

The Corporation of the Town of The Blue Mountains

By-Law Number 2026-44

Being a By-law for governing the calling, place and proceedings of meetings of the Municipal Council for the Town of The Blue Mountains

Whereas the *Municipal Act, 2001, S.O. 2001, c. 25*, section 238, requires that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

And Whereas, Council received Staff Report “ADM.25.061 Review of Procedural By-law”, Staff Report “ADM.26.001 Procedural Bylaw Review and Request to Proceed to Public Meeting” received comments from the public at the June 2, 2026 Public Meeting and received Staff Report “ADM.26.040 Followup from Public Meeting regarding Proposed Changes to Procedural By-law 2022-76”;

And Whereas Council deems it expedient to repeal Procedural By-law 2023-62, as amended, and pass a new Procedural By-law;

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1. DEFINITIONS

- 1.1. "ACT" means the Municipal Act, 2001, S.O. 2001, c.25, as amended or replaced from time to time.
- 1.2. "ALTERNATE COUNCIL MEMBER" shall mean the council member appointed by Council of the Town of The Blue Mountains to attend Grey County Council Meetings in the place of the Mayor or Deputy Mayor of the Town of The Blue Mountains, when the Mayor or Deputy Mayor is unable to attend a Grey County Council/ Committee of the Whole meeting for any reason. Such appointment is made in accordance with the "Appointment of an Alternate Member of Council to Grey County Council Policy, POL.COR.18.03" and shall be for the entire term of Council.
- 1.3. "ATTENDEE" means any person who attends a meeting of Council or Committee either in person or electronically which may include a member of the public or a person appearing to deliver a presentation or deputation.
- 1.4. "COUNCIL" means the elected and sworn members of the Council of the Town of The Blue Mountains.
- 1.5. "HEAD OF COUNCIL" means the Mayor.
- 1.6. "ACTING HEAD OF COUNCIL" shall first mean the Deputy Mayor and secondly another designate selected from time to time solely by the Mayor, who shall act in the absence of the Mayor or Deputy Mayor. The Acting Head of Council will assume certain duties of the Head of Council outlined in Section 6 for the duration requested by the Head of Council. Notice of the delegation will be provided to the Clerk.
- 1.7. "CAO" shall mean the Chief Administrative Officer of The Corporation of the Town of The Blue Mountains as defined in the Act.
- 1.8. "CLERK" shall mean the Town Clerk of The Corporation of the Town of The Blue Mountains or their designate who shall have all the powers and duties of the Clerk under the *Municipal Act, 2001* and every other Act.
- 1.9. "CLOSED SESSION" shall mean a meeting or part of a Meeting that is closed to the public as permitted by the Act and further defined in Section 4.2 of this By-law.
- 1.10. "COMMITTEE" means any advisory or other committee, subcommittee or similar entity as established by Council.
- 1.11. "COMMITTEE OF THE WHOLE" shall mean a meeting of all Members of Council in Committee format that considers Town business matters in a less formal atmosphere, and provides recommendations directly to Council.
- 1.12. "COMMITTEE CHAIR" means the Chairperson of any Committee and the Committee Chair shall have the same powers during a Committee Meeting of Council as Head of Council during Council Meetings whether or not the Chair is a voting member.
- 1.13. "CONFLICT OF INTEREST" means a pecuniary interest as defined in the *Municipal Conflict of Interest Act*.
- 1.14. "CONSENT AGENDA" means a staff report or correspondence that is presented for information, without debate and with no delegation or presentation and is generally considered routine in nature.
- 1.15. "COUNCILLOR" means any Member of Council, other than the Mayor or Deputy Mayor.

- 1.16. "DEPUTATION" means any person, group of persons, firm or organization, who is neither a Member of a Committee or Council or a Public Office Holder of the Town or a consultant hired by the Town, wishing to address Council or Committee on a specific matter.
- 1.17. "DEPUTY MAYOR" means the Member of Council elected to that position during a Municipal Election who shall act in the place of the Mayor when the Mayor is absent, refuses to act, or declares a Conflict of Interest, and who shall exercise all the rights, powers and authority of the Mayor during those specific circumstances.
- 1.18. "ELECTRONIC DEVICE" means computers, cell phones, smartphones, smartwatches, tablets, voice recorders, cameras or any similar device.
- 1.19. "ELECTRONIC MEETING" means any open or Closed Meeting where the Council or Committee participates in remotely or virtually via electronic means.
- 1.20. "ELECTRONIC PARTICIPATION" means a member of Council or Committee who is participating electronically in a Meeting.
- 1.21. "LOCAL BOARD" means a local board established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities but does not include The Blue Mountains Police Services Board or The Blue Mountains Public Library Board, a school board, a hospital board or a conservation authority.
- 1.22. "MAYORAL DECISION" means a decision issued by the Mayor in writing as prescribed in the Act.
- 1.23. "MAYORAL DIRECTION" means a direction given by the Mayor to staff in writing as prescribed in the Act.
- 1.24. "MEETING" shall mean any regular, special or other scheduled meeting of a Council, Local Board or of a Committee where a Quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business of Council or Committee.
- 1.25. "MEMBER" means a Member of Council, including the Mayor or a Member of a Committee.
- 1.26. "PERSONAL INFORMATION" means information about an identifiable individual as defined in the *Municipal Freedom of Information and Protection of Privacy Act* and/or the *Municipal Act*, including municipal or Local Board employees, Council or Committee members.
- 1.27. "POINT OF ORDER" means a statement made by a Member calling attention to a possible violation of the rules or customary procedures of this By-Law.
- 1.28. "POINT OF PRIVILEGE" means the raising of a question by a Member to request immediate action on a matter affecting the rights and privileges of Council or Committee, or one or more Council or Committee members.
- 1.29. "PUBLIC MEETING" means a Meeting of Council held to fulfill a legislative or statutory requirement to receive comments from the public on a matter.
- 1.30. "PUBLIC OFFICE HOLDER" means a member of Council, an officer or employee of the Town, a member of a Local Board or Committee established by Council, an Accountability Officer, including but not limited to the integrity Commissioner, the Lobbyist Registrar, Ombudsman, and Closed Meeting Investigator, Individuals providing professional services to the Town during the course of providing such services.

- 1.31. "QUORUM" shall mean a majority (more than half) of the whole number of members of Council or a Committee except where a member has or members have declared a pecuniary interest pursuant to the *Municipal Conflict of Interest Act*, the quorum may be less than half plus one of the whole number of members but shall not be less than two.
- 1.32. "RECORDED VOTE" means the written record of the names and the vote of each Member who votes on a motion.
- 1.33. "REGISTRY" means a Registry maintained by the municipality for the purposes of documenting every written statement of pecuniary interest, direct or indirect, in any matter, and includes a copy of each statement filed with the Clerk and a copy of each declaration recorded. The Registry shall be available for public inspection in the manner and during the time that the municipality or local board, as the case may be, may determine.
- 1.34. "REVISED AGENDA" means an Agenda that has been released, that includes additional or supplementary information to an item of business on the Agenda, or includes matter(s) that the Clerk has deemed to be of a status requiring Council to act upon.

2. PURPOSE AND PRINCIPLES OF BY-LAW

- 2.1. The rules and regulations hereinafter provided shall govern the proceedings of the Council, Committees and Local Boards thereof. Any part or parts of this By-law may be suspended if agreed upon by a majority of the Members present unless the part or parts is prescribed by statute or law.
- 2.2. All Points of Order of procedure not provided for in these Rules shall be decided in accordance with Robert's Rules of Order and the Mayor or Chair of a Meeting shall submit the ruling without debate.
- 2.3. The Clerk or designate or Committee Secretary shall record in the minutes all resolutions and amendments to reports or by-laws as made in Committee of the Whole or Committee for subsequent consideration by Council.
- 2.4. In the event of conflict between the provisions of this Procedure By-law and any legislation, the provisions of the legislation shall prevail.

3. LOCATIONS, MEETING TIMES AND NOTICE

- 3.1. The First or Inaugural Meeting of the Council of the Town of The Blue Mountains shall be held on the first Monday following November 15, at 11:00 a.m., in the Town of The Blue Mountains Council Chamber.
- 3.2. Committee of the Whole and Council meetings are scheduled as noted below. When required, the Mayor, in consultation with the Clerk, has the authority to schedule a Committee of the Whole or Council Meeting at a time other than the regular start time

Week 1:

Monday, Committee of the Whole commencing at 9:30 a.m.

- Administration (ADM)
- Corporate & Financial Services (CFS)
- Community Services (CS)
- Strategic Initiatives (SI)

Tuesday, Committee of the Whole commencing at 9:30 a.m.

- Operations (OPS)
- Planning & Building Services (PBS)

Week 2

- No Meetings

Week 3

- Monday, Council Meeting commencing at 9:30 a.m.

NOTE: When a Committee of the Whole or Council Meeting falls on a Statutory Holiday, the meeting will be scheduled on an alternate date, if required, as approved by Council through approval of the annual meeting calendar.

- 3.3. Council, Public Meetings will be scheduled monthly, on a Tuesday, commencing at 9:30 a.m., for the purposes of scheduling Public Meetings. When required, the Clerk, in consultation with the Mayor, has the authority to schedule additional "Council, Public Meetings" and/or at a start time other than the regular start time of 9:30 am.
- 3.4. Meetings shall be held in the Council Chamber or other designated location.
- 3.5. Notice of Council Meetings, Committee and Local Board Meetings shall be given by publication of future meetings in previous Agendas and posting of Meeting Agendas on the Town website prior to the meeting and by publication of Council and Committee and Local Board Meetings in local newspapers having general circulation in the area.
- 3.6. In the case of Special Meetings called in accordance with Section 8 of this By-law, notice shall be given by posting of the Agenda on the Town website as soon as is practicable after notice of the Special Meeting has been given and any other notification that is permitted within the timeframe.
- 3.7. In an election year, no regularly scheduled Council, Committee of the Whole or Council, Public Meetings, will be scheduled following election day. Regularly scheduled meetings will recommence with the Inaugural Meeting of Council.

4. ROLE OF THE MAYOR

- 4.1. It is the role of the Mayor as the Head of Council:
 - a) to act as Chief Executive Officer of the municipality;
 - b) to preside over council meetings so that its business can be carried out efficiently and effectively;
 - c) to provide leadership to the council;
 - c.1) without limiting clause (c) above, to provide information and recommendations to the council with respect to the role of council described in paragraph 7.1(d) and (d.1) below);
 - d) to represent the municipality at official functions;
 - e) to carry out the duties of the head of council under the *Municipal Act* or any other Act; and
- 4.2. As Chief Executive Officer of a municipality, the Head of Council shall:
 - a) uphold and promote the purposes of the municipality;
 - b) promote public involvement in the municipality's activities;
 - c) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and

- d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.
- 4.3. To provide overall leadership to the Community Control Group in responding to an emergency as detailed in the Emergency Response Plan for the Town of The Blue Mountains.

5. ROLE OF COUNCIL

- 5.1. It is the role of Council:
- a) to represent the public and to consider the well-being and interests of the municipality;
 - b) to develop and evaluate the policies and programs of the municipality;
 - c) to determine which services the municipality provides;
 - d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
 - d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
 - e) to maintain the financial integrity of the municipality; and
 - f) to carry out the duties of council under the *Municipal Act* or any other Act.

6. MEETING CHAIR and DUTIES OF THE CHAIR

- 6.1. The Chair of Council, Committee of the Whole, Council Public Meetings shall attend the Meeting in person, unless the Meeting is fully electronic. If the Chair is unable to attend the Meeting in person, the Chair shall pass the Chair to another Member, as set out in Section 6.2.
- 6.2. The Chair of Council, Committee of the Whole, Council, Public Meetings is the Mayor, and in the absence of the Mayor, the Deputy Mayor. In the absence of the Mayor and Deputy Mayor, the Alternate Member to Grey County Council, as determined in accordance with Corporate Policy, "Appointment of an Alternate Member of Council to Grey County Council, POL.COR.18.03" shall act as the Meeting Chair.
- 6.3. Council shall, at its first Meeting following the inaugural meeting, nominate and elect a Chair to Chair the following sections of the Committee of the Whole Meetings. Each Chair shall be appointed for a two year term.
- Administration and Corporate & Financial Services
 - Community Services
 - Operations
 - Planning & Building Services
 - Strategic Initiatives
- 6.4. The Head of Council or the Chair of a Committee, prior to a regularly scheduled Meeting, may cancel the meeting due to inclement weather, a matter of respect or a lack of corporate business requiring immediate attention. In the event of a cancelled statutory public meeting, staff shall make every effort to give notice of the cancellation to interested parties and the public as soon as it practicable via telephone, email, the Town website, radio and/or any other method, as well as the date of rescheduling, if known.
- 6.5. The Chair shall preside over the Meetings so business can be carried out efficiently and effectively, and shall:

- a) at the hour appointed, when a Quorum is present, the Chair shall call the Meeting to order. If a Quorum is not present within fifteen (15) minutes after the hour appointed, the Meeting shall be cancelled;
- b) announce the business before the Council or Committee and the order in which it is to be acted upon;
- c) maintain order and preserve the decorum of the Meeting;
- d) rule on all procedural matters;
- e) receive and submit to a vote all Motions presented by the Members that do not contravene the rules of procedure;
- f) decline to put any Motions to a vote which do not comply with the rules of procedure, or which are not within the jurisdiction of Council or Committee;
- g) announce the result of the vote on any Motions presented for a vote;
- h) ensure all Members who wish to speak have had an opportunity to speak at least once when the matter is being discussed;
- i) ensure clarity, where required, by reading, or requesting the Clerk or other appropriate person to read Motions before voting;
- j) vote on all matters unless disqualified from doing so by any statute; and
- k) adjourn the Meeting when all business is concluded.

7. MEETINGS OF COUNCIL

- 7.1. Proxy voting is not permitted at any Council, Committee of the Whole, or Committee of Council meeting.
- 7.2. Electronic Participation – Members may participate at Council, Committee of the Whole, Council Meeting, Public Meetings, meetings electronically, subject to the following provisions:
 - a. Committees of Council Meetings:
 - i. All Council and Public Committee Members shall participate electronically in all Committee of Council Meetings
 - ii. The Chair of a Committee of Council shall have their camera turned on for the duration of the Meeting. When possible, all other Committee of Council Members shall endeavor to have their cameras turned on for the duration of all Meetings
 - iii. All Members participating electronically in a Committee of Council Meeting will be counted in determining a Quorum.
 - b. Council, Committee of the Whole, and Council Meeting, Public Meetings:
 - i. Council members may attend up to 20 meetings electronically in a calendar year (Committee of the Whole, Council, Council Public Meetings, Special Meetings);
 - ii. Any Member participating electronically will be counted in determining a Quorum in open and closed meetings of any Council, Committee of the Whole, or Council Meeting, Public Meetings;
 - iii. Any Council Member participating electronically shall have their camera turned on for the duration of the meeting.
- 7.3. Council Member Attendance– if a Member cannot be present at a Meeting, they must notify the Clerk in advance of the Meeting. If the absence is for other Town business, it will be noted in the minutes and on the attendance records posted to the Town website. If a Member leaves a Meeting, the departure will be included in the minutes. Council attendance records will be posted on the Town website and will indicate how a Member attended the meeting, electronically or in person, and if an absence was for Town business.

- 7.4. The office of a Member of Council becomes vacant if the member has been absent from meetings of the Council for three successive months without being authorized to do so by resolution of Council unless otherwise permitted by S. 259(1.1) of the Act.
- 7.5. With the exception of the Inaugural Session, no person but a Member of Council or support staff shall be allowed to approach Council during a session of Council without the permission of the Mayor or Council or unless given deputation status as described in Section 14, or to speak in a Public Comment Period as described in Section 15.
- 7.6. All Electronic Devices shall be switched to “silent” upon entering the location of any Council or Committee of the Whole Meeting.
- 7.7. The duration of any Meeting of Council, Committee of the Whole, or Committee of Council shall not be longer than seven (7) hours, save and except with the consent of a majority of Council present.
- 7.8. Council, Committee of the Whole and Committee Meetings held in the Council Chamber, that are not closed to the public, may be recorded for the purpose of webcasting the meetings to the public. Inability to record a Meeting will not prohibit the Meeting from commencing or continuing. The official minutes of a Meeting shall be the Minutes as adopted by Council, Committee of the Whole or Committee, and retained in the Clerks Department.
- 7.9. All Meetings shall be open to the public, but a Meeting, or part of a meeting may be closed to 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 or local board employees;
 - c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
 - h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
 - k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;

- l) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act;
 - m) an ongoing investigation respecting the municipality, a local board or a municipally- controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act*, or the investigator referred to in subsection 239.2 (1) of the *Municipal Act*;
 - n) the meeting is held for the purpose of educating or training the members, and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- 7.10. Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or a Committee or a Local Board shall state by resolution the fact of the holding of the Closed Session and the general nature of the matter to be considered at the Closed Session.
- 7.11. All votes of Council shall be open to the public except those votes taken during a Meeting or part thereof that is closed to the public in accordance with Section 7.9 of this By-law and if said vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Town, Committee or Local Board or persons retained by or under contract with the Town, Committee or Local Board or to rise from Closed Session.
- 7.12. Reporting Out Statement - Upon returning to open session from a Closed Session, Council or Committee shall issue a statement confirming the general nature of the business conducted in Closed Session. The reporting out statement shall be included in the open session minutes.
- 7.13. When the infrastructure is available, Closed Sessions shall be recorded and securely archived so that a digital record is available should it be required by the Closed Meeting Investigator or Integrity Commissioner. Inability to record a Meeting will not prohibit the Meeting from commencing or continuing. The official minutes of the Closed Session meeting shall be the minutes as adopted by Council and retained in the Clerks Department. Council Members that participated in the Closed Session are permitted to view the Closed Session video recording in the presence of the Clerk.
- 7.14. During Meetings that are closed to the public, no Member of Council or staff (with the exception of the Clerk, or their designate) shall be permitted to have in their possession any cell phone or electronic device that has the ability to record.

8. SPECIAL MEETINGS OF COUNCIL

- 8.1. The Mayor shall, if requested in writing by any three members of Council, call a Special Meeting of Council other than as described in Section 3 of this By-law.
- 8.2. The Mayor may call a Special Meeting other than as described in Section 3 of this By-law to deal with a matter which is deemed to require immediate action. Notice of such a Special Meeting shall be given by contacting each Member of Council and verbally advising them of the time and place of the meeting, or notice may be given in writing or via voice recording or via e-mail message.
- 8.3. Special Meetings require a minimum notice of one clear day unless otherwise agreed to by a majority of Members to the satisfaction of the Clerk.
- 8.4. At Special Meetings of Council, no financial decisions shall be made or incurred, unless the same shall be referred to in the notice calling the meeting.

9. CONDUCT OF MEMBERS

- 9.1. Every member, prior to speaking, shall address the Chair, shall confine their remarks to the question and shall not use any indecorous or offensive language and shall avoid personalities.
- 9.2. Should more than any one Member at one time wish to address the Chair, the Chair shall name the Member who is to speak first.
- 9.3. When the Chair is putting a question, no Member shall walk out of, or across the Council Chamber, nor when a Member is speaking shall any other Member hold discourse or interrupt the speaker except to a question of order, nor pass between the speaker and the Chair.

10. ORDER OF BUSINESS

- 10.1. The business of Council shall be taken in the order in which it stands upon the agenda unless otherwise agreed upon by a majority of the members present.
- 10.2. The Chair or designate of each Committee submitting a report shall field questions regarding same during discussions of that report as may be required.
- 10.3. When any matter listed on the agenda is left undisposed of at the time of adjournment, either for want of a quorum or otherwise, such matter(s) shall be considered at the next meeting of the Council.

11. BUDGET

- 11.1. As required by the Act, the Mayor shall prepare and propose a budget for Council to consider. This budget will be presented to Council at a designated Special Meeting of Council – Budget Meeting. The budget must be proposed on or before February 1 of each year.
 - a) If the Mayor does not propose a Budget to Council by February 1, in accordance with the Act, Council shall prepare and adopt a budget
- 11.2. After receiving the Mayor's proposed budget, Council may, within 30 days, pass motions to amend the proposed budget.
 - a) Council may reduce the 30 day amendment period
 - b) If Council does not approve the amendments within the 30 day amendment period, the budget is deemed to be adopted
- 11.3. Within 10 (ten) days of the expiry of the Council amendment period, the Mayor may veto any amendments by way of Mayoral decision.
 - a) The Mayor may shorten the 10 day veto period
- 11.4. Within 15 days of the expiry of the Mayor's veto period, Council may vote to override the Mayor's veto(s). Such a vote to override requires a two-thirds (5 members) of the members to vote to override the veto, to be approved.
 - a) If multiple amendments have been vetoed, a vote of two-thirds (five members) is required to override each veto
 - b) Council may reduce the 15-day veto override period
 - c) An approved override cannot be vetoed by the Mayor
- 11.5. Once all processes outlined in Section 11 have been satisfied, the budget is deemed to have been adopted.

12. COMMITTEE OF THE WHOLE, COUNCIL AND PUBLIC MEETING AGENDAS

- 12.1. The Clerk, in consultation with the Mayor and staff, shall have discretion to prepare Agendas for the use of Members, containing the following:

12.2. Committee of the Whole order of business shall be as follows:

- a) Call to Order
- b) Traditional Territory Acknowledgment & Moment of Reflection – “We would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee and Wendot-Wyandot-Wyandotte peoples.”
- c) Council Member Attendance
- d) Approval of Agenda
- e) Declaration of Conflict of Interest – as defined in the *Municipal Conflict of Interest Act*. Where a member, either on his or her own behalf or while acting for, by, or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of the consideration, the member:
 - i. shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - ii. shall, at the meeting or as soon as possible afterwards, file a written statement of the interest and its general nature with the Clerk of the municipality or local board, for inclusion on the Registry;
 - iii. may take part in the discussion of, but not vote on any question in respect of the matter if the matter is related to the consideration of a penalty to the member under Section 223.4(5) or (6) of the *Municipal Act*;
 - iv. shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question;
 - v. where the meeting is closed to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration;
 - vi. where the interest of a member has not been disclosed by reason of the member’s absence from the meeting referred to therein, the member shall disclose the interest at the next meeting of the Council or Local Board, as the case may be, attended by the member.
- f) Adoption of Previous Minutes
- g) Respectful Conduct Statement
- h) Staff Reports, Deputations, Correspondence. Staff reports will be compiled as follows for consideration by the Committee of the Whole and recommendation to Council:
 - i. Corporate & Financial Services , Administration, Community Services, Strategic Initiatives
 - ii. Planning & Development Services, Operations
- i) Deputations – as referred to in Subsection 14 of this By-law.
- j) Public Comment Period – as referred to in Subsection 15 of this By-law. Ten minutes is allotted at the beginning and end of each section of the Committee of the Whole Meeting to receive public comments regarding matters included on the Agenda.

- i) Consent Agenda – for Inclusion of “Information Staff Reports” on a Council Agenda under the Consent Agenda that will provide information or responds to questions raised through a previous correspondence, deputation or staff report.
- k) Adoption of Consent Agenda
 - i. Correspondence – Council receives the correspondence listed, less any items requested for separate review and discussion, and further does support the Staff recommendation made with regard to the Correspondence items, including any additional direction given to Staff through discussion, with an appropriate Staff action or response awaited for report back to Committee or Council, where indicated.
 - ii. Information Staff Reports – Information Staff Reports provide information or responds to questions raised through a previous correspondence, deputation or a staff report. With the adoption of the Information Staff Report(s), Council has received the Information Staff Report. Council has the option to pull the Information Staff Report for further discussion on the matter.
- l) Correspondence – as received in the Clerk’s Office no later than 9:00 a.m. on the Friday previous to the subject meeting (ten days in advance) and circulated to members of Council for review no later than 3:00 pm on the Monday previous to the subject meeting.
- m) Staff Reports
- n) New and Unfinished Business - new matters to be raised or matters directed by Council for completion at a previous meeting for presentation at the subject meeting including the giving of Notice of Motion.
- o) Committees of Council - Reports and Recommendations. The Committee of the Whole will receive the Committees of Council Reports and will consider the recommendations of the Committees of Council, for recommendation by the Committee of the Whole to Council.
- p) Notice of Motion (Council)
- q) Agenda Additions - shall include matters that were not able to be shown on the Agenda on the Monday preceding the next regular meeting, but which the Clerk has deemed to be of a status requiring Committee to consider, including Motions for which notice or recommendation has not been given prior to the meeting. As an issue of accountability and transparency and provision of notice, Council and Staff shall make every effort to minimize Agenda Additions.

 Agenda Additions will be limited to matters as received in the Clerk’s Office no later than 9:00 a.m. on the Thursday preceding the next regular meetings and such additions will be circulated to Council and Staff and shall be posted on the Town’s website at that time. Agenda additions received after this date and time shall be considered at the next regular Committee meeting unless they are deemed to be of significant importance to the business of the municipality, at the sole discretion of the Clerk
- r) Notice of Meeting Dates
- s) Adjournment - a motion to adjourn is always in order and shall be decided upon.

12.3. Council Meeting order of business shall be as follows:

- a) Call to Order
- b) Singing of the National Anthem

- c) Traditional Territory Acknowledgment & Moment of Reflection – “We would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee and Wendot-Wyandot-Wyandotte peoples.”
- d) Council Member Attendance
- e) Approval of Agenda
- f) Declaration of Conflict of Interest – as defined in the *Municipal Conflict of Interest Act*. Where a member, either on his or her own behalf or while acting for, by, or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of the consideration, the member:
 - i. shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - ii. shall, at the meeting or as soon as possible afterwards, file a written statement of the interest and its general nature with the clerk of the municipality or local board, for inclusion on the Registry;
 - iii. may take part in the discussion of, but not vote on any question in respect of the matter if the matter is related to the consideration of a penalty to the member under Section 223.4(5) or (6) of the *Municipal Act*;
 - iv. shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question;
 - v. where the meeting is closed to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration;
 - vi. where the interest of a member has not been disclosed by reason of the member’s absence from the meeting referred to therein, the member shall disclose the interest at the next meeting of the council or local board, as the case may be, attended by the member.
- g) Adoption of Previous Minutes
- h) Respectful Conduct Statement
- i) News and Celebrations
- j) Deputations - as referred to in Section 14 of this By-law.
- k) Public Comment Period – as referred to in Section 15 of this By-law. Fifteen minutes allotted at the Council Meeting to receive public comments regarding Town matters. Each person shall provide their name and address, and is required to address their comments to the Chair.
- l) Adoption of Consent Agenda
 - i. Correspondence – Council receives the correspondence listed, less any items requested for separate review and discussion, and further does support the Staff recommendation made with regard to the Correspondence items, including any additional direction given to Staff through discussion, with an appropriate Staff action or response awaited for report back to Committee or Council, where indicated.
 - ii. Committee and Board Minutes – Council receives for information, the minutes listed.

- iii. Committee Reports, including Committee of the Whole, and time sensitive Committee of Council Reports – With the adoption of the Committee Report(s), all recommendations found within the Committee Report(s) are approved by Council as recommended, less any items requested for separate review and discussion.
- iv. Information Staff Reports – Information Staff Reports provide information or responds to questions raised through a previous correspondence, deputation or a staff report. With the adoption of the Information Staff Report(s), Council has received the Information Staff Report. Council has the option to pull the Information Staff Report for further discussion on the matter.
- m) Motions and Staff Reports - as received in the Clerk's Office no later than 9:00 a.m. on the Friday previous to the subject meeting (ten days in advance) and circulated to members of Council for review on the Monday previous to the subject meeting.
- n) By-laws - as received in the Clerk's Office no later than 9:00 a.m. on the Friday previous to the subject meeting (ten days in advance) and circulated to members of Council for review on the Monday previous to the subject meeting. By the one motion, by-laws are to be numbered and considered read the number of times required at that session of Council, and shall be discussed, committed or amended forthwith.
- o) New and Unfinished Business
 - i. Grey County Council Update (Mayor, Deputy Mayor)
 - ii. Notice of Motion (Council)
 - iii. Additions to Agenda- shall include matters that were not able to be shown on the Agenda on the Monday preceding the next regular meeting, but which the Clerk has deemed to be of a status requiring Council to act upon, including Motions for which notice or recommendation has not been given prior to the meeting and shall be presented at the meeting but shall not include matters requiring a financial commitment by Council unless agreed to by a majority of Council. As an issue of accountability and transparency and provision of notice, Council and Staff shall make every effort to minimize Agenda Additions.

Agenda Additions will be limited to matters as received in the Clerk's Office no later than 9:00 a.m. on the Thursday preceding the next regular meeting and such additions will be circulated to Council and Staff and shall be posted on the Town's website at that time. Agenda additions received after this date and time shall be considered at the next regular Council meeting unless they are deemed to be of significant importance to the business of the municipality.
- p) Closed Session
 - i. Closed Session Reporting Out Statement
- q) Notice of Meeting Dates
- r) Confirmation By-law
- s) Adjournment – a motion to adjourn is always in order and shall be decided upon.

12.4. Council, Public Meeting, Meeting order of business shall be as follows:

- a) Call to Order

- b) Traditional Territory Acknowledgment & Moment of Reflection – “We would like to begin our meeting by recognizing the First Nations, Metis and Inuit peoples of Canada as traditional stewards of the land. The municipality is located within the boundary of Treaty 18 region of 1818 which is the traditional land of the Anishnaabek, Haudenosaunee and Wendot-Wyandot-Wyandotte peoples.”
- c) Council Member Attendance
- d) Approval of Agenda
- e) Declaration of Conflict of Interest – as defined in the *Municipal Conflict of Interest Act*. Where a member, either on his or her own behalf or while acting for, by, or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of the consideration, the member:
 - i. shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - ii. shall, at the meeting or as soon as possible afterwards, file a written statement of the interest and its general nature with the clerk of the municipality or local board, for inclusion on the Registry;
 - iii. may take part in the discussion of, but not vote on any question in respect of the matter if the matter is related to the consideration of a penalty to the member under Section 223.4(5) or (6) of the *Municipal Act*;
 - iv. shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question;
 - v. where the meeting is closed to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration;
 - vi. where the interest of a member has not been disclosed by reason of the member’s absence from the meeting referred to therein, the member shall disclose the interest at the next meeting of the council or local board, as the case may be, attended by the member.
- f) Respectful Conduct Statement
- g) Public Meetings
- h) Deputations and Presentations – Deputations and presentations not tied to a report on an Agenda. Decisions will not be made in response to the deputation or presentation. Council may direct staff to provide a staff report in response to the deputation or presentation to a future meeting.
- i) Notice of Meeting Dates
- j) Adjournment – a motion to adjourn is always in order and shall be decided upon.

13.CORRESPONDENCE and COMMUNICATION

- 13.1. Correspondence directed to the Mayor and Council shall be referred by the Mayor and/or Clerk to the appropriate Department before or after presentation to Council at a Council Meeting. Correspondence for which no action has been directed nor discussion taken place shall be deemed to have been received by Council.
- 13.2. Following the release of a meeting Agenda, any person wishing to submit correspondence regarding a matter included on the agenda, shall submit the correspondence to the Clerk’s Office, no later than 9:00 a.m. on the Thursday immediately before the subject meeting, for circulation to Council by the end of the business day Thursday (by 4:30 pm), and inclusion on the Revised Meeting Agenda.

- 13.3. Correspondence addressed to Council may be presented by a Council member in place of the author.
- 13.4. Correspondence addressed to Council or directed to any Public Meeting forming part of a Council or Committee or Board meeting, including names and addresses, become part of the public record and may be published in a Staff Report or a Council Agenda and may be viewed by the general public upon release of the Agenda addressing the matter.
- 13.5. Correspondence received by the Clerk from municipalities seeking support will be emailed to Council and the Senior Management Team for information and shall be deemed to have been received by Council. Upon review of the correspondence, any Member of Council or of the Senior Management Team may request that the correspondence be included on the next Council Agenda for Council consideration.
- 13.6. A Council Member, who will be absent from a Meeting, may submit correspondence to the Clerk in their capacity as a Council Member to provide the Member's position and/or suggested disposition or conditions for any approval.

14.DEPUTATIONS

- 14.1. Any person desiring to present information orally on matters of fact or to make a request of Council shall submit a completed Deputation Request Form, no later than 9:00 a.m. on the Friday before the subject meeting (ten days in advance), together with their Deputation material, that provides an explanation of their deputation and their request of Council, if any.
- 14.2. Where the infrastructure is available, members of the Public may participate electronically to provide a deputation to Council.
- 14.3. Each deputation shall be limited in speaking to not more than ten minutes. Extensions to these limits will be at the discretion of a majority of Council. The Clerk or a countdown clock shall alert the speaker when they have one minute remaining to address Council.
- 14.4. Through the Chair, Members will address the person(s) making a deputation only to ask questions, but not to enter into debate or discussion of the matter.
- 14.5. Persons making delegations who share the same position on a matter, or are from the same organization are encouraged to appear as one delegation.
- 14.6. The Clerk or designate may direct that a deputation be received by a Committee for Committee consideration and recommendation to Council on a particular matter rather than addressing Council directly.
- 14.7. Deputations shall not refer to personal, litigation or potential litigation matters, or be in response to matters that have been the subject of a Public Meeting, it being noted that the **verbal** commenting period has ended. **Written** correspondence may still be received regarding matters that have been the subject of a Public Meeting.
- 14.8. No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public, Mayor, Members of Council or Committee.
- 14.9. Council shall not make fiscal decisions in response to a deputation request at the same meeting as the deputation was received. Council may request a staff report in response to the deputation, to be considered at a future Committee of the Whole meeting.

- 14.10. Where the infrastructure is available, in response to a Notice of Public Meeting, members of the public may participate electronically at a Public Meeting to provide their verbal comments, subject to the instructions as set out by the Town Clerk.
- 14.11. Following the release of a meeting Agenda, any person wishing to submit a Deputation regarding a matter included on the agenda, shall submit the Deputation Request and deputation materials to the Clerk's Office, no later than 9:00 a.m. on the Thursday immediately before the subject meeting, for circulation to Council by the end of the business day Thursday (by 4:30 pm), and inclusion on the Revised Meeting Agenda.

15. PUBLIC COMMENT PERIODS

- 15.1. Fifteen minutes is allotted at the Council Meeting to receive public comments regarding Town matters.
- 15.2. Ten minutes is allotted at the beginning and end of each section of the Committee of the Whole Meeting to receive public comments regarding matters included on the Agenda.
- 15.3. Any person providing public comments at a Council, Committee of the Whole or Committee Meeting shall provide their name and address and is required to address their comments to the Chair.
- 15.4. Public Comment Period is **not** intended to be an avenue to bring forward concerns related to an application(s) made pursuant to the *Planning Act*. Comments regarding *Planning Act* applications are to be made at the required statutory public meeting, or made in writing to the Clerk, in accordance with the Notice of Public Meeting.
- 15.5. Comments shall not refer to personal, litigation or potential litigation matters.
- 15.6. No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public, Mayor, members of Council or Committee.
- 15.7. Each person providing comments during a Public Comment Period shall be limited to not more than three minutes and shall be limited to one Public Comment per Public Comment Period, per subject matter. The Clerk or a countdown clock shall alert the speaker when they have one minute remaining to address Council. NOTE: If a person is unable to personally attend the meeting, they may provide their Public Comments virtually, or provide their Public Comments in writing to the Clerk in advance of the meeting for the Clerk to read on behalf of the author during the Public Comment Period.
- 15.8. A person that has appeared as a Deputation, shall not also provide Public Comments on the same matter, at the same Meeting.
- 15.9. Where the infrastructure is available, members of the public may provide their public comments electronically, subject to the instructions as set out by the Town Clerk.
- 15.10. Where the infrastructure is available, in response to a Notice of Public Meeting, members of the public may participate electronically at a Public Meeting to provide their verbal comments, subject to the instructions as set out by the Town Clerk.

16. MOTIONS/RESOLUTIONS

- 16.1. After a motion has been Moved and Seconded it shall be deemed to be in the possession of Council or Committee.

- 16.2. A Motion or Amending Motion may be withdrawn by the Mover with the consent of the Seconder at any time before the amendment or decision.
- 16.3. A Motion shall not be debated until it has been moved and seconded. Once a Motion has been seconded, it may upon request, be read or stated by the Mayor or Chair in the precise form in which it was introduced and in which it will be recorded in the minutes and the question shall then be open for discussion and consideration.
- 16.4. If the Chair is of the opinion that an amending Motion is contrary to the main Motion, the Chair shall apprise the Members immediately. A Member of Council or Committee may appeal the ruling of the Chair. If appealed, the Chair will take an immediate vote on the Motion without debate.
- 16.5. Before the Chair calls a vote on a motion, a Member may ask the mover of the motion if they would accept a change to the motion, termed a 'friendly amendment'. The mover may either accept or reject the proposed change. If the change is accepted by the mover, the changed motion will be put to a vote. If the mover rejects the proposed change, the Member suggesting the change can formally move an amendment. Friendly amendments will not be recorded in the minutes as a main motion and an amendment but will be considered as a main motion.
- 16.6. A motion to amend when duly moved and seconded:
- a) May be presented verbally or in writing;
 - b) Shall receive disposition of Council before the original question;
 - c) Shall not be amended more than twice before voting;
 - d) Shall be relevant to the question to be received;
 - e) Shall not be received proposing a direct negative to the question;
 - f) May propose a separate and distinct disposition of a question;
 - g) May propose to separate two or more components contained in the original question.
- 16.7 Prior to a question being voted on, each Member present in the Council Chamber shall take their seat in respect of the vote unless they have declared a pecuniary interest pursuant to the *Municipal Conflict of Interest Act*.
- 16.8 After a question is deemed to be finally put by the Mayor or 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.
- 16.9 The decision of the Mayor or Chair as to whether the question has been finally put shall be final, except on appeal by any Member, upon which the decision of a majority of Council shall be conclusive.
- 16.10 Any member may require any question to be repeated from the Chair prior to the voting on such question.
- 16.11 All votes of Council (including while in Closed Session) Committee of the Whole and Committee of Council shall be recorded, and each Member present, except a Member who is prohibited from voting by any Act, shall announce their vote openly or record it by electronic means and the vote shall be recorded by the Clerk, with the Chair voting last. Where a Member present is prohibited from voting by any Act, the Clerk shall record the name of the Member and the reason they are prohibited from voting.

- 16.12 In the event a Member present abstains from voting, the Member will be deemed to have voted in the negative unless the Member's reason for abstaining is due to the member's disclosure of a pecuniary interest.
- 16.13 The Mayor or Chair shall declare the vote on all questions and should their declaration be stated by any Member to be in doubt, the Mayor or Chair shall require the vote to be retaken in an alternative manner and the results of this vote shall be final.
- 16.14 A tie vote shall be declared to be a lost vote.

17.COUNCIL MINUTES

- 17.1. The Minutes of Council as taken by the Clerk or designate shall consist of a record of all proceedings taken in the Council. Pursuant to the *Municipal Act, 2001*, the Minutes shall be a factual recount without note or comment.
- 17.2. All Minutes, Committee Minutes and Reports following adoption by Council and all By- laws passed by the Council shall be kept in the Clerk's Office and shall be made available for viewing during normal office hours and shall be posted on the Town website, save and except those minutes and reports recorded during a meeting or part thereof that was closed to the public in accordance with Section 7.9 of this By-law and subject to the provisions of any applicable by-law, act or statute.
- 17.3. Minutes of Council meetings shall be prepared by the Clerk or Committee Secretary and be made available to the members prior to the next meeting for consideration and revision and adoption at the next meeting, following which they will be made available to the public save and except those minutes and reports recorded during a meeting or part thereof that was closed to the public in accordance with Section 7.9 of this By-law and subject to the provisions of any applicable by-law, act or statute.

18.BY-LAWS

- 18.1. Every By-law and / or Agreement, other than Agreements for which signing authority has been delegated by By-law, shall be circulated to Members of Council as referred to in Section 12.3n) of this By-law, and by such circulation to Council Members shall be deemed to have been made known to the public.
- 18.2. Every By-law and / or Agreement shall be introduced by motion or leave, specifying the title thereof, or on recommendation of an adopted report or by an order from Council.
- 18.3. By the one motion, By-laws are to be considered read the number of times as required at that session of Council and shall be discussed, committed or amended forthwith.
- 18.4. Every By-law once passed and / or Agreement once authorized shall be dated and duly signed and sealed by the Mayor or presiding officer at the meeting and Clerk or designate.
- 18.5. Any By-law that is not circulated to Members of Council as referred to in Section 12.3n) of this By-law shall be by Motion read a first time, read a second time, referred to Committee of the Whole and with the support of a majority of Council read a third time and passed.
- 18.6. At a Council or Committee meeting where a public meeting has been scheduled under the *Municipal Act, 2001*, the *Planning Act*, the *Development Charges Act* or any other Act to receive public input in the consideration of any By-law, the By-law shall not be later considered at the same Meeting but may be considered at the next Meeting.
- 18.7. Every By-law passed by Council shall be:

- i. Approved by Council resolution
- ii. Approved by Mayoral Decision
- iii. Signed by the Mayor, or the presiding officer
- iv. Signed by the Clerk, or designate
- v. Sealed with the Town seal
- vi. Indicate the date of passage; and
- vii. Indicate the dates of Council and Mayor approval.

18.8. Council shall approve a By-law to confirm all actions taken by Council (Confirmation By-law).

18.9. As required by the Act, a By-law will come into effect once it has been:

- a) Approved by Council resolution; and
- b) Approved by Mayoral decision.

OR

- a) Approved by Council resolution; and
- b) Two days have passed following the date of the Council resolution without any Mayoral decision issued to the contrary.

OR

- a) Approved by Council resolution;
- b) Vetoed by Mayor decision; and
- c) Overridden by a two-thirds (5 members) vote by Council.

18.10 As required by the Act, the following **timelines** will be in effect for a Council approved By-law:

- a) The Mayor has two days to issue a Mayoral decision approving the By-law.

OR

- b) The Mayor has two days to issue a Mayoral Decision noting their intention to veto the by-law. If so, then:
 - i. The Mayor has 14 days from the date in which Council originally approved the by-law to issue a Mayoral Decision to approve or veto the By-law. If no Mayoral Decision is provided within 14 days, the By-law is deemed to be approved.

OR

- c) The Mayor has two days to issue a Mayoral Decision to veto the By-law. If so, then:
 - i. The Clerk must provide notice of the Mayoral Decision to veto the By-law to Council by the next business day.
 - ii. Council has 21 days after the day the Clerk provides notice to override a Mayoral Decision to veto. The override vote requires two-thirds (5 members) of Council to be Approved.

18.11 As required by the Act, the Mayor may propose By-law(s) for adoption that could potentially advance a prescribed provincial priority. Such By-laws must be voted on by Council and are approved by a one-third (3 members) vote.

- 18.12 The Mayor solely determines if a By-law potentially advances a prescribed provincial priority.

19. NOTICE OF MOTION

- 19.1. A member may introduce a notice of motion directly to a regularly scheduled Council or Committee of the Whole meeting, following which a copy of the motion shall be filed with the Clerk and the motion shall form part of the next regularly scheduled Council Agenda for discussion. Following such notice there shall be no debate or discussion on the motion until it is contained in an Agenda or unless agreed upon by a vote of a majority of the members present. NOTE: A notice of motion shall not be provided at a "Council Meeting, Public Meeting" meeting.
- 19.2. At the next regularly scheduled Council meeting, the notice of motion will be treated as any other motion, requiring a Mover and Seconder for the motion to be put before Council.
- 19.3. Substantive amendments to a notice of motion as provided by the Member shall not be permitted. The decision as to whether an amendment is substantive, will be at the discretion of the Chair. If the notice of motion is defeated, any new notice of motion regarding the same subject matter will be considered at a future meeting.

20. NOTICE OF MOTION – MAYOR

- 20.1. As required by the Act, the Mayor may bring forward a motion at any time if they determine it potentially advances a prescribed provincial priority.
- i. The Mayor solely determines if such a motion potentially advances a prescribed provincial priority.
 - ii. Any motion brought forward in this manner, at the discretion of the Mayor, shall be considered by Council at a meeting.
- 20.2. All other motions brought forward by the Mayor that do not potentially advance a prescribed provincial priority shall follow the process described in Section 19.

21. RULES OF DEBATE AND QUESTIONS FROM MEMBERS

- 21.1. Every Member prior to speaking to any question or motion must first be recognized by the Chair. The Chair will provide each Member an opportunity to speak.
- 21.2. A Member may comment to indicate their position on a motion or provide additional information/context or may ask a question for the purpose of obtaining facts relevant to the matter under discussion and necessary for clear understanding.
- 21.3. The Chair is permitted to ask questions or comment in a general manner without leaving their position. The Chair, who presides over any part of a Meeting, may state relevant facts and the Chair's position on any matter before the Council or Committee without leaving the Chair, which may take place prior to the vote, but it shall not be permissible for the Chair to move a Motion or debate a question without first leaving the chair.
- 21.4. If during a Meeting of Council, the Mayor desires to leave the Chair to move a Motion or to take part in debate, the Mayor shall call on the Deputy Mayor to preside until the Mayor resumes the Chair. If the Deputy Mayor is unavailable, then the Mayor will ask another Member of Council to assume the role of Acting Chair.
- 21.5. Members are encouraged to provide questions to staff prior to the Meeting and address any answers received during the comments portion of the discussion.

- 21.6. 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.
- 21.7. When a Member is speaking, no interruptions are permitted except to raise a Point of Order or a Point of Privilege.
- 21.8. Members shall express themselves succinctly without repetition.
- 21.9. Comments are to be relevant to the matter of business at the Meeting.
- 21.10. The following motions may be introduced without notice and without leave and shall take precedent over the main Motion in the descending order in which they appear starting at a):

Type of Motion

a. Fix the time for a continued meeting	Privileged
b. Adjourn	Privileged
c. Recess	Privileged
d. Raise a question of privilege – Council	Privileged
e. Raise a question of privilege – Individual	Privileged
f. Postpone temporarily	Subsidiary
g. Close debate	Subsidiary
h. Limit or extend debate	Subsidiary
i. Postpone to a certain time	Subsidiary
j. Refer to a Committee	Subsidiary
k. Amend	Subsidiary
l. Postpone indefinitely	Subsidiary
m. Motion(s)	Main

22.RECONSIDERATION OF A COUNCIL DECISION

- 22.1. A motion to reconsider a Resolution entered upon the minutes shall not be received or put unless agreed upon by two thirds of the full membership of Council (being five members) prior to the question being considered and any motion to reconsider shall be considered a main motion. Such reconsideration can either amend the previous decision or rescind it subject to the following rules:
- a) no resolution shall be reconsidered more than once during the term of Council; and
 - b) a Motion to reconsider shall not be reconsidered.
- 22.2. A Member who voted on the prevailing side of a decision may bring a Motion to Reconsider at the same Meeting at which the question to be reconsidered is dealt with and shall require the support of two thirds of the full membership of Council (being five members).
- 22.3. A Member who voted on the prevailing side or who was absent from the vote or was not a Member of Council at the time of the vote may bring a Notice of Motion to reconsider at a Meeting subsequent to that at which the question to be reconsidered was dealt with and shall require the support of two thirds of the full membership of Council (being five members) to be carried.
- 22.4. No Deputations or Public Comments shall be permitted to speak regarding a Notice of Motion to Reconsider.

22.5. A resolution that was decided by Council cannot be reconsidered if action has been taken in implementing the resolution, resulting in legally binding commitments that are in place on the date the Motion to reconsider is considered by Council.

22.6. If a motion to reconsider is decided in the affirmative:

- a) the reconsideration effectively returns the Council to just prior to the original Council resolution; and
- b) reconsideration of the original motion shall then be the next order of business unless the motion specifies a future date.

23.MOTION TO RESCIND

23.1 Motion to Rescind is a main motion that requires notice through a notice of motion and requires the support of two thirds of the full membership of Council (being five members) to be carried. The motion to rescind is the motion by which a previous action or order can be cancelled. The effect of this motion is to strike out an entire main motion that had been adopted at some previous time. The motion to rescind is debatable and is not amendable and requires the support of two thirds of the full membership of Council (being five members) to be carried. This motion is not in order when something has been done that is impossible to undo or notification has been provided when affects a specific person.

24.POINT OF ORDER

24.1 A Member may raise a Point of Order when such Member feels there has been:

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

24.2 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
- c) rule on the Point of Order immediately without debate by Council or Committee.

24.3 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.

25.POINT OF PRIVILEGE

25.1 A Member may raise a Point of Privilege at any time to request immediate action on a matter affecting the rights, privileges, dignity or integrity of Council or a Committee as a Whole, or one or more Council or Committee Members.

25.2 A Point of 'General' Privilege affects the rights and privileges of the Council or committee as a whole and include things like heating, ventilation, sound, lighting, comfort and security. They also include the dignity and integrity of the Council or committee and its proceedings, or obstructions to it carrying out its functions.

25.3 A Point of 'Personal' Privilege affects the rights and privileges of an individual Member and includes:

- i. requests for personal assistance (ie. to be excused due to illness or personal emergency),
- ii. objections to personal remarks or wrongful accusations made by another person at the meeting,
- iii. relief from any obstruction or interference with a Member performing their duties.

- 25.4 Where a Member raises a Point of Privilege, the Chair shall:
- i. interrupt the matter under consideration;
 - ii. ask the Member raising the Point of Privilege to state the substance of and the basis for the Point of Privilege; and
 - iii. rule on the Point of Privilege immediately without debate by Council or Committee.
- 25.5 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.
- 25.6 Where the Chair considers the integrity of any Member or staff has been impugned or questioned, the Chair may permit that Member or staff to make a statement to Council or Committee.

26.COMMITTEES

- 26.1 As permitted by the Act, the Mayor has the power to establish, dissolve, assign functions and appoint chairs and vice-chairs to Committees. This power may be delegated to Council through a Mayoral Decision.
- 26.2 **If legislated**, members appointed to Committees and Boards shall be qualified electors within the municipality (i.e. Public Libraries Act).
- 26.3 The Rules of Procedure for Committee operation shall be those contained in this By-law unless otherwise prescribed by statute or law.
- 26.4 The Head of Council shall be an ex-officio member of all Town Standing, Advisory and Ad- hoc Committees where not otherwise prohibited by any Act and shall have full voting privileges when in attendance at any meeting thereof and shall have the privilege of raising new business or adding any matter to a previously completed meeting Agenda.

27.ACCESSIBILITY

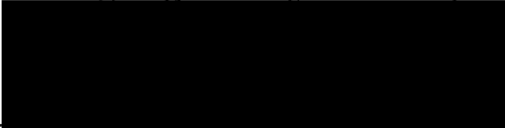
- 27.1 Documents can be made available in other accessible formats as soon as practicable and upon request.

28.PROCEDURAL BY-LAW REVIEW

- 28.1 At a minimum, the Procedural By-law will be reviewed in the first year of each new term of Council.

AND FURTHER that this By-law does hereby repeal and replace By-law No.2023-62, as revised, in its entirety.

Enacted and passed this 13th day of July, 2026



Peter Bordinon, Deputy Mayor



Corrina Giles, Town Clerk