

**OFFICE CONSOLIDATION
BY-LAW NUMBER 2025-123**

By-Law/Resolution #	Date Approved	Amendment No.	Subject Matter
By-Law 2026-09	February 2, 2026	1	Multiple Sections

THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

BEING a By-Law to govern the Proceedings of Council and its Committees.

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

AND WHEREAS Section 5 (3) of the *Municipal Act, S.O. 2001, C. 25 s.* provides that the powers of every council are to be exercised by By-Law;

AND WHEREAS Section 238 (2) of the *Municipal Act, S.O. 2001, C. 25 s.* requires municipalities to adopt a procedural By-Law to govern the calling, place and proceedings of meetings;

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

SECTION 1.0: DEFINITIONS

- 1.1.** “**Abstain**” – means that a Member who is present chooses not to vote on a question. The abstention is deemed to be a negative “No” vote, unless the Member is prohibited from voting by law.
- 1.2.** “**Act**” – means the *Municipal Act, S.O. 2001, c. 25*, as amended from time to time.
- 1.3.** “**Acting Chair**” – shall mean an individual temporarily fulfilling the duties of the Chair when the Chair is absent, unavailable, or has recused themselves.
- 1.4.** “**Ad Hoc Committee**” – shall mean a committee established by Council to review a specific matter and once the committee has completed the assigned tasks and reported its findings and recommendations, the committee is automatically dissolved.
- 1.5.** “**Boards/Committees**” – shall mean local Boards and Committee’s established at the discretion of Council or as required by any *Act* or

in conjunction with another party.

- 1.6. **“Chair”** – means the individual appointed to preside over a Committee or Board.
- 1.7. **“Chief Administrative Officer”** – means the Chief Administrative Officer (CAO) of The Corporation of the Township of Rideau Lakes appointed by By- Law.
- 1.8. **“Clerk”** – means the Clerk of The Corporation of the Township of Rideau Lakes appointed by By-Law.
- 1.9. **“Closed Meeting”** – also known as “In Camera” means a Meeting or part of a Meeting that is closed to the public in accordance with the *Municipal Act*, S.O. 2001, c. 25.
- 1.10. **“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 communication purposes.
- 1.11. **“Council”** means the Council of The Corporation of the Township of Rideau Lakes.
- 1.12. **“Delegation”** – shall mean a person or group of persons who are not Members of Council or Municipal staff who have requested and are permitted to address Council or Committee, individually or on behalf of a group.
- 1.13. **“Deputy Mayor”** – shall mean the Deputy Head of Council *Acting* in the absence of the Mayor.
- 1.14. **“Grave Disorder”** shall mean incidents of individual or collective misconduct that are so seriously disruptive that they place the continuation of the meeting in jeopardy.
- 1.15. **“Improper Conduct”** shall mean conduct that distracts in any way the deliberations and/or proper *action* of Council observance of order and decorum among Members and the attending public.
- 1.16. **“Mayor”** means the Head of the Council of The Corporation of the Township of Rideau Lakes.
- 1.17. **“Meeting”** – means a gathering of a quorum of Council members or Committee or Board members to materially advance the business of Council or a Committee, respectively, which includes discussions that

take place in person, via telephone, email or other means involving a quorum of Members.

- 1.18. **“Motion”** means a recommendation, moved by a Member and seconded by another Member, for the consideration of Council, Committee or a Board.
- 1.19. **“Pecuniary Interest”** – shall mean a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.
- 1.20. **“Quorum”** – shall mean 50% + 1 (one) of the members appointed, to be physically present or through electronic participation be present in the meeting room, in order that business may be conducted.
- 1.21. **“Recorded Vote”** means documenting in the Minutes of a meeting, the name of each Member and the Members’ vote on a matter or question.
- 1.22. **“Resolution”** means a Motion that has been passed by Council.
- 1.23. **“Social Media”** includes all forms of electronic communication such as Facebook, Twitter, blogs and any current or future means of sharing information electronically.

SECTION 2.0: APPLICATION OF THE BY-LAW

- 2.1. The rules and regulations contained in this By-Law shall be observed in all proceedings of Council to which they apply and shall be the rules and regulations for the order and dispatch of business at Meetings of Council, its Committees and its Boards.
- 2.2. Subject to the requirements of the *Municipal Act*, the rules and regulations contained herein may be suspended by Resolution for a single occasion by an affirmative vote of five (5) members in favour, unless otherwise provided by law.
- 2.3. The Chair shall be responsible to interpret the rules of procedure under this By-Law with the advice and assistance of the Clerk/designate. Members have the right to appeal any rule of interpretation by the Chair, by an affirmative vote of the majority of the Members present and voting, unless otherwise provided by law.
- 2.4. The Clerk, Deputy Clerk, or the Clerks’ designate shall be secretary of Council and Committee of the Whole Meetings and shall be in attendance at all Meetings.

- 2.5. Where procedural matters of Council or Committee of the Whole are not provided for in this By-Law and are not governed by the *Municipal Act*, and the *Municipal Conflict of Interest Act*, Robert's Rules of Order may apply.

SECTION 3.0: MEETINGS

- 3.1. Meetings of the Council shall be held in the Council Chambers, or at such other location as designated by Council from time to time, or by electronic means.
- 3.2. The Inaugural Meeting of Council shall be held at 11:00 a.m. on the first day of the Term of Council following an Election as prescribed in the *Municipal Elections Act*. If this date falls on a Saturday, Sunday or Statutory Holiday, the meeting shall be held on the next business day.
- 3.3. The Inaugural Meeting of Council shall take place at one of the Local Community Halls on a rotating basis and as determined by the incoming Mayor.
- 3.4. Regular Meetings of Council shall take place on the first Monday of each month at 6:00 p.m. unless Council by Resolution directs otherwise.
- 3.5. Committee of the Whole meetings shall take place on the second (2nd) and fourth (4th) Monday of each month at 10:00 a.m. unless Council by Resolution directs otherwise.
- 3.6. When the day for a scheduled Meeting of Council, Board or Committee of Council is a public or civic holiday, or due to inclement weather conditions, or unforeseeable circumstances, the meeting shall take place at the same hour on the next following day, unless Council decides otherwise.
- 3.7. The Head of Council may at any time call a Special Meeting of Council, Committee or Board, on 48 hours notice to the Members of Council, or, upon receipt of a petition of the majority of the Members of Council. The Clerk shall summon a Special Meeting for the purpose and at the time specified in the petition or directed by the Mayor, as applicable.
- 3.8. The Clerk must summon a special meeting of Council, Committee or Board when a majority of councillors present a petition signed or confirmed in writing, including by email, by a majority of members of Council asking for a special meeting for a specific purpose. The meeting must be called for that purpose and at the time noted in the petition, but the Clerk must give at least 48 hours notice of the meeting to all members of Council.
- 3.9. For clarity of Section 3.7 and 3.8, a petition for a special meeting can be sent via email to all members of Council, however, Members should submit

their written or emailed consent to the Clerk individually, and shall not collectively exchange correspondence on the petition for a Special Meeting in a manner that could be interpreted as advancing the business of Council.

- 3.10. Despite Section 3.6 the Mayor may, in the event of an emergency, call a Special Meeting of the Council without giving the mandatory 48 hours notice, provided that the Clerk has diligently tried to advise all Members of Council immediately on being advised by the Mayor of his/her intention to hold such an Emergency Meeting.
- 3.11. Despite Strong Mayor Powers legislation and Section 238(4), in the absence of the Mayor, or if the Mayor's office is vacant or the Mayor refuses to *Act*, the Deputy Mayor shall call the Meeting to Order and preside until the arrival of the Mayor or for the duration of the meeting when the Mayor has advised that he/she will not be in attendance.
- 3.12. Despite Strong Mayor Powers legislation and Section 238(4), in the absence of the Mayor and the Deputy Mayor, Council may appoint from among the Members, an *Acting Chair* who, during such absence or vacancy or refusal to *Act*, shall have the same authority as the Mayor or Deputy Mayor, shall call the Meeting to Order and preside until the arrival of the Mayor or Deputy Mayor or for the duration of the meeting when the Mayor or Deputy Mayor have advised that he/she will not be in attendance.
- 3.13. In the absence of a Committee or Board Chair or when the Chair steps down, the Committee or Board shall appoint an *Acting Chair* to conduct the meeting.
- 3.14. Meetings may be of a hybrid approach and include both in-person and electronic means as outlined in Section 7.

SECTION 4.0: OPEN AND CLOSED MEETINGS

- 4.1. All meetings shall be open to the public as per Section 239 (1) of the *Act*, unless the subject matter under consideration meets an exemption as listed under Section 239 (2) of the *Act*.
- 4.2. Before all or part of a meeting is closed to the public, the Council shall state by Resolution:
 - (a) The act of the holding of the closed meeting;
 - (b) The general nature of the matter considered at the closed meeting.
- 4.3. Voting in Closed Session is Prohibited except under the following circumstances:
 - (a) The vote is for a procedural matter (ie. Adoption of in-camera minutes or adjournment of a meeting closed to the Public); or
 - (b) For giving directions or instructions to officers, employees or agents of

the Township, Local Board or Committee or persons retained by or under a contract with the Township or Local Board.

- 4.4. Meetings or part of Meetings, which are closed to the public, may be referred to as Closed Session or Closed Meeting.

SECTION 5.0: CALLING MEETING TO ORDER AND QUORUM

- 5.1. At the hour fixed for the holding of the Meeting, if a quorum is present, the Head of Council or the Chair shall take the Chair and call the meeting to order.
- 5.2. A quorum is a majority of the elected Council, Board or Committee Members.
- 5.3. If no quorum is present 15 minutes after the time appointed for the Meeting, the Clerk/designate shall record the names of the Members present and the meeting shall stand adjourned until the date of the next scheduled Meeting.
- 5.4. Despite Strong Mayor Powers legislation, if the Head of Council and the Deputy Mayor do not attend within fifteen minutes after the time appointed for a Meeting of the Council, the Clerk shall call the Members to order and an Acting Head of Council shall be appointed from among the Members present and he/she shall preside until the arrival of the Head of Council or the Deputy Mayor, and while so presiding the Acting Head of Council shall have all the powers of the Head of Council.

SECTION 6.0: LIVESTREAM/VIDEO RECORDING OF MEETINGS

- 6.1. All regular and special meetings of Council, all regular and special meetings of the Committee of the Whole and all regular and special meetings of the Planning Advisory and Committee of Adjustment and the Economic Development Committee shall be livestreamed, and video recorded by the municipality. A copy of the recording shall be made available on the Municipal Website.
- 6.2. In instances where there is a technical interruption, an audio recording of the meeting shall take place, to the best efforts and resources available to the Clerk.
- 6.3. Closed meetings shall be recorded by audio and be securely archived so that a digital record is available should it be required by the Closed Meeting Investigator or Integrity Commissioner. Inability to audio record the meeting will not prohibit the meeting from commencing or continuing. The official minutes of the closed meeting shall be the minutes as adopted by Council and retained in the Corporate Services Department. Council members are permitted to have access to the Closed meeting audio in the presence of the Clerk.

- 6.4. Despite closed session, Video and/or audio recordings shall be retained as a record of the municipality but shall not constitute the minutes of the meetings for the purpose of the *Municipal Act* or any other applicable *Act*.
- 6.5. Despite closed session, The Clerk shall be responsible for maintaining the video and/or audio recordings and making them available upon request.
- 6.6. Despite closed session, Video and/or audio recordings shall be made available on the Township website within 48 hours of the scheduled meeting.
- 6.7. Video and/or audio recordings of public meetings shall be made available on request to the Clerk at the Township office during regular office hours through a USB file transfer. The receiving party must provide the compatible USB device. Where practicable, remote file transfers may be permitted (i.e., by email or other file sharing methods).
- 6.8. Signs shall be posted at the public entrance of the meeting room noting that the meeting, including all statements made by the public, are being recorded and will be a publicly available record.
- 6.9. All members, staff and members of the public are responsible to adhere to the requirements to not disclose personal information in violation of *MFIPPA*. Meeting recordings shall not be altered, edited, or otherwise modified.

SECTION 7.0: ELECTRONIC PARTICIPATION IN MEETINGS

- 7.1. Under Section 238(3) of the *Act*, members may participate in Meetings by electronic means beyond times when there is a declared emergency.
- 7.2. 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*, there shall be no restriction on how often each Member shall be allowed to participate electronically.
- 7.3. The method of participation may be telephone conference calling, or other technology to facilitate electronic participation.
- 7.4. A Member of Council, a Committee or a local Board who is participating electronically in a meeting will be counted to determine whether or not a quorum of Members is present at any point in time.
- 7.5. Electronic participation, outside of a declared emergency, shall be at the discretion of the member with no limitation on electronic participation during the calendar year.

- 7.6. Electronic participation may be both those open to the public as well as those closed to the public in accordance and compliance with Section 239(2) of *Act*.
- 7.7. Members participating electronically during a closed session shall ensure that they are in a private space with no opportunity for others to overhear or otherwise violate the confidentiality of the information being discussed or presented. Motions shall not be required to be made in writing during an electronic meeting.
- 7.8. Each member present, including the Chair, except a member who is disqualified from voting by an *Act*, shall verbally announce his/her objection to a motion upon the Mayor or Chair calling for the vote.
- 7.9. A Member, participating electronically, shall have the same rights and responsibilities as if he or she were in physical attendance, including the right to vote.
- 7.10. All other procedures of this By-Law apply with the necessary modifications to facilitate electronic participation.

SECTION 8.0: PUBLIC PARTICIPATION IN MEETINGS

- 8.1. Members of the media and public shall be given the opportunity to present enquiries related to any item on the Agenda. All questions shall be directed to the Chair who shall, when necessary, determine the person who in, his/her opinion, is the best qualified to respond. The Chair shall afford a Council, Committee or Board member the ability to respond to questions that are specific to a member(s).
- 8.2. Questions determined to be in order and submitted under Section 8.1 will be read aloud by the Clerk or Chair and provided an answer by the Chair as appropriate.
- 8.3. During a declared emergency, delegations may participate by electronic means and have the same provisions as outlined under Section 7.
- 8.4. All applicable meeting notice provisions will remain in force for meetings conducted electronically.

SECTION 9.0: CURFEW

- 9.1. No item of business may be dealt with at a Council, Committee or Board Meeting beyond four (4) hours from calling a meeting to Order unless the majority of members in attendance consent give consent to extend the meeting.

SECTION 10.0: DUTIES OF THE MAYOR AND COMMITTEE CHAIR

The Mayor or Chair:

- 10.1.** The Chair including the Mayor when presiding, shall be responsible for maintaining order and decorum and for ensuring the efficient, transparent, and respectful conduct of all Meetings of Council and its Committees. In presiding over a meeting, the Chair shall conduct proceedings with fairness, impartiality, and respect for the rights of all members to participate fully in debate and decision-making. In accordance with Robert's Rules of Order, the Chair shall remain neutral while presiding and shall not debate, move motions, or interrupt a member who has the floor, except to enforce the rules, preserve order and decorum, or protect the integrity and rights of the Meeting.
- 10.2.** Receive, read and put to vote, all motions presented at the meeting in the proper manner and announce the result. Ensure all motions are clearly stated, debated and put to a vote.
- 10.3.** The Mayor shall meet with Councillors-elect prior to the Inaugural meeting of Council to discuss the various Committees and Board appointment availabilities. These appointments shall be confirmed by Resolution of Council at the Inaugural Meeting and be changed from time to time when deemed necessary.
- 10.4.** Under Section Under Section 241(2) of the *Municipal Act*, 2001, the Mayor or Chair may expel any person from a Meeting for improper conduct for the remainder of that Meeting. Where circumstances permit, the Mayor or Chair shall issue a clear warning identifying the behaviour and allow an opportunity to comply. If the conduct continues or disrupts the safety or order of the Meeting, the individual may be directed to leave. The Reason for the expulsion shall be stated for the record and noted in the Minutes. All Actions under this section shall be fair, transparent, and consistent with this By-Law and applicable law.
- 10.5.** Authenticate by signature, all By-Laws, Resolutions and Minutes of the Council and Committee of the Whole.
- 10.6.** Ensure that the decisions of Council are in conformity with the laws and By- Laws governing the Activities of the Municipality.
- 10.7.** If there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder, the meeting shall be recessed for a specified time and the individual or group in attendance shall be ordered to cease and desist any behaviour which disrupts the order and decorum of the meeting. The individual or group shall be ordered to vacate the Council Chamber where such behaviour persists. Where the mayor or Chair fails or

refuses to act to preserve order or safety, Council, by majority vote, may direct that the Meeting be recessed or that the individual or group be ordered to leave, and such direction shall have the same force as if made by the Chair. The reason for any such action shall be stated for the record and documented in the Meeting Minutes.

- 10.8. Adjourn the meeting when the business is concluded or in the case of grave disorder arising in the Council Chambers.
- 10.9. Shall vote on all matters at a meeting.
- 10.10. Shall receive all comments and refer those enquiries which, in his/her opinion, may be addressed by a member, staff or other individual. The Chair shall afford a Council, Committee or Board member the ability to respond to questions that are specific to a member(s).

The Deputy Mayor:

- 10.11. With the consent of the Head of Council (Section 226), hold the position on a rotation basis for a six-month term with appointments made by the Mayor at the Inaugural Meeting of Council.
- 10.12. Despite Strong Mayor Powers legislation, shall have the same rights and privileges as the Mayor when *Acting* on the Mayors behalf.
- 10.13. Despite Strong Mayor Powers, shall *Act* on behalf of the Mayor at the Mayors request, or as otherwise outlined in this By-Law.
- 10.14. May vote on all matters at a Meeting. Despite a tie/abstention vote.

SECTION 11.0: AGENDAS AND SUPPORTING MATERIAL

- 11.1. The Clerk/designate or Committee Secretary shall prepare agendas of Council, Board and Committee meetings as assigned.
- 11.2. Insofar as is practicable, agendas for the Economic Development Committee, Committee of the Whole and Council, along with supporting material, shall be prepared and made available to Members and posted on the Municipal website no later than 4:00 p.m. on the Thursday prior to a meeting with all remaining Committees of Council no later than 72 hours prior to a meeting.
- 11.3. All Documentation and written reports to be included in a Council or Committee agenda shall be completed and made available to the Clerk/designate or Committee Secretary no later than 4:00 p.m. on

the Wednesday immediately preceding regular meetings.

11.4. A Land Acknowledgement Statement shall be read aloud by the Mayor/Deputy Mayor at the start of the monthly Regular Meeting of Council.

11.5. Agendas shall be generally formatted as follows, but may be modified as deemed necessary by the Clerk/designate or Committee Secretary:

- (a) Call to Order
- (b) Land Acknowledgement Statement
- (c) Roll Call
- (d) Additions/Amendments to the Agenda
- (e) Adoption of the Agenda
- (f) Disclosure of Pecuniary Interest
- (g) Delegations
- (h) Business Arising
- (i) Minutes
- (j) Reports from Department Heads/Staff
- (k) By-Laws
- (l) Correspondence for *Action/Information*
- (m) New Business
- (n) Notice of Motion
- (o) Mayor's Update
- (p) Questions from the Media
- (q) Questions from the Public
- (r) Closed Session
- (s) Adjournment

11.6. The business of the Council shall be taken up in the order in which it stands upon the agenda unless otherwise decided by a majority vote of the members present.

11.7. Once an agenda has been published and made available to the public, no new items shall be added except in accordance with the following:

- (a) Emergent Business: Council may, by majority vote of the Members present, add an item to the agenda if the matter is of an urgent nature and could not reasonably have been included in the published agenda.
- (b) Clerk's Discretion: The Clerk may add supplementary information or reports to the agenda after publication where such material relates directly to an item already listed on the agenda.
- (c) Closed Session Items: No new items may be added to a closed session portion of the agenda after publication unless the item meets the requirements of section 239 of the *Municipal Act, 2001* and Council, by majority, agrees that the matter is of an urgent nature.
- (d) Notice to the Public: Any item added to an agenda after publication shall

be clearly identified as an Added Item and made available to the public as soon as practicable.

SECTION 12.0: DISCLOSURE OF PECUNIARY INTEREST AND CONFLICT OF INTEREST

- 12.1.** In accordance with the *Municipal Conflict of Interest Act* RSO 1990, c. M. 50, (as amended) any Member required to do so by the provisions of that *Act*, shall disclose any direct, indirect or deemed pecuniary interest and state the general nature of such interest. The member shall complete the Declaration of Interest form and submit it to the Clerk to be recorded in the minutes accordingly.
- 12.2.** In accordance with the *Municipal Conflict of Interest Act*, Section 7(1) and the Councillor Code of Conduct, quorum shall not be impacted by a declaration of a pecuniary interest or conflict of interest.

SECTION 13.0: MINUTES

- 13.1.** Minutes shall record:
- (a) The place, date and time of meeting;
 - (b) The names of the Chair, Members and any staff members in attendance and record of the Chair or Members who are absent.
 - (c) The reading, if requested, correction and adoption of the minutes of prior meetings;
 - (d) All other proceedings of the meeting without note or comment.
- 13.2.** The draft Minutes of Regular Meetings, Special Meetings and Committee Meetings will be presented for approval no later than the next regular scheduled Meeting of Council or Committee of the Whole, or as otherwise stated in their Establishing By-Law.
- 13.3.** Council may adopt minutes of Committee and Board Meetings, which have been circulated to all Councillors, without having been read at the meeting.
- 13.4.** The Mayor/Chair, Clerk/Designate, or Committee Secretary shall sign all original Minutes where appropriate.
- 13.5.** The Clerk shall be authorized to make minor corrections to Minutes resulting from technical or typographical errors provided the intent of the Minutes are not changed and prior to the Minutes being signed.

SECTION 14.0: DELEGATIONS

- 14.1.** Persons or groups desiring to appear before Council as a delegation shall register with the Clerk, designate, or Committee Secretary and shall submit a written statement together with any correspondence and/or presentation materials, if applicable, no later than 4:00 p.m. on the Wednesday immediately preceding the regular meeting. Such materials shall be included in the agenda package, and no delegation shall be placed on the Agenda without compliance with these requirements.
- 14.2.** In a situation of emergency, persons may present written information on matters of fact directly to Council and shall give notice to the Clerk not less than forty-eight hours, excluding Saturdays, Sundays and Statutory Holidays preceding the date of the Meeting.
- 14.3.** Despite Section 14.2, delegations not listed with the Clerk prior to the meeting may be heard upon a successful vote of majority of members present, but a decision may be deferred on the matter in question until further study.
- 14.4.** Delegations shall be limited to not more than ten (10) minutes and each Delegation shall have a maximum of two (2) speakers.
- 14.5.** No more than two (2) delegations will be heard at any meeting unless the meeting is specifically scheduled in order to hear multiple delegations.
- 14.6.** The inclusion of a delegation on the agenda shall be determined on a first come basis and regard shall be given to the length of the agenda.
- 14.7.** No Person presenting as a delegation shall:
- Speak disrespectfully about any person;
 - Use offensive words or unparliamentary language;
 - Speak on any subject other than the subject that he/she received approval from the Clerk;
 - Disobey the rules of order or a decision of Council;
 - Return as a Delegation to speak to the same subject matter;
 - Be promotional or for the purposes of generating publicity;
 - Reflect upon the motives of members of Council who may have voted for or against a particular motion;
 - Reflect upon the motives of staff in giving advice to Council;
 - Engage in debate during your presentation;
 - That no deviation from the materials provided be referenced or shown.

SECTION 15.0: PETITIONS AND COMMUNICATIONS

- 15.1. Every communication, including a petition designed to be presented to the Council/Board/Committee, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, giving his/her address, and filed with the Clerk.
- 15.2. Every communication or petition shall be delivered to the Clerk no later than 4:00 p.m. on the Wednesday preceding the Meeting.
- 15.3. Despite Section 15.2, communications or petitions not listed with the Clerk prior to the meeting may be heard upon a successful vote of the majority of members present, but decision may be deferred on the matter in question until further study.
- 15.4. All communications or petitions on any subject, shall on presentation, unless otherwise disposed of by Council, be referred to the appropriate Committee or staff member, as the case may be, without any motion or debate, unless otherwise ordered by Council.

SECTION 16.0: REPORTS FROM COMMITTEES AND MUNICIPAL OFFICIALS

- 16.1. Reports from either Council Committees or Municipal Officials shall deal with matters previously delegated to them or that fall within their jurisdiction.
- 16.2. Reports from Staff and Municipal Officials and any Motions for New Business or Notice of Motions from Council Members shall be submitted to the Clerk/designate or Committee Secretary no later than 4:00 p.m. on the Wednesday prior to the date of the Meeting. All reports, Motions and Notice of Motions received after this time will be placed on the agenda for the next regular scheduled Meeting unless deemed an emergency addition at the Meeting.

SECTION 17.0: UNFINISHED BUSINESS

- 17.1. In the event that a Meeting adjourns with matters on the Agenda which have not yet been completed, all incomplete matters shall be placed on the Agenda for the next regular scheduled Meeting, unless the Members determine otherwise prior to adjournment or the Mayor calls a Special Meeting to deal with such matters.

SECTION 18.0: BY-LAWS

- 18.1. 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 provisions of any Act and shall be complete with the exception of the date thereof.

- 18.2. Every By-Law may be given three readings on the same day except when requested otherwise by motion of the majority of members present or as otherwise provided in the By-Law.
- 18.3. Amendments to a By-Law shall take place after the second reading and prior to third reading. When all amendments have received final disposition, if any, the By-Law shall be, without delay, ordered to be read the third time except when requested otherwise by a motion of the majority of the members present or as otherwise provided in law.
- 18.4. Every By-Law enacted by the Council shall be numbered and dated and shall be sealed with the seal of The Corporation and signed by the Clerk and the Mayor.
- 18.5. All By-Laws shall be read together under one motion unless a member of Council requests to separate one or more By-Laws to be discussed and considered on an individual basis.

SECTION 19.0: MOTIONS

- 19.1. A Motion may be presented in writing or verbally and shall be read by the Mayor or Chair. Once read, a Motion may be withdrawn at any time before decision or amendment with the majority of Members present in agreement.
- 19.2. Motions must be moved and seconded to introduce discussion on a subject.
- 19.3. The Chair may be a Mover or a Secunder on a Motion.
- 19.4. Motions may be prepared and assigned a Mover and Secunder in advance of a Meeting by the Clerk/designate or Committee Secretary. Any Member wishing to have their name removed as a Mover and Secunder shall inform the Chair at the Meeting prior to discussion on the subject.
- 19.5. Any member may introduce a Motion or Notice of Motion directly to a regularly scheduled Council or Committee meeting. There shall be no debate or discussion on the Notice Motion until it is contained in a future Agenda or unless agreed upon by a vote of a majority of the members present that the matter is urgent in nature. Upon a majority vote of the members present, additions/amendments to the Agenda via a Notice of Motion shall be moved to New Business to be dealt with at the same meeting it was introduced.
- 19.6. At the next Committee meeting, the Notice of Motion previously introduced will be treated as any other motion under New Business, requiring a Mover and Secunder for the motion to be put before Council for discussion and debate.

- 19.7.** No more than three (3) Notice of Motions shall be provided at a Meeting and shall be provided to the Clerk in written form and accepted on a first come, first served basis for inclusion on the agenda.
- 19.8.** A “Main Motion” is a motion to consider any subject that is brought before Council for its consideration. Main motions yield to Privileged and/or Secondary motions.
- 19.9.** A “Secondary Motion” is a motion which affects the disposition of a Main Motion. Secondary Motions take precedence over Main Motions and must be decided before the Main Motion can be acted upon. Examples include motions to refer, amend, divide, or defer to a certain date.
- 19.10.** A “Privileged Motion,” due to its importance, takes precedence over all other questions and is not debatable. Examples include motions to adjourn and questions relating to the rights and privileges of Council and its Members.
- 19.11.** Order of Consideration:
(a) When a motion is under consideration, no motion shall be received except a procedural motion or motion to amend.
- 19.12** Procedural motions shall be considered immediately upon receipt and are subject to debate as follows:
(a) To adjourn (not debatable);
(b) To refer;
(c) To divide;
(d) To defer indefinitely or to a certain day.
- 19.13** Motion to refer:
(a) To refer a question to a Committee or Board, or the CAO.
(b) A motion to refer:
i) Need not be in writing;
ii) Shall receive disposition of Council before the vote of the main motion;
iii) Shall state the committee or appointed official to which the matter shall be referred;
iv) Shall preclude all amendments of the main question until it is decided.
- 19.14** Motion to Divide:
(a) Shall receive disposition prior to the main motion;
(b) Shall only be in order when the main motion to be divided contains two or more separate and distinct proposals;
(c) When pecuniary interest or a conflict of interest is declared
- 19.15** Motion to defer:
(a) To have a matter postponed or deferred to a definite date.

19.16 Motion to Amend:

- (a) To add or insert certain words or phrases, to strike out certain words or phrases, or to amend certain words or phrases.
- (b) A motion to amend.
 - Shall be relevant and not contrary to the principle of the motion or report under consideration;
 - May propose a separate and distinct disposition of a motion provided that such altered disposition continues to relate to the main issue and subject matter of the motion;
 - Shall be voted on before the main motion.

19.17 Any Amendments to the Main Motion must be voted on before the main motion. An amendment to an amendment must be disposed of prior to the original amendment.

19.18 A Motion or Resolution must be formally seconded before the question can be put or a Motion or Resolution recorded in the minutes.

19.19 Recorded vote:

- a) Any member, unless that member has disclosed a pecuniary interest or conflict of interest, may request a recorded vote either before a motion is put to a vote or immediately after the question is carried or defeated.
- b) A member who has not disclosed a pecuniary interest or conflict of interest and does not vote, shall be deemed to have voted in the negative.
- c) The Clerk shall announce, in alphabetical order with the Mayor voting last, each member by name, and announce the results of the vote and such results shall be recorded in the Meeting Minutes. The name of the member requesting the recorded vote shall be recorded in the minutes.

19.20 A Motion in respect of a matter which is beyond the jurisdiction of the Council, shall not be in order.

19.21 After a Motion as amended is finally put, no Member shall speak to the question nor shall any other Motion be made until after the vote is taken and the result is declared.

19.22 Any Member of Council may request that any motion under debate be repeated by the Chair for the benefit of clarification but not so as to interrupt a Member while speaking.

19.23 Motion to Reconsider:

- (a) Any proposal to reconsider a decision of Council made within its current term shall require a motion of reconsideration:
- (b) Motions of reconsideration shall be confined to such matters as new or materially different information has come available, an error

in documentation presented or incorrect statements made during the original debate;

- (c) Shall not be in order if the question or By-Law has been implemented resulting in a legally binding commitment;
- (d) Shall be made in writing and provided on the agenda under New Business;
- (e) Shall be debatable;
- (f) Shall be considered lost unless five (5) of the members vote in favour;
- (g) If a motion for reconsideration has been carried, the reconsideration shall take place at the next subsequent meeting of Council and shall be in the exact manner in which it was presented.

19.24 A Motion to adjourn a Meeting shall not require a mover and seconder and shall not be debatable. This decision by the Chair is final.

19.25 Despite 19.24, prior to the Chair announcing an adjournment, any member may bring forward a motion, to be moved and seconded, which suspends the rules of procedure to not adjourn the meeting.

SECTION 20.0: RULES OF DEBATE

20.1 Unless otherwise authorized by the Mayor or Chair, all Members, Staff and Guests shall address Council through the Chair and only when recognized to do so.

20.2 When two or more Members seek to address Council, the Mayor or Chair shall designate the Member who may speak first.

20.3 When the Chair calls for the vote on a question, no member shall speak to any other Member or make a disturbance in order to disrupt the vote.

20.4 When a Member is speaking no other Member shall interrupt him/her except on a point of order or point of privilege, and during such time no other Member shall speak to any other or make any noise or disturbance.

20.5 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.

20.6 No Member shall speak to the same question more than twice without the consent of the Chair and shall not speak for longer than five (5) minutes in total.

20.7 When a Member has been recognized as the next speaker, then

immediately before speaking such Member may ask a question of the Chair or an Official of the Municipality on the matter under discussion but only for the purpose of obtaining information, following which the Member shall speak. The Chair may comment in a general manner at the conclusion of debate, before the vote is taken, without leaving the Chair; however, if the Chair wishes to make a motion or to speak on a motion, the Chair shall first leave the Chair and call upon the deputy mayor or another member to preside until the Chair resumes the Chair.

SECTION 21.0: CONDUCT OF COUNCIL, COMMITTEE AND BOARD MEMBERS:

- 21.1** No person except members and Officers of the Council shall be allowed to come to the council table during the sittings of the Council without permission of the Chair or the Council to do so.
- 21.2** Council may, by motion, censure a member whose conduct is inconsistent with the *Municipal Act*, or this By-Law. The motion must be in writing and provided to the member in advance, who shall have an opportunity to respond before the vote. A censure motion requires a majority vote of members present to pass. Censure may be recorded in the minutes and may include restrictions on committee membership, but does not remove a member from office. Matters may be considered in closed session if necessary under the *Municipal Act*.

SECTION 22.0: COMMITTEES OF COUNCIL

- 22.1** The authority of any Committee of Council is limited to the making of recommendations to Council unless expressly authorized to do otherwise by law. No decision to take any action or do anything other than administrative in nature shall be recognized as emanating from any Committee.
- 22.2** The jurisdiction, term, membership, and support staff assigned to a Committee shall be as stipulated in the appropriate By-Law or resolution establishing the Committee. Appointments to Committees, other than the Committee of the Whole, shall be confirmed by resolution of Council.
- 22.3** The Mayor shall be an Ex-officio Member of all Committees and may state his/her opinion twice on all questions before the Committee and vote on all questions but shall not be counted in the formation of a quorum. Section 22.3 excludes the Committee of the Whole, Planning Advisory/Committee of Adjustment Committee, and the Economic Development Committee.
- 22.4** A majority of the Members of a Committee present at a Committee Meeting shall be sufficient to adopt a recommendation.
- 22.5** For the purpose of this Section, all references to the Chair, Clerk and Members shall be read as Chair, Secretary and Members of the Committee,

respectively. The rules governing the procedure of the Committee and the conduct of Members of the Committee, unless otherwise specifically stated herein, shall be observed in a Committee meeting insofar as they are applicable.

- 22.6** A motion shall be considered a motion to recommend and not a question to be decided on and implemented unless the motion is an administrative directive.
- 22.7** The Chair may vote on all motions.
- 22.8** Every member, except the Chair, may speak to a motion or question twice per debate, for a maximum of five (5) minutes, unless otherwise permitted by the Chair. Members must be recognized by the Chair before speaking, and all remarks shall be relevant and respectful. After all members have spoken, the Chair may allow a second round of debate. If the Chair would like to speak to a motion, the Chair must vacate their seat in order to speak/debate that motion.
- 22.9** The agenda may be amended as by resolution of the Committee.
- 22.10** Prior to any action being taken to Council and at the request of any Member of the Committee present, any item on the agenda, including those added during the meeting, may be reconsidered upon the consent of the majority of the members present.
- 22.11** Members of council may attend and participate in discussion or debate at any Committee meeting, but shall not be allowed to vote, unless the Committee Establishing By-Law so states.

SECTION 23.0: AD HOC, SPECIAL AND SUB-COMMITTEES

- 23.1** The Mayor, Chair or Council may recommend, at any time, the establishment of a special committee, ad hoc or sub committee to study, evaluate, negotiate, investigate, prepare a special report, or make recommendations for the resolution of a specific matter or issue.
- 23.2** A motion to establish an ad hoc, special, or sub-committee shall contain the general nature of the issue or issues and the persons appointed to the committee.
- 23.3** Despite Strong Mayor Powers legislation, an ad hoc, special, or sub-committee shall be automatically dissolved once its work is complete and recommendations have been reported to Council, or upon the dissolution by Council of such committee, or at the end of the term of Council.

SECTION 24.0: GENERAL

- 24.1** Following a regular or new election, the Clerk shall provide each Member of Council with a copy of this By-Law, including any amendments thereto.
- 24.2** The proceedings at every Council Meeting and Special Council Meeting shall be confirmed by By-Law so that every decision of the Council at that Meeting and every Resolution passed therein shall have the same force and effect as if each and every one of them had been the subject matter of a separate By- Law duly enacted.

SECTION 26.0: STRONG MAYOR POWERS

- 26.1** Addition of Business:
- (a) Pursuant to the Strong Mayor Powers, the Mayor may introduce any matter for consideration by Council and require Council to discuss and vote on any such matter.
 - (b) Any such matter introduced by the Mayor pursuant to the Strong Mayor Powers will normally be in the form of a Mayoral Direction included on the Agenda prepared by the Clerk, but may be, at the Mayor's discretion, introduced under Adoption of the Agenda, except that no Motion or vote of Council is required for the matter to be included on the agenda.
 - (c) For greater certainty, and to ensure that the public record (Agendas and minutes) reflect the exercise of the Strong Mayor Powers, the Clerk is authorized to include the addition of business pursuant to the Strong Mayor Powers in the Agenda and minutes.
 - (d) Any matter introduced by the Mayor under this section shall normally be considered under New Business unless the Mayor directs otherwise.
- 26.2** By-Laws Introduction:
- (a) Pursuant to the Strong Mayor Powers, the Mayor may introduce a By- Law for consideration by Council, and require Council to vote on any such By-Law.
 - (b) Any By-Law introduced by the Mayor pursuant to the Strong Mayor Powers will normally be included on the Agenda prepared by the Clerk, but may be, at the Mayor's discretion, introduced under Adoption of the Agenda, except that no Motion or vote of Council is required to include any such By-Law on the Agenda.
 - (c) Despite anything else in this Procedural By-Law, a By-Law introduced by the Mayor pursuant to the Strong Mayor Powers to advance a provincial priority shall, in accordance with Subsection 284.11.1(4) of the *Act*, be passed if more than one-third (1/3) of the total Members of Council who have not declared a conflict vote to pass that By-Law.
- 26.3** By-Law Approval and Veto:
- (a) In accordance with Strong Mayor Powers, and subject to the timelines

set out in Part VI.1 of the *Act* and the associated regulations, the Mayor shall communicate to the Clerk:

- Written approval of By-Laws enacted by Council; or
 - Written notice of any By-Laws that the Mayor intends to Veto pursuant to Strong Mayor Powers and a written veto document as prescribed by the *Act*.
- (b) Upon receipt of written notice from the Mayor as set out in paragraph (a), and in accordance with the timelines prescribed in the Regulations, the Clerk shall advise Council and the public by:
- Posting notice of the Mayor's approval of the By-Laws on the Township's website; or
 - Posting notice of Mayoral Veto of a By-Law or By-Laws on the Township's website, advising all Members by e-mail, and a copy on the next available agenda, including a copy of the veto document, all supporting materials and a copy of the By-Law being vetoed with a "vetoed" watermark.
- (c) In accordance with Strong Mayor Powers, and subject to the timelines set out in Part VI.1 of the *Act* and the associated regulations, Council may override a Mayoral Veto with a Two-Thirds Vote.
- The override shall be introduced at the next Council meeting.
- (d) For the purpose of paragraph (c), a Two-thirds Vote means two-thirds (2/3) of the total number of Members of Council.

26.4 Any directions or decisions issued by the Mayor under Strong Mayor Powers shall be placed on the next available meeting under New Business with all supporting materials.

SECTION 27.0: POINT OF ORDER

27.1 Any member, including the Chair, may raise a Point of Order when such member feels there has been:

- (a) A deviation or departure from the rules set out in this By-Law; or
- (b) A deviation from the matter under consideration and the current discussion is not within the scope of the proposed Motion

27.2 Where a member raises a Point of Order, the Chair shall:

- (a) Interrupt the matter under consideration;
- (b) Ask the member raising the Point of Order to state the substance of and the basis for the Point of Order and associated section of the By-Law; and
- (c) Rule on the Point of Order immediately without debate by Council or Committee.

27.3 A member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the decision without

debate, by way of a majority vote of the members present. If there is no appeal, the decision of the Chair is final.

27.4 If a point of Order is raised against the Chair or Mayor, the Acting Chair or Deputy Mayor shall preside over the ruling on the Point of Order.

27.5 In the absence of an Acting Chair or Deputy Mayor, Council may rule on the Point of Order by majority vote.

SECTION 28.0: POINT OF PRIVILEGE

28.1 "Point of Privilege" means a question raised by a member that concerns the rights, privileges, integrity, safety, or reputation of Council, a Committee, or an individual member, and requires the immediate attention of the Chair. Any member, including the Chair, may rise at any time on a Point of Privilege to bring attention to a matter affecting:

- (a) The rights or dignity of Council or a Committee;
- (b) The integrity, reputation, or conduct of Council, a Committee, or an individual;
- (c) The ability of a member to participate in the meeting.

28.2 A Point of Privilege shall be stated briefly by the member, and the member shall not debate or introduce new matters under the appearance of a Point of Privilege.

28.3 Recognition by the Chair:

- (a) Upon being raised, the Chair shall immediately suspend the proceedings to hear the Point of Privilege.
- (b) The Chair shall rule on the Point of Privilege, and the ruling shall be final unless challenged by a member in accordance with the provisions for Appeal of the Chair's Ruling in this By-Law.
- (c) A member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the decision without debate, by way of a majority vote of the members present. If there is no appeal, the decision of the Chair is final, if there is no immediate appeal.

28.4 Effect on Debate:

- (a) Debate on the matter under discussion shall be suspended until the Point of Privilege has been disposed of.
- (b) A Point of Privilege shall not be used to enter into debate or to interrupt a member who is speaking unless the member raising the Point of Privilege states that their ability to hear, participate, or their personal integrity or that of Council is at stake.

28.5 Routine Matters:

- (a) Where a Point of Privilege concerns a routine matter (e.g., ability to hear,

physical comfort, or order in the meeting), no record is required in the minutes beyond any action taken by the Chair to address the matter.

28.6 Substantive Matters:

- (a) Where a Point of Privilege relates to the integrity, reputation, or conduct of Council, a Committee, or an individual member, the minutes shall reflect:
- The fact that a Point of Privilege was raised;
 - The name of the member raising the Point of Privilege; and
 - The ruling or decision of the Chair, and if applicable, the outcome of any appeal of the ruling.

28.7 Limitation:

- (a) Debate, discussion, or statements made during the raising of a Point of Privilege shall not be transcribed or summarized in the minutes. Only the ruling or action resulting from the Point of Privilege.

28.8 Priority:

- (a) A Point of Privilege shall take precedence over all other motions except a motion to adjourn.

28.9 If a Point of Privilege is raised against the Chair or Mayor, the Acting Chair or Deputy Mayor shall preside over the ruling on the Point of Privilege.

SECTION 29: AUTHORITY

29

29.1 Where any By-Law, Resolution, Motion, or actions of Council passed prior to this By-Law conflicts with the By-Law, the terms of this By-Law shall prevail.

29.2 Any previous By-Laws, Resolutions, Motions, or actions of Council that are in contravention of this By-Law, are hereby repealed: By-Law 2023-48.

29.3 This By-Law shall come into force and take effect on the date of final reading.

Read a first and second time this 3rd day of November, 2025.

Read a third time and finally passed this 3rd day of November, 2025.

Original, including amending By-Laws are on file with the Clerk's office

Arie Hoogenboom
Mayor

Mary Ellen Truelove
Clerk