may involve the issue of debentures, budget forecasting, economic appraisals of proposed developments, financial impacts of various programs and the management of investments;
  - to prepare estimates of the proposed revenue and expenditures for the year and monthly reports to be presented to Council for its consideration;
  - to consider and recommend to Council all Collective Agreements and other personnel matters;
  - to consider and recommend to Council the annual Downtown Port Perry BIA budget through the Corporate Services component;
  - to consider and recommend to Council all matters in connection with the erection and maintenance of Corporate Buildings;
  - to consider and report to Council on all by-laws and legal matters that have been referred by Council;
  - to consider and recommend to Council on the establishment, management and control of recreational facilities;
  - to consider and recommend to Council on the establishment and maintenance of public parks and playgrounds;
  - to consider and recommend to Council the establishment of cultural and recreational programs;
  - to consider and recommend to Council the annual Scugog Memorial Public Library Budget through the Parks, Recreation & Culture Component;
  - to consider and recommend to Council on all matters in connection with fire protection as provided by the Fire Department of the Corporation;

- to consider and recommend to Council on the administration and application of fire by-laws of the Corporation including the enforcement thereof;
- to consider and recommend to Council on all matters of planning relating to zoning by-laws, amendments to Official Plans, plans of subdivision, district plans, secondary plans, special studies and where applicable, the municipality's position in regard to minor variance and land severance applications;
- to consider and recommend to Council from time to time programs to attract economic development to the municipality;
- to consider and recommend to Council the engagement of consultants with respect to the planning and development of the municipality;
- to consider and recommend to Council on all matters that are the responsibility of the municipality's Public Works Department;
- to consider and recommend to Council the engagement of consultants regarding studies pertaining to roads, streets and traffic, storm drainage, etc., and to consider and recommend to Council all by-laws relating to the Highway Traffic Act;
- to consider and recommend to Council on all matters respecting proposed developments, boundary agreements, street naming and on all proposed road openings and closings and by-laws related thereto;
- to consider and recommend to Council on all matters respecting the provision of municipal off-street and on-street parking;
- to consider and recommend to Council on matters respecting Advisory Committees;
- to consider and report to Council on any other matter or matters affecting the operations or administration of the Municipality, including the procedures of the Committee and Council and the organization of civic administration.