

Consolidated Version



RULES OF PROCEDURE

FOR THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE

AS ADOPTED BY BY-LAW NO. 2018-108

PASSED: JULY 16, 2018

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1. DEFINITIONS

1.1 Acting Head of Council

Deputy Mayor when the Mayor is absent or refuses to act or the office of the Mayor is vacant or, when the Mayor and Deputy Mayor are absent or refuse to act or the offices of the Mayor and Deputy Mayor are vacant, the member of Council who is appointed by Council to act from time to time in the place and stead of the Mayor and who shall exercise all of the rights, powers and authority of the Head of Council while so acting.

1.2 Ad Hoc Committee

A special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.

1.3 Advisory Committee

A committee appointed by Council to act in an advisory capacity to Council on operational and strategic issues during the full term of Council.

1.4 Agenda

The order in which business is conducted at a meeting. Also, referred to as "Orders of the Day"

1.5 Chair

The Mayor or the person elected or chosen to run a Council, committee or other type of meeting.

1.6 Chief Administrative Officer (CAO)

The Chief Administrative Officer of the Corporation of the Township of Uxbridge.

1.7 Director of Legislative Services/Clerk

The Director of Legislative Services/Clerk of the Township of Uxbridge and includes the Deputy Director of Legislative Services/Clerk and any official of the Township appointed by Council to exercise the power(s) of the Municipal Director of Legislative Services/Clerk in the absence of the Director of Legislative Services/Clerk or Deputy Director of Legislative Services/Clerk.

1.8 Committee

A committee of Council and includes Standing Committees, or sub-committees of the Standing Committees.

1.9 Council

The Council of the Corporation of the Township of Uxbridge.

1.10 Councillor

A person elected or appointed as a Member of Council but does not include the Mayor.

1.11 Communication Device

Includes a cellular phone, pager, smart phone, computer with a link to the Internet, or any other similar piece of technological equipment used for communications purposes.

1.12 Delegation

A person or group of persons desiring to verbally present information or to make a request to Council or the General Purpose and Administration Committee.

1.13 Deputy Mayor

Member of Council who is appointed to this position by Council Resolution and who, in the absence of the Mayor, shall exercise the powers and responsibilities of the Mayor provided for in this By-law or any other by-law or statute.

1.14 Electronic Participation

A Member may attend the Council or Committee meeting, off-site by electronic means. The electronic means must enable the Member to hear and to be heard by the other meeting participants. Acceptable formats may include teleconference, videoconference or webinar, or other interactive communications.

1.15 GPA

General Purpose and Administration Committee of Council.

1.16 In Camera or Closed Meeting

A Meeting, or part of a Meeting, which is closed to the public as permitted by the Act, which is not open to the public.

1.17 Inaugural Meeting

The first meeting of Council after a regular election.

1.18 Local Board

A local board as defined in the Municipal Act.

1.19 Mayor

Head of Council for the Township.

1.20 Meeting

Any regular, special or other meetings of council, committee or of certain local boards, where a quorum is present and where members discuss or otherwise deal with matters in a way that materially advances the business or decision making of the municipality.

1.21 Member

Member of The Council of The Corporation of the Township of Uxbridge, and includes the Mayor.

Presentation A ceremonial presentation to or from the

1.22 Motion

A proposal to be considered by Council, the GPA or Ad Hoc Committee to adopt, amend, or otherwise deal with a matter, and which is moved and, in the case of Council, seconded and is subject to debate. When a Motion is adopted, it becomes a Resolution.

1.23 Municipal Act

The *Municipal Act, 2001*, (S.O.2001, c. 25), as amended or replaced from time to time.

1.24 Newspaper

A printed publication in sheet form, intended for general circulation, published regularly at intervals of not longer than one week, consisting in great part of news of current local events of general interest and made available to the public.

1.25 Pecuniary Interest

A direct or indirect Pecuniary Interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O. 1990, chapter M.50*, as may be amended.

1.26 Point of Order

A statement made by a Member during a Meeting drawing to the attention of the Mayor or Chair a breach of the Rules of Procedure.

1.27 Point of Privilege

The raising of a question that concerns a Member, or all of the Members of Council, when a Member believes that his rights, immunities or integrity or the rights, immunities or integrity of Council as a whole have been impugned.

1.28 Presentation

A ceremonial presentation to or from the Township of Uxbridge.

1.29 Presiding Member

The Mayor or Acting Mayor or Chair of the Meeting.

1.30 Public Meeting

A Meeting held to hear public input, as may be prescribed by legislation or where public input is sought on a matter;

1.31 Quorum

Greater than 50% of the members of Council or a Committee

1.32 Recorded Vote

The written record of the name and vote of every Member present when the vote is called on any matter or question during a Meeting of Council.

1.33 Resolution

A formal expression of opinion or intention by Council, the GPA or Ad Hoc Committees.

1.34 Rules of Procedure

The rules and requirements contained within this Procedural By-law.

1.35 Special Meeting

A meeting of Council (Committee) that is arranged outside of the normal meeting schedule to deal with only specific item(s) of business.

1.36 Standing Committee

The General Purpose and Administration Committee of Council.

1.37 Township

The Corporation of the Township of Uxbridge.

1.38 **Vice Chair**

Member of a Committee who has been appointed to act in the place and stead of the Committee Chair when such Chair is absent from a meeting of the Committee for any cause and who shall exercise all the rights, power and authorities of the Chair.

1.39 **Website**

Township of Uxbridge website address identified as www.town.uxbridge.on.ca

2. INTERPRETATION

- 2.1 This By-law establishes Council's Standing Committee structure and rules of procedure for Meetings of Council and its Committees (referred to as the "Procedural By-law");
- 2.2 The rules in this by-law apply to all proceedings of Council and Committees and must be observed at all times;
- 2.3 In the event of conflict between this By-law and legislation, the provisions of the legislation prevail to the extent of the conflict;
- 2.4 In the event of conflict between this By-law and any other by-law of the Township respecting Meeting procedure, this By-law will prevail to the extent of the conflict;
- 2.5 If there is a conflict between two or more rules established by this By-law, or if there is no specific rule on a matter, the Chair will determine a rule;
- 2.6 In making a ruling pursuant to this By-law, the Chair may consult the Director of Legislative Services/Clerk, or designate and with such others as the Director of Legislative Services/Clerk, or designate may recommend;
- 2.7 The Chair may consider Council's practices and former decisions, including previous rulings, in applying these rules and in making rulings.

3. GENERAL PROVISIONS

3.1 Applicability

- 3.1.1 Save as otherwise provided herein, the procedural rules and requirements of this by-law shall be observed in all meetings and shall be the rules and requirements which govern the order of their business;
- 3.1.2 All Local Boards and Advisory Committees of the Township shall adopt provisions such as public access to meetings similar to this Procedural By-law, and in the absence of a specific procedural by-law, rely on this by-law.

3.2 Suspension of Rules and Procedures

Despite subsection 3.1, the rules referenced in this subsection may be temporarily suspended by a vote of three-quarters (3/4) of the Members present may agree to suspend a rule in this by-law for the purposes of that meeting.

3.3 Issue not Addressed

- 3.3.1 If an issue is raised that is not expressly addressed in this By-law, the issue shall be decided by the Mayor, Deputy Mayor or Chair, subject to an appeal to the Council, GPA or Ad Hoc Committee, as the case may be;
- 3.3.2 All points of order or procedure not provided for in these Rules of Procedure shall be decided in accordance with the rules of procedure known as Robert's Rules of Order.

3.4 Video Equipment, Recording Devices and Cellular Telephones

- 3.4.1 The use of cameras, electric lighting equipment, television cameras and any other device of mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by accredited and other representatives of any news media or members of the general public is permitted with the approval of Council;
- 3.4.3 All communication devices shall be switched to 'silent' upon entering the location where any Council or Committee Meeting is being held.

3.5 Electronic Participation

- 3.5.1 A member of Council, or of a Committee or Local Board can participate electronically in a meeting which is open to the public;

- 3.5.2 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, a member of a council, of a local board or of a committee of either of them is permitted to participate electronically in a meeting and may be counted in determining whether or not a quorum of members is present at any point in time shall be able to vote;
- 3.5.3 As much advance notice of electronic participation shall be required to the Director of Legislative Services/Clerk, or designate to configure the best means of electronic participation;
- 3.5.4 A Member of Council, of a local board or of a Committee of either of them, can participate electronically in a meeting that is closed to the public.
- 3.5.5 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, the Municipal Clerk is permitted to participate electronically in a meeting.
- 3.5.6 The protocol for participating electronically during an emergency, shall be set out by the Municipal Clerk and may be amended from time to time.
- 3.5.7 If a Member persists in any such disobedience after having been called to order by the Chair, the Chair shall forthwith order him to vacate the meeting, or end the electronic participation.

4. ACCESSIBILITY

- 4.1 The Township of Uxbridge will make every effort to comply with the requirements of the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA in accordance with section 14 of the Integrated Accessibility Standards (O. Reg. 191/11 under the Accessibility for Ontarians with Disabilities Act, 2005) on all agendas, minutes and information received and sent to Council/Committee.
- 4.2 Prior to submitting content for Council/Committee, content contributors shall make every effort to submit accessible content by:
- a) Including WCAG 2.0 Level AA requirements in all work specification and procurement documents when possible;
 - b) Applying training techniques learned through corporately offered training;
 - c) Conducting a full accessibility check using the approved checklist found in the Guide to Creating Accessible Documents;

- d) Once the agenda content contributor has conducted a full accessibility check of their page/document or report and issues arise, the Deputy Clerk/Accessibility Coordinator will co-ordinate technical support to staff who require assistance resolving any issue reported.
- e) The Township of Uxbridge cannot guarantee that submissions from the public or external organizations will be compliant with accessibility requirements. If you require a document in an accessible format please contact the Clerk's Department 905-852-9181 or via email at accessibility@town.uxbridge.on.ca

5. DUTIES OF COUNCIL

5.1 Duties of the Mayor

- 5.1.1 It shall be the duty of the Mayor, or acting Head of Council, to carry out the responsibilities of a head of council set forth in the Municipal Act, in addition to the following responsibilities:
- a) to open the Meeting of Council by taking the Chair and calling the Members to order;
 - b) to announce the business before the Council in the order in which it is to be acted on;
 - c) to receive and submit, in the manner prescribed by this Procedural By-law, all motions presented by Members;
 - d) to recognize any Member who wishes to speak and to determine the order of the speakers;
 - e) 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 results;
 - f) to refrain from voting when presiding over Council except when a recorded vote is requested or in the case of a tie vote;
 - g) to decline to put to vote motions which contravene the provisions of this Procedural By-law;
 - h) to enforce the provisions of the Procedural By-law;
 - i) to enforce on all occasions, the observance of order and decorum among the Members;
 - j) to call by name, any Member refusing to comply with this Procedural By-law and to order the Member to vacate the Council Chamber, or the place of Meeting, as the case may be;

- k) to cause to be expelled and excluded any member of the public who creates a disturbance or acts improperly during a Meeting and, if necessary, to direct the Director of Legislative Services/Clerk to seek appropriate assistance from the Durham Regional Police Service;
- l) to authenticate, by signature, all By-laws and Meeting minutes;
- m) to rule on any points of order raised by Members of Council;
- n) to represent and support the decisions of Council, declaring its will and explicitly and implicitly obeying its decisions in all things; and
- o) to adjourn the Meeting when the business is concluded, or if considered necessary by the Mayor because of grave disorder, to adjourn the sitting without putting to the vote any question, or suspend the sitting for a time to be named.

5.1.2 By virtue of their office, the Mayor is appointed as an ex-officio member of Advisory Committees and Municipal Service Boards, including the Library Board and BIA and shall have the same rights and privileges as any of the other members, including the right to vote.

5.2 Duties of the Deputy Mayor

Where the Mayor gives notice to the Director of Legislative Services/Clerk that they will be absent from the Township, or of their absence through illness, or their office is vacant, or they refuse to act, then the Deputy Mayor shall act in their place and instead of the Mayor and, while so acting, has and may exercise all the rights, powers and authority of the Head of Council.

5.3 Participation of Chair in Debate

5.3.1 The Chair who presides over any part of a Meeting may state relevant facts and the Chair's position on any matter before Council, GPA or Ad Hoc 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 without first leaving the chair.

5.3.2 If, during a Meeting of Council, the Mayor desires to leave the chair to move a motion or take part in the debate pursuant to subsection 5.3.1, or otherwise, the Mayor shall call on the Deputy Mayor or, in their absence, the Acting Head of Council to preside until the Mayor resumes the chair.

5.3.3 If, at a Committee Meeting, the Chair desires to leave the chair to move a motion or to take part in the debate pursuant to subsection 5.3.1, or otherwise, the Chair shall call on the Vice Chair to preside until the Chair resumes the chair.

5.4 Duties of the Members of Council

5.4.1 It shall be the duty of the Members to carry out the role of council as set forth in the Municipal Act, in addition to the following responsibilities:

- a) to deliberate on the business submitted to Council or a Committee, as the case may be;
- b) to vote when a motion is put to a vote, except where otherwise disqualified from doing so by law;
- c) to Chair the portion of the GPA Meeting for which they are appointed Chair or Vice-Chair and assume the duties of the Mayor as detailed in subsection 5.2
- d) to apply and respect the Rules of Procedure.

5.4.2 Council Members shall adhere to the Council Code of Conduct, as adopted by Council and as amended from time to time.

5.5 Decorum of the Members of Council at Meetings

5.5.1 Council will maintain mutual respect and order and not disrupt the Meeting in any manner.

5.5.2 Members of Council shall adhere to provisions for proper attire at Council/Committee meetings.

6. MEETINGS

6.1 Place of Meeting

Unless otherwise directed by Council, all Regular and Special Meetings shall be held in the Council Chambers of the Town Hall, 51 Toronto Street South, Uxbridge, Ontario.

6.2 Inaugural Meeting

6.2.1 The first meeting of a new Council after a municipal election where the declarations of office are made.

6.3 Regular Meetings

6.3.1 Regular Meetings of Council shall be held on the second and fourth Mondays of each month commencing at 10:00 a.m. on the second Monday of each month and 7:00 p.m. on the fourth Monday of each month, unless such a day is a Holiday, or on such other day and time as may be determined from time to time by resolution of Council. For the months of July and August, Regular Meetings of Council shall be held once a month, unless otherwise determined.

6.3.2 Where a change is made to the day and time of a Meeting of Council, the Director of Legislative Services/Clerk shall notify the Mayor, give notice of the change to all Members in the manner set forth in subsection 6.11 and provide notice to the Public by publication in the local newspaper, if time allows, and by posting notice on the Township website and at Town Hall.

6.3.3 Regular Meetings of the GPA shall be held on the first and third Mondays of each month commencing at 10:00 a.m. unless such a day is a Holiday. For the months of July and August, Meetings of the GPA shall be suspended unless otherwise determined.

6.4 Special Meetings

6.4.1 In addition to Regular Meetings, the Mayor may, at any time, summon a Special Meeting of Council or Committee by giving direction to the Director of Legislative Services/Clerk stating the date, time and purpose of the Special Meeting.

6.4.2 The Director of Legislative Services/Clerk shall summon a Special Meeting of Council or Committee when requested to do so in writing by a majority of Members, at the time mentioned in the request.

6.4.3 Written notice of a Special Meeting of Council or Committee shall be given to all Members at least twenty-four (24) hours before the time appointed for such Meeting and shall be delivered:

- a) in hardcopy to the Councillors' Office located at Town Hall; and
- b) electronically via e-mail to their respective Municipal e-mail addresses.

- 6.4.4 The written or verbal notice shall indicate the nature of the business to be considered at the Special Meeting as well as date, time and place of the Meeting.
- 6.4.5 No business other than that indicated in the written or verbal notice shall be considered at the Special Meeting except with the unanimous consent of all members present and voting at such Meeting.
- 6.4.6 All Special Meetings of Council shall be held at the location of the last Regular Meeting of Council unless an alternative location is specified in the Notice of Special Meeting.
- 6.4.7 Lack of sufficient notice, as provided for herein, shall not affect the validity of holding a Special Meeting or any action taken thereat where all Members are present at the Meeting or where any Member or Members who are absent consent to the holding of such Meeting and so inform the Director of Legislative Services/Clerk.

6.5 Emergency Meeting

- 6.5.1 Notwithstanding any other provision of this By-law, on urgent and extraordinary occasions, an emergency Special Meeting of the Council may be called by the Mayor without advance notice being given by the Director of Legislative Services/Clerk pursuant to this By-law, to consider and deal with such urgent and extraordinary matters. In this case, the consent of two-thirds (2/3) of the Members to hold such a Meeting without advance notice is necessary and such consent, if any, shall be recorded in the minutes by the Director of Legislative Services/Clerk.
- 6.5.2 Notwithstanding any other provision of this By-law, on urgent and extraordinary occasions, Council may, by Resolution, authorize the holding of a Regular or Special Meeting at a location outside the Township boundaries.

6.6 Public Meetings, Hearings or Information Sessions Held Under the Planning Act, Development Charges Act and Other Applicable Legislation

- 6.6.1 Council from time to time may conduct Public Meetings, Hearings or other Information Sessions for any purpose giving such Notice as may be deemed necessary or required by law, or the Township's Public Notice Policy, as amended from time to time.
- 6.6.2 If Council is required by law to hold a hearing or give interested parties an opportunity to be heard before doing any act, passing a by-law or making a decision, Council may delegate that responsibility to the GPA.

6.6.3 The GPA shall provide its recommendations to the Council after which Council may pass the by-law or make the decision.

6.6.4 If the GPA holds a Hearing or gives interested parties an opportunity to be heard, Council is not required to hold a second Hearing.

6.7 Meetings Open to Public

6.7.1 Subject to subsection 6.8.1, Meetings shall be open to the public and no person shall be excluded therefrom except for improper conduct.

6.7.2 The Mayor or Chair may request that members of the public vacate the Council Chambers if their behaviour is deemed to be disruptive to the business at hand. The Mayor or Chair may unilaterally suspend the Meeting until order is restored in the Council Chambers.

6.8 Closed Meetings

6.8.1 Except as otherwise provided herein, all Meetings shall be open to the public.

6.8.2 Council or a Committee may, by resolution, close a Meeting or part of a Meeting to members of the public if the subject matter being considered is:

- a) the security of the property of the Municipality or Local Board
- b) personal matters about an identifiable individual, including Municipal and Local Board employees;
- c) a proposed or pending acquisition or disposition of land by the Municipality;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality;
- f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which the Council and Committee is authorized by another provincial statute to hold a closed Meeting; or
- h) information which is prohibited from being made public under the Municipal Freedom of Information and Protection of Privacy Act.
- i) 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;

- j) 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;
- k) 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
- l) 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.

6.8.3 A motion by Council, or a Committee, to close a Meeting or part of a Meeting to the public shall state:

- a) the fact of the holding of the closed Meeting; and
- b) the general nature of the subject matter to be considered at the closed Meeting.

6.8.4 Where a Meeting or part of a Meeting is closed to the public, Council or the Committee shall request those persons not specifically invited to the closed Meeting to vacate Council Chambers, or such room in which the Meeting is being held, as the case may be.

6.8.5 A Meeting or part of a Meeting shall not be closed to the public during a vote except where permitted by law including, without limitation, Section 239(6) of the Municipal Act, which allows a Meeting to be closed to the public during a vote pursuant to sections 239 (2) or (3) and the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under a contract with the Municipality, and Council deems that it is in the best interests of the Municipality to do so.

6.8.6 Notwithstanding subsection 6.8.5, the vote on a resolution approving a contract for the acquisition or disposal of land, including the sale of road allowances, shall be conducted in open session.

6.8.7 The Motion to rise from "In Camera" shall include the time that Council, or the Committee arose.

6.8.8 The Director of Legislative Services/Clerk shall record without note or comment all resolutions, decisions and other proceedings at a Meeting of Council, or the Committee when it is closed to the public.

6.8.9 Members shall ensure that confidential matters disclosed to them during closed Meetings are kept confidential. Any breach of confidential matters disclosed during

closed Meetings shall be subject to the sanctions contained in the Council Code of Conduct.

6.9 Quorum

6.9.1 A quorum of Council and the GPA shall be four (4) Members. A concurring vote of a majority of Members present and voting is necessary to carry a resolution. A quorum of an Ad Hoc Committee shall be a majority of the Members of the Ad Hoc Committee.

6.9.2 If a Quorum is not present within thirty (30) minutes after the time appointed for the Meeting, the Director of Legislative Services/Clerk or designate 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 Procedural By-law.

6.10 Education and/or Training Sessions

6.10.1 An Education and/or Training Session of Council shall not be deemed to be a Meeting of Council or Committee and shall not be subject to the rules and regulations applicable to Meetings contained in this By-law.

6.10.2 The Council may decide at a Meeting open to the public to convene an informal gathering of its Members, or the Members of a Committee, to receive and discuss information or advice of a general nature involving subject matters of interest to the Members, at a time and place designated at that time by the Council.

6.10.3 The Council, in deciding to convene an Education and/or Training Session, shall designate the general purpose or purposes for which the session is to be held.

6.10.4 An Education and/or Training Session may be held at any place designated by the Council at the time at which it makes its decision to convene the session, whether or not within the boundaries of the Township or any adjacent municipality.

6.10.5 All Members of Council or Committee are entitled to attend at the session, together with the designated staff or consultants retained by the Township, but the Council, in deciding to convene the session, may decide to exclude the public therefrom.

6.10.6 No motion, resolution, by-law, debate, agreement in principle, consensus, straw-vote, report, recommendation or other action or decision may be proposed, discussed, decided upon, adopted, taken or made at an Education and/or Training Session.

6.10.7 The Director of Legislative Services/Clerk shall take notes describing, in general terms, each subject matter dealt with during the session and upon conclusion thereof, the notes shall be maintained as a public record under the control of the

Director of Legislative Services/Clerk which records shall not be subject to section 6(1)(b) of the Municipal Freedom of Information and Protection of Privacy Act, as amended.

6.11 Public Notice of Meeting

Regular Meetings

6.11.1 Public notice of the Regular Meeting schedule for each month shall be published on the "Township Page" in the designated newspaper and posted on the Township Website no later than the second week of the month prior to the commencement of the monthly schedule.

6.11.2 Public notice of each regularly scheduled Meeting shall be deemed to be given by making the agenda available for viewing in the Director of Legislative Services/Clerk's Office by 12:00 Noon on the Friday preceding the regularly scheduled Meeting and on the Township Website.

Special Meetings

6.11.3 Notice of amendment to the Schedule of Regular Meetings shall be posted in the local newspaper and on the Township Website at least one week prior to the amended Meeting date where practicable to do so.

6.11.4 Notice of Special Meetings shall be posted at Town Hall, on the Township Website and the Press shall be notified by telephone and/or e-mail not less than twenty-four (24) hours before the time appointed for the Special Meeting.

Emergency Special Meetings

6.11.5 Where an Emergency Special Meeting of Council is held in accordance with subsection 6.5, notice of the Emergency Special Meeting shall be posted at Town Hall and on the Township Website, and shall be communicated both verbally and electronically to the Press as soon as practicable following the Meeting and shall indicate the nature of the business considered at the Emergency Special Meeting.

6.12 Adjournment - Due Hour

Except as provided in subsection 13.21, a Regular or Special Meeting of Council or Committee shall adjourn at the hour of 11:00 p.m., if in session at that time, and shall reconvene at such other day and time as Council or Committee, by resolution, may direct.

6.13 Cancellation of Meeting

- 6.13.1 The Mayor or the Deputy Mayor, in the Mayor's absence, or the Director of Legislative Services/Clerk, in the absence of both the Mayor and Deputy Mayor, may cancel any Meeting of Council or Committee if they are of the opinion that weather conditions or an emergency warrant. The Director of Legislative Services/Clerk shall inform as many Members as they are able to reach, the media and any persons that are scheduled to be in attendance.
- 6.13.2 Postponement of the Meeting shall not be for any longer than the next regularly scheduled Meeting of Council or Committee.

7. COMMITTEES OF COUNCIL

7.1 General Purpose and Administration Committee

There shall be one Standing Committee of Council, namely the General Purpose and Administration Committee of Council, which shall be organized as follows:

- a) the GPA shall be comprised of all Members of Council and the Mayor shall be the Chair;
- b) selected Members of Council shall be appointed as a Sub-committee Chair or Vice-Chair by Resolution during the Inaugural Meeting of Council or when a vacancy occurs or as determined by Council from time to time. The Sub-committee Chair or, in his absence, the Sub-committee Vice-Chair, shall take the chair during that portion of the GPA Meeting dealing with matters pertaining to the Sub-committee for which he has been appointed;
- c) the Sub-committees shall be:
 - Finance
 - Public Works & Active Transportation
 - Planning
 - Environment & Sustainability
 - Parks, Facilities & Arena
 - Tourism, Heritage & Community Programs
 - Administration, Emergency Services & Economic Development
- d) the GPA Chair shall call the Meeting to order, preside during presentations and delegations, chair that portion of the Meeting dealing with the matters pertaining to

the Sub-committee for which he may be appointed as Chair, and deal with the motion to adjourn.

7.2 GPA Mandate

7.2.1 The GPA, through its Sub-committees, shall consider all reports submitted to it by the Chief Administrative Officer or Director/Manager of a Department, except where the GPA tables or refers the report back to the Director/Manager of a Department for further processing or to answer questions raised by the GPA. In all cases in which the GPA makes recommendations respecting such matters, the GPA shall forward such recommendations to Council for consideration at the next Regular Meeting of Council. In addition, the GPA shall report to Council on any matter within the jurisdiction of the Township and any other matter referred to it by Council.

Exceptions

7.2.2 Notwithstanding the GPA Mandate outlined in subsection 7.2.1, Council may consider any matter without referring it to the GPA and may withdraw a matter from the GPA at any time.

7.2.3 Notwithstanding the GPA Mandate outlined in subsection 7.2.1, Council may at any time appoint an Ad Hoc Committee to enquire into and report on any matter assigned to it by Council.

7.3 Ad Hoc Committees

7.3.1 When an Ad Hoc Committee is established, Council shall nominate the members of that Committee and such nominations shall be confirmed by resolution of Council.

7.3.2 Reports of the Ad Hoc Committee Meetings shall be circulated to Council on an ongoing basis, and once this task has been completed, it will present a final report to Council.

7.3.3 When an Ad Hoc Committee has made its final report and completed its work, the Committee shall be deemed to be dissolved, unless otherwise determined by Council.

Duties of the Ad Hoc Chair

7.3.4 The Chair shall preside over the conduct of the Meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings; subject to an appeal by any Member to the Committee or Council of any ruling of the Chair.

7.4 Appointments to Local Boards and Advisory Committees

The appointments of members of the public to Local Boards and Advisory Committees shall be considered by Council as soon as practicable following the first Meeting of Council, or as soon as practicable after a vacancy occurs.

8. AGENDAS AND MINUTES

8.1 Council Agenda

8.1.1 The Director of Legislative Services/Clerk shall cause to be prepared a printed Agenda under the following headings for the use of the Members at the Regular Meetings of Council:

- Call to Order
- Disclosures of Pecuniary Interest
- Review of Items Not Listed on Agenda
- Announcements
- Special Events and/or Presentations
- Delegations and/or Petitions
- Adoption of Minutes of previous Meeting(s)
- Correspondence
- Committee(s) Minutes
- Resolutions
- Report(s) to Council
- By-laws
- Unfinished Business
- Other Business
- By-law to Confirm the Proceedings of Council
- Adjournment

8.1.2 The Agenda shall be placed in each Member's mail box in the Councillors' Office at Town Hall no later than Thursday at 4:30 p.m. preceding the commencement of the Regular Council Meeting in question.

8.1.3 The business of Council shall be considered in the order as it appears on the Agenda, unless otherwise decided by a vote of the majority of the Members present and voting.

8.2 GPA Agenda

8.2.1 The Director of Legislative Services/Clerk shall cause to be prepared a printed Agenda under the following headings for the use of the Members at their regular meetings of the GPA:

- Call to Order
- Disclosures of Pecuniary Interest
- Review of Items Not Listed on Agenda
- Announcements
- Special Events and/or Presentations
- Delegations and/or Petitions
- Public Meetings

Finance Committee

- Correspondence
- Reports
- Unfinished Business
- Other Business

Public Works & Active Transportation Committee

- Correspondence
- Reports
- Unfinished Business
- Other Business

Planning Committee

- Correspondence
- Reports
- Unfinished Business
- Other Business

Environment & Sustainability, Watershed Committee

- Correspondence
- Reports
- Unfinished Business
- Other Business

Parks, Facilities & Arena Committee

- Correspondence
- Reports
- Unfinished Business
- Other Business

Tourism, Heritage & Community Programs Committee

- Correspondence
- Reports
- Unfinished Business
- Other Business

Administration, Emergency Services & Economic Development Committee

- Correspondence
- Reports
- Unfinished Business
- Other Business

- Adjournment

8.2.2 The Agenda shall be placed in each Member's mail box in the Councillors' Office at Town Hall no later than Thursday at 4:30 p.m. preceding the commencement of the Regular GPA Meeting in question.

8.2.3 The business of the GPA shall be considered in the order as it appears on the Agenda, unless otherwise decided by a vote of the majority of the Members present and voting.

8.3 Ad Hoc Committee Agenda

8.3.1 The Chair of the Ad Hoc Committee shall cause to be prepared a printed Agenda under the following headings for the use of the Members at the meetings of the Ad Hoc Committee:

- Meeting Called to Order
- Disclosures of Pecuniary Interest
- Adoption of Minutes
- Matters of Business
- Adjournment

8.3.2 The business of the Ad Hoc Committee shall be considered in the order as it appears on the Agenda for its Meeting, unless otherwise decided by a vote of the majority of the Members present and voting.

8.4 Meeting Minutes

8.4.1 The Director of Legislative Services/Clerk, or designate, shall cause the Minutes to be taken of each Meeting of Council, GPA or Ad Hoc Committee, whether it is closed to the public or not. These minutes shall include:

- a) the place, date and time of the Meeting;
- b) the name of the Presiding Officer or Officers and the record of attendance of the Members; should a Member enter after the commencement of the Meeting or leave prior to adjournment, the time shall be noted;
- c) declarations of pecuniary interest;
- d) the reading, if requested, correction and confirmation of the minutes of prior Meetings; and
- e) all resolutions, decisions and all other proceedings of Council, GPA or Ad Hoc Committee, as the case may be, without note or comment.

8.4.2 The Minutes of each Council Meeting shall be presented to Council for confirmation at the next Regular Meeting.

8.4.3 The Minutes of the GPA Meeting shall be presented to Council at the next Regular Meeting for confirmation and approval of the recommendations contained therein.

- 8.4.4 Where the Minutes have been delivered to the Members in advance of the Meeting, the Minutes shall not be read, and a resolution that the minutes be approved shall be in order.
- 8.4.5 Following approval of the Minutes, the Minutes shall be signed by the Mayor and the Director of Legislative Services/Clerk.
- 8.4.6 The Director of Legislative Services/Clerk shall ensure that the Minutes of the last Regular and Special Meetings of Council are included in the Agenda package prepared in accordance with subsections 8.1 and 8.2 of this Procedural By-law.

9. ORDER OF PROCEEDINGS - COUNCIL

9.1 Call to Order

- 9.1.1 As soon as a Quorum is present after the hour set for the holding of the Meeting, the Mayor shall take the Chair and call the Members present to order.
- 9.1.2 If the Mayor does not attend a Meeting within fifteen (15) minutes after the time set for the Meeting and a quorum is present, the Deputy Mayor shall preside over the Meeting and shall exercise all duties and responsibilities of the Mayor as outlined in this Procedural By-law until the Mayor is present at the Meeting and able to perform their responsibility to assume the chair.
- 9.1.3 If the Deputy Mayor is also not present within fifteen (15) minutes after the time set for the Meeting and a quorum is present, the Director of Legislative Services/Clerk, or designate, shall call the Meeting to order, and the Members present shall appoint a Presiding Member who shall act as Chair of the Meeting until the arrival of the Mayor or Deputy Mayor, whoever is the first to arrive and is able to assume the chair.
- 9.1.4 Indigenous Land Acknowledgement – Immediately following the Chair call the meeting to order, the Chair shall recite the Land Acknowledgement.

9.2 Disclosures of Pecuniary Interest

- 9.2.1 Each Member will provide to the Clerk, or designate at the Meeting a written statement of the Member's pecuniary interest(s), if any, in accordance with the Municipal Conflict of Interest Act on the prescribed form. The statement must include a description of the general nature of the pecuniary interest(s) and a reference to the agenda item or items to which the statement relates. Clerk's department staff will maintain a registry of statements filed and declarations recorded for public inspection and to be posted on the Township website.
- 9.2.2 Where a Member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at

a Meeting of Council or Committee at which the matter is the subject of consideration, the Member shall:

- a) prior to any consideration of the matter at the Meeting, disclose the interest and the general nature thereof;
- b) not take part in any discussion of or vote on any question with respect to the matter; and
- c) not attempt in any way before, during and after the meeting to influence the voting on any such question.

9.2.3 Where the Meeting is not open to the public, in addition to complying with the requirements of subsection 9.2.1, the Member shall immediately leave the Meeting or part of the Meeting during which the matter is under consideration.

9.2.4 Where a Member is absent from a Meeting which includes a matter for which the Member has a pecuniary interest, the Member shall disclose this interest and otherwise comply at the first Meeting of Council or Committee attended by him after the particular Meeting.

9.2.5 The Clerk will record declarations of pecuniary interest made by a Member in the Meeting minutes, noting the matter and the general nature of the pecuniary interest.

9.2.6 A registry of written statements will be posted on the Township's Website.

9.3 Announcements

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

9.4 Presentations / Special Events

9.3.1 At the request of a Member of Council or the Township's staff, any person(s), organization(s), corporation(s), or appointed official(s) may be permitted to address the Members to inform them of matters of significance to the Township provided that the request has been submitted to the Director of Legislative Services/Clerk by 12:00 p.m. on the Tuesday preceding the Meeting.

9.3.2 Presentations shall include only the following:

- a) civic recognition / awards;
- b) presentations by Township staff or consultants retained by the Township;
- c) presentations of information related to Special Committees of Council;

- d) presentations from senior levels of government or other municipal governments; or
- e) other presentations as deemed appropriate by the Director of Legislative Services/Clerk and/or Mayor.

9.3.3 Municipal audio visual equipment may be used to assist in presentations, provided that permission has been obtained for the use of such equipment from the Director of Legislative Services/Clerk at the time the presenter(s) contacts the Director of Legislative Services/Clerk's Department to register for the meeting. The presentation material must be provided to the Director of Legislative Services/Clerk at least one (1) full business day prior to the scheduled day of the Meeting.

9.5 Delegations and Petitions

See Section 11

9.6 Correspondence

9.6.1 All Correspondence intended to be presented to Council shall be legibly written or printed, shall not contain any impertinent or improper matter or language, shall identify the author(s) by name and municipal address and shall be filed with the Director of Legislative Services/Clerk before it is presented to Council.

9.6.2 Every item of Correspondence shall be delivered to the Director of Legislative Services/Clerk no later than Tuesday at 12:00 noon of the week prior to the Meeting of Council. The Director of Legislative Services/Clerk, at their own discretion, is delegated the authority to direct the item of Correspondence or a summary thereof to the appropriate Agenda. The Director of Legislative Services/Clerk shall ensure that a summary of the content of the correspondence is prepared and included in the Agenda and a recommendation for disposal, being either "Receive for Information" or "Requiring Action" is assigned.

9.6.3 Notwithstanding subsection 9.6.2, and at the discretion of the Director of Legislative Services/Clerk, Correspondence received after 12:00 noon on Tuesday of the week prior to the Meeting of Council, and being of an urgent nature or directly relevant to a matter on the Agenda for the Meeting, may be communicated to Council by way of an Addendum to the Agenda including a summary of the content of the Correspondence item.

9.6.4 Upon presentation of a motion and prior to its approval, any item of Correspondence may be the subject of limited discussion. Council may briefly discuss the matter and if consensus is reached, a revised recommendation may be presented.

9.7 Committee Minutes

- 9.7.1 Minutes of the GPA and Ad Hoc Committees shall be listed under this section of the Council Agenda.
- 9.7.2 Minutes of the GPA and Ad Hoc Committees may be disposed of through a single resolution or, alternatively, any Member may request that one or more recommendations contained in the Minutes be separated and voted on separately.

9.8 Resolutions

- 9.8.1 A Member of Council may file a resolution to be placed on the Agenda with the Director of Legislative Services/Clerk no later than 12:00 noon on the Wednesday preceding the Meeting at which it is to be presented for consideration and dealt with.

9.9 Reports to Council

Notwithstanding section 8.1 the Reports to Council section of the Council Agenda shall include any report that, due to timing, urgency, the important nature of the report and/or expediency, the Director of Legislative Services/Clerk has determined should be considered by Council without first being presented to the GPA for consideration.

9.10 By-laws

- 9.10.1 No by-law, except a by-law to confirm the proceedings of Council, a by-law granting authority to borrow under the authority of the Municipal Act, or any by-law arising as the result of an order or decision of any quasi-judicial body, shall be presented to Council unless the subject matter thereof has been considered by Council or the GPA and has been approved by Council.
- 9.10.2 The Director of Legislative Services/Clerk shall prepare and include in the Council Agenda a summary of all By-laws, specifying the title of each By-law.
- 9.10.3 Every By-law, when introduced, shall be in typewritten form and shall contain no blanks, except such as may be required to conform to accepted procedure or to comply with the provisions of any Act, and shall be complete with the number and date to be affixed.
- 9.10.4 All by-laws shall be given first and second readings in a single motion, unless a Member wishes to discuss the contents of a specific by-law, at which time the subject by-law shall be removed from the motion and dealt with separately.
- 9.10.5 When the by-laws are reported with or without amendment, they shall be forthwith given third reading in a single motion at the same Meeting on the affirmative vote of at least two thirds of the Members present and voting.
- 9.10.6 The Director of Legislative Services/Clerk shall endorse on all By-laws enacted by Council, the date of the several readings thereof.
- 9.10.7 Every By-law which has been enacted by Council shall be numbered and dated, and shall be signed by the Mayor, or their designate, and the Director of Legislative Services/Clerk, sealed with the seal of the Township and, thereafter, shall be retained under the control of the Director of Legislative Services/Clerk.

9.11 Unfinished Business

Any matters presented, considered, referred or tabled or any delegations not otherwise disposed of through the consideration of an Agenda matter, shall be disposed of during this portion of the Meeting.

9.12 Other Business

Items of business requiring the direction of Council or a formal resolution will appear under this section in the Agenda. These matters should generally pertain to information items and can include Members' Reports on Advisory Committees. Any proposal to present a Motion must comply with section 13 of this By-law.

9.13 By-law to Confirm the Proceedings of Council

At the conclusion of all Regular and Special Meetings of Council and prior to Adjournment, a Confirming By-law shall be brought forward to confirm the actions of the Council at that Meeting in respect of each Motion, Resolution and other action taken and a Confirming By-law, when introduced, shall be taken as having been read and shall be voted on without debate.

9.14 Adjournment

See subsections 13.21 and 13.22

9.15 Question Period

9.15.1 Any member of the general public shall be permitted to seek clarification or ask questions through the Chair that are pertinent to the items of business identified on the Agenda for the current Meeting.

9.15.2 The time allowed for each questioner shall not exceed three minutes.

9.15.3 The Question Period shall not form a part of the Minutes.

10. ORDER OF PROCEEDINGS - GPA

10.1 Call to Order

See subsection 9.1

10.2 Disclosure of Pecuniary Interest

See subsection 9.2

10.3 Delegations

See Section 11

10.4 Public Meetings

Public Meetings shall be conducted in the following manner:

- a) the Chair shall state the purpose of the Public Meeting and shall explain to those present how the Public Meeting shall be conducted;
- b) a member of the Township staff and/or Township Consultant shall then address the GPA to present the matter to the GPA;
- c) if applicable, the applicant or agent who is present shall then make representation regarding the matter;
- d) Members of the Committee shall then be given the opportunity to ask questions or seek clarification regarding the matter; and
- e) members of the public shall then be permitted to make representation regarding the matter.

10.5 Business pertaining to each sub-committee of the GPA

In the order presented on the Agenda, each Chair of the respective sub-committee will assume the Chair and preside over the following portion of the Meeting:

- a) Correspondence

All Correspondence to be presented to the respective sub-committee shall be legibly written or printed, shall not contain any impertinent or improper matter or language, shall identify the author(s) and shall be filed with the Director of Legislative Services/Clerk before it is presented. Every item of Correspondence shall be delivered to the Director of Legislative Services/Clerk no later than Tuesday at 12:00 noon of the week prior to the Meeting of the GPA and the Director of Legislative Services/Clerk, at his own discretion, is delegated the authority to direct the item of Correspondence to the appropriate Agenda and a summary of the content of the Correspondence shall be prepared and included in the Agenda. At the discretion of the Director of Legislative Services/Clerk, Correspondence received after 12:00 noon on Tuesday of the week prior to the Meeting of the GPA, and being of an urgent nature or directly relevant to a matter on the Agenda for the Meeting, may be communicated to the GPA by way of an Addendum to the Agenda including a summary of the content of the Correspondence item.

- b) Staff and Township Consultant Reports

Reports from the Township Staff and Consultants shall be submitted to the respective sub-committee of the GPA for consideration in an accessible manner as per section 4.

c) Unfinished Business

See subsection 9.11

d) Other Business

Members may introduce any other relevant business not otherwise disposed of under this section of the Agenda.

10.6 Adjournment

See subsection 13.21

10.7 Question Period

See subsection 9.15

11. DELEGATIONS AND PETITIONS

11.1 Delegations

11.1.1 All persons wishing to make a delegation shall be directed by the Director of Legislative Services/Clerk to the GPA, except where the delegate wishes to address Council with respect to a matter which will be before Council or where the Director of Legislative Services/Clerk determines the matter is of such an urgent nature that there is insufficient time to direct the delegation to the GPA.

11.1.2 There shall be no more than six (6) delegations, in total, scheduled for any Regular Meeting of Council or GPA unless the Head of Council approves additional delegations.

11.1.3 Persons desiring to verbally present information on matters of fact or to make a request to Council or the GPA shall give notice and background information (if applicable) for consideration by Council/Committee the Tuesday prior to the preferred meeting by 12:00 p.m. . Electronic submissions should be submitted in Microsoft PowerPoint/Microsoft Word format to info@town.uxbridge.on.ca.

11.1.4 Notwithstanding Subsection 11.1.3, Council or the GPA may, at their sole discretion, entertain delegations with less notice as the circumstance may warrant with a two-thirds (2/3) majority.

11.1.5 Notwithstanding Subsection 11.1.3, a person wishing to present information is not required to give written notice nor be listed on the agenda with respect to a matter before Council or the GPA for which the public has been given notice of the Public Meeting under the Planning Act, any other Act, or according to Township Policy, as required.

11.1.6 Delegations shall be permitted to speak on a matter only once within a six (6) month period and shall be limited to speak for no more than ten minutes and be so advised in advance of their delegations. An extension to speak may be decided, without debate, by a majority of Council or GPA Members present. Where a delegation consists of a group of three or more persons, the group may address the Council or GPA for no more than fifteen minutes.

11.1.7 Where a Delegation wishes to provide Members with written communication, including a petition, supporting the Delegation's comments, the communication shall be provided to the Director of Legislative Services/Clerk and may be distributed to the Members at the discretion of the Director of Legislative Services/Clerk.

11.1.8 Municipal audio visual equipment may be used to assist in presentations, provided that permission has been obtained for the use of such equipment from the Director of Legislative Services/Clerk at the time the presenter(s) contacts the Director of Legislative Services/Clerk's Department to register for the meeting. The presentation material must be provided to the Director of Legislative Services/Clerk at least one (1) full business day prior to the scheduled day of the Meeting.

11.1.9 Delegations via electronic participation shall be permitted, at the discretion of the Clerk, or designate.

11.1.9 No Delegation shall:

- a) speak disrespectfully of any person;
- b) use improper language or unparliamentary language;
- c) speak on any subject other than the subject for which they have received approval to address Council or the GPA; or
- d) disobey the rules of procedure or a decision of the Chair of Council or the GPA.

11.1.10 Members of Council or the GPA shall be permitted to ask questions of delegates only to clarify their submissions or to elicit further information from them that is relevant to their submission.

11.1.11 Council or the GPA may refuse to hear delegations when, in the opinion of Committee or Council, the subject of the presentation is beyond the jurisdiction of the Township.

11.2 Petitions

11.2.1 Every petition intended to be presented to Council or GPA, shall be legibly written or printed and shall not contain any impertinent or improper matter or language and shall be signed by at least one person and filed with the Director of Legislative Services/Clerk.

11.2.2 Every petition shall be delivered to the Director of Legislative Services/Clerk not later than Tuesday at 12:00 noon of the week prior to the Meeting before the commencement of the Meeting of Council and, if in the opinion of the Director of Legislative Services/Clerk it contains any impertinent or improper matter or language, the Director of Legislative Services/Clerk shall decide whether it should be included in the Agenda.

12. RULES OF DEBATE AND CONDUCT

12.1 Conduct of Members of Council, GPA and Ad Hoc Committees

No Member shall:

- a) speak disrespectfully of the Reigning Sovereign, or of any Member of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any Province, of any member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario;
- b) use offensive words or unparliamentarily language or speak disrespectfully against Council, GPA or an Ad Hoc Committee, against any Member or against any officer or employee of the Township of Uxbridge;
- c) speak on any subject other than the subject being debated;
- d) disobey the Rules of Procedure or a decision of the Chair, whoever is in the chair for the Meeting or a portion of the Meeting, on questions of Points of Order or procedure or upon the interpretation of the Rules of Procedure except where the ruling of the Chair is reversed by the Council pursuant to subsection 10.6.3. If a Member persists in any such disobedience after having been called to order, the Chair shall forthwith order that Member to vacate the Council Chambers or room in which the Meeting is being held, but if the Member apologizes, he may, by majority vote of the Members, be permitted to retake his seat;
- e) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability; or
- f) where a matter has been discussed in a closed Meeting, and where the matter remains confidential, disclose the content of the matter or the substance of the deliberations of the closed Meeting to any person.

12.2 Address the Chair

Any Member desiring to speak shall signify their desire to speak in such manner as the Chair may direct, and upon being recognized by the Chair, shall address the Chair, only.

12.3 Order of Speaking

When two or more Members signify a desire to speak, the Chair shall recognize the Member who, in the opinion of the Chair, so signified first and next recognize in order the other Members.

12.4 Point of Privilege

12.4.1 Where a Member considers that his integrity or the integrity of the Council or Committees as a whole has been impugned, the Member may, on a Point of Privilege, rise with the consent of the Chair for the purpose of drawing the attention of Council, GPA or Ad Hoc Committee to the matter.

12.4.2 When a Member is permitted to raise such matter of privilege, it shall take precedence over other matters, but the Member shall not be permitted to enter into any argument or introduce any Motion related to the Point of Privilege.

12.4.3 When the Chair considers that the integrity of the Chief Administrative Officer or a Member of Township Staff has been impugned or questioned, the Chair may permit the Chief Administrative Officer or a Department Head to make a statement to Council, GPA or Ad Hoc Committee.

12.4.4 When a Point of Privilege is raised, it shall be considered and decided by the Chair immediately and the decision of the Chair under this section shall be final.

12.5 Point of Order

When a Member desires to call attention to a violation of the Rules of Procedure, the Member shall ask leave of the Chair to raise a Point of Order and, after leave is granted, shall succinctly state the Point of Order to the Chair and the Chair shall then decide upon the Point of Order and advise the Member of the decision.

12.6 Appeal of Ruling of Chair

12.6.1 With respect to a ruling on either a Point of Privilege or a Point of Order, if the Member does not appeal immediately thereafter to Council, the GPA or Ad Hoc Committee, such as the case may be, the decision of the Chair shall be final.

12.6.2 If the Member wishes to appeal the decision of the Chair, he shall appeal immediately to Council, GPA or Ad Hoc Committee, as the case may be, otherwise the decision of the Chair is final.

12.6.3 If the decision is appealed, the Chair will give concise reasons for his ruling and will call a vote by Council, GPA or Ad Hoc Committee, as the case may be, without debate on the following question: "Will the ruling be sustained?", and the decision of Council, GPA or Ad Hoc Committee is final. The Chair may vote on this question. In the event of a tie of votes, the ruling of the Chair shall be deemed to be sustained.

12.7 Members Speaking

When a Member is speaking, no other Member shall pass between the Member and the Chair, or interrupt the Member except to raise a Point of Order.

12.8 Question Read

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

12.9 Speak Once - Reply

No Member shall speak more than once to the same question without leave of Council, GPA or Ad Hoc Committee, as the case may be, except that a reply shall be allowed to be made only by a Member who has presented the motion, but not by any Member who has moved an amendment or procedural motion in response to that motion.

12.10 Time Limited

No Member, without leave of Council, GPA or Ad Hoc Committee, as the case may be, shall speak to the same question or in reply for longer than five (5) minutes.

12.11 Questions

12.11.1 A Member may ask a question for the purposes of obtaining information relating only to the matter under discussion and such questions must be stated concisely and asked only through the Chair.

12.11.1 Notwithstanding subsection 12.11.1, when a Member has been recognized as the next speaker, then immediately before speaking, such Member may ask a question through the Chair to any Member, the Chief Administrative Officer, or Department Head, or designate, concerning any matter connected with the business of the Township currently under discussion but only for the purpose of obtaining information, following which the Member may speak.

13. MOTIONS

Reading

13.1 All motions must be introduced by a mover and a seconder before the Chair may put the question or motion on the floor for consideration. If no Member seconds the motion, the motion shall not be on the floor for consideration and therefore it shall not be recorded in the minutes.

13.2 Notwithstanding subsection 13.1, a motion presented in the GPA or Ad Hoc Committee need not require a seconder.

- 13.3 When a motion is presented in a Meeting, it shall be read in its entirety before debate.
- 13.4 Notwithstanding subsection 13.1, if a motion is printed in the Agenda as either a separate item or as part of a Report, it need not be read in its entirety unless requested to do so by a Member of Council, GPA or Ad Hoc Committee but shall be deemed as read for the purposes of introducing the Motion.

Withdrawn

- 13.5 After a motion is properly moved and seconded, it shall be deemed to be in possession of Council, the GPA or Ad Hoc Committee, but may be withdrawn by the mover at any time before decision or amendment.

No debate until properly moved and seconded

- 13.6 No Member shall speak to any motion until it is properly moved and seconded, and the mover is entitled to speak first if the Member so elects. If debated, the question or motion may be read before being put.

Motion ruled out of order

- 13.7 Whenever the Chair is of the opinion that a motion is contrary to these Rules of Procedure, the Chair shall rule the motion out of order.

Not within jurisdiction of Council

- 13.8 A Motion in respect of a matter which requires the exercise of a legislative power by Council which is not within its jurisdiction shall not be in order at a Meeting of Council, GPA or a Ad Hoc Committee.

Motions Without Notice and Without Leave

- 13.9 The following matters and motions may be introduced orally by a Member without written notice and without leave, except as otherwise provided by this Procedural By-law, and shall be decided without debate:
- a) a point of order or privilege;
 - b) to adjourn;
 - c) to table the question without directions or instructions;
 - d) to suspend the Rules of Procedure;
 - e) to lift from the table;
 - f) to divide the question;

- g) to refer (without instructions);
- h) question be now put; and
- i) to recess.

13.10 The following motions may be introduced orally by a Member without notice and without leave, except as otherwise provided by this Procedural By-law, and may be debated:

- a) to refer with direction (direction for referral only to be debatable);
- b) to table with instructions (instructions for tabling only to be debatable);
- c) to amend; and
- d) to rescind.

Motion in Writing

13.11 Except as provided by subsections 13.9 and 13.10, all motions regarding proposed resolutions introduced at a Council Meeting shall be in writing and signed by the mover and seconder.

Priority of Disposition

13.12 A motion properly before Council, the GPA or Ad Hoc Committee for decision must be disposed of before any other motion can be received except a motion in respect of matters listed in subsections 13.9 and 13.10.

Motion to Amend

13.13 A motion to amend:

- a) shall be presented in writing if requested by the Chair;
- b) shall relate to the subject matter of the main motion;
- c) shall not be received proposing a direct negative to the question; and
- d) shall be put to a vote in reverse order to the order in which the amendments are made.

13.13.2 Only one motion to amend an amendment to the original motion shall be allowed and any further amendment must be to the original motion.

Question be now put

13.14 A motion that the question be now put:

- a) is not debatable
- b) cannot be amended
- c) cannot be proposed when there is an amending motion under consideration, except for the purpose of moving that the amending motion be put;
- d) when resolved in the affirmative, requires that the question, motion, amending motion or motion as amended, whichever is under consideration be put forward immediately without debate or amendment;
- e) can only be moved in the following words, “that the question be now put”; and
- f) requires an affirmative vote of two-thirds (2/3) of the Members present and voting.

Motion to refer or defer/postpone

13.15.1A motion to refer or to refer back or to defer or to postpone the question may include instructions respecting the terms upon which the question is to be referred or deferred or postponed.

13.15.2A motion to refer or to refer back or to defer or to postpone the question shall not be debatable except where instructions are included, in which case, only the instructions shall be debatable.

13.15.3A motion to refer or to refer back or to defer or to postpone the question may not be amended except where instructions are included, in which case, only the instructions may be amended in accordance with the provisions in subsection 13.15.1.

Motion to table

13.16.1A motion simply to table is not debatable except where instructions are included, in which case, only the instructions shall be debatable. Such motion cannot be amended.

13.16.2A motion to table with some condition, opinion, or qualification added to the motion shall be deemed to be a motion to defer or postpone made under subsections 13.15.1 to 13.15.3, inclusive.

13.16.3 The matter tabled shall not be considered again by Council, the GPA or Ad Hoc Committee until a motion has been made to lift from the table the tabled matter at the same or subsequent Meeting.

13.16.4 A matter tabled at a Meeting of the GPA or Ad Hoc Committee may be lifted from the table by Council.

13.16.5 A matter tabled at Council may not be lifted from the table at a Meeting of the GPA or Ad Hoc Committee.

13.16.6 A motion to lift a tabled matter from the table is not subject to debate or amendment.

Motion to divide

13.17 A motion containing distinct proposals may be divided and a separate vote shall be taken upon each proposal contained in a motion if decided upon by a majority vote of the Members present and voting.

Motion to rescind

13.18.1 A motion to rescind a previous action of Council requires a majority vote of the Members present and voting provided that notice has been given at the previous Meeting or in the Agenda for the Meeting, and in case the aforesaid notice has not been given, the motion to rescind requires a two-thirds (2/3) vote of the Members present and voting.

13.18.2 A motion to rescind is not in order when action has been taken on the order of Council of which it is impossible to revise. The part of an order of Council which has not been acted upon, however, may be rescinded.

Reconsideration

13.19 A resolution, by-law or any question or matter (except one of indefinite postponement) which has been adopted previously by Council may be reconsidered by Council subject to the following:

- a) a majority of Council agree to such reconsideration by Resolution. Only a Member who voted thereon with the majority may make a Motion to Reconsider;
- b) such motion must be supported by two-thirds (2/3) of the Members present and voting in favour of such reconsideration before the matter is re-opened for debate;
- c) debate on a motion to reconsider must be confined to reasons for or against the subject of the reconsideration;

- d) if a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future date, and debate on the question to be reconsidered may proceed as though it previously had never been voted on; and
- e) a vote to reconsider a particular matter or decision will not be considered more than once during the term of Council
- f) where a decision of the Local Planning Appeal Tribunal (LPAT) results in a planning matter being referred back to Council for reconsideration, the matter shall be placed as soon as practicable on the Council meeting agenda following the referral from LPAT.

Motion to recess

13.20.1A motion to recess shall provide for Council, GPA or Ad Hoc Committee to take a short intermission within a Meeting which shall neither end the Meeting nor destroy its continuity and after which, proceedings shall immediately resume at the point where they were when interrupted.

13.20.2A motion to recess is not debatable, but it is amendable as to the length of the recess and is not in order when another motion is on the floor.

Motion to Adjourn

13.21.A motion to adjourn is not debateable or amendable and shall always be in order except:

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

13.22.A motion to adjourn, if carried, without qualification, will bring a Meeting or session of the Council, GPA or Ad Hoc Committee to an end.

13.23 A motion to proceed beyond the hour of 11:00 p.m.:

- a) shall not be amended or debated;

- b) shall always be in order except when a Member is speaking or the Members are voting; and
- c) shall require the support of two-thirds (2/3) of the Members present and voting.

14. VOTING ON MOTIONS

- 14.1 Immediately preceding the taking of a vote on a motion, the Chair may state the question in the form introduced and shall do so if required by a Member.
- 14.2 After a question is finally put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 14.3 Every Member present at the Meeting , when the question is put, shall vote thereon unless disqualified under the Municipal Conflict of Interest Act to vote on the question.
- 14.4 Except where the Member is disqualified under the Municipal Conflict of Interest Act from voting, if a Member does not vote when a question is put, that Member shall be deemed to have voted in the negative.
- 14.5 A Member not in his or her seat when the question is called by the Chair is not entitled to vote on that question.
- 14.6 Each Member has only one vote.
- 14.7 The Chair shall announce the result of every vote.

Unrecorded Vote

- 14.8.1 The manner of determining the decision of the Council, the GPA or Ad Hoc Committee on a motion shall be at the direction of the Chair and may be by voice, show of hands, standing, or otherwise.

Recorded Vote

- 14.9.1 Notwithstanding subsection 14.8.1, a Recorded Vote shall not be taken at GPA or Ad Hoc Committee Meetings.
- 14.9.2 Immediately preceding the taking of a vote on a motion, a Recorded Vote may be requested by a Member at which time each Member present, except a Member who is disqualified from voting by any Act, shall announce his vote openly and the Director of Legislative Services/Clerk shall record their name and their vote on the question.

14.9.3 The order in which Members, present and voting, vote on Recorded Votes shall be: Ward Councillors (in ascending numerical order), Regional Councillor and Mayor, with the exception of the Chair, who shall vote last.

14.9.4 If, during the Recorded Vote, any Member present and eligible to vote refuses to vote, the Member shall be deemed and recorded as voting against the question.

15. CONDUCT OF THE AUDIENCE

15.1 Members of the public who constitute the audience in the Council Chamber, or other such place where a Meeting is held in accordance with this Procedural By-law, during a Meeting shall respect the decorum of Council, maintain order and quiet and may not:

- a) address Council, GPA or Ad Hoc Committee without permission;
- b) interrupt any speaker or action of the Members or any person addressing Council, the GPA or Ad Hoc Committee;
- c) speak out;
- d) applaud;
- e) behave in a disorderly manner; or
- f) make any noise or sound that proves disruptive to the conduct of the Meeting.

15.2 Placards, signs, posters, etc. or any advertising devices shall not be permitted in the Council Chambers, or any other location in which Council, GPA or Ad Hoc Committee may conduct their business.

15.3 The Mayor or Chair may request that a member or members of the public vacate the Council Chambers or any other location in which Council, GPA or Ad Hoc Committee may conduct their business if their behaviour is deemed to be disruptive to the business at hand.

16. ADMINISTRATION

16.1 This By-law shall be administered by the Director of Legislative Services/Director of Legislative Services/Clerk, or designate.

16.2 By-law Number 2008-108, as amended is hereby repealed.

16.3 This By-law shall come into full force and effect on the date of its passing.

16.4 The short title of this By-law is the "Procedural By-law".