

**THE CORPORATION OF THE TOWNSHIP OF TEHKUMMAH**

**BY-LAW NUMBER 2018-21**

**"PROCEDURE BY-LAW"**

**November 6, 2018**



## TABLE OF CONTENTS

1.0	DEFINITIONS.....	3
2.0	RULES AND REGULATIONS.....	5
3.0	MEETINGS.....	5
4.0	QUORUM.....	8
5.0	CHAIR.....	8
6.0	AGENDA.....	8
7.0	DELEGATIONS AND PRESENTATIONS.....	10
8.0	MINUTES.....	11
9.0	DUTIES OF CHAIR.....	11
10.0	CONDUCT OF MEMBERS.....	12
11.0	MOTIONS.....	13
12.0	RULES OF DEBATE.....	15
13.0	POINTS OF ORDER.....	15
14.0	PROCEEDING INTO IN-CAMERA OR CLOSED MEETING.....	16
15.0	COMMITTEE AND BOARD APPOINTMENTS.....	18
16.0	SPECIAL COMMITTEES .....	18
17.0	PUBLIC RECORD .....	19
18.0	CITING .....	19
19.0	REPEALS .....	19
20.0	IN FORCE .....	19

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ATTACHMENT 1 (CALENDAR OF MEETINGS) .....	20
ATTACHMENT 2 (TEHKUMMAH COMMITTEES) .....	21
ATTACHMENT 3 (COUNCIL MEETING AGENDA FORMAT) .....	22

# THE CORPORATION OF THE TOWNSHIP OF TEHKUMMAH

## BY-LAW NUMBER 2018-21

### "PROCEDURE BY-LAW"

A By-Law governing the proceedings of Council and its Committees.

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WHEREAS pursuant to Section 238(2) of the Municipal Act, 2001, S.O 2001, c.25 every council and local board shall adopt a procedure by-law to govern the calling, place and proceedings of meetings;

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

#### 1.0 DEFINITIONS

**"Ad Hoc Committee"** means a Committee established by Council to review a specific matter and once it has reported to Council with respect to its findings and recommendations, the Ad Hoc Committee is automatically dissolved, unless Council expressly directs it otherwise

**"Advisory Committee"** means a Committee established by Council to advise on matters for Council's review as contained in Attachment 2 herein. The Advisory Committee may have Sub-Committees that report back to the Advisory Committee.

**"By-Law"** means this Procedure By-Law as amended by Council from time to time.

**"Board"** means a local authority established for the purpose of the Township. It does not mean the Tehkummah Township Library Board.

**"Chair"** means the Reeve or Deputy Reeve or in their absence, a Member of Council appointed by Council or the Member appointed as Chair of a Committee by its Members.

**"Clerk-Treasurer"** means the Clerk-Treasurer of the Township of Tehkummah or, in his/her absence, such other person as the Clerk-Treasurer has, in writing, delegated such powers to.

**"Committee"** means all Council appointed Advisory, Ad Hoc and Sub- Committees and Boards. It does not mean the Tehkummah Township Library Board.

**"Committee of the Whole"** means a Committee consisting of all Members of Council.

**"Council"** means the Council of the Corporation of the Township of Tehkummah.

**“Defer, Deferred or Deferral”** when used in conjunction with a matter before the Council or a Committee, means that the matter is to be dealt with at the next Meeting of the same body, or at the Meeting of the same body which is specified in the motion to defer.

**“Head of Council”** means the Reeve.

**“In Camera or Closed Meetings”** means a Meeting of Council or other Committee to which public access is restricted.

**“Meeting”** means any meeting of Council or Committee.

**“Member”** means a Member of Council or a Committee as appropriate in the context.

**“Municipal Act”** means the legislation in the Municipal Act, 2001 as amended, providing the authority to Ontario municipalities to act as the local government and to perform all the attendant duties contained therein.

**“Notice”** means a public notice given in writing, posted on the Township website on the Friday prior to the Council meeting, using all reasonable and appropriate means to inform the public of Council and Committee activities.

**“Public Meeting”** means a Meeting held for the purpose of providing information to the public and obtaining public comments. It may be included as part of a regular Council Meeting or be convened, at the discretion of Council, as a Special Council Meeting to consider such matters.

**“Public Participation Period”** means the time set aside in each regularly scheduled Council Meeting agenda during which the attending public may address Council.

**“Quorum”** means a majority of Members.

**“Recess”** means to recess the Meeting for a specified length of time.

**“Special Meeting”** means a Meeting of Council not scheduled in accordance with the approved calendar of regular Council Meetings contained in Attachment 1.

**“Refer, Referred and Referral”** when used in conjunction with a matter before Council or a Committee means the matter is referred to the body or person named in the motion to refer, for further consideration and, if so specified, to report back to Council or Committee.

**“Staff”** means officers and employees of the Township.

**“Table, Tabled”** means to postpone a matter without setting a definite date as to when the matter will be re-discussed.

**“Township”** means the Corporation of the Township of Tehkummah or the geographic area it represents as the context may require.

**“Workshop”** means an informal gathering of Members of Council for the purpose of training or to receive and discuss information or advice of a general nature involving subject matters of interest to the Members of Council.

## **2.0 RULES AND REGULATIONS**

- 2.1 The rules and regulations contained in this By-Law shall be observed in all proceedings of Council and Committees in the dispatch of the business of Council and Committees, except for the Tehkummah Township Library Board, with the changes necessary to give effect thereto.
- 2.2 The rules and regulations contained herein may be suspended by a two-thirds vote of the Members of Council or Committee present at the Meeting, provided that such rule or regulation is not prescribed by statute.
- 2.3 If a matter has been previously considered, it shall not be reconsidered by such body within the next six (6) months after the Meeting at which it was originally considered, without the consent of a majority of the Members present.
- 2.4 Procedural matters not specifically addressed in this By-Law shall be decided by the Chair in accordance with Roberts Rules of Order (Canadian Parliamentary Authority) as far as reasonably practical.

## **3.0 MEETINGS**

### **3.1 Inaugural Council Meeting**

The inaugural Meeting of Council shall be held the first Tuesday in December following an election at 7:00 P.M. in the Council chambers subject to the requirements of the Municipal Act, or at such time as may be fixed by resolution.

### **3.2 Regular Council Meetings**

- a) Meetings of the Council shall be held at the Council Chambers in the Town Hall. Notwithstanding this, Council meetings may from time to time, take place at another meeting location provided that such location is within the municipality and Notice is given.
- b) Unless otherwise provided by resolution of Council, Meetings of Council shall be held at 7:00 p.m. (local time) as per the attached “Attachment 1”.

- c) When the day for a regular Meeting of Council falls on a public or civic holiday, the Meeting shall be convened on the following day after the holiday.
- d) A Council Meeting calendar shall be drawn up, confirmed by resolution for each new calendar year, included in Attachment 1 of this By-law and amended for each successive year thereafter. In addition, this calendar shall be published on the Township website and made available by request to the public.
- e) Notwithstanding 3.2 b, c, d), dates may be altered by Council resolution with a majority vote and Notice.

### 3.3 Special Council Meetings

At any time, the Reeve may summon a Special Meeting of Council on 48 hours written notice to the Members or upon receipt of the petition of the majority of the Members, the Clerk shall summon a Special Meeting on 48 hours written notice to the Members for the purpose and at the time mentioned in the petition. The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting in the form of an agenda. Special Meetings may be open or closed as provided for in the Municipal Act and shall be designated as such in the Notice and posted prominently at the entrance to the meeting room.

### 3.4 Length of Council Meetings

A Council Meeting shall not carry on past 11:00 P.M. or shall not be of a duration greater than four (4) hours and by operation of this rule, shall be adjourned without requiring a motion or resolution, unless a majority of the Members present at the Meeting decide by resolution to continue the Meeting until its conclusion or such time as may be specified in the resolution.

### 3.5 Workshops

- a) When deemed necessary, and with proper notice, the Reeve and/or Clerk-Treasurer may convene a Committee of the Whole, at their discretion or by petition of a majority of Members of Council, to discuss issues in an informal venue for the purpose of promoting a general understanding and consensus on specific important Township matters. All Workshops (with the exception of a Meeting as described in 3.5 b) shall be open to the public and no motions shall be passed. A record, describing in general terms the proceedings and the subject matter discussed, shall be made at all Workshops.
- b) Public access to a Workshop may be restricted if both of the following conditions are satisfied:

- i) The Meeting is held for the purpose of educating or training the Members and;
  - ii) no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the Council.
- c) Before holding a Workshop that is to be closed pursuant to this provision, Council shall state, by resolution, the fact of holding the Closed Meeting, the general nature of the subject matter and that it is to be closed under Section 239, subsection 3.1 of the Municipal Act.

### 3.6 Emergency Council Meetings

The Reeve may, at any time, call an emergency Council Meeting on matters that require urgent attention by Council. Time permitting, the Clerk shall give Notice of any such meeting by email or in person in the form of an agenda and notice by telephone. Emergency meetings may be open or closed as provided for in the Municipal Act and shall be designated as such in the Notice.

### 3.7 Cancellation of a Council Meeting

A Meeting of Council may be cancelled upon approval of a motion of Council. Notwithstanding which, the Reeve may cancel a Meeting in an emergency.

### 3.8 Committee Meetings

Notice of meetings of all Committees shall be given to its Members in the form of an agenda delivered to its Members prior to its meeting. Time permitting, such Notice of Meetings shall be included on the schedule of meetings calendar on the Township's website and available from the Clerk's Office upon request.

The meeting schedule of all Committees shall be determined by its Members.

### 3.9 The Reeve as Ex Officio Member

The Reeve is ex officio a member of each Council appointed Committee. The Reeve may participate in the business of the Committee on the same basis as any other Member unless otherwise prohibited.

## 4.0 QUORUM

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

4.2 A majority of the Members are required to be present to constitute a Quorum.

4.3 If no Quorum is present one-half (½) hour after the time appointed for a meeting of Council, the Clerk-Treasurer or Recording Secretary shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next regular Meeting.

## 5.0 CHAIR

5.1 The Chair of a Meeting of Council shall be the Reeve. In the absence of the Reeve, the Deputy Reeve shall be the Chair of the Meeting. In the absence of the Reeve and Deputy Reeve the Council shall appoint another of its Members to act as Chair of the Meeting.

5.2 In the event that the Reeve does not arrive within fifteen (15) minutes after the time appointed for the meeting, the Deputy Reeve shall preside until the arrival of the Reeve and in the absence of both of them, a Member appointed by Council shall preside until the arrival of either the Reeve or Deputy Reeve.

## 6.0 AGENDA

### 6.1 Preparation of Council Agenda

- a) Prior to each regular Meeting, the Clerk-Treasurer, or his/her designate, shall prepare an agenda of all the business to be brought before each Council Meeting. The agenda shall be posted on the Township website by 4:00 p.m. on the Thursday prior to the Council Meeting.
- b) Exceptions to this practice will be at the discretion of the Clerk-Treasurer. All information, including PowerPoint Presentations and other digital presentations, must be included and available to the Clerk by Tuesday 12:00 noon, one week prior to the Council Meeting.
- c) Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and may be made available through the Council Agenda process.
- d) Addendum items
  - i) An item which is not on the agenda of a Council Meeting as printed shall require a majority vote of the Members present to be added to the agenda.
  - ii) Notwithstanding the above, any additional information pertaining to an item listed on the Council agenda shall be considered with the item.



- iii) Members shall be given the opportunity to debate a request to add an item that is not on the agenda, provided they do not discuss the substance of the item to be added.
  - iv) Public Meetings, including all Statutory Public Meetings, will commence at 7:00 p.m. Exceptions to this practice will be at the discretion of the Reeve and Clerk-Treasurer.
- c) **Order of Business**
- i) Council shall deal with matters in the following order:
    1. Opening of Meeting by Chair
    2. Prayer
    3. Approval of the Agenda
    4. Declarations of Pecuniary Interest
    5. Public Participation
    6. Delegations/Guests
    7. Approval of Minutes
    8. Bylaws
    9. Consent Items
    10. Regular Items
    11. Correspondence
    12. Motions
    13. Closed Session (if required)
    14. Confirming By-law
    15. Adjournment
  - ii) The business of each Council Meeting shall be taken up in the order in which its stated in the agenda unless otherwise deemed expedient by the Chair or at the request of a majority of the Members present.
  - iii) In order for a submission from a Notice of Motion to be included in the next agenda, it must be filed with the Clerk (under Section 6.1.b) of the Procedure By-Law.
- d) **Member's Request**
- If requested by any Member by Thursday 12:00 noon, the week prior to the regular Council Meeting, the Clerk shall place the matter on the Council agenda. From time to time, the Clerk may exercise his/her discretion as to the inclusion of the Member's request under the Municipal Act Section 239 (Open or Closed Session).
- e) The Clerk is hereby authorized to make such minor deletions, additions or other changes in form to any by-law before same is signed and sealed, for the

purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the by-law and Members of Council shall be advised by the Clerk of such changes.

## **6.2 Public Participation Period**

As part of each regularly scheduled Council Meeting, a Public Participation Period will be included on the agenda and limited to fifteen (15) minutes or less as necessary. Any interested person in attendance will be invited to make inquiry or comment on matters of municipal business. Speakers will be asked to limit their participation to a maximum of five (5) minutes each subject to the following:

- Questions or comments to be directed to the Reeve/Chair.
- Questions shall not refer to personnel matters, litigation or potential litigation or planning matters that have already had a public meeting or any item considered confidential.

Any person providing information and/or comments at public or open meetings will be considered by the Township of Tehkummah as consent to the individual's personal information and comments and that this information may become part of the public record.

## **7.0 DELEGATIONS AND PRESENTATIONS**

7.1 Delegations and those wishing to present on a matter may address Council by requesting, in writing (in digital form if possible) by Thursday 12:00 noon, the week prior to the Council Meeting, that the Clerk place their name and topic on the agenda as a Delegation or Presentation. Such requests shall state the nature of the matter to be brought before Council and be accompanied by a summary detailing the matter to be brought before Council. If information is to be presented digitally to Council it must accompany the request.

7.2 Delegations and Presentations other than in respect of statutory hearings shall be limited in speaking to not more than ten (10) minutes followed by a five (5) minute discussion period. In the interest of time and clarity, Delegations and Presentations on behalf of an organization, including any corporation, association or on behalf of any group, are asked to designate a single spokesperson to address Council.

7.3 Upon conclusion of the Delegation or Presentation, Members are permitted to ask questions for clarification and obtaining additional relevant information. Notwithstanding time limits imposed in 7.2, Council may extend the time by consensus of the Members.

## **8.0 MINUTES**

**8.1** The minutes of a Meeting, including a Closed Meeting, shall record, without note or comment:

- a) the place, date and time;
- b) the record of attendance or absence of the Members;
- c) the reading, if requested, correction and adoption of the minutes of prior Meetings;
- d) all the other proceedings of the Meeting;
- e) Minutes of each Meeting shall be presented to the subsequent Meeting for approval and/or correction. The minutes of a Closed Meeting shall, where required, be approved in a Closed Meeting.
- f) All minutes of Committees are to be posted on the website following approval of the various Committees.

## **9.0 DUTIES OF CHAIR**

**9.1** It shall be the duty of the Chair:

- a) to open the Meeting by taking the Chair and calling the Members to order;
- b) to announce the business in the order in which it is to be acted upon;
- c) to receive and submit, in the proper manner, all motions presented by the Members;
- d) to put to vote all questions which are regularly moved and seconded or necessarily arise in the course of the proceedings and to announce the result;
- e) to decline to put to a vote motions which infringe upon the rules of procedure;
- f) to restrain the Members so as to remain within the rules of order when engaged in debate;
- g) to designate the order in which Members/Staff are recognized to speak when two or more Members/Staff wish to be recognized at the same time;
- h) to enforce, on all occasions, the observance of order and decorum among the Members;

- i) to do all matters in such a way as to permit the Meetings to proceed in an orderly and efficient manner;
- j) to authenticate by his/her signature, when necessary, all by-laws, resolutions and minutes;
- k) to adjourn the Meeting when the business is concluded;
- l) to adjourn the Meeting without question, or put or suspend the Meeting to a time to be named by him/her, if he/she considers it necessary, because of grave disorder.

## **10.0 CONDUCT OF MEMBERS**

**10.1** In addition to the provisions herein, Members of Council are to have regard for all standards of conduct pertaining to elected Township officials during a Meeting held pursuant to this By-Law.

**10.2** No Member shall:

- a) speak disrespectfully of the reigning Sovereign, or any of the Royal Family, of the Governor-General, or of the Lieutenant Governor of any Province;
- b) use offensive words or unparliamentary language;
- c) speak disrespectfully of, or make inappropriate allegations concerning, another Member of Council, Committee, Staff or the public.
- d) speak on any subject other than the subject in debate;
- e) extend deliberation on a matter previously and appropriately considered by Council or Committee except for the purpose of moving in accordance with the provisions of Subsection 2.3 that a resolution be reconsidered;
- f) disregard the rules of the Council, or a decision of the Chair, or of the Council or Committee on a question of order or practice or upon the interpretation of the rules of the Council or Committee.

**10.3** If a Member persists in any such disregard after having been called to order by the Chair, the Chair may forthwith put the question, with no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the Meeting of the Council or Committee", but if the Member apologizes, he/she may by majority vote, be permitted to retake his/her seat.

10.4 If a Member arrives late at a Meeting, any prior discussion shall not be reviewed without the unanimous consent of all Members present.

## **11.0 MOTIONS**

11.1 Every motion, when duly moved and seconded, shall be open to discussion. A motion or amendment thereto, may not be withdrawn without the consent of the mover and seconder. The Chair shall not move or second any motion, but shall vote on a motion.

11.2 The Chair may appoint a Member to preside in his/her place and vacate the chair in order to move or second a motion. The Chair shall resume the chair following the vote on the matter.

11.3 Where a matter has been Tabled it may not be discussed until the Clerk or a Member through a Member's Request, brings the matter forward to a subsequent Meeting.

### **11.4 Voting on Motions and By-Laws**

- a) Every Member present at a Meeting when a question is put shall vote thereon unless prohibited by statute, in which case it shall be so recorded.
- b) Each Member present and voting shall announce or indicate his/her vote upon the motion or by-law openly and individually and no vote shall be taken by ballot, or any other method of secret voting.
- c) If there is an equality of votes on any question, the vote shall be deemed to be lost.
- d) If any Member at a Meeting when a question is put does not vote, he/she shall be deemed to have voted in the negative except where prohibited from voting by statute.
- e) When a recorded vote is requested by a Member, the Clerk shall call the vote and record the name and vote of every Member on any question. The order of the vote shall be recorded in the following manner:
  - first, the requester of the recorded vote shall vote;
  - then, each other Councillor shall vote
  - lastly, the Reeve/Chair shall indicate his or her vote.
- f) A request by a Member for a recorded vote shall be made immediately prior to the commencement of the vote being taken or immediately thereafter and before any other item of business is brought forward.
- g) When the Chair calls for a vote on a question, each Member shall occupy his/her seat and shall remain in his/her seat until the result of the vote has been declared by the Chair.

- h) After a question is put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
  - i) Upon the request by any Member, and when the Chair is satisfied that a question under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.
  - j) When a vote is taken, the order of the vote shall, unless otherwise decided by the Council or Committee, be as follows:
    - i) upon any motion to Defer, including a motion to Refer the question;
    - ii) upon the amendments in the reverse order of presentation, dealing with an amendment to an amendment immediately before the amendment it proposes to amend; and
    - iii) then, upon the motion to adopt or upon the motion to adopt as amended, if any amendments have been carried out.
  - k) Notwithstanding Paragraph 11.4(j) above, a motion to Defer a matter that has been previously Deferred shall require a majority vote of Council.
  - l) One or more report items and/or by-laws on a meeting agenda may be adopted in a single motion.
  - m) A motion to Refer a matter to Staff shall include the reasons for the Referral.
  - n) The vote on a motion may only be called after each Member who wished to speak has spoken once.
  - o) If a Member disagrees with the announcement of the Chair that a question is carried or lost he/she may, but only immediately after the declaration by the Chair, object to the Chair's declaration and request that the vote be retaken.
- 11.5 In considering unrecorded votes, the manner of determining the decision of the Council or Committee on a motion shall be at the discretion of the Chair and may be by voice, show of hands, standing or otherwise.
- 11.6 In considering recorded votes the Clerk shall ask Members to announce their vote openly and any failure to vote by a qualified Member shall be deemed to be a negative vote. The Clerk shall record the names of those who voted for and of those who voted against, in the minutes and announce the results.

## **12.0 RULES OF DEBATE**

- 12.1 Every Member, prior to speaking to any question or motion shall first be recognized by the Chair.
- 12.2 When a Member is speaking, no other Member shall interrupt him/her except to raise a point of order or personal privilege.
- 12.3 Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.
- 12.4 Subject to the discretion of the Chair, any Member may speak initially on a motion for a maximum of two (2) minutes followed by any other Member, including the mover of the motion wishing to speak a second time for a further two (2) minutes. The mover may reserve the right to be the last speaker on a motion.
- 12.5 When a Member has been recognized as the next speaker, then immediately before speaking such Member may ask a question of the Chair on the matter under discussion but only for the purpose of obtaining information, following which the Member shall speak to the motion.

## **13.0 POINTS OF ORDER**

- 13.1 A point of order may be called by a Member to bring attention to:
- (i) any breach of the rules of procedure of Council or Committee
  - (ii) the use of improper, offensive or abusive language
  - (iii) statement of the fact that the matter under discussion is not within the scope of the proposed motion
- 13.2 When a Member wishes to raise a point of order, the Member shall ask leave of the Chair to raise the point of order and after leave is granted the Member shall state the point of order to the Chair and no further business shall be conducted until the Chair has decided and stated the point of order.
- 13.3 Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to the Council or Committee.
- 13.4 If no Member appeals, the decision of the Chair shall be final.
- 13.5 If a Member appeals the Chair's decision on a point of order to the Council or Committee, the Member shall have the right to state his/her case, the Chair shall have the right to reply and Council or Committee shall decide the question without further debate and its decision shall be final.

## **14.0 PROCEEDING INTO IN-CAMERA OR CLOSED MEETING**

**14.1 Council or Committee may retire into In-Camera or Closed Meeting at any time during the process of a Meeting or a Meeting specifically called for that purpose, 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 disposal 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) advise 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; or**
- 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. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.**

Sub-Committees are not permitted to have In-Camera sessions.



14.2 Before holding a Meeting or part of a Meeting that is to be closed to the public, the Council or Committee shall approve a motion stating the following:

- i) the fact that the Meeting will be closed to the public
- ii) the general nature of the matter to be considered at the Closed Meeting
- iii) the reasons Council or Committee has determined it necessary to exercise its' discretion to close the Meeting to the public
- (iv) the agenda for an in-camera meeting shall be distributed to members of Council (confidential) as early as possible prior to the meeting.

14.3 Voting during Closed Meetings

No vote shall be taken at a Meeting as described in Section 14 which is closed to the public unless:

- a) the subject relates to an issue as described in Section 14.1;  
and
- b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

14.4 The Clerk shall record in the minutes of the Meeting the reason for Council retiring into In-Camera or Closed Meeting.

14.5 Upon coming out of In-Camera during a Council Meeting, the Chair shall verbally, or by motion, report the progress made.

14.6 The rules governing the procedure of the Council and the conduct of Members in Council shall be observed In-Camera or Closed Meeting so far as they are applicable.

14.7 Confidentiality

Members shall ensure that confidential matters disclosed to them during Closed Meetings are kept confidential.

Members will be advised, as it occurs, that discussion on matters that are not confidential shall be suspended and continued once again during an open Meeting or portion thereof.

## **15.0 COMMITTEE and BOARD APPOINTMENTS**

- 15.1 Members of Council meeting as a Committee of the Whole shall determine the Council membership representation on the various Committees appointed by Council. Individual preferences shall be accommodated as much as possible, as well as experience, suitability and the consensus of the Committee of the Whole.
- 15.2 Public membership and /or positions on the various Committees appointed by Council shall be approved by Council which may require the posting of open positions, the interviewing of potential volunteer candidates, and input from the Township management team. Persons must not be anonymous.
- 15.3 Council shall authorize the appointments, including committee structure and composition, if not already determined by by-law, having regard for the recommendations of Township staff and the Committee appointees.
- 15.4 Committees are to submit minutes. Council may request reports of the Committees from time to time to receive recommendations and review programs and resources.

## **16.0 SPECIAL COMMITTEES**

- 16.1 Council may, at any time appoint a special Committee of Members of Council to inquire into and report on any matter.
- 16.2 The names of Council Members required to serve on special Committees shall be determined by Council.

## **17.0 PUBLIC RECORD**

- 17.1 All communications about a matter on a public or open Meeting agenda that the Clerk receives within a reasonable time of the particular Council Meeting of interest shall form part of the public record. Personal information and opinions in communications are part of the public record unless the author of the communications specifically requests the removal of his or her personal information when submitting it.
- 17.2 Any person providing information and/or comments at public or open meetings will be considered by the Township of Tehkummah as consent to the individual's personal information and comments and that this information may be published.
- 17.3 All information including opinions, presentation, reports, documentation, etc. that are provided at a public or open meeting are considered a public record.

## **18.0 CITING**

- 18.1 This By-Law shall be cited as the "Procedure By-Law".

**19.0 REPEALS**

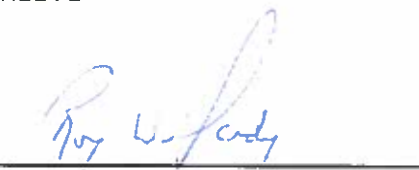
19.1 By-Law 2015-03 any all previous versions of the Procedure By-Law are hereby repealed.

**20.0 IN FORCE**

20.1 This By-Law shall come into force and take effect on passing.

**By-Law Number 2018-21 read a first, second and third time and finally passed this 6<sup>th</sup> day of November, 2018.**

  
\_\_\_\_\_  
REEVE

  
\_\_\_\_\_  
CLERK-TREASURER

**ATTACHMENT 1**

**TO**

**BY-LAW NUMBER 2018 -21**

**CALENDAR OF MEETINGS**

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<b>COUNCIL MEETINGS</b>	
Tuesday, December 4, 2018	
Tuesday, January 8, 2019	Tuesday, July 9, 2019
Tuesday, January 22, 2019	Tuesday, July 23, 2019
Tuesday, February 5, 2019	Tuesday, August 13, 2019
Tuesday, February 19, 2019	Tuesday, September 10, 2019
Tuesday, March 5, 2019	Tuesday, September 24, 2019
Tuesday, March 19, 2019	Tuesday, October 1, 2019
Tuesday, April 2, 2019	Tuesday, October 15, 2019
Tuesday, April 16, 2019	Tuesday, November 5, 2019
Tuesday, May 7, 2019	Tuesday, November 19, 2019
Tuesday, May 21, 2018	Tuesday, December 3, 2019
Tuesday, June 4, 2019	
Tuesday, June 18, 2019	

**ATTACHMENT 2**

**TO**

**BY-LAW NUMBER 2018 -21**

**LIST OF TOWNSHIP OF TEHKUMMAH COMMITTEES**

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Cemetery Board  
CPAC  
Economic Development  
Fire Department  
Leisure Services  
Library  
MMA  
Manitoulin-Sudbury DSB  
Museum  
POA  
Seniors

Budget

Environment/Landfill

Water/Sewer Committee:

Transportation

Property

**ATTACHMENT 3**

**TO**

**BY-LAW NUMBER 2018 -21**

**COUNCIL MEETING AGENDA FORMAT**

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1. Meeting declared Opened by Chair
2. Prayer
3. Approval of Agenda
4. Conflict of Interest
5. Public Participation
6. Delegations/Guests
7. Approval of Minutes
8. Bylaws
9. Consent Items
10. Regular Items
11. Correspondence
12. Motions
13. Closed Session (if required)
14. Confirmation Bylaw
15. Adjournment

**Next Meeting:**

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