

OFFICE CONSOLIDATION
Current to Amendment No. 4
By-law 2020-084, August 24, 2020



The Corporation of the Town of New Tecumseth

By-law 2016-020 (Consolidated – as amended)

PROCEDURE BY-LAW

A by-law to govern the proceedings of Council

Consolidation		
Amendment No. 1	By-law 2018-016	February 18, 2018
Amendment No. 2	By-law 2019-025	February 4, 2019
Amendment No. 3	By-law 2020-025	March 30, 2020
Amendment No. 4	By-law 2020-084	August 24, 2020

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E&OE

**THE CORPORATION OF THE TOWN OF
NEW TECUMSETH**

BY-LAW

2016-020

"PROCEDURE BY-LAW"

A by-law to govern the proceedings of Council

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

AND WHEREAS pursuant to Section 238 (2.1) of the *Municipal Act 2001, as amended*, requires that the procedure by-law provide for public notice of meetings;

AND WHEREAS By-law No. 2007-236 being a by-law to govern the proceedings of Council was passed on the 12th day of February, 2007;

AND WHEREAS a number of revisions have been made to By-Law 2007-236;

AND WHEREAS Council deems it appropriate to repeal By-law No. 2007-236 and enact a new by-law to govern the proceeding of Council that reflects the current practices, procedures and statutory requirements of Council;

NOW THEREFORE the Council of The Corporation of the Town of New Tecumseth enacts as follows:

1. That the proceedings of Council shall be governed by the provisions and regulations contained in Schedule "A" attached hereto and forming part of this By-law.
2. This By-law shall repeal By-law 2007-236 and any and all other by-laws and amending by-laws related to the Procedure By-law.
3. This By-law shall be cited as the "Procedure By-Law".
4. This By-law shall come into force and take effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21st DAY OF MARCH, 2016.

MAYOR

Office Consolidation

CLERK

SCHEDULE "A"

TO PROCEDURE BY-LAW 2016-020

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1. **DEFINITIONS**

In this by-law:

- (a) “**CAO**” means the Chief Administrative Officer for the Town of New Tecumseth or in his/her absence the Deputy Chief Administrative Officer or such other person as the CAO, in writing, delegated such powers.
- (b) “**Chair**” means the Member of Council appointed as Chair of the Committee by its Members or in the case of a Council Meeting or Special Council Meeting means the Mayor or Deputy Mayor or in the absence of both of them, a Member appointed by Council.
- (c) “**Clerk**” means the Clerk of the Town of New Tecumseth or in his/her absence the Deputy Clerk or such other person as the Clerk has, in writing, delegated such powers.
- (d) “**Closed Meetings**” means a meeting or part of a meeting of Council or Committee that is not open to the public in accordance with the *Municipal Act 2001, as amended*.
- (e) “**Committee**” means a Regular or Special Committee of the Whole, Regular or Special Committee of the Whole Public, Committee of the Whole Working Session or Council Committee consisting of all Members of Council unless otherwise specified.
- (f) “**Committee of the Whole Public Meeting**” means a Committee of the Whole Meeting for those matters for which Council is required to hold a public meeting or public hearing to provide information to the public and/or obtain public comments.
- (g) “**Committee of the Whole Working Session**” means a Committee of the Whole Meeting for those matters that require lengthy or extensive discussion.
- (h) “**Correspondence**” includes, but is not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition etc.
- (i) “**Council**” means the Council of the Corporation of the Town of New Tecumseth.
- (j) “**Council Meeting**” means a Regular or Special Council Meeting.
- (k) “**Defer, Deferred or Deferral**” when used in conjunction with a matter before Council or a Committee, means that the said matter is to be dealt with at a future meeting of the same body or at the meeting of the same body which is specified in the motion to defer.
- (l) “**Deputation**” means an address to Council or a Committee at the request of a person or organization wishing to speak.
- (m) “**Emergency Meeting**” means a meeting of Council or Committee called to address a present or imminent event that requires prompt co-ordination of action to protect the health, safety or welfare of people or to limit damage to property.
- (n) “**Head of Council**” means the Mayor.
- (o) “**Meeting**” means any regular, special or other meeting of Council, a Local Board or a Committee of either of them, where,
 - (a) a quorum of members is present, and
 - (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council, Local Board or Committee.”
- (p) “**Member**” means a Member of Council.

- (q) **“Point of Order”** means a matter that a Member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council.
- (r) **“Point of Personal Privilege”** means a matter that a Member considers to question their integrity and/or the integrity of Council.
- (s) **“Quorum”** means a majority of Members of Council or Members of a Committee or fifty (50) percent of Members plus one (1).
- (t) **“Refer, Referred and Referral”** when used in conjunction with a matter before Council or a Committee means the matter is referred to the body or person named in the motion to refer, for further consideration and, if so specified, a report back to Council or Committee.
- (u) **“Staff”** means officers and employees of the Town of New Tecumseth.
- (v) **“Town”** means the Corporation of the Town of New Tecumseth.
- (w) **“Written Notice”** means any notice provided in writing including e-mail.

2. RULES AND REGULATIONS

2.1 Members and Meetings

- (a) The rules and regulations contained in this by-law shall be observed in all proceedings of Council and shall be the rules and regulations for the order and dispatch of business in Council, its Committees and its Local Boards, with the changes necessary to give effect thereto, except for the New Tecumseth Public Library Board and the Nottawasaga Police Services Board and any other Committee or Local Board with its own rules and regulations.
- (b) The rules governing the procedure of Council and the conduct of Members in Council shall be observed in Closed Meetings so far as they are applicable.
- (c) The rules and regulations contained herein may be suspended by a two-thirds vote of the Members of Council, Committee or Board present at the meeting, provided that such rule or regulation is not prescribed by statute or requires a unanimous vote.
- (d) Failure to strictly adhere to the rules of procedure contained in this by-law shall not invalidate the action(s) of Council or Committee acting in good faith.
- (e) If any section or part of this by-law is found by any court of competent jurisdiction to be invalid, such section or part shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of this by-law or the by-law as a whole.
- (f) Members must be in attendance in person at the Meeting in order to be considered present and to be able to participate in the Meeting as Members are not able to attend and/or participate in any Meeting via telephone, and/or any other communication or electronic method unless under the following circumstances:
 - a) Health and safety restrictions as determined by the CAO in consultation with the Mayor and/or the Emergency Management Committee;
 - b) Restrictions or guidelines set out by the Simcoe Muskoka Health Unit, the Ontario Provincial Police or the Province of Ontario.

(Amended by By-law 2020-084)

2.1.1 Electronic Participation

- a) Electronic participation shall be allowed at a Regular, Special or other Meeting of Council or Committee under the circumstances outlined in Section 2.1 (f).
- b) Quorum is satisfied in the same manner as if any Member was participating in person.
- c) Council Members shall be permitted to vote when participating electronically. The vote shall be noted verbally by each participating Member or in a manner as indicated by the Chair.
- d) Members are permitted to participate electronically in Closed Meetings. The Mayor and CAO will determine whether a Closed Meeting with electronic participation is appropriate depending on the nature of the topic proposed to be discussed.
- e) The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as per section 11 (d) of this by-law.
- f) The Town may use any means of audio/video technology to facilitate electronic participation.
- g) In the event of any type of connection/service disruption, the Chair may recess the Meeting to allow for attempts to reconnect. After ten (10) minutes of a connection/service disruption, the Meeting shall resume.
- h) All other sections of this Procedure By-law shall remain in effect and shall be observed to the extent reasonably practicable during a Meeting with electronic participants.
(Amended by By-law 2020-084)

2.2 Point of Order and Personal Privilege

a) Point of Order

- (i) A Member may interrupt the person who has the floor to raise a Point of Order when such Member feels that there has been a deviation or departure from the rules of procedure.
- (ii) Upon hearing such Point of Order, the ruling of the Chair shall be final unless a Member appeals the ruling to Council.
- (iii) Council shall decide the question, without debate, upon a majority vote of the Members present, if the decision of the Mayor or Chair is sustained.

b) Point of Personal Privilege

- (i) A Member may raise a Point of Personal Privilege at any time where such Member feels that his/her integrity or the integrity of Council has been impugned by another Member.
- (ii) Upon hearing such point, the ruling of the Mayor or Chair shall be final unless a Member appeals the ruling to Council.
- (iii) Council shall then decide the question, without debate, upon a majority vote of the Members present, if the decision of the Mayor or Chair is sustained.
- (iv) Where the Chair recognizes that a breach of privilege has taken place, the Chair shall demand that the offending Member apologize. Failing such apology, the Member shall be required to vacate the Council Chamber for the duration of the meeting.

2.3 Members of the Public

- (a) Members of the public present during Meetings shall maintain order and shall not address Council except with the permission of the Chair.
- (b) Members of the public who display signs, placards, posters, clothing or other advertising devices, whether political or otherwise, that interfere with the attendees and/or demonstrate a lack of respect for the formal nature of the Meetings may be requested by the Mayor or Chair to leave the Meeting or remove these items.
- (c) Members of the public shall abide by the provisions within this by-law regarding taping, televising, photographing and recording of Meetings (see Section 6.13).
- (d) No member of the public shall use flash photography while attending a Meeting.
- (e) Members of the public shall not engage in conversation or other behaviour which is disruptive to the attendees and/or Meeting.
- (f) No member of the public shall attend a Meeting with any cellular telephones or other electronic devices which emit a sound, unless such device is turned off or set to silent.
- (g) No person shall use indecent, offensive or insulting language or speak disrespectfully of the Royal Family, the Governor General, the Lieutenant Governor of any Province, any member of Council, any staff of the Town or any member of the public.
- (h) Any person who is not a member of Council, who contravenes any provision of this by-law, may be expelled from the Meeting by the Chair or in accordance with the direction of Council or Committee.

3. DUTIES AND RESPONSIBILITIES OF COUNCIL

3.1 Mayor as Chair

The Chair of a meeting of Council or Committee shall be the Mayor.

3.2 Deputy Mayor as Chair

- (a) In the absence of the Mayor, the Deputy Mayor shall be the Chair of the meeting.
- (b) In the absence of the Mayor and Deputy Mayor, Council shall appoint another of its Members by motion to act as Chair of the meeting.
- (c) In the event that the Mayor does not arrive within fifteen (15) minutes after the time appointed for the meeting, the Deputy Mayor shall preside until the arrival of the Mayor and in the absence of both of them, a Member appointed by a motion of Council shall preside until the arrival of either the Mayor or Deputy Mayor.

3.3 Role of Council

It is the role of Council, per Section 224 of the *Municipal Act, 2001, as amended*:

- a) to represent the public and to consider the well-being and interests of the municipality;
- b) to develop and evaluate the policies and programs of the municipality;
- c) to determine which services the municipality provides;

- d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) to maintain the financial integrity of the municipality; and
- g) to carry out the duties of Council under the *Municipal Act, 2001, as amended* or any other Act.

3.4 Role of Head of Council

It is the role of the head of Council, per Section 225 of the *Municipal Act 2001, as amended*:

- a) to act as Chief Executive Officer of the municipality;
- b) to preside over Council and Committee Meetings so that its business can be carried out efficiently and effectively;
- c) to provide leadership to Council;
- d) without limiting clause (c), to provide information and recommendations to Council with respect to the role of Council described in Section 3.3(d) and (e);
- e) to represent the municipality at official functions; and
- f) to carry out the duties of the head of Council under the *Municipal Act 2001, as amended* or any other Act.

3.5 Substitution – Head of Council

A municipality may, as per Section 226 of the *Municipal Act 2001, as amended*, with the consent of the head of Council, appoint a Member of Council to act in the place of the head of Council on any body, other than on the Council of another municipality, of which the head of Council is a Member by virtue of being the head of Council.

3.6 Head of Council as Chief Executive Officer

As Chief Executive Officer of a municipality, the head of Council shall, per Section 226.1 of the *Municipal Act 2001, as amended*:

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

3.7 Duties of Chair

It shall be the duty of the Chair:

- a) to open the Meeting by taking the Chair and calling the Members to order;
- b) to announce the business in the order in which it is to be acted upon;
- c) to receive and submit, in the proper manner, all motions presented by the Members;
- d) to put to vote all questions which are regularly moved and seconded or necessarily arise in the course of the proceedings and to announce the

result;

- e) to decline to put to a vote motions which infringe upon the rules of procedure;
- f) to restrain the Members when engaged in debate within the rules of order;
- g) to designate the order in which Members are recognized to speak when two or more Members wish to be recognized at the same time;
- h) to enforce, on all occasions, the observance of order and decorum among the Members;
- i) to do all matters to permit the Meetings to proceed in an orderly and efficient manner;
- j) to authenticate by his/her signature, when necessary, all by-laws, motions, and minutes;
- k) to adjourn the Meeting when the business is concluded;
- l) to adjourn the Meeting without question or put or suspend the Meeting for a time to be named by him/her, if he/she considers it necessary, because of grave disorder.

4. CONDUCT OF MEMBERS

- (a) Any Code of Conduct adopted by Council shall apply during a Meeting held pursuant to this by-law.
- (b) No Member shall:
 - (i) speak disrespectfully of the reigning Sovereign, any of the Royal Family, the Governor-General, the Lieutenant Governor of any Province;
 - (ii) use offensive words or unparliamentary language in or against the Council or against any Member;
 - (iii) speak on any subject other than the subject in debate;
 - (iv) criticize any decision of Council, except for the purpose of moving in accordance with the provisions of Section 13 that a motion be reconsidered;
 - (v) disobey the rules of Council or a decision of the Chair or of Council on a question of order or practice or upon the interpretation of the rules of Council;
 - (vi) use electronic devices including cellular phones, portable devices and computers in a manner which interrupts or is disruptive to any Meeting proceedings.
- (c) If a Member persists in any such disobedience after having been called to order by the Chair, the Chair may forthwith put the question, with no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the meeting of Council", but if the Member apologizes, he/she may, by majority vote, be permitted to retake his/her seat.
- (d) If a Member arrives late at a Meeting, any prior discussion shall not be reviewed without the unanimous consent of all Members present.

5. CORRESPONDENCE

- (a) Correspondence intended to be presented to either Council or Committee must be legible, signed by the author(s), include their address and must not contain any defamatory or improper remarks.
- (b) Any correspondence submitted to be addressed by either Council or Committee shall form part of the agenda and shall be considered to be public information, subject to the Municipal Freedom of Information and Protection of Privacy Act. The Clerk shall be advised of any confidential items, the general nature of the confidentiality and will determine whether the item meets identified criteria for confidential correspondence and whether or not it will be circulated within the public agenda.

6. MEETINGS

6.1 Meetings – Open to the Public

Meetings shall be open to the public, unless permitted to be closed in accordance with the provisions of the *Municipal Act, 2001, as amended* and no person shall be excluded from a meeting open to the public except for improper conduct or for breach of this by-law.

6.2 Inaugural Meeting

The Inaugural Meeting of Council shall be held the first Monday in December following an election at 7:00 p.m. in the Council Chambers or at such time or place as may be determined.

6.3 Regular Council Meetings

- a) Meetings of Council shall be held in the Council Chambers at the Municipal Administration Centre or any other location designated by Council for such purpose and may be held in an adjacent municipality.
- b) The Clerk will prepare and submit a schedule of meetings at the beginning of each new term of Council for consideration and adoption by Council.
- c) **Notice**
Refer to Section 7 – Notice of Meetings
- d) **Preparation of Regular Council Meeting Agenda**
 - (i) Prior to each Regular Council Meeting, the Clerk, under the supervision of the CAO, shall prepare an agenda of all the business to be brought before such meeting.
 - (ii) Other than Communications, no matter shall be placed on the agenda of a Regular Council Meeting unless it has already been considered by Council at a Special or Regular Council or Committee Meeting, unless authorized by the Mayor or CAO.
- e) **Distribution of Regular Council Meeting Agenda**
 - (i) The agenda will be distributed to Members of Council on the Friday prior to the meeting.
 - (ii) As soon as the agenda is published and distributed to Members of Council, the agenda will be posted on the Town website and made available to the public.
- f) **Routine Order of Business on Regular Council Meeting Agenda**
 - (i) Items on a Regular Council Agenda shall be listed in the following order:

Communications

Committee of the Whole Meeting Report
Committee of the Whole Closed Meeting Report
Committee of the Whole Public Meeting Report
Committee of the Whole Working Session Report

(ii) Council shall deal with matters in the following order:

O' Canada
Moment of Silent Reflection
Awards and Recognitions
Confirmation of Agenda
Disclosures of Pecuniary Interest
Adoption of Minutes
Communications
Determination of Items Requiring Separate Discussion
Adoption of Items Not Requiring Separate Discussion
Deputations Requiring Statutory or Public Hearing
Deputations
Consideration of Items Requiring Separate Discussion
By-laws
General Information/Announcements
Public Notice
Confirming By-law
Adjournment

g) Change in Routine Order of Business on Regular Council Meeting Agenda

A change in the order of items listed on the agenda may be permitted by the Chair.

h) Addendum Items to Regular Council Meeting Agenda

(i) An item which is not on the agenda of a Regular Council Meeting as printed shall require a unanimous vote of the Members present to be added to the agenda.

(ii) Any additional information pertaining to an item listed on the Regular Council Agenda shall be considered with the item.

i) Items on the agenda not referred, deferred or otherwise disposed of by Council shall not reappear on an agenda unless by direction of Council.

6.4 Special Council Meetings

a) Special Council Meetings may be open or closed to the public as provided for in the *Municipal Act 2001, as amended*.

b) The only business to be dealt with at a Special Council Meeting is that which is listed in the notice of the meeting.

c) Special Council Meetings shall be called in accordance with the following provisions:

(i) **At the Call of the Mayor**
The Mayor or designate, may, at any time, summon a Special Council Meeting on 24 hours written notice to the Members.

(ii) **By Petition**
Upon receipt of a petition signed by the majority of the Members, the Clerk will summon a Special Council Meeting on 24 hours written notice to the Members for the purpose mentioned in the petition.

d) Notice

Refer to Section 7 – Notice of Meetings

e) Preparation of Special Council Meeting Agenda

Prior to each Special Council Meeting, the Clerk, under the supervision of the CAO, shall prepare an agenda of all the business to be brought before such meeting.

f) Distribution of Special Council Meeting Agenda

- (i) The agenda will be distributed to Members of Council as soon as reasonably possible after the meeting has been called.
- (ii) As soon as the agenda is published and distributed to Members of Council, the agenda will be posted on the Town website and made available to the public.

g) Routine Order of Business on Special Council Meeting Agenda

Items on the Special Council Meeting Agenda shall be listed on the agenda in the following order:

- Confirmation of Agenda
- Disclosures of Pecuniary Interest
- Determination of Items Requiring Separate Discussion
- Adoption of Items Not Requiring Separate Discussion
- Deputations Requiring Statutory or Public Hearing
- Deputations
- Consideration of Items Requiring Separate Discussion
- By-Laws
- Confirmation By-Law
- Adjournment

h) Change In Routine Order of Business on Special Council Meeting Agenda

A change in the order of items listed on the agenda may be permitted by the Chair.

i) Addendum Items to Special Council Meeting Agenda

- (i) No additional items may be added to the agenda (see Section 6.4 (b)).
- (ii) Any additional information pertaining to an item listed on the Special Council Agenda shall be considered with the item.

j) Items on the Agenda not referred, deferred or otherwise disposed of by Council shall not reappear on an agenda unless by direction of Council.

6.5 Regular Committee of the Whole Meetings

a) Regular Committee of the Whole Meetings shall be held at 7:00 p.m. in the Council Chambers at the Municipal Administration Centre or any other location and/or time designated by Council for such purpose.

b) The Clerk will, on an annual basis, prepare and submit a schedule of meetings, each Council Year for consideration and adoption by Council.

c) Notice

Refer to Section 7 – Notice of Meetings

d) Preparation of Regular Committee of the Whole Meeting Agenda

Prior to each Regular Committee of the Whole Meeting, the Clerk, under the Supervision of the CAO, shall prepare an agenda of all the business to be brought before the Committee.

e) Distribution of Regular Committee of the Whole Meeting Agenda

- (i) The agenda will be distributed to the Committee on the Friday prior to the meeting.

- (ii) As soon as the agenda is published and distributed to Members of the Committee, the agenda will be posted on the Town Website and made available to the public.

f) Routine Order of Business on Regular Committee of the Whole Meeting Agenda

Items on the Regular Committee of the Whole Meeting Agenda shall be listed on the agenda in the following order:

- (i) Reports from the Mayor and Members of Council
Advisory Committee, Board, and Task Force Summaries
Staff Reports
- (ii) The Regular Committee of the Whole shall deal with matters as follows:

- Awards and Recognitions
- Confirmation of Agenda
- Disclosures of Pecuniary Interest
- Determination of Items Requiring Separate Discussion
- Adoption of Items Not Requiring Separate Discussion
- Consideration of Items Requiring Separate Discussion
- General Information/Announcements
- Public Notice
- Adjournment

g) Member's Request

A Member may add an item to the Regular Committee of the Whole Meeting agenda by providing a description of the item and a written motion pertaining to the item that is to be considered by the Committee to the Clerk before 4:30 p.m. on the Wednesday prior to a Regular Committee of the Whole Meeting. The Clerk will place the item and the Member's written motion on the Regular Committee of the Whole Meeting agenda.

h) Change In Routine Order of Business on Regular Committee of the Whole Meeting Agenda

A change in the order of items listed on the agenda may be permitted by the Chair.

i) Addendum Items to Regular Committee of the Whole Meeting Agenda

- (i) An item can only be added to the Regular Committee of the Whole Agenda:
 - (1) if it is considered to be time sensitive or
 - (2) requires immediate direction andit shall require a unanimous vote of the Members present to add the item to the Agenda.
- (ii) Any additional information pertaining to an item listed on the Regular Committee of the Whole Agenda shall be considered with the item.

6.6 Special Committee of the Whole Meetings

- a) Special Committee of the Whole Meetings may be open or closed to the public in accordance with the *Municipal Act 2001, as amended*.
- b) Special Committee of the Whole Meetings shall be constituted in accordance with the following provisions:
 - (i) Whenever a majority of Members of Council present decide that Council shall convene into Committee of the Whole to consider a matter(s) during a Regular or Special Meeting of Council.
 - (ii) **At the Call of the Mayor or CAO**

The Mayor or CAO may, at any time, summon a Special Committee of the Whole Meeting on 24 hours written notice to the Members.

- (iii) **By Petition**
Upon receipt of a petition signed by the majority of the Members, the Clerk will summon a Special Committee of the Whole Meeting on 24 hours written notice to the Members for the purpose mentioned in the petition.

c) The only business to be dealt with at a Special Committee of the Whole Meeting is that which is listed in the notice of the meeting.

d) **Notice**

- (i) Refer to Section 7 – Notice of Meetings
- (ii) Notice is not required if the majority of the Members present decide during a Regular or Special Council Meeting to convene into Committee of the Whole.

e) **Preparation of Special Committee of the Whole Meeting Agenda**

- (i) If a Special Committee of the Whole Meeting is called by the Mayor, CAO or by petition, the Clerk under the supervision of the CAO, shall prepare an agenda of all business to be brought before the Committee.
- (ii) If the majority of Members present during a Regular or Special Council Meeting decide to convene into Committee of the Whole, an agenda is not required to be prepared.

f) **Distribution of Special Committee of the Whole Meeting Agenda**

- (i) The agenda will be distributed to the Committee as soon as reasonably possible after the meeting has been called.
- (ii) As soon as the agenda is published and distributed to the Committee, the agenda will be posted on the Town website and made available to the public.

g) **Routine Order of Business on Special Committee of the Whole Meeting Agenda**

Items shall be listed on the Special Committee of the Whole Agenda in the following order:

- Confirmation of Agenda
- Disclosures of Pecuniary Interest
- Determination of Items Requiring Separate Discussion
- Adoption of Items Not Requiring Separate Discussion
- Consideration of Items Requiring Separate Discussion
- Adjournment

h) **Change In Routine Order of Business on Special Committee of the Whole Meeting Agenda**

A change in the order of items listed on the agenda may be permitted by the Chair.

i) **Addendum Items to Special Committee of the Whole Meeting Agenda**

- (i) No additional items can be added to the agenda (see Section 6.6(c)).
- (ii) Any additional information pertaining to an item listed on the Special Committee of the Whole Meeting Agenda shall be considered with the item.

6.7 Committee of the Whole Public Meetings

a) Committee of the Whole Public Meetings shall be held, as required, at 7:00 p.m. in the Council Chambers at the Municipal Administration Centre or any other location and/or time designated by Council for such purpose as per the schedule of meetings adopted by Council.

b) Notice

Refer to Section 7 – Notice of Meetings

c) Preparation of Committee of the Whole Public Meeting Agenda

Prior to a Committee of the Whole Public Meeting, the Clerk, under the supervision of the CAO, shall prepare and distribute an agenda of all business to be brought before the Committee.

d) Distribution of Committee of the Whole Public Meeting Agenda

(i) The agenda will be distributed to the Committee on the Friday prior to the meeting.

(ii) As soon as the agenda is published and distributed to the Committee, the agenda will be posted on the Town website and made available to the public.

e) Routine Order of Business on Committee of the Whole Public Meeting Agenda

The order of business for Committee of the Whole Public Meeting shall be:

- Confirmation of Agenda
- Disclosures of Pecuniary Interest
- Consideration of Public Meeting Items
- Adjournment

f) Change In Routine Order of Business on Committee of Whole Public Meeting Agenda

A change in the order of items listed on the agenda may be permitted by the Chair.

g) Addendum Items to Committee of the Whole Public Meeting Agenda

(i) An item can only be added to the Committee of the Whole Public Meeting Agenda:

- (1) if it is considered to be time sensitive or
- (2) requires immediate direction and

it shall require a unanimous vote of the Members present to add the item to the Agenda.

(ii) Any additional information pertaining to an item listed on the Committee of the Whole Public Meeting Agenda shall be considered with the item.

6.8 Committee of the Whole Working Session

a) The Mayor may, at any time, summon a Committee of the Whole Working Session on 48 hours written notice to the Members.

b) The meeting will be held in the Council Chambers at the Municipal Administration Centre or any other location and/or time designated by the Mayor or Council for such purpose.

c) Notice

Refer to Section 7 – Notice of Meetings

d) Preparation of Committee of the Whole Working Session Agenda

Prior to a Committee of the Whole Working Session, the Clerk, under the supervision of the CAO, shall prepare and distribute an agenda of all business to be brought before the Committee.

e) Distribution of Committee of the Whole Working Session Agenda

(i) The agenda will be distributed to Members of Council within 48 hours of the meeting.

(ii) As soon as the agenda is published and distributed to Members of Council the agenda will be posted on the Town website and made available to the public.

f) Routine Order of Business on Committee of the Whole Working Session Agenda

The order of business for Committee of the Whole Working Session shall be:

- Confirmation of Agenda
- Disclosures of Pecuniary Interest
- Items for Discussion
- New Business
- Adjournment

g) Change in Routine Order of Business on Committee of the Whole Working Session Agenda

A change in the order of items listed on the agenda may be permitted by the Chair.

h) Addendum Items to Committee of the Whole Working Session Agenda

(i) An item can only be added to the Committee of the Whole Working Session Agenda:

(1) if it is considered to be time sensitive or

(2) requires immediate direction and

it shall require a unanimous vote of the Members present to add the item to the Agenda

(ii) Any additional information pertaining to an item listed on the Committee of the Whole Working Session Agenda shall be considered with the item.

6.9 Meetings – Closed to the Public

(a) Council or Committee may move into a Closed Meeting in accordance with Section 239 of the *Municipal Act 2001, as amended* at any time during the process of a Meeting or may hold a Closed Meeting specifically called for that purpose, if the subject matter being considered is:

(i) the security of the property of the municipality or Local Board;

(ii) personal matters about an identifiable individual, including municipal or Local Board employees;

(iii) a proposed or pending acquisition or disposition of land by the municipality or Local Board;

- (iv) labour relations or employee negotiations;
- (v) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or Local Board;
- (vi) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (vii) a matter in respect of which a Council, Board, Committee or other body may hold a Closed Meeting under another Act;
- (viii) 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;
- (ix) 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;
- (x) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or Local Board and has monetary value or potential monetary value; or
- (xi) 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.
- (xii) In addition to the foregoing, a Meeting may be closed to the public in accordance with Section 239(3) of the *Municipal Act 2001, as amended* if:
 - (1) The subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council, Board, Commission or other body is the Head of an institution for the purposes of that Act; or
 - (2) An ongoing investigation respecting the municipality, a Local Board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act or a Closed Meeting Investigator.
- (xiii) Educational or training sessions - A Meeting may be closed to the public in accordance with Section 239(3.1) of the *Municipal Act 2001, as amended* if the following conditions are both satisfied:
 - (1) The Meeting is held for the purpose of educating or training the Members and
 - (2) At the Meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

(b) Closed Meeting – Motion Required

Before holding a Closed Meeting, Council or Committee shall state by motion:

- (i) The fact of holding the Closed Meeting and
- (ii) The general nature of its subject matter and the specific provision under the Act which permits the Closed Meeting.
- (iii) Where the purpose is for education or training, that the meeting

be closed to the public pursuant to Section 239(3.1) of the *Municipal Act 2001, as amended.*

(c) Notice

Refer to Section 7 – Notice of Meetings

(d) Preparation of Closed Meeting Agenda

A confidential Closed Meeting Agenda will be prepared by the Clerk, under the supervision of the CAO, and distributed to all Members.

(e) When Closed Meeting Agenda Not Required

If the majority of Members present during a Meeting decide to move into a Closed Meeting for an item on the Meeting Agenda, no written Closed Meeting Agenda is required.

(f) Distribution of Closed Meeting Agenda

- (i) The agenda will be distributed to Members of Council on the Friday before the meeting or as soon as reasonably possible after the meeting has been called.
- (ii) As soon as the agenda is published and distributed to Members of Council, the agenda with the list of agenda items only will be posted on the Town website and made available to the public.

(g) Routine Order of Business on Closed Meeting Agenda

The order of business for Closed Meetings shall be:

Confirmation of Agenda
Disclosures of Pecuniary Interest
Items for Discussion
Adjournment

(h) Change In Routine Order of Business on Closed Meeting Agendas

A change in the order of items listed on the agenda may be permitted by the Chair.

(i) Addendum Items to Closed Meeting Agenda

- (i) An item can only be added to the Closed Meeting:
 - (1) if it is considered to be time sensitive or
 - (2) requires immediate direction andit shall require a unanimous vote of the Members present to add the item to the Agenda
- (ii) Any additional information pertaining to an item listed on the Closed Meeting Agenda shall be considered with the item.

(j) Closed Meeting – Reporting

- (i) Upon coming out of a Closed Meeting during a Council Meeting, the Chair shall verbally report the progress made.
- (ii) Upon coming out of Committee of the Whole Closed Meeting, the Committee shall report to Council.

6.10 Emergency Meetings

The Mayor may, at any time, summon an Emergency Meeting of Council or Committee provided that an attempt has been made by the Clerk to notify the Members as soon as possible.

a) Notice

Refer to Section 7 – Notice of Meetings

6.11 Cancellation of Meetings

a) Cancellation Due to Emergency or Inclement Weather

The Mayor may, due to an emergency or inclement weather, postpone a Meeting.

b) Notice

Refer to Section 7 – Notice of Meetings

c) Cancellation Due to Lack of Quorum

If no quorum is present one half hour (½) after the time appointed for a meeting of Council or Committee, the Clerk will record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.

6.12 Length of Meetings

A Council or Committee Meeting shall not carry on past 11:00 o'clock p.m. and shall at that time, by operation of this rule, without requiring a motion, be adjourned unless a majority of the Members present at the meeting vote to continue the meeting until its conclusion.

6.13 Taping, Televising, Recording and Photographing of Meetings

Meetings which are not closed to the public may be taped, televised, photographed (no flash photography) or otherwise electronically or mechanically recorded provided that:

- a)** Approval is obtained from the Chair in advance of the meeting;
- b)** The taping, televising, photographing or recording of the Meeting is performed only in the designated area;
- c)** All equipment is operated in a manner which does not interfere with the attendees' ability to hear or view the proceedings of the Meeting;
- d)** It does not interfere with the Town's computer and/or audio/video systems.

6.14 Clerk Present at all Meetings

Pursuant to the *Municipal Act 2001, as amended*, the Clerk will be present at all Meetings including Closed Meetings.

7. NOTICE OF MEETINGS:

7.1 Notice to the Public

The Clerk will provide notice to the public of all Meeting agendas, cancellations and rescheduling by:

- a)** Publishing monthly, the schedule of Meetings on the Town website;
- b)** Updating the monthly schedule of Meetings posted on the Town website weekly with any changes being made to the schedule;
- c)** Posting on the Town website the agenda and agenda items for Regular Council and Committee of the Whole & Committee of the Whole Public & Closed Meetings on the Friday prior to the meeting or within 48 hours of a Committee of the Whole Working Session.
- d)** Posting on the Town website the agenda and agenda items for Special

Council and Special Committee Meetings including Special Closed Meetings as soon as it is possible to do so.

7.2 Notice Content

Notice of Meetings shall include the date, time, and location of the meeting. The agenda for the Meeting constitutes notice of the Meeting.

7.3 Failure to Meet Notice Provisions

Notice which is substantively given, but which is irregular or not otherwise in strict compliance with this by-law will not invalidate the holding of a Meeting or any action taken at a Meeting.

7.4 Notice of an Emergency Meeting

Notice of an Emergency Meeting need not be in writing and need not be 24 hours in advance of the Meeting, but by contacting each Member of Council who is present in the municipality and verbally advising them of the time and place of the Meeting. The time, date and place of the Meeting will be posted on the Town website.

7.5 Notice of Cancellation of Meetings

Notice of cancellation of a Meeting due to emergency or weather will be given by contacting each Member of Council and verbally advising them and by posting the notice of postponement on the Town website.

8. QUORUM

8.1 Quorum Required to Call Meeting to Order

As soon after the hour fixed for the holding of a Meeting at which a quorum is present, the Chair shall call the Meeting to order.

8.2 Quorum is Majority

A majority of the Members are required to be present in person to constitute a quorum (fifty (50) percent plus one (1)). Participation of Members via telephone, and/or any other communication or electronic method is prohibited with the exception, of those circumstances outlined in Section 2.1 (f) of this by-law.
(Amended by By-law 2020-084)

8.3 No Quorum

Refer to Subsection 6.11 (c) – “Cancellation Due to Lack of Quorum”.

8.4 Loss of Quorum During Meeting

If a quorum is lost during a Meeting, the Meeting shall stand adjourned for a maximum of one half hour to try to regain a quorum. If a quorum is not regained, the Meeting shall stand adjourned to the next appointed Meeting time.

8.5 Number to Constitute Quorum – Conflict of Interest

Where the number of Members, who by reason of the *Municipal Conflict of Interest Act*, are prohibited from participating in a Meeting is such that, at that meeting, the remaining Members are not of sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum, provided this number is not fewer than two (2).

9. DEPUTATIONS

9.1 Deputation Decorum

- a) No deputant shall:
 - i) speak disrespectfully of any person;
 - ii) use indecent, offensive or insulting language;
 - iii) speak on any subject other than the subject for which he/she has received approval to address Council or Committee;
 - iv) disobey the Rules of Procedure or a decision of the Chair.
- b) The Chair may limit or terminate any deputation for disorder or any other breach of this by-law.
- c) Should the Chair rule that the deputation is concluded, the deputant shall immediately end the deputation and leave the podium.

9.2 Deputations to Council Meeting

(a) Deputations Related to New Matters

Deputations relating to new matters, may address Council at a Council Meeting by placing a request to place their name on the Agenda with the Clerk by 4:30 p.m. (local time) on the Wednesday prior to the meeting and such request shall state the nature of the matter to be presented by the spokesperson with the deputation submitting a short summary of their deputation including the gist of their deputation, but no more than one 8 ½" x 11" standard sheet of paper.

**(1) Deputations During Electronic Participation
See Section 9.3 (a.i)
(Amended by By-law 2020-084)**

(b) Deputations to Council Meeting Related to Committee Items

- (i) Deputations to Council relating to matters with regard to Committee Report Items can only be made if the Deputation is to provide new information to Council.
- (ii) Deputations are required to file a written summary of the new information with the Clerk by noon on the day of the Council Meeting and a unanimous vote of the Members present is required prior to the deputation proceeding.

**(1) Deputations During Electronic Participation
See Section 9.3 (a.i)
(Amended by By-law 2020-084)**

(c) Statutory Hearing

Deputations relating to matters requiring a statutory hearing may address Council at a Council meeting.

(d) Time Allotted for Deputations

Deputations, other than in respect of statutory hearings, shall be limited in speaking to not more than seven (7) minutes.

(e) Deputation Representation

Any deputation on behalf of an organization, including any corporation, association or on behalf of any group shall be made by a single representative.

(f) Previous Deputation

Any deputation that has addressed Council previously on an item shall require a two-thirds vote of the Members present at the meeting to make a subsequent deputation on the same item if it is within a one (1) year period.

(g) Number of Deputations

Members will entertain up to three (3) deputations per meeting and if, due to timing, the Clerk at his/her discretion deems that more deputations may be appropriate, additional deputations may be placed on an agenda.

(h) Audio Visual Equipment

- (i) Specific types of audio visual equipment may be used to assist in deputations to Council.
- (ii) The deputant shall advise the Clerk that audio visual equipment will be needed and shall provide to the Clerk the deputation material in an electronic format by 4:30 p.m. on the Friday prior to the meeting date.

9.3 Deputations to Committee Meeting

(a) Deputations may address Committee on any item listed on the agenda without any prior notice.

- (1) Deputations may address Committee on any item listed on the agenda which is being held electronically by submitting a Request to Speak at Committee of the Whole prior to 12:00 p.m. on the day of the Committee of the Whole Meeting.
(Amended by By-law 2020-084)

(b) Statutory Hearing

Deputations relating to matters requiring a statutory hearing may address Committee.

(c) Time

- (i) Deputations shall be limited in speaking to not more than seven (7) minutes.
- (ii) Deputations requiring a statutory hearing may not speak more than seven (7) minutes but, may address Committee more than once in the meeting.

(d) Deputation Representation

See Section 9.2 (e)

(e) Audio Visual Equipment – See Section 9.2 (h)

10. RECORD OF MEETINGS

(a) The Clerk is hereby authorized to make such minor deletions, additions or other changes in form to any minutes, Committee reports and/or by-laws before same is signed and sealed for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the minutes, Committee reports and/or by-laws

(b) The Clerk will record the minutes of the meeting without note or comment.

10.1 Council Minutes

(a) The Clerk will record:

- (i) the place, date and time;
- (ii) the record of attendance or absence of the Members;
- (iii) declarations of pecuniary interest by any Members;
- (iv) the reading, if requested, correction and adoption of the minutes of prior meetings;
- (v) names of all Deputations appearing before Council;
- (vi) all motions and decisions;
- (vii) all other proceedings of the meeting;
- (viii) minutes of each Council Meeting shall be presented to the subsequent Council Meeting for approval and/or correction.

10.2 Reports to Council from Committee

- (a) Committees shall report to Council on all matters connected with their duties or referred to them by Council and shall recommend such action as they deem necessary or appropriate.
- (b) The record of the proceedings of the Committees shall be prepared in the form of a report to Council and shall contain:
 - (i) beginning and end time of meeting;
 - (ii) Members present;
 - (iii) declarations of pecuniary interest by any Members;
 - (iv) a record of each item before the Committee for consideration;
 - (v) recommendations to Council on each item before the Committee for consideration;
 - (vi) where no recommendation has been reached, the item will be forwarded to Council without a recommendation;
 - (vii) names of all Deputations appearing before Committee.

10.3 Closed Meeting - Report

- a) The Clerk will record in the Report of the meeting the reason for the Closed Meeting.
- b) The Closed Meeting Report will be in the same form as noted in section 10.2 (b).

11. RULES OF DEBATE

- (a) Every Member, prior to speaking to any motion, shall first be recognized by the Chair.
- (b) When a Member is speaking, no other Member shall pass between him/her and the Chair or interrupt him/her except to raise a Point of Order or Personal Privilege.
- (c) Any Member may require the motion under discussion to be read at any time during the debate, but not so as to interrupt a Member while speaking.
- (d) Any Member may speak initially on a motion for a maximum of five (5) minutes followed by any other Member, including the mover of the motion wishing to speak a second time for a further five (5) minutes. The mover may reserve the right to be the last speaker on a motion.

- (e) When a Member has been recognized as the next speaker, then immediately before speaking such Member may ask a question of the Chair on the matter under discussion, but only for the purpose of obtaining information, following which the Member shall speak to the motion.

12. VOTING

12.1 Motions

- (a) The Chair may not move or second any motion, but shall vote on a motion.
- (b) The Chair may appoint a Member to preside in his/her place and vacate the chair in order to move or second a motion. The Chair shall resume the chair following the vote on the matter.
- (c) A Member may move a motion in order to initiate discussion and debate and that Member may vote in opposition of the motion.
- (d) A seconder of a motion may vote against the motion.
- (e) Every motion shall be read aloud and when duly moved and seconded shall be open to discussion
- (f) The vote on a motion may only be called after each Member who wished to speak has spoken once.
- (g) One or more report items and/or by-laws on a Meeting agenda may be adopted in a single motion.
- (h) Every by-law presented to Council shall have three readings in a single motion and shall be given first, second and third reading at one meeting unless required to the contrary, to comply with the provisions of any Act or statutory procedure.
- (i) When the Chair calls for a vote on a motion, each Member shall occupy his/her seat and shall remain in his/her seat until the result of the vote has been declared by the Chair.
- (j) After a motion is put by the Chair, no Member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result has been declared.
- (k) Upon the request by any Member, and when the Chair is satisfied that a motion under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.
- (l) A motion or amendment thereto, may not be withdrawn without the consent of the mover and seconder.
- (m) In considering unrecorded votes, the manner of determining the decision of the Council on a motion shall be at the discretion of the Chair and may be by voice, show of hands, standing or otherwise.
- (n) Members must be in attendance in person at a Meeting in order to vote except for those circumstances outlined in Section 2.1. (f) of this by-law.
(Amended by By-law 2020-084)
- (o) Voting at a Meeting by proxy is prohibited.
- (p) Every Member present at a Meeting when a motion is put shall vote thereon unless prohibited by statute, in which case it shall be so recorded.
- (q) Each Member present and voting shall announce or indicate his/her vote upon the motion or by-law openly and individually and no vote shall be taken by ballot or any other method of secret voting.

- (r) If any Member at a Meeting when a motion is put does not vote, he/she shall be deemed as voting in the negative except when the Member is prohibited from voting by statute.
- (s) When a vote is taken, the order of the vote shall, unless otherwise decided by Council, be as follows:
 - (i) a motion to defer;
 - (ii) a motion to refer;
 - (iii) a motion to amend in the reverse order of presentation, dealing with an amendment to an amendment immediately before the amendment it proposes to amend;
 - (iv) the motion or amended motion, if any amendments were made.
- (t) Items on the Agenda not referred, deferred or otherwise disposed of by Council shall not reappear on an agenda unless by direction of Council.
- (u) Notwithstanding section (s) above, a motion to defer a matter that has been previously deferred shall require a unanimous vote of Council.
- (v) A motion to refer a matter to staff shall include the reasons for the referral.
- (w) Where a matter has been tabled, it may not be discussed until the Clerk or a Member through a Member's Request brings the matter forward to a subsequent meeting.
- (x) If a Member disagrees with the announcement of the Chair that a question is carried or lost, he/she may, but only immediately after the declaration by the Chair, object to the Chair's declaration and request that the vote be retaken.
- (y) If there is an equality of votes on any motion, the vote shall be deemed to be lost, except where otherwise provided by any Act.

12.2 Recorded Votes

- a) There shall be no recorded vote at any Committee Meetings.
- b) A request by a Member for a recorded vote shall be made immediately prior to the commencement of the vote being taken.
- c) When a recorded vote is requested by a Member or is otherwise required, the Clerk will ask those Members not disqualified from voting by any Act, in favour to stand and then those opposed to stand. The Clerk will record the names of those who voted for and those who voted against the matter in the minutes and announce the result.

12.3 Closed Meeting Votes

Pursuant to the *Municipal Act 2001, as amended*, a Meeting shall not be closed to the public during the taking of a vote except if:

- a) Subsection 6.9(a) permits or requires a Meeting to be closed to the public; and
- b) The vote is for a procedural matter or for giving directions or instructions to officers, staff or agents of the Town, Board or Committee of either of them or persons retained by or under contract with the municipality or Board.

12.4 Unanimous Vote Required for Motions

- a) **Agenda Addendum Items**
 - (i) An item which is not on the agenda of a Regular Council Meeting as printed, shall require a unanimous vote of the Members present to be added to the agenda as per section 6.3(h)(i) of this by-law.

(ii) An item can only be added to a Committee of the Whole Meeting, Committee of the Whole Public Meeting, Committee of the Whole Working Session and Closed Meeting Agenda

(1) if it is considered to be time sensitive or

(2) requires immediate direction and

it shall require a unanimous vote of the Members present to be added to the agenda as per sections 6.5(i)(i), 6.7(g)(i), 6.8(h)(i), 6.9(i)(i) of this by-law.

c) Motion to Defer

Notwithstanding section 12.1(s)(i) above, a motion to defer a matter that has been previously deferred shall require a unanimous vote of Council.

d) Deputations to Council Meeting Related to Committee Items

(i) Deputations to Council relating to matters with regard to Committee Report Items can only be made if the Deputation is to provide new information to Council. A written summary identifying the new information is to be filed with the Clerk by noon on the day of the Council meeting and a unanimous vote of the Members present is required prior to the deputation proceeding as per section 9.2(b) of this by-law.

e) Late Arrival

If a Member arrives late at a Meeting, any prior discussion shall not be reviewed without the unanimous consent of all Members present as per section 4(d) of this by-law.

12.5 Two-Thirds Vote Required for Motions

a) Suspend Rules of Procedure

The rules and regulations contained herein may be suspended by a two-thirds vote of the Members present at the Meeting, provided that such rule or regulation is not prescribed by statute or requires a unanimous vote as per section 2.1(c) of this by-law.

b) Previous Deputation

Any deputation that has addressed Council previously on an item shall require a two-thirds vote of the Members present at the Meeting to make a subsequent deputation on the same item if it is within a one (1) year period as per Section 9.2(f) of this by-law.

c) Reconsideration

See Section 13 of this by-law.

13. RECONSIDERATION

If a matter has been previously considered, it shall not be reconsidered by such body within the next four of its regular meetings after the Meeting at which the decision was made, without the consent of at least two-thirds of the Members present.

14. CONFIRMING BY-LAW

The proceedings at Regular and Special Council Meetings shall be confirmed by by-law so that every decision of Council at that meeting and every motion thereof 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.

15. SPECIAL COMMITTEES

- (a)** Council may, at any time, appoint a Special Committee to enquire into and report on any matter.
- (b)** Members appointed to Special Committees shall be determined by Council.