

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLEGNARRY
BY-LAW 2024-70
FOR THE YEAR 2024**

**BEING A BY-LAW TO GOVERN THE CALLING, PLACE AND PROCEEDINGS
OF COUNCIL.**

WHEREAS, the *Municipal Act, 2001*, c.25 S 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act 2001*, c. 25 S. 5(3) provides that the powers of every council are to be exercised by by-law;

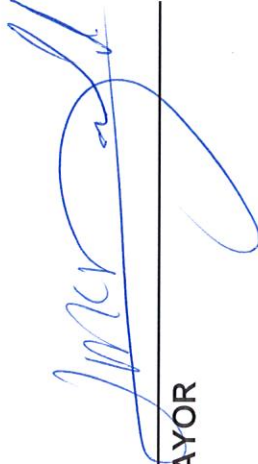
AND WHEREAS the *Municipal Act, 2001*, c.25 S. 238 (2) provides that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLEGNARRY ENACTS AS FOLLOWS:**

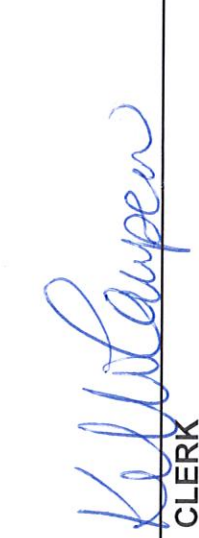
1. **THAT** this by-law be known as the "Procedural By-law".
2. **THAT** the rules and regulations contained in this by-law as set out in Schedule A attached hereto shall form part of this by-law.
3. **THAT** By-law 33-2022 is hereby repealed.

READ A FIRST AND SECOND TIME THIS 21ST DAY OF OCTOBER 2024.

**READ A THIRD AND FINAL TIME, PASSED, SIGNED AND SEALED IN OPEN
COUNCIL THIS 4TH DAY OF NOVEMBER 2024.**



MAYOR



CLERK

SCHEDULE 'A' TO BY-LAW 2024-70

1. DEFINITIONS

- 1.1. **Act** means the Municipal Act, 2001, c.25 as amended or replaced from time to time.
- 1.2. **Acting Mayor** means the Deputy Mayor or another designate who shall act as the presiding officer in the absence of the Mayor.
- 1.3. **Ad Hoc Committee** means a committee created by Council with a defined objective and dissolved after completion of the task or objective.
- 1.4. **By-law** means an enactment approved by Council, passed for the purpose of exercising a power or to give effect to the decisions or proceedings of Council.
- 1.5. **CAO** means the Chief Administrative Officer of the Township as appointed by Council.
- 1.6. **Chair** means the presiding officer of a meeting.
- 1.7. **Clerk** means the Clerk of the Township, or their designate, as appointed by Council.
- 1.8. **Closed Meeting** means a meeting or part of a meeting that is closed to the public in accordance with the Municipal Act.
- 1.9. **Committee** means any advisory committee, sub committee, or similar entity composed of members appointed by Council.
- 1.10. **Committee of the Whole** means a meeting of the membership of Council sitting in a deliberative rather than legislative capacity for informal debate and preliminary consideration of matters awaiting legislative action.
- 1.11. **Confirming By-law** means a by-law passed at the conclusion of Council meetings, confirming the actions of Council taken at that meeting in respect of each resolution and other actions taken, so that every decision of Council at that meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.
- 1.12. **Consent Agenda** means a listing of consent items being presented to Council for approval without debate and with no delegation or presentation, formally referred to as items "For Information Only".
- 1.13. **Council** means the Township's elected representatives, comprised of one Mayor, one Deputy Mayor and three Councillors.
- 1.14. **Declared Emergency** means any period of time during which an emergency has been declared in all or part of the Township of South Glengarry under Section 4 or 7.0.1. of the Emergency Management and Civil Protection Act.
- 1.15. **Delegate** means any person, group or persons, firm or organization who is neither a Member of Council or an appointed official of the Township and is speaking to the Council or committee.
- 1.16. **Electronic Device** means computers, cell phones, smartphones, personal digital assistants, smartwatches, tablets, voice recorders, cameras or any other similar device.
- 1.17. **Electronic Participation** means a member of Council or Administration who participates remotely in any open or closed Council or committee meeting via electronic means in accordance with this by-law.

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- 1.18. **Local Newspaper** means any newspaper with circulation at least once per week within the boundaries of the Township of South Glengarry.
- 1.19. **Majority** means, for the purpose of voting, unless otherwise specified, more than half of the members of Council or committee present at the vote and not prohibited by statute from voting.
- 1.20. **Mayor** means the head of Council.
- 1.21. **Meeting** means any regular or special Council or committee meeting when a quorum is present as defined in the Act and includes meetings where some or all Members are attending via electronic participation.
- 1.22. **Member** means, according to the circumstances, a member of Council, including the Mayor, or a member of a committee, including the Chair.
- 1.23. **Motion** means a proposal, moved by a member and seconded by another member, for the consideration of Council or a committee.
- 1.24. **Notice of Motion** means a written notice, given by a member, advising Council that the motion described therein will be brought forward at a subsequent meeting.
- 1.25. **Open Meeting** means a meeting which is open to the public.
- 1.26. **Pecuniary Interest** means a pecuniary or conflict of interest, direct or indirect, in any matter as prescribed by the Municipal Conflict of Interest Act.
- 1.27. **Quorum** means a majority of the members.
- 1.28. **Recording Device** means any device used for the purpose of recording whether it be analogue, digital or other means of recording, including but not limited to computers, cell phones, smartphones, tablets, voice recorders, cameras or any other similar device.
- 1.29. **Resolution** means a motion that has carried.
- 1.30. **Rules of Procedure** means the rules and procedures as set out by this by-law.
- 1.31. **Regular Meeting** means a meeting of Council held at the times and dates specified in this by-law and approved by Council as part of an annual calendar.
- 1.32. **Social Media** means official social media pages created and managed by Township Administration, including but not limited to Facebook, Twitter, Instagram, TikTok, etc.
- 1.33. **Special Meeting** means a separate meeting of Council held at a time different than a regular meeting as approved by Council and which is focused on one or more particular and specific items or subjects.
- 1.34. **Standing Committee** means a committee established by Council for the purpose of providing ongoing advice and/or recommendations on specifically mandated subjects as determined by the Committee Terms of Reference.
- 1.35. **Township** means the Township of South Glengarry.
- 1.36. **Website** means the Township of South Glengarry Corporate website.

2. PURPOSE

- 2.1. 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 and Committee meetings, provided that the rules and regulations contained herein are not suspended by a simple majority vote of the members of Council or Committee present at the meeting.
- 2.2. This by-law sets out processes that will ensure the Township governs itself in a manner that is open and transparent.
- 2.3. In the event of a conflict between the provisions of this by-law and the Act, or any other legislation, the provisions of the legislation shall prevail.

3. SUSPENSION OF RULES

- 3.1. Any procedure required by this by-law may be suspended with the consent of a majority of the members present, except where such suspension would contravene the provisions of any statute law or regulation.
- 3.2. A suspension shall only apply to the procedure(s) or rule(s) which are stated within the motion to suspend and only during the meeting in which such motion was introduced.
- 3.3. The following rules and procedures cannot be suspended:
- 3.3.1. Restriction to add other business in special meetings; and
- 3.3.2. Majority of members for quorum

4. CONDUCT AT MEETINGS

Council and Committee Members:

- 4.1. Members of Council shall govern themselves according to the Council Code of Conduct and Staff-Council Relations Policy.
- 4.2. The Mayor or Chair shall preserve order and rule on points of order and privilege.
- 4.3. A member who desires to speak on any motion before Council shall upon recognition, respectfully address the Chair. Discussion shall be confined to the subject matter.
- 4.4. No member shall, without leave of the Council or committee:
- 4.4.1. Use offensive words or un-parliamentary language in or against Council or against any member, staff or guest;
- 4.4.2. 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 or any Member of the Senate, the House of Commons of Canada, or the Legislative Assembly of the Province of Ontario.
- 4.4.3. Disturb another member, staff, or guests by any disorderly conduct disconcerting to the speaker or the assembly.
- 4.4.4. Speak on any subject other than the subject in debate or criticize any decision of Council, except for the purpose of moving that the motion be reconsidered.

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- 4.4.5. Leave his or her seat or make any noise or disturbance while a vote is being taken or until the result is declared.
- 4.4.6. Interrupt the member who has the floor, except to raise a point of order.
- 4.4.7. Persist in any such disobedience after having been called to order by the Chair. If a member persists in such disobedience after having been called to order, the member may be ordered by the Mayor or Chair to leave his or her seat for the meeting. In the event that a member refuses to vacate their seat, the Mayor or Chair may request that the member be removed by the Clerk and/or staff as required. In case of an adequate apology being made by the member, they may, by way of majority vote of the members present, be permitted to take their seat.
- 4.5. Each member shall place any electronic devices on an inaudible setting during any open or closed meeting.
- 4.6. No member shall use an electronic device or recording device to broadcast, record or otherwise publish or distribute audio or video of any open or closed meeting, nor photographs of any closed meeting.

Conduct of Staff, Public and Delegations:

- 4.7. Members of staff, the public and delegations in attendance at a meeting shall not:
 - 4.7.1. Address Council or the committee without permission.
 - 4.7.2. Engage in any activity or behaviour or make any audible noises that could affect the Council or committee deliberations, including clapping, shouting or any other form of disorderly conduct.
 - 4.7.3. Hand out any brochures, pamphlets, buttons or literature in the Council Chambers without prior approval of the Chair.
- 4.8. No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public, the Mayor, members of Council or members of committees.
- 4.9. If a person persists with inappropriate behaviour after having been called to order by the Mayor or Chair, the person(s) may be ordered by the Mayor or Chair to leave the meeting. In the event that any person refuses to leave when ordered to do so, the Mayor or Chair may request that the person(s) be removed by the Clerk and/or staff as required, and the police may be called for assistance as necessary.

5. MEETINGS – LOCATION, TIME AND NOTICE

- 5.1. Meetings of Council shall be held at Council Chambers located in Tartan Hall at 19740 John Street, Williamstown, Ontario or another location to be determined at the discretion of the Mayor.
- 5.2. The inaugural meeting of a newly elected Council shall take place on the first Monday of the term of Council as prescribed by the *Municipal Elections Act, 1996* in Council Chambers or at an alternate location as determined by the Clerk.
 - 5.2.1. Each member shall, at the inaugural meeting, make his or her declaration of office and sign Council's Code of Conduct.
 - 5.2.2. Council shall not proceed with any regular business at this meeting.

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- 5.3. The next and each succeeding Regular Meeting of Council shall be held on the second and fourth Monday of each month beginning at 6:30 pm in accordance with the scheduled list of Meetings prepared by the Clerk and approved by resolution of Council, unless Council, by resolution, directs otherwise, in which case public notice of forty-eight (48) hours shall be posted on the Township's website and social media advising of the date, time and location or cancellation of a meeting.
- 5.4. In the event a Regular Meeting date falls on a statutory holiday, the Council or committee shall meet on the next day not being a public holiday at the same time.
- 5.5. Notice to the public of all Regular and Special Meetings of Council must be provided by posting the Agenda on the Township website no less than forty-eight hours (48) prior to the commencement of the meeting.
- 5.6. The meeting agenda shall include the date, time, and location of the meeting.
- 5.7. Council or committee meetings may be held electronically, at the discretion of the Mayor or Chair in consultation with the Clerk. If a meeting has been previously scheduled to be held in-person, notice of the electronic meeting shall be sent to all members and relevant staff and shall be posted on the Township website as soon as is practicable.
- 5.8. When a meeting is to be held electronically, notice shall be provided advising members of the public as to how they can attend by posting such information to the Township's website.
- 5.9. Sections 5.7 and 5.8 shall not apply to meetings subject to the rules and provisions of the Statutory Powers Procedure Act or any other legislation which prescribes timelines related to meeting notice (such as hearings related to Planning matters).
- 5.10. The CAO or Clerk, in consultation with the Mayor, has the authority to cancel any regular meeting if it is determined there is not sufficient business to be conducted, provided notification has been given at a prior meeting or within forty-eight (48) hours (not including weekends or holidays) of the meeting.
- 5.11. Notice of a meeting cancellation shall be sent to all Council members and members of staff who regularly attend meetings.
- 5.12. The CAO or Clerk, in consultation with the Mayor, also have the authority to cancel any meeting or change the location of any meeting of Council due to inclement weather conditions or for matters related to public health and safety, provided sufficient notice is given.
- 5.13. Section 5.5 shall not apply to emergency meetings called under Section 16.5. The Clerk shall give public notice for emergency meetings called under Section 16.5 by inclusion on the Township's website as soon as possible after the meeting is called.

6. ELECTRONIC MEETINGS OF COUNCIL

- 6.1. Electronic Meetings may be held in accordance with Section 5.8. Meeting notice provisions will remain the same.
- 6.2. Members will be responsible to take all reasonable measures to ensure security during a closed (in camera) electronic meeting. Without limiting the generality of the foregoing, no Member shall allow any person to hear or view any portion of a closed meeting where they are attending electronically.

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- 6.3. Each member present, except a member who is disqualified from voting by any Act, shall vote with a show of hands when participating electronically, provided all members of Council can be seen by each other and any observers during a vote, otherwise each member shall announce their vote verbally when called.
- 6.4. Regular meeting rules apply when a recorded vote is called during an electronic meeting.

7. ELECTRONIC PARTICIPATION

- 7.1. Any member of Council may participate in any open or closed meeting electronically and be counted for the purpose of establishing quorum.
- 7.2. Members are permitted the opportunity to vote when participating electronically unless they are declared a conflict of interest.
- 7.3. Members must provide the Clerk a minimum of 24 hours notice of their intent to participate electronically to ensure the proper technology is enabled, unless extraordinary circumstances, per the Clerk's discretion, apply.
- 7.4. A member who is participating electronically in a meeting who, for any reason, will no longer be attending the meeting prior to adjournment, shall advise the Chair and Clerk of their absence from the meeting.
- 7.5. Members who have declared a conflict of interest regarding a matter being discussed shall turn their camera and microphone off and not participate in any way with respect to the matter in question. A member who has declared a conflict of interest may not attend a closed session electronically where the subject matter of their declaration is discussed.
- 7.6. No person, other than a Member of Council, shall be permitted to participate in a meeting electronically.
- 7.7. The Mayor has the discretionary authority to permit a person to participate in a meeting electronically under extenuating circumstances. Any person wishing to participate electronically must submit a request in writing to the Clerk. The Clerk will review requests with the Mayor. The Mayor has the discretionary authority to accept or refuse the request.
- 8.1. All meetings with a quorum of members may be audio and/or visually recorded by the Township, with the exception of meetings closed to the public in accordance with the Act.
- 8.2. The Township will make every effort to record meetings with a quorum of members, with the exception of meetings closed to the public in accordance with the Act.
- 8.3. Recordings of meetings shall be uploaded to an electronic format accessible to members of the public.

8. RECORDING OF MEETINGS

9. QUORUM AND CURFEW

- 9.1. If no quorum is present twenty (20) minutes after the time appointed for a meeting, the Council or committee shall stand adjourned until the next meeting date.
- 9.2. In the absence of the Mayor, the Deputy Mayor shall preside until the arrival of the Mayor.

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- 9.3. In the absence of the Mayor and Deputy Mayor, the Clerk shall call the members to order and the Council shall choose a chair from the members present.
- 9.4. For committee meetings, in the absence of the Chair, the staff resource shall call the members to order and the committee shall choose a Chair from the members present.
- 9.5. If at any time during a meeting quorum is lost, the meeting shall automatically be recessed until a quorum is re-established. If the loss of quorum continues for thirty minutes, the meeting shall be adjourned. This clause shall also apply if quorum is lost during an electronic meeting.
- 9.6. Unless otherwise ordered by resolution passed by a majority of members present, Council shall be adjourned at 11:00 pm.

10. CLOSED MEETINGS

- 10.1. All meetings of Council and committees shall be open to the public.
- 10.2. Notwithstanding Section 10.1, a meeting may be closed to the public in accordance with the provisions of the Municipal Act.
- 10.3. A closed meeting may be scheduled within a regular or special meeting of Council.
- 10.4. Prior to holding a closed meeting, Council or the committee shall state by resolution in an open meeting that a closed meeting shall be held, the subject matter and the permitted closed meeting exemption to be applied.
- 10.5. The Clerk or their designate shall attend all closed meetings and record the proceedings, including procedural motions and direction given to staff, without note or comment.
- 10.6. The Mayor or Chair shall report out in an open meeting immediately following the closed meeting.

11. MOTIONS

- 11.1. The actions and decisions of Council shall be presented and decided upon by way of motions or resolutions, duly introduced, seconded, debated and voted upon.
- 11.2. All motions must be formally seconded before they can be considered or be recorded in the minutes.
- 11.3. All motions presented to Council in writing or orally shall be stated by the presiding officer before debate.
- 11.4. A resolution, by-law or any question or matter that has previously been adopted by Council may be reconsidered subject to the following:
- 11.4.1. A notice of motion for reconsideration must be supported by a simple majority vote of the members of council present at the meeting before the matter to be reconsidered can be debated.
- 11.4.2. A vote to reconsider shall not be considered more than once in any twelve-month period.

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- 11.4.3. A motion passed or debated at a meeting of Council shall not be reconsidered at the same meeting without consent of the majority of its members.
- 11.4.4. These rules do not apply when a motion pertains to a decision of a previous council.
- 11.5. A motion to amend the main motion:
- 11.5.1. Is open to debate;
- 11.5.2. Shall not propose a direct negative to the main motion;
- 11.5.3. Shall be relevant to the main motion;
- 11.6. A "Friendly Amendment" may be allowed by the Mayor or Chair as an amendment to a motion under debate that is perceived by all members present as an enhancement to the original motion, often only as a clarification of the motion's intent.
- 11.7. A motion may be deferred by a majority vote of the members present.
- 11.8. Once a motion has been put to a vote, there shall be no further discussion or debate.
- 11.9. A motion may be voted against by the mover and seconder.

12. VOTING

- 12.1. The Mayor or Chair, except where said individual is disqualified to vote by reason of pecuniary interest, may vote with the other members on all questions.
- 12.2. Any question on which there is an equality of votes shall be deemed to be negative.
- 12.3. If a member disagrees with the announcement of the results of the vote by the Chair, he/she may object immediately to the declaration and require that the members be polled individually.
- 12.4. Voting shall be done by a show of hands unless there has been a request for a recorded vote or unless a recorded vote is required by the Municipal Act. Where a vote is taken for any purpose, a member may request immediately prior or immediately subsequent to the taking of the vote, that the vote be recorded.
- 12.5. With respect to recorded votes, the Clerk shall ask each member present, except where a member is disqualified to vote by reason of pecuniary interest, to state whether they are in favour or opposed to the motion and shall record each member's vote in the meeting minutes.
- 12.6. On any vote, any member, except for a member who is disqualified from voting under any Act, who does not vote in favour or in opposition, shall be deemed to have voted in the negative.

13. RULES OF DEBATE

- 13.1. Every member, prior to speaking, shall be recognized by the presiding officer. Every member present at a meeting when a question is put forth shall vote unless prohibited by statute.
- 13.2. When the presiding officer calls for the vote on a question, each member shall occupy their seat and shall remain in their place until the result of the vote has

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been declared by the presiding officer. During such time, no member shall speak to any other member or make any noise or disturbance.

13.3. When a member is speaking, no other member shall pass between him/her and the presiding officer or interrupt him/her except to raise a point of order.

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

13.5. Unless otherwise authorized by the head of council, all members staff and guests shall address Council through the presiding officer and only when recognized to do so.

13.6. When two or more members seek to address Council, the head of Council shall designate the member who may speak first.

14. POINTS OF ORDER OR PRIVILEGE

14.1.1. A point of order may be raised if the rules appear to have been breached or broken. This may interrupt a member during debate, or anything else if the breach of the rules warrants it. The point must be resolved before business continues.

14.2. A member may raise a point of privilege at any time if they consider that their integrity or the integrity of Council as a whole, a committee as a whole, or staff member has been impugned.

14.3. Where the Mayor of Chair considers that the integrity of any Township employee has been impugned or questioned, the Mayor or Chair may permit staff to make a statement to Council or the committee.

15. REGULAR COUNCIL MEETINGS

15.1.1. The rules and procedures contained in sections 4 to 14 shall apply to all regular meetings of Council.

15.2. Regular Council meeting agendas, including all associated reports and supporting materials, shall be prepared and delivered electronically to members on the Wednesday preceding the meeting. The agenda will be posted to the website on the Friday preceding the scheduled meeting by 12:00 pm.

15.3. The Clerk, in consultation with the Mayor and staff, shall have discretion to prepare for the use of members, an agenda with the following order of business:

- Call to Order
- O Canada
- Disclosure of Pecuniary Interest
- Approval of Agenda
- Approval of Minutes
- Public Meeting
- Presentations and Delegations
- Action Requests
- By-laws
- Key Information Reports
- Consent Agenda
- Items for Consideration
- Board and Committee Updates
- Notice of Motion
- Closed Session
- Confirming By-law

Adjournment

15.4. Approval of Minutes

- 15.4.1. The Clerk shall present the minutes, without note or comment, of any previous open meetings to Council for adoption.
- 15.4.2. When the minutes of a Council meeting have been adopted, the Mayor and Clerk shall sign them.
- 15.4.3. The Clerk shall be authorized to make minor corrections to the minutes due to typographical errors, provided the intent is not changed.

15.5. Public Meeting

- 15.5.1. Public meetings shall consider matters where a public meeting is required to hear applications under the *Planning Act* or to obtain public input for other purposes.

15.6. Presentations and Delegations

- 15.6.1. In order to appear before Council as a delegation, a proposed delegate must advise the Clerk in writing no later than 12:00 pm on the Monday before the next scheduled meeting date.
- 15.6.2. Those who request to have an audience with Council must provide a copy of what they intend to present and detail the nature of the matter to be presented and discussed to the Clerk for inclusion on the meeting agenda.
- 15.6.3. Each delegation shall be limited in speaking to not more than ten (10) minutes. Extensions to this limit will be at the discretion of the presiding officer.
- 15.6.4. Upon completion of a presentation by a delegation, any dialogue between the members and the delegate shall be limited to members asking questions for clarification and to obtain additional, relevant information only. Members shall not enter into debate with the delegation respecting the presentation.
- 15.6.5. Council will defer and/or direct a decision or action on information received from a delegation to a subsequent meeting.
- 15.6.6. Delegations who have previously addressed the present Council on a topic shall not be granted a delegation again, unless they can provide that they have new information.
- 15.6.7. The Clerk will review delegation requests with the CAO and Mayor. The Mayor has the discretionary authority to accept or refuse the request.

15.7. Action Requests

- 15.7.1. All action requests presented to Council as part of the agenda will be in a written format (Staff Report) complete with a draft motion and approved by the CAO or designate.

15.8. By-laws

- 15.8.1. A copy of every proposed by-law shall be included in the Council agenda and be available for any person interested in reviewing.

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15.8.2. The Clerk shall be responsible for the correctness of all by-laws should they be amended at a Council meeting.

15.8.3. Every by-law passed by Council shall:

- 15.8.3.1. Be signed by the Mayor or the presiding officer;
- 15.8.3.2. Be signed by the Clerk or designate;
- 15.8.3.3. Be sealed with the Township corporate seal; and
- 15.8.3.4. Indicate the date of passage

15.8.4. The Clerk shall be authorized to make minor corrections to by-laws due to typographical errors, provided the intent is not changed.

15.9. Key Information Reports

15.9.1. Key Information Reports may be provided to Council as information items or to facilitate further discussion and/or action at a subsequent meeting.

15.10. Consent Agenda

15.10.1. The Council consent agenda (formerly Committee Reports and For Information Only) may consist of the following items:

- 15.10.1.1. Information Reports
- 15.10.1.2. Committee Minutes
- 15.10.1.3. Departmental Updates
- 15.10.1.4. Correspondence

15.10.2. Members of Council may identify items contained on the consent agenda which they wish to speak to and/or seek action upon. These items shall be extracted from the consent agenda to be dealt with separately under "Items for Consideration".

15.10.3. The balance of items on the consent agenda, which have not been extracted, shall be accepted by a single resolution.

15.11. Items for Consideration

15.11.1. Items for consideration shall consist of the items that have been identified from within the consent agenda.

15.12. Board and Committee Reports

15.12.1. At each regular meeting, members of Council shall have the opportunity to report on their respective committee and board activities.

15.13. Notice of Motion

15.13.1. Every notice of motion shall be submitted in writing to the Clerk prior to the regular agenda deadline for inclusion on any regular Council or committee meeting agenda.

15.13.2. A notice of motion shall not be debated or considered or otherwise disposed of unless the mover of the motion is in attendance.

15.13.3. The motion for which notice has been given shall be included as a motion on an agenda of a regular Council meeting.

15.14. Confirming By-law

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15.14.1. A by-law to confirm the proceedings and resolutions of Council at the meeting shall be presented at the conclusion of each meeting. Such by-law shall confirm any motion, resolution, and other action passed or taken by Council at the meeting.

16. SPECIAL MEETINGS OF COUNCIL

16.1. In accordance with Section 240 (a) of the Act, the Mayor may at any time call a Special Meeting of Council. The Special Meeting shall be held on the date, time and location as designated for this purpose by the Mayor.

16.2. In accordance with Section 240 (b) of the Act, the Clerk shall call a Special Meeting upon receipt of a petition of the majority of the Members of Council for the purpose and at the time and place mentioned in the petition.

16.3. Forty-eight (48) hours notice of all Special Meetings shall be given to each Member by electronic mail to the e-mail address provided by the municipality. Such written notice shall indicate the date, time, place and nature of the business to be considered at the Special Meeting.

16.4. The rules and procedures contained in sections 4 to 14 shall apply to all special meetings of Council, with necessary changes.

16.5. Notwithstanding the notice requirement set out above, the Mayor may, in the event of a bonafide emergency, call a Special Meeting of Council without giving forty-eight (48) hours notice of the Meeting, provided that the Clerk has diligently attempted to advise all members immediately upon being advised of the intention to hold an emergency meeting. The only business to be dealt with at the meeting shall be respecting that emergency. The Clerk or designate shall make his/her best efforts to provide as much notice as is reasonable under the circumstances.

17. COMMITTEE OF THE WHOLE MEETINGS

17.1. A committee of the whole meeting may be called at the discretion of the Mayor or upon receipt of a petition of the majority of the members of Council for the purpose and at the time and place mentioned in the petition or designated by the Mayor.

17.2. Committee of the whole meetings shall be held in a deliberative rather than legislative capacity for informal debate and preliminary consideration of matters awaiting legislative action.

17.3. The Clerk, in consultation with the Mayor and staff, shall have discretion to prepare for the use of members an agenda for the committee of the whole meeting containing the following:

- Call to Order
- Disclosure of Pecuniary Interest
- Delegations
- Key Information Reports
- Adjournment

17.4. The rules and procedures contained in sections 4 to 14 shall apply to all committee of the whole meetings, with necessary changes.

18. COMMITTEES OF COUNCIL

18.1. Council may appoint Ad Hoc or Standing Committees to consider specific matters and report to Council.

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- 18.2. Committees shall be established by by-law and Terms of Reference for a committee shall be presented for approval at the time that the committee is established.
- 18.3. Committees shall report to Council from time to time, as often as the interests of Council may require. All matters connected with the Terms of Reference of the Committee will be considered by the committee and the committee will in turn make recommendations to Council as necessary. All committee recommendations shall be referred to Council for consideration before becoming effective.
- 18.4. Each committee shall, at its first meeting, fix a date and hour for the regular meetings during the year or by call of the Chair and shall elect a Chairperson who shall preside at all meetings of the committee.
- 18.5. Council may, at any time, establish an ad hoc committee to study, evaluate, negotiate, investigate, prepare a special report, or make recommendations for the resolution of a specific matter or issue.
- 18.6. Ad hoc and standing committees shall be established by motion and such motion shall contain the general nature of the issue or issues to be addressed by the committee.
- 18.7. An ad hoc committee shall be automatically dissolved once its work is complete, and recommendations have been reported to Council.
- 18.8. The Mayor shall be an ex officio member of all committees and may attend and participate in committee meetings; however, cannot serve as Chair, does not count towards quorum, and cannot vote when attending a meeting as an ex officio member.
- 18.9. Members of Council shall be appointed by the Mayor, in consultation with Council, to sit on various committees of Council for the term of Council, unless otherwise required by legislation. These appointments will be confirmed at a regular meeting of council.

19. GENERAL RULES

- 19.1. In relation to the proceedings of Council and committees, and for which rules of procedure have not been provided in this by-law, Robert's Rules of Order shall be referenced where practicable.
- 19.2. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting of Council. The waiving of the notice of this by-law by Council is prohibited.
- 19.3. The provisions of this by-law are severable. If any provision, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provision, sections, or words of this by-law.
- 19.4. Where the terms of any by-law passed prior to this by-law conflict with this by-law, the terms of this by-law shall prevail.
- 19.5. This by-law shall become effective upon the date of its final passing.