



The Corporation of the Township of Hamilton

By-law Number 2026-12

Being A By-law to Govern the Proceedings of Council and Committee Meetings of the Corporation of the Township of Hamilton and Repeal By-law 2015-07 as amended

WHEREAS Section 238 of the Municipal Act, 2001, S.O. 2001, c. 25, provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings, for public notice of meetings and for electronic participation in meetings; and

WHEREAS Council at the regular meeting of May 19, 2026 considered Staff Report CD-2026-04 regarding 2026 Procedural By-law Update;

NOW THEREFORE BE IT RESOLVED THAT Council of the Township of Hamilton hereby enacts as follows:

1. This By-law, other than in this By-law itself, shall be referred to as the "Procedural By-law".
2. By-law 2015-07, 2016-07, 2020-06, 2020-21, 2020-45, 2021-54, 2022-56 and all previous resolutions related to meeting procedures of Council and Committee, are hereby repealed.
3. That this By-law shall come into force and effect on May 19, 2026.

READ and finally PASSED in Open Council this 19th day of May 2026.

Scott Jibb, Mayor

D. Livingstone, Clerk

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General

1. Application and Interpretation

- 1.1. This By-law establishes the rules of order for meetings of Council and Committees.
- 1.2. A word in this By-law expressed in the singular has a corresponding meaning when used in the plural.
- 1.3. Any future amendment(s) to the Municipal Act, 2001 or other legislation as noted in this By-law may alter the provisions of the legislation referenced but shall not affect the validity of this By-law or any part thereof.
- 1.4. In an event of conflict between this By-law and any superior legislation, the provisions of the superior legislation prevail.
- 1.5. A specific statement or rule in this By-law has greater authority than a general statement or rule.
- 1.6. Any reference to a provision of this By-law may be referred to as “Section” notwithstanding that it may be a section, subsection, clause or paragraph.
- 1.7. If there is a conflict between two or more rules in this By-law, or if there is no specific rule on a matter, the Chair will rule and, in making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices or refer to *Robert’s Rules of Order* if applicable.
- 1.8. Any use of pronouns in this by-law, shall have no significance in the interpretation and application of the terms, provisions and conditions of this By-law, such use is solely for the sake of convenience.

2. Principles of this By-law

The principles of parliamentary law governing Meetings include:

- 2.1. The majority of Members have the right to decide.
- 2.2. The minority of Members have the right to be heard.
- 2.3. All Members have the right to information to help make decisions, unless otherwise prevented by law.
- 2.4. All Members have the right to an efficient Meeting.
- 2.5. All Members, Municipal Staff and participants have the right to be treated with respect and courtesy.
- 2.6. All Members have equal rights, privileges and obligations, unless otherwise prevented by law.

3. Suspension of Rules

Rules of order provided for in this By-law may be temporarily suspended by a Two-Thirds vote of the members of Council present and voting, with the exception of the following circumstances:

- 3.1. Where required by law;
- 3.2. In accordance with any contract or agreement binding the Municipality;
- 3.3. Amending this By-law;
- 3.4. Requirements of Quorum.

A Motion to temporarily suspend the Rules of Procedure required by this Procedure By-law shall not be debatable or amendable. In addition, the motion to suspend should identify the reasons that the rules are being set aside.

4. Administrative Authority of the Clerk

- 4.1. The Clerk is authorized to revise or correct by-laws, minutes and other records or documents relating to Council and Committee for technical, typographical or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings and general housekeeping.

Definitions

5. Definitions in this By-law

- 5.1. **Act** means the Municipal Act, 2001, S.O. 2001, c. 25 as amended or replaced from time to time.
- 5.2. **Acting Chair** means such person who is a Member of Council or a Committee and who acts in place of the Chair when such Chair is absent from a meeting of the Committee for any cause and who shall exercise all the rights, powers and authorities of the Chair while so acting.
- 5.3. **Ad Hoc Committee** means 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. It can also be referred to as a Working Group or a Steering Committee.
- 5.4. **Advisory Committee** means a Committee created by Council to act in an advisory capacity on a specific matter of municipal interest.
- 5.5. **By-law** means an enactment, in a form approved by Council, passed for the purpose of giving effect to a decision or proceedings of Council.
- 5.6. **CAO** means the Chief Administrative Officer of the Township of Hamilton.
- 5.7. **Chair** means the presiding officer at a Meeting.
- 5.8. **Clerk** means the Clerk of the Township of Hamilton, or their designate.
- 5.9. **Closed Session** means a meeting or part of a Meeting that is closed to the public as permitted by the Act.
- 5.10. **Committee** means Committee of the Whole, Advisory Committee, Ad Hoc Committee, or other committee as established by Council.
- 5.11. **Committee of the Whole** means a committee comprised of all Members of Council to receive reports, updates, and presentations from staff, the public, or external organizations. These sessions are for information and discussion only and are not decision-making meetings.
- 5.12. **Council** means the Township of Hamilton's elected representatives, comprised of the Mayor and Councillors.
- 5.13. **Council Coordinator** serve as a liaison between Council and the assigned departmental portfolio. Two members of Council are appointed to coordinate with staff for the portfolios of Recreation & Facilities, Public Works & Infrastructure, Protective Services, and Corporate Services.
- 5.14. **Council Coordinator Meeting** means an administrative meeting with staff and the Council Coordinator for their specific portfolio.
- 5.15. **Councillor** means any Member of Council, other than the Mayor.
- 5.16. **Delegate** means any person, group of persons, firm or organization, who is neither a Member of a Committee or Council or an appointed Official of the Township or a consultant or other individual hired by the Township, wishing to address Council on a specific matter upon request to the Clerk.
- 5.17. **Deputy Mayor** means the Councillor elected to the position of Deputy Mayor, who in the absence of the Mayor, shall exercise all powers and responsibilities of the Mayor as provided for in this By-law or any other By-law or statute.

- 5.18. **Electronic Participation (or “participate electronically”)** means any open or Closed Session where a Member of Council participates remotely or virtually via electronic means, and Members have the same rights and responsibilities as if they were in physical attendance including the right to vote and shall count towards a Quorum.
- 5.19. **Electronic Meeting** means any open or Closed Session of Council or Committee, that is conducted in whole by electronic or virtual means, including audio, video, or other telecommunications technology, which allows participants to hear and be heard by all other participants in real time.
- 5.20. **Emergency** means a situation caused by forces of nature, an accident, an intentional act, or otherwise that constitutes immediate or imminent threat to persons or property.
- 5.21. **Majority** means for the purpose of voting, unless otherwise specified, more than half the total number of the Members of Council or Committee present at the vote and not prohibited by statute from voting.
- 5.22. **Majority Vote** means more than one half of the votes cast by Members present.
- 5.23. **Mayor** means the Mayor of the Township of Hamilton, as defined in the Act.
- 5.24. **Meeting** means a Meeting of Council or Committee where a quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business of Council or Committee.
- 5.25. **Member** means a Member of Council, including the Mayor, or a Member of Committee, including the Chair.
- 5.26. **Motion** means a proposal, moved by one Member and seconded by another Member to adopt, amend, or otherwise deal with a matter before Council or Committee.
- 5.27. **Motion to Defer** means a Motion to delay consideration of a matter until later in the same Meeting or at a future Meeting of Council or Committee.
- 5.28. **Motion to Refer** means to direct a matter under discussion by Council and/or Committee of the Whole to staff or another committee for further consideration or review.
- 5.29. **Notice of Motion** means a written notice and proposed motion respecting a substantive matter not on the agenda, submitted to the Clerk, for inclusion on the agenda of a future Meeting.
- 5.30. **Point of Order** means a question by a Member calling attention to a possible violation of the rules or customary procedures of this By-law.
- 5.31. **Point of Privilege** means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member, Municipality staff or a delegate or who considers that his or her integrity or that of a Member or Municipality staff or delegate has been impugned or questioned by a Member.
- 5.32. **Quorum** means a majority of the Members of Council or Committee.
- 5.33. **Two-Thirds** means two-thirds (2/3) of the Members of Council or Committee present during a meeting.
- 5.34. **Workshop** means a meeting of Council where the purpose is for Council to discuss issues in an informal venue. With the exception of procedure matters, no Motions are passed, and no matter is discussed which advances the business of the Municipality.

Duties and Conduct

6. Chair of Meeting

- 6.1. The Chair of Council, Committee of the Whole or a Workshop is the Mayor and, in the absence of the Mayor, the Deputy Mayor is Chair.
- 6.2. When both Mayor and Deputy Mayor are not available, a Chair will be appointed by resolution of the Council or Committee.

- 6.3. The Chair of Special Council Meetings related to review of the Municipal Budget is the Mayor or their designate, as per the process outlined in the *Municipal Act, 2001*.
- 6.4. In accordance with section 34.4 the Chair of each Advisory Committee will be the Member of Council appointed to that Committee. Where more than one Member of Council is appointed, the members will alternate annually during the four-year term.

7. Duties of the Chair

- 7.1. The Chair shall call a Meeting to order as soon as there is Quorum present after the time set for the Meeting.
- 7.2. The Chair shall preside over the Meetings so business can be carried out efficiently and effectively, and shall:
- a) maintain order and preserve the decorum of the Meeting;
 - b) rule on all procedure matters;
 - 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 any Motions to a vote which do not comply with the rules of procedure, or which are not within the jurisdiction of Council or Committee;
 - e) announce the result 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, the Chair may request the CAO or designate to contact security or police for assistance to remove the Member;
 - g) adjourn or suspend the Meeting if they consider it necessary because of grave disorder;
 - h) adjourn the Meeting when business is concluded or recess the Meeting;
 - i) after issuing appropriate warning, may call by name any Member persisting in breach of the rules of procedure, order them to leave the Meeting and if the Member refuses to leave the Meeting, the Chair may request the CAO or designate to contact security or police for assistance to remove the Member;
 - j) shall decide all procedural matters not covered by this By-law and may call upon the Clerk to provide advice regarding procedure whereupon the Clerk shall provide advice, following which the Chair shall announce the ruling;
 - k) may call a vote on the question of sustaining the ruling of the Chair in response to a Member disagreeing and appealing the ruling of the Chair and may provide further explanation of the ruling prior to calling the vote and announce the results of the vote;
 - l) if necessary, may call a recess for a brief, specified time to consult the Clerk or CAO, or any other person deemed appropriate, or to provide a short break to Members of Council;
 - m) if there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder, recess the Meeting for a specified time;
 - n) ensure all Members who wish to speak have had an opportunity to speak at least once and up to three times when the matter is being discussed;
 - o) ensure clarity, where required, by reading, or requesting the Clerk or other appropriate person to read Motions before voting;
 - p) vote on all matters unless disqualified from doing so by any statute;
 - q) adjourn the Meeting when all business is concluded; and
 - r) authenticate, when necessary, by their signature, all by-laws and minutes.

8. Duties of the Deputy Mayor

- 8.1. When the Mayor is absent from a Meeting, the Deputy Mayor may exercise all the rights, powers and authority of the Mayor as head of Council during that Meeting.
- 8.2. Outside of Meetings and this By-law, the Deputy Mayor is not assigned any additional authority.

9. Duties of Members

All Members Shall:

- 9.1. Attend scheduled Meetings.
- 9.2. Carefully consider and make decisions about Meeting business, including seeking information and advice from staff prior to and during a Meeting.
- 9.3. Vote on all Motions put to a vote unless disqualified from voting under any statute.
- 9.4. Respect the rules of order as set out in this By-law.
- 9.5. Listen attentively, participating in a Meeting and not interrupting, unless to raise a Point of Order or Point of Privilege, as set out in this By-law.
- 9.6. Refrain from using any offensive, disrespectful or unparliamentary language.
- 9.7. Refrain from speaking disrespectfully of the Reigning Sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor of any province or any Member of the Senate, the House of Commons of Canada, the Legislative Assembly of the Province of Ontario or the County of Northumberland.
- 9.8. Respect and follow the decisions of Council or Committee.
- 9.9. Respect the confidentiality of matters discussed in Closed Session and not disclose the subject or substance of these discussions unless authorized to do so by Council or Committee, in accordance with this by-law and all applicable legislation.
- 9.10. Comply with the ruling of the Chair and the decisions of Council and Committee.

10. Duties of Attendees

- 10.1. Attendees must recognize that the Chair may expel or exclude any person who disrupts a Meeting and request security and/or police assistance in doing so.
- 10.2. Attendees must maintain order and not heckle or engage in conversation, disrupting the meeting in any way.
- 10.3. As determined by the Chair, attendees that are displaying placards or props or displaying any behaviour that may be considered disruptive may be asked to leave the Meeting.
- 10.4. Attendees must ensure that they are speaking respectfully at all times.
- 10.5. Attendees must ensure they do not interrupt any speech or action of the Members or any person addressing Council.

- 10.6. Attendees must ensure that all personal digital devices are turned off or set to silent mode during a Meeting.
- 10.7. Individuals who wish to submit materials for Council's consideration must do so through the Clerk at an appropriate time, and the Clerk will determine the distribution of such materials in due course.
- 10.8. Individuals may not submit materials that require audio-visual technology at the meeting that they are attending, without prior approval from the Clerk or designate.
- 10.9. Unless authorized by the Clerk no person may place any material on a Members' desks and no person may distribute any material to Members during a meeting.
- 10.10. Decorum
 - a) Clapping, applause, cheering, shouting, etc. is not permitted in response to comments, questions, or statements made during any portion of the Meeting such as Question Period, Delegations, Staff Presentations, or the Public Comment Period, as such reactions may disrupt the Meeting or influence the proceedings.
 - b) Clapping or applause may be permitted solely for the purpose of recognizing achievements, acknowledging distinguished guests, or celebrating significant milestones, and only when authorized by the Chair.
 - c) The Chair has full discretion to determine appropriate decorum and may direct attendees to refrain from disruptive behaviour at any time to maintain order.
- 10.11. Failure to comply with the Chair's direction regarding decorum may be considered disruptive behaviour and subject to removal under Section 7.2 (i).

11. Rules of Debate and Questions from Members

- 11.1. The Chair will provide each Member an opportunity to speak.
- 11.2. Prior to consideration of a Motion, Members shall be entitled to speak up to three (3) times or ask questions directly relating to the matter under consideration.
- 11.3. 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.
- 11.4. The Chair is permitted to ask questions or comment in a general manner without leaving their position. The Chair who presides over any part of a Meeting may state relevant facts and the Chair's position on any matter before the Council or Committee without leaving the chair, which may take place immediately prior to the vote, but it shall not be permissible for the Chair to move a Motion or debate a question without first leaving the chair.
- 11.5. If during a Meeting of Council the Mayor desires to leave the chair to move a Motion or to take part in the debate, the Mayor shall call on the Deputy Mayor to preside until the Mayor resumes the chair. If the Deputy Mayor is unavailable, then the Mayor will ask another Member of Council to assume the role of Acting Chair.
- 11.6. Members are encouraged to provide questions to staff prior to the Meeting and Any responses received shall be raised and addressed by the Member during Council's consideration of the relevant item.

- 11.7. When a Member is speaking, no interruptions are permitted except to raise a Point of Order or a Point of Privilege.
- 11.8. Comments are to be relevant to the matter of business at the Meeting.
- 11.9. Members shall express themselves succinctly without repetition.

12. Point of Order

- 12.1. A Member may raise a Point of Order when such Member feels there has been:
 - a) A deviation or departure from the rules set out in this By-law; or
 - b) A deviation from the matter under consideration and the current discussion is not within the scope of the proposed Motion.
- 12.2. Where a Member raises a Point of Order, the Chair shall:
 - a) Interrupt the matter under consideration;
 - b) Ask the Member raising the Point of Order to state the substance of and the basis of the Point of Order; and
 - c) Rule on the Point of Order immediately without debate by Council or Committee.
- 12.3. A Member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the decision, without debate, by way of a Majority Vote of the Members present. If there is no appeal, the decision of the Chair is final.

13. Point of Privilege

- 13.1. A Member may raise a Point of Privilege at any time if he or she considers their integrity, the integrity of Council or Committee as a Whole or Municipality staff or a delegation has been impugned.
- 13.2. Where a Member raises a Point of Privilege, the Chair shall:
 - a) Interrupt the matter under consideration
 - b) Ask the Member raising the Point of Privilege to state the substance of and the basis for the Point of Privilege; and
 - c) Rule on the Point of Privilege immediately without debate by Council or Committee.
- 13.3. A Member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the decision, without debate, by way of a Majority Vote of the Members present. If there is no appeal, the decision of the Chair is final.
- 13.4. Where the Chair considers the integrity of any Member or staff has been impugned or questioned, the Chair may permit that Member or staff to make a statement to Council or Committee.

Meetings

14. Inaugural Council Meeting

- 14.1. The first Meeting of Council following a regular election shall be held at a date and time set by the Clerk in accordance with the *Act*. The Meeting will be held in the Council Chamber at the Municipality's office or at such alternate location as determined by the Clerk.

- 14.2. At the Inaugural Meeting of Council, each Member present shall make their declaration of office and sign Council's Code of Conduct. The Clerk may provide additional policies or procedures to Council as appropriate. Council shall not proceed with any regular business at this Meeting.

15. Council Seating

- 15.1. For the term of Council, for meetings taking place in Council Chambers, the Mayor will sit in the center seat, with the Clerk to be assigned to seat immediately left of the Mayor. The Deputy Mayor will sit on the Mayor's right. The remaining three Councillors will be assigned seats by the Mayor in accordance with protocol and in consultation with the Clerk.
- 15.2. The Clerk, in consultation with the Mayor, may revise assigned seating for the purpose of accommodation of a member as confirmed by the Member and in line with Municipal policies.

16. Location and Schedule of Meetings

- 16.1. Meetings of Council and Committee of the Whole will take place in the Council Chamber or at another location within the municipality as determined by the Mayor or by resolution of Council, or as provided for in the *Municipal Act*, as amended when notice is given.
- 16.2. Council shall approve a schedule of regular Meetings of Council and Committee of the Whole for each calendar year prepared by the Clerk. The schedule of Meetings shall be posted on the Municipality's website and available from the Clerk's office.
- 16.3. Council meetings will take place on the third Tuesday of every month except August, and Committee of the Whole Meetings will take place on the second Tuesday of every month except August, at 1:00 p.m., and Statutory Public Meetings will take place during Council meetings as required.
- 16.4. The meeting schedule may also include placeholders for Statutory Public Meetings and Special Council meetings, which will be released if the Clerk or designate determines that the meeting is not required due to a lack of agenda items.

17. Regular Council Meetings

- 17.1. Regular Council Meetings will typically be held on a Tuesday at 1:00 p.m. in the Council Chamber, unless otherwise noted, in accordance with the schedule of meetings approved by Council.
- 17.2. Notwithstanding Section 18.1, Meetings may be cancelled or postponed in accordance with Section 23.1.
- 17.3. If a Council Meeting falls on a public or civic holiday, the Council shall meet at the same hour on the next following day, which is not a public or civic holiday, unless otherwise provided by resolution of the Council.

18. Regular Committee of the Whole Meetings

- 18.1. Regular Committee of the Whole Meetings will typically be held on the second Tuesday of the month at 1:00 p.m. for one hour in the Council Chamber, unless otherwise noted, in accordance with the schedule of meetings.
- 18.2. The Committee of the Whole will meet to receive reports, updates, and presentations from staff, the public, or external organizations. These sessions are for information and discussion only and are not decision-making meetings.

- 18.3. Delegates may present for a maximum of 10 minutes followed by questions by Committee members.
- 18.4. Delegates can not request binding decisions during Committee of the Whole. Any action requested will be referred to the next Council meeting for consideration.
- 18.5. A maximum of 3 delegations/presentations may be scheduled per Committee of the Whole meeting.

19. Special Meetings of Council

- 19.1. A special Meeting may be called by the Mayor or Chair, or by the Mayor in consultation with the Chief Administrative Officer (CAO) and the Clerk, at any time. A Special Meeting is limited to business included in the Notice of Meeting.
- 19.2. As per the *Act* and notwithstanding Section 21.1, the Clerk may call a Special Meeting when petitioned in writing by a majority of Council Members.
- 19.3. Notwithstanding any other provision in this By-law, the Mayor, at any time, may call or provide Notice of an Emergency Meeting of Council. An Emergency Meeting of Council is limited to business matters included in the Notice of Meeting.
- 19.4. The Order of Business at a Special Meeting of Council is determined by the Mayor in consultation with the CAO and the Clerk.
- 19.5. The Order of Business at a Special Meeting of Council that is requested by a majority of Council Members is determined by the Council Members in consultation with the Clerk.

20. Workshops

- 20.1. The Mayor and/or CAO in consultation with the Clerk, may convene a Workshop for Members of Council for the purpose of:
 - a) Education or training;
 - b) For providing the Members with information and/or advice; or
 - c) To solicit input from the Members.
- 20.2. With the exception of procedural matters, no Motions are passed and no decisions are made at Workshops. Workshops are not generally livestreamed. Workshops must be conducted in compliance with the accountability and transparency provisions identified in the *Act*.
- 20.3. Minutes describing, in general terms, the proceedings and the subject matter discussed at all Workshop Meetings will be placed on a future Council agenda to be received only for information purposes.
- 20.4. Public input shall generally not be permitted at Workshops.

21. Council Coordinator Meetings

- 21.1. Council Coordinators serve as a liaison between Council and assigned municipal department portfolio. The role is to receive information, discuss departmental initiatives, and communicate council perspectives. Council Coordinators do not have authority to direct staff or make decisions on behalf of Council.

- 21.2. Two members of Council are assigned per departmental portfolio being Corporate Services, Parks & Facilities, Public Works, and Protective Services.
- 21.3. At the beginning of each Council term, Members of Council shall be requested, as soon as practicable, to submit their portfolio preferences to the Clerk. The Clerk shall provide this information to the Mayor and Chief Administrative Officer. Appointments to portfolios, including Coordinator roles and Advisory Committee assignments, shall be determined by the Mayor and Chief Administrative Officer, having regard to Members' expressed interests, and confirmed by by-law at the first meeting of Council.
- 21.4. Council Coordinators may:
- Attend periodic meetings with departmental staff to receive updates on programs, services, and initiatives
 - Discuss emerging issues, projects, and strategic priorities
 - Provide general feedback reflecting council perspectives or community interests
 - Share information with Council regarding departmental activities where appropriate
- Council Coordinators shall **not**:
- Direct staff or assign work
 - Commit the municipality to any course of action
 - Make decisions on behalf of Council
 - Speak on behalf of Council unless specifically authorized
- 21.5. Meetings between Council Coordinators and staff are intended to be administrative meetings for information sharing and are not open to the public.
- 21.6. Meetings will be held monthly with the schedule to be determined at the beginning of the Term of Council and modified with appropriate notice when required. The Chief Administrative Officer shall have authority to determine the content of the agenda, in consultation with the Mayor and Clerk, including the inclusion, deferral, or exclusion of items.

22. Cancellation or Postponement of Meetings

- 22.1. A regular, special or emergency Meeting of Council or Committee of the Whole, or a Workshop, may be cancelled or postponed in any of the following circumstances:
- a) If the Clerk determines in advance that Quorum will not be achieved;
 - b) If the Meeting is cancelled by Council or Committee recommendation;
 - c) In the event of an emergency or imminent weather event as determined by the Mayor in consultation with the Clerk and CAO; or
 - d) Where the Meeting is no longer required as determined by the Clerk and the CAO due to a lack of forecasted agenda items.
- 22.2. The Clerk gives notice of the cancellation or postponement of a regular, special or emergency Meeting of Council or Committee of the Whole, or Workshop, on the municipal website. Council Members are notified of cancellations through electronic means (email, text), or via telephone, whenever possible. Where time is limited, a notice is posted on the main entrance of the Municipal office and/or online.
- 22.3. Meetings of other Committees may be cancelled or postponed by the Clerk, Chair or other assigned person where Quorum cannot be achieved, in the event of an emergency or where the Meeting is deemed no longer required by the Chair in consultation with the Clerk or designate.

23. Notice of Meetings

- 23.1. The Clerk will give notice of a Meeting by publishing a Meeting agenda on the municipal website.
- 23.2. Regular Council and Committee of the Whole Meeting agendas will be posted on the municipal website no later than seventy-two (72) hours prior to the scheduled Meeting.
- 23.3. Items or matters will not be added to the agenda after its publication by inclusion on an addendum unless determined by the Clerk in consultation with the Chief Administrative Officer.
- 23.4. The Clerk will prepare a calendar giving notice of specific dates when Regular Council and Committee of the Whole Meetings agendas will be available and this calendar will be available through the municipal website.
- 23.5. Special Meetings of Council agendas will be posted on the municipal website no later than forty-eight (48) hours prior to the scheduled Meeting.
- 23.6. Workshop agendas will be posted on the municipal website no later than forty-eight (48) hours prior to the scheduled Workshop.
- 23.7. Emergency Meetings may be held, without written notice, to deal with issues that may urgently or immediately affect the health and/or safety of residents or the Municipality in a significant manner. The Clerk shall attempt to notify the public of Emergency Meetings as soon as possible and in the most expedient manner available.
- 23.8. The Clerk may provide earlier or additional forms of notice, as the Clerk deems appropriate.
- 23.9. The failure of any person to receive notice of a Meeting shall not affect the validity of the Meeting or any action taken during the Meeting.

24. Notice of Meeting Closed to the Public

- 24.1. Where a matter may be considered by Council or Committee for discussion in Closed Session, whenever possible, written notice will include:
 - a) The fact the Meeting will be closed to the public as provided by the appropriate legislation; and
 - b) The general nature of the matter to be considered during the Closed Session.

25. Invalidation of the Notice of Meeting

- 25.1. If notice of a Meeting is substantially given but varies from the form and manner provided in this By-law, the ability to hold the Meeting and the actions taken at the Meeting are not invalidated.

26. Quorum

- 26.1. If Quorum is not achieved within thirty (30) minutes after the time appointed for a Meeting, the Clerk will record the names of the Members present and the Meeting is adjourned. No business shall be conducted, and the Meeting may be rescheduled in accordance with this By-law.

27. Open Meetings and Closed Sessions

- 27.1. All Meetings shall be open to the public, except as provided for in section 239 of the Act. Council or Committee may convene in a closed session in order to discuss the following matters:
 - a) the security of the property of the Municipality or local board;

- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the Municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which Council or Committee may hold a Closed Meeting under another statute;
- h) information explicitly supplied in confidence to the Municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the Municipality or local board and has monetary value or potential monetary value;
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or local board; or
- l) the Meeting is held for the purpose of educating or training the Members, providing no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.

27.2. Council or Committee shall convene into a Closed Session for the following purposes:

- a) a request under the Municipal Freedom of Information and Protection of Privacy Act, if Council or Committee is the head of an institution for the purposes of that statute; or
- b) an ongoing investigation respecting the Municipality, a local board or a Municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, a municipal Ombudsman referred to in subsection 223.13(1) of the Act, or a closed meeting investigator referred to in subsection 239.2(1).

27.3. Following a Closed Session, the Mayor or Chair will report out in open session as required under applicable legislation. Any matter arising from a Closed Session that requires a decision of Council or Committee will be brought forward for consideration in open session at the same or a subsequent meeting, as appropriate. Voting in Closed Session is limited to procedural matters and direction to staff only and does not constitute final approval or a binding decision unless otherwise permitted by law.

27.4. No Member shall disclose or discuss, through any means including written, electronic or verbal communication to any individual or third party, any information that has been or will be discussed at a Closed Session or any records or documents disclosed there until Council or Committee has authorized such disclosure by resolution in open session, or where disclosure is required by law or by a court.

28. Preparation of Agendas

- 28.1. The Clerk provides administrative processes to support the approval, preparation, notice, publication and distribution of agendas, following approval by the Chief Administrative Officer.

29. Record of Meetings (i.e. Minutes)

- 29.1. The Clerk or designate records the minutes of Meetings of Council and Committee of the Whole without note or comment. The minutes record:
 - a) The date, time, and location of the Meeting;
 - b) The name of all Members in attendance;
 - c) The name and nature of presentations and delegations; and
 - d) All resolutions, decisions and other proceedings of the Meeting.
- 29.2. Minutes of each Meeting of Council are presented to a subsequent regular Meeting of Council for approval, as time permits.
- 29.3. Minutes of other Committees, as designated by Council, are submitted to Council for information following approval by the Committee.
- 29.4. The receipt of minutes from other Committees by Council does not constitute endorsement by the Municipality of any recommendations or actions contained therein. Council approval of any recommendation arising from such minutes shall only occur where a separate resolution is brought forward for Council's consideration

30. Public Record

- 30.1. All Communications the Clerk receives pertaining to a matter on the agenda of a public or open Meeting may form part of the public record. Personal information and opinion in communications are part of the public record unless the author of the communication requests the removal of their personal information when submitting it or where confirmed by the Clerk.

31. Recordings, Broadcasting and/or Streaming

- 31.1. All Council and Committee of the Whole Meetings may be video recorded, broadcast and/or streamed publicly by the Municipality, should the technology be available and operational, with the exception of proceedings closed to the public provided for by the Act or this By-law. Given their nature and informal approach, Workshops will generally not be live-streamed or recorded.
- 31.2. Attendees shall not operate any device or equipment in a manner that interferes with or interrupts or disrupts, the Municipality's official recording or live-streaming of a Meeting without prior authorization from the Clerk.

32. Electronic Participation at Meetings

- 32.1. Notwithstanding any other provision in this by-law, a regular, special or emergency Meeting of Council, a local board or a Committee of Council, may be conducted by electronic means when it has been determined by the Mayor and Clerk that electronic participation will be required by all Council members attending a meeting.
- 32.2. Notwithstanding the provisions of the Procedural By-law and Sections 238(2) of the Municipal Act, 2001, S.O 2001, c. 25, during any period where an emergency has been declared to exist in all or part of the municipality, under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, Members of Council, of a Local Board and Committees may participate electronically in a Meeting that is either open or closed to the

public and in doing so may be counted in determining whether or not a quorum of members is present at any point in time.

- 32.3. Electronic meetings are those held by means of telecommunication instruments including but not limited to telephones, computers and video conferencing.
- 32.4. The Clerk or designate may provide for the electronic participation of Staff, including electronic participation of the Clerk or designate.
- 32.5. Any Special or Emergency Meeting of Council will not allow for public comment submissions during the term of the Emergency Declaration.
- 32.6. Once the emergency has ended, all Procedural By-law Meeting rules apply. All members attending the Meeting shall have the same rights and responsibilities as if he or she were in physical attendance, including the right to vote.
- 32.7. An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this By-law.
- 32.8. Where the Rules of Procedure conflict with the need to facilitate electronic participation, the Chair in consultation with the Clerk shall have the authority to modify the Rules of Procedure to ensure Members can effectively electronically participate in the meeting.
- 32.9. Notwithstanding the above, electronic participation by Members of Council, staff, presenters, delegates or the public will only be provided if the necessary technology and staff resources are available and operational in the Council Chamber or any other location, as determined by the Clerk.

33. Advisory and Ad-Hoc Committees

- 33.1. Advisory Committees are created by Council with no defined ending and serve to make recommendations and/or to provide key information and materials to Council.
- 33.2. Each Advisory Committee shall have a Council approved Terms of Reference that sets out its purpose, guidelines for membership and how it will operate.
- 33.3. A minimum of one (1) Member of Council will be appointed to an Advisory Committee.
- 33.4. The Chair of Advisory Committees will be the Member of Council appointed to that Committee. Where more than one Member of Council is appointed, the Members may alternate annually during the term
- 33.5. Council may appoint Ad Hoc Committees, with a definite ending, to consider a specific matter and report to Council through the CAO, Senior Manager or assigned representative.
- 33.6. The Clerk may establish simplified Rules of Procedure for Advisory Committees, Quasi-Judicial Committees or Local Boards. Where simplified Rules of Procedure are not established, the Committee or Local Board shall be deemed to have adopted this Procedure By-law, save and except those Local Boards or Committees which may adopt their own Rules of Procedure, subject to approval by the Clerk or through other legislation.

- 33.7. Advisory Committee minutes are received by Council for information. Any resolution that requires Council authority, including but not limited to those with financial implications, policy or by-law changes, or commitments of municipal resources, will be forwarded to Council for consideration under “Committee Reports” at the time the related minutes are presented.

Order of Business

Notwithstanding Sections 35 and 36, the order of business for a Council and Committee of the Whole may be adjusted at the discretion of the Clerk and the Chair

34. Council

- 34.1. The Clerk shall prepare an agenda for the use of Members for Meetings of Council as follows:

- (1) Call to Order
- (2) Land Acknowledgement Statement
- (3) Declarations of Pecuniary Interest and the general nature thereof
- (4) Presentations/Delegations
- (5) Public Hearings/Meeting (if required)
- (6) Planning By-laws (if required)
- (7) Adoption of Previous Council/COW Meeting Minutes
- (8) Business Arising from Previous Minutes
- (9) Committee Reports
- (10) Staff Reports
- (11) Communications /Announcements
- (12) By-laws
- (13) Notice of Motions
- (14) Closed Session (if required)
- (15) Reporting Out of Closed Session
- (16) Notices required by Notice By-law
- (17) Confirmatory By-law
- (18) Adjournment

35. Committee of the Whole

- 35.1. The Clerk shall prepare an agenda for the use of the Members for Meetings of Committee of the Whole as follows:

- (1) Call to Order
- (2) Land Acknowledgement
- (3) Disclosures of Pecuniary Interest and the General Nature Thereof
- (4) Delegations/Presentations
- (5) Adjournment

The following sub-sections provide further clarity with respect to specific items contained under the Order of Business.

36. Call to Order

- 36.1. Call to Order
- a) As soon after the hour fixed for holding the Meeting and provided a quorum is present, the Mayor shall call the Members to order.
 - b) In the case of the Mayor not attending within 15 minutes after the hour fixed for holding the Meeting, and provided a quorum is present, the Deputy Mayor shall call the Members to order and shall preside until the arrival of the Mayor.
 - c) If a quorum is not present within thirty (30) minutes after the time appointed for a Meeting, the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next regular Meeting

or other Meeting called in accordance with the provisions of this by-law.

37. Land Acknowledgement

- a) Meetings shall commence with a land acknowledgement.

38. Disclosures of Pecuniary Interest

- a) When a Member present at a Meeting has a conflict of interest as defined in the Municipal Conflict of Interest Act, as amended or replaced from time to time, the Member shall, prior to any consideration or discussion of the matter:
 - Disclose the conflict of interest and the general nature thereof; and
 - Refrain from discussing, debating, or voting on the matter.
- b) Every disclosure of conflict of interest made by a Member shall be recorded in the minutes of the Meeting by the Clerk in accordance with the provisions of the Municipal Conflict of Interest Act. The Member shall also file a statement of the interest and its general nature with the Clerk.

39. Statutory Public Meetings

- 39.1. The Mayor shall chair statutory public meetings.
- 39.2. The dates and times for hearing public meetings shall be established in the meeting schedule and the dates and times of such public meetings may be amended with the consent of the Mayor and the Senior Manager of the relevant Department, provided all legislated notice requirements are met.
- 39.3. Public meetings are not deemed to be a meeting of the Council or a Standing Committee.
- 39.4. Submissions from the Public received during a Public Meeting shall be heard first from any member of the public attending the meeting in-person, followed by any members of the public registered to participate remotely via electronic means, should such technology be available and at the discretion of the Clerk. The Chair, in consultation with the Clerk, may accommodate a different order of speakers where deemed possible and appropriate.
- 39.5. The public meeting for each application shall proceed as follows:
 - a) Staff shall provide a brief overview of the purpose and intent of the meeting;
 - b) The consultant, applicant or their representative may address Council and the public to provide information;
 - c) Members of the Public and/or stakeholders in attendance and wishing to speak may make an oral submission;
 - d) The Chair may call on the consultant, applicant and/or staff to provide clarification on matters raised by members of the public and/or stakeholders.
- 39.6. The Clerk shall capture formal comments from the public and stakeholders at the public meeting and shall provide a copy of the Clerk's minutes capturing such submissions to the Members of Council for their review.
- 39.7. Notwithstanding section 35, the order of business for a Public Meeting may be adjusted at the discretion of the Clerk and the Chair.

40. Committee Reports

- 40.1. In accordance with section 24, the receipt of minutes from other Committees by Council is for information purposes only and does not constitute endorsement or approval of any recommendations or actions contained

therein. Council approval of any recommendation arising from such minutes shall only occur where a separate resolution is brought forward for Council's consideration.

41. Staff Reports

- 41.1. In accordance with established administrative protocols, reports to Council or Committee are prepared by staff, approved by the CAO, submitted in writing to the Clerk and distributed with the agenda for the applicable Meeting.
- 41.2. Staff reports are required to provide a recommendation and where possible, provide background information, matters for discussion and an analysis of alternatives and/or options. They are expected to be independent of any singular interest and outline the risks and benefits of several alternatives for council to consider including financial/staffing and legal implications.
- 41.3. An information report is prepared for the information of Council.
- 41.4. Staff or third party consultants may provide presentations to Members for the purpose of providing updates, recommendations, or administrative/technical expertise.
- 41.5. The Clerk has the authority to create and update report templates used for Council and Committee agendas. This includes making changes to formatting, layout, and administrative content to improve consistency and efficiency. Any major changes that impact reporting requirements or decision-making will be brought to Council for approval.

42. Notice of Motion

- 42.1. A Member of Council desiring to introduce a Motion for consideration of Council regarding a matter that would not otherwise be considered at such Meeting, shall:
 - a) Prepare the proposed Motion in writing, with a confirmed mover and seconder.
 - b) Submit the proposed Motion to the Clerk, at least 7 days prior to the publication deadline for the regular Council agenda.
 - c) The Clerk will circulate the proposed Motion to other Members and senior staff, and shall print the Motion in full in the agenda for the next scheduled Council meeting, noting the mover and seconder.
- 42.2. The Member who submitted the Notice of Motion shall introduce and subsequently move the Motion at that Council Meeting.
- 42.3. Notices of Motion not provided in writing at least 7 days prior to the publication deadline for the regular Council agenda will not be added to that agenda and will be automatically put over to the next scheduled Regular meeting agenda.
- 42.4. Supporting Documentation
 - a) Members may, but are not required to, provide supporting documentation when submitting a Notice of Motion.
 - b) Supporting documentation shall not include material that is defamatory, discriminatory, harassing, or disparaging, or that contravenes the Canadian Charter of Rights and Freedoms, applicable legislation, as determined by the Clerk, in consultation with the Chair as necessary.

43. By-laws

- 43.1. All by-laws shall be passed in a single Motion by Council by Majority Vote, unless otherwise required by legislation.

- 43.2. A Confirmatory By-law shall be enacted at the conclusion of each Meeting of Council.
- 43.3. The following types of by-laws may be presented directly to Council without the requirement for a staff report:
 - a) Those directed to be presented directly to Council.
 - b) Appointment of staff authorized by the CAO;
 - c) General by-laws where the purpose and intent of the by-law has been clearly authorized by a previous resolution.

Public Participation

44. Delegations

- 44.1. Delegations at Council or Committee of the Whole Meetings shall be limited to a maximum of ten (10) minutes. Upon prior approval by the Chair in consultation with the Clerk, the delegation may extend beyond ten (10) minutes.
- 44.2. If a delegation extends beyond the maximum time limit during a Meeting, without prior approval of the Chair, then the Clerk will issue a warning to the Chair. It is the Chair's discretion as to whether they are allowed to continue past the maximum time limit.
- 44.3. A maximum of three (3) delegations will be permitted at a Council or Committee of the Whole Meeting. It is the Clerk's discretion, in consultation with the Chair, as to whether additional delegations may be allowed at a meeting.
- 44.4. Delegations by an outside organization or individual shall not be permitted for the sole purpose of generating publicity or promotion.
- 44.5. Outside organizations or individuals wishing to make a delegation shall complete the required forms and shall provide the Clerk with written materials, audio-visual presentation materials, etc. for inclusion on the agenda by the deadline outlined by the Clerk, being no later than the Monday the week preceding the meeting. If all required materials are not received by the deadline outlined by the Clerk, the delegation may not be allowed to proceed and will be moved to the following Council meeting.
- 44.6. The Clerk may limit the frequency and/or number of times a group or individual may appear before Council regarding the same or similar topic.
- 44.7. The following types of delegations shall provide information only and shall be heard at the beginning of a Council Meeting:
 - a) Delegations by groups or individuals on subjects that are within the jurisdiction or influence of local government, as determined by the Clerk and Chair;
 - b) Delegations by outside organizations providing information with no accompanying report or recommendations; and
 - c) Delegations recognizing achievements.
- 44.8. Delegates requesting specific financial assistance or services in-kind from Council shall be directed to the appropriate department for review. A decision will not be made at the Meeting where the delegation is heard.
- 44.9. Delegates requesting specific action from the Municipality related to an operational issue shall be directed to the appropriate department for review.

A decision will not be made at the Meeting where the delegation is heard.

- 44.10. The following types of delegations will not be heard at a Meeting:
- a) Delegations disparaging staff, Members of Council or other levels of government;
 - b) Delegations disparaging or discriminatory to groups or individuals protected under Section 15 of the Canadian Charter of Rights and Freedoms;
 - c) Delegations on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court
 - d) Delegations on matters where Council has already made a decision, and the purpose of the delegation is to request reconsideration or to re-open debate, unless a Member has formally initiated a reconsideration motion in accordance with this By-law.
 - e) Delegations on matters where Council or Committee has previously indicated that a delegation is not necessary or required, including circumstances where adequate public consultation has already taken place or where additional presentations would not assist Council in its deliberations.
 - f) Delegations on matters that are outside the jurisdiction or authority of the Municipality, as determined by the Clerk in consultation with the Chief Administrative Officer.
 - g) Delegations that duplicate a recent delegation by the same individual, associated individual, or organization on the same topic without presenting completely new, relevant information.
 - h) Delegations intended to provide comments that are more appropriately submitted through a formal public consultation or statutory process (e.g., Planning Act public meetings), in which case the delegate shall be directed to the proper mechanism.

45. Correspondence

- 45.1. Correspondence intended to be presented to Council shall,
- a) Include the author's full name and contact information;
 - b) Be legibly written or printed;
 - c) Be appropriate and respectful in tone, and not contain any improper or offensive language or information; and
 - d) Be filed with the Clerk.
- 45.2. Correspondence is intended to bring forward information, concerns and feedback from the community, business, and other levels of government for Council's consideration. It is not intended to include correspondence drafted by the Members of Council in their capacity as Members (see Notice of Motion process for information on how Council Members may advance business).
- 45.3. The Clerk or designate shall prepare a list of correspondence received. The list shall be distributed electronically to each Member of Council once monthly, unless otherwise specified, for council review. A Member of Council may request in writing that an item from the list be included the next Council agenda.
- 45.4. When required due to urgency or timing, and subject to the discretion of the Mayor in consultation with the Clerk, correspondence may be placed on a Council Agenda as an additional item.
- 45.5. The Council's receipt of correspondence does not constitute endorsement of the correspondence by the Township of any of the recommendations it may

contain, or actions it may advocate.

46. Petitions

- 46.1. Petitions may be submitted to the Clerk and will include a minimum of two (2) persons and their respective contact information unless otherwise required by law. Petitions will be placed under the Correspondence section of the Committee of the Whole or Council agenda, unless otherwise determined by the Mayor in consultation with the Clerk.
- 46.2. All Petitions must adhere to the following guidelines:
- a) Petitions submitted to Council shall be addressed to the Mayor and Council and filed with the Clerk.
 - b) Every petition shall:
 - Clearly state the purpose or request;
 - Be legible and respectful in language;
 - Relate to a matter within the jurisdiction of Council.
 - c) Each page of a petition shall include:
 - The petition text; and
 - The printed name, signature, and municipal address of each signatory.
 - d) Petitions may be submitted in paper or electronic format, in accordance with requirements established by the Clerk.
 - e) The Clerk shall review all petitions for compliance with this by-law and may refuse to accept or place on the agenda any petition that does not comply.
 - f) Petitions that are accepted by the Clerk shall be included on a Council agenda as correspondence or in connection with a related item.
 - g) Petitions shall not be accepted if they:
 - Contain offensive or improper language;
 - Relate to matters outside municipal jurisdiction;
 - Concern litigation, personnel, or confidential matters; or
 - Are substantially similar to a petition considered by Council within the previous twelve (12) months.
 - h) All petitions and supporting materials shall become part of the public record.
 - i) The Municipality is not responsible or accountable for the accuracy or reliability of petitions that are submitted.

47. Question Period

- 47.1. Question Period occurs in Committee of the Whole and Council. During Question Period, members of the Public and Media may address Council to make informal inquiries on matters that are included in the agenda.
- 47.2. Individuals who ask questions at a Meeting will have their name and general nature of question(s) published in the Minutes of the Meeting.
- 47.3. Council reserves the right to refer the inquiry to Staff for timely follow-up subsequent to the meeting, however, staff are not expected to prepare or provide recommendations regarding the informal inquiry at the meeting.
- 47.4. Question Period is for questions only, and not an opportunity to provide comment on municipal matters. Council reserves the right to ask attendees to limit their question to the matter at hand.
- 47.5. There are no obligations on Council to respond or action items related to a question asked during Question Period.

- 47.6. No motions are passed related to matters raised solely during Question Period.
- 47.7. To ask a question during Question Period, attendees must attend the Meeting in person, unless otherwise determined by the Clerk.
- 47.8. Questions are limited to two (2) minutes per individual. Question Period shall be limited to a maximum of ten (10) minutes, unless otherwise extended at the discretion of the Chair.
- 47.9. All questions must be directed to Council. Questions directed to Staff, or requests for Staff comment or explanation, are not permitted during Question Period.
- 47.10. Questions shall be succinct, must not include lengthy background statements or speeches, and shall not be used as a substitute for the Delegation process. Individuals must state their question clearly and refrain from providing long-winded explanations or commentary.
- 47.11. Questions shall not be permitted for matters for which Council has already made a decision, nor may they relate to matters that are the subject of current or potential litigation, insurance claims, or tribunal proceedings.
- 47.12. The Chair reserves the right to rule any question out of order, decline to answer a question, or end Question Period where, in the opinion of the Chair, the rules of this section are not being followed or the questions are not appropriate for the Meeting.

Motions

48. General Motions

- 48.1. After a motion has been moved and seconded, it shall be deemed to be in the possession of Council or Committee. A Motion or amending Motion may be withdrawn with the consent of the Mover and Seconder at any time before the amendment or decision.
- 48.2. Council and Committee shall not debate any Motion until it has been moved and seconded. Once a Motion has been seconded, it may upon request, be read or stated by the Chair or Clerk at any time during the debate.
- 48.3. If the Chair is of the opinion that an amending Motion is contrary to the main Motion, the Chair shall apprise the Members immediately. A Member of Council or Committee may appeal the ruling of the Chair. If appealed, the Chair will take an immediate vote on the Motion without debate.
- 48.4. When a Motion is under consideration, no other Motion shall be received unless it is a Motion:
 - a) To refer the Motion to Committee, Council or Staff. A Motion to Refer:
 - Is open to debate
 - Is amendable
 - Shall preclude amendment or debate of the preceding motions.
 - b) To amend the Motion. A Motion to Amend:
 - Is open to debate
 - Shall not propose a direct negative to the main Motion
 - Shall be relevant to the main Motion
 - Is subject to only one further amendment, and any amendment more than one must be to the main Motion, and

- If more than one, shall be put in the reverse order to that in which they were moved, and shall be decided or withdrawn before the main Motion is put to the vote.
- c) To defer the Motion to another time. A Motion to Defer:
- Is not open to debate
 - Is not subject to amendment
 - Applies to the Main Motion and any amendments thereto under debate at the time the Motion to Defer is put forth.
- d) To adjourn the Meeting. A Motion to Adjourn:
- Is not open to debate
 - Is not subject to amendment
 - Shall always be in order.
- e) To call a vote on the Motion. A Motion to Call a Vote on the Motion:
- Cannot be amended
 - Cannot be proposed when there is an amendment under consideration
 - When resolved in the negative, shall be followed by resumption of debate
 - Shall always be in order
 - When resolved in the affirmative, shall be forwarded by voting on the motion, without debate or amendment.
- f) Once all the Motions relating to the main Motion have been dealt with, and once the main Motion is put, there shall be no further discussion or debate and the Motion shall immediately be voted on.

49. Reconsideration of a Council Decision

- 49.1. Council may reconsider an entire resolution or by-law or action of Council that was decided during any term of Council. A reconsideration of a portion of a resolution shall not be permitted. Such reconsideration can either amend the previous decision or rescind it subject to the following rules:
- a) No resolution or by-law or action of Council shall be reconsidered more than once during the term of Council; and
 - b) A Motion to reconsider shall not be reconsidered.
- 49.2. A Member who voted on the prevailing side of a decision may bring a Motion to reconsider at the same Meeting at which the question to be reconsidered was dealt with and shall require the support of a Majority of the Members present.
- 49.3. A Member who voted on the prevailing side or who was absent from the vote or was not a Member of Council at the time of the vote may bring a Notice of Motion to reconsider at a Meeting subsequent to that at which the question to be reconsidered was dealt with and shall require a Two-Thirds vote to be carried (see 49.4).
- 49.4. No public comments shall be permitted to speak on a Notice of Motion to Reconsider.
- 49.5. A resolution that was decided by Council cannot be reconsidered if action has been taken in implementing the resolution, resulting in legally binding commitments that are in place on the date the Motion to reconsider is considered by Council.

50. Motion Containing Two or More Matters

- 50.1. When a Motion under consideration concerns two or more matters, upon the request of any Member, they may be taken separately through a motion. Such a request may also be made by the Chair. This may also be referenced as a “Motion to Divide” and will first be voted upon before proceeding on the individual question.

51. Voting

- 51.1. After a Motion is put to a vote by the Chair, no Member shall speak to it nor will any other Motion be made until after the vote is taken and the result has been declared.
- 51.2. All Members of Council or Committee will vote on all Motions. A failure by any Member to announce their vote openly and individually, including an “Abstention”, is deemed to be a vote in the negative.
- 51.3. Each Member present and voting indicates his or her vote by show of hands or electronically (dependent on available technology), and no vote is taken by ballot or any other method of secret voting.
- 51.4. Unless this By-law states otherwise, a matter passes when a Majority of the Members present at the Meeting vote in the affirmative.

Number of Members Present	Majority Vote	Two-Thirds Vote
5	3	4
4	3	3
3	2	2

- 51.5. The following represents the required number of votes for a Majority Vote or Two Thirds vote.

52. Tie Vote

- 52.1. Any vote on which there is a tie vote is deemed to be lost in accordance with the Act.

53. Recorded Vote

- 53.1. Any Member may request a recorded vote immediately preceding or following the taking of a vote.
- 53.2. A recorded vote shall be taken on any motion relating to matters under the Clean Water Act, 2006, including decisions respecting source protection plans or policies.
- 53.3. All Members present at the Meeting shall vote unless they are disqualified from voting with respect to that item as a result of declaring pecuniary interest.
- 53.4. A Member of Council’s failure to participate in a recorded vote when they have not declared a pecuniary interest is deemed to be a negative vote.
- 53.5. A recorded vote shall be taken when called for by any member before or immediately after vote or when required by law. The Clerk shall call upon each member of Council entitled to vote on the motion, in alphabetical order by surname, to answer “Yea” or “Nay.” The Clerk shall request the Mayor to announce his/her vote last.
- 53.6. The Clerk shall announce the result of the vote.

- 53.7. Notwithstanding a recorded vote, a record or notation of a Member's opposition to an issue is not recorded in any minutes of the Meeting.

54. Adjournment

- 54.1. All Meetings of Council shall automatically adjourn three (3) hours after commencement if still in session, subject to the discretion of the Chair.
- 54.2. A Meeting that is authorized to continue past three (3) hours shall be automatically adjourned one (1) hour later, unless the Meeting is authorized to continue for further one-hour periods, with each period requiring the unanimous consent of all Members present.
- 54.3. All Meetings of the Committee of the Whole shall automatically adjourn one (1) hour after commencement if still in session, subject to the discretion of the Chair.
- 54.4. A Meeting of the Committee of the Whole, with the exception of Meetings related to the budget that are authorized to continue past four (4) hours, shall be automatically adjourned one (1) hour later, unless the Meeting is authorized to continue for further one-hour periods, with each period requiring the unanimous consent of all Members present.
- 54.5. At a Meeting of Council, where a Meeting has adjourned automatically or by a Motion by any Member, prior to the adjournment being effective, the Members shall consider the by-laws and Confirmatory By-law, if such items have not already been addressed.
- 54.6. A Motion to adjourn may be made by any Member of Council who has been recognized by the Chair. The Motion must be moved and seconded. A Motion to adjourn shall not be made during a vote on any other Motion.
- 54.7. The Chair may adjourn a meeting at the conclusion of the business as noted on the agenda of the Meeting. Add that no motion is required