

The Corporation of the Township of North Huron

By-law No. 52-2025

Being a By-law to govern the calling, place, and proceedings of the meetings of the Council of the Township of North Huron and its Committees and to provide public notice of meetings

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## **The Corporation of the Township of North Huron**

### **By-law No. 52-2025**

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#### **Being a By-law to govern the calling, place, and proceedings of the meetings of the Council of the Township of North Huron and its Committees and to provide public notice of meetings**

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WHEREAS Section 238(2) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, requires every municipality and local board to pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 238(2.1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, requires that the procedure by-law provide for public notice of meetings;

AND WHEREAS Section 238(3.1) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, provides that the applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the by-law;

AND WHEREAS Section 238(3.3) of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, provides that the applicable procedure by-law may provide that a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time, and can participate electronically in a meeting that is open or closed to the public;

AND WHEREAS it is necessary and expedient that there shall be rules governing the order and proceedings of the Council and the Committees of the Council of the Corporation of the Township of North Huron;

AND WHEREAS the Council of the Corporation of the Township of North Huron desires that its governance processes and procedures facilitate, to the greatest extent possible, the understanding and participation of its citizens in the effective conduct of the Corporation's business;

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it advisable to enact a new by-law to govern the calling, place and proceedings of the meetings of Council and its Committees, and to provide for public notice of the meetings in accordance with the of the Municipal Act, 2001, S.O. 2001, c. 25 as amended;

NOW THEREFORE the Council of the Corporation of the Township of North Huron ENACTS as follows:

<b>PART ONE – GENERAL PROVISIONS .....</b>	<b>5</b>
1. Short Title.....	5
2. Application and Scope .....	5
3. Interpretation, Conflict and Severability.....	5
4. Principles of the Procedure By-law .....	5
5. Suspension and Amendment of these Rules .....	6
6. Definitions .....	6
<b>PART TWO – MEETINGS .....</b>	<b>10</b>
7. Location of Meetings.....	10
8. Inaugural Council Meeting.....	11
9. Regular Council Meeting.....	12
10. Special Council Meeting.....	12
11. Budget Meetings .....	13
12. Emergency Council Meeting .....	13
13. Committee and Local Board Meetings.....	13
14. Closed Meetings .....	14
15. Education and Training .....	16
16. Community Open House (Formerly Town Hall Meeting) .....	16
17. Fully Electronic Meetings and Member Participation in In-Person Meetings by Electronic Means.....	17
18. Participation By Electronic Means – Process and Member Conduct .....	18
19. Calling to Order and Quorum.....	19
20. Recording of Meetings, Live Streaming of Meetings and Communication Devices .....	20
<b>PART THREE – NOTICE OF MEETINGS .....</b>	<b>20</b>
21. Notice – General.....	20
22. Notice – Regular Meetings .....	20
23. Notice – Special and Budget Meetings .....	21
24. Notice – Emergency Council Meetings .....	21
25. Cancel, Postpone or Conduct a Fully Electronic Meeting.....	21
26. Notice of Cancelled or Postponed Meetings .....	22
<b>PART FOUR – ORDER OF PROCEEDINGS – AGENDAS, MINUTES &amp; BY-LAW ....</b>	<b>22</b>
27. Agendas – Regular Council Meetings.....	22
28. Agendas – Special, Budget and Emergency Council Meetings.....	23
29. Agendas – Committees and Local Boards .....	23
30. Public Presentations - Delegations and Petitions.....	23
31. Minutes – Council, Committees and Local Boards.....	24
32. Reports – Council, Committees and Local Boards.....	25
33. By-laws .....	25
<b>PART FIVE – RULES OF CONDUCT &amp; DEBATE .....</b>	<b>27</b>
34. Conduct of Proceedings for Council, Committees and Local Boards ....	27
35. Resolutions, Motions and Voting .....	28
36. Rules of Debate.....	29
37. Suspending Rules of Debate for Extended Debate.....	30

38.	Notice of Motions .....	30
39.	Reconsideration .....	31
40.	Adjournment.....	31
41.	Procedural Appeal .....	31
<b>PART SIX – DUTIES OF MEMBERS .....</b>		<b>32</b>
42.	Disclosure of Pecuniary Interest .....	32
43.	Duties of the Head of Council .....	33
44.	Absence of the Head of Council .....	33
45.	Emergency Governance Committee .....	34
46.	Role of Council and Duties of Committee and Local Board Members .....	34
<b>PART SEVEN – SCHEDULES .....</b>		<b>37</b>
	Schedule “A” Council and Committee Delegation Request Form.....	37
	Schedule "B" Council and Committee Disclosure of Pecuniary Interest Form .	38

## **PART ONE – GENERAL PROVISIONS**

### **1. Short Title**

- 1.1. This By-law may be cited as the “Procedure By-law” or the “Council and Committee Procedure By-law”.

### **2. Application and Scope**

- 2.1. The purpose of this By-law is to define the rules of order and dispatch of the business of the Council of the Township of North Huron and its Committees and Local Boards.
- 2.2. This By-law applies to all Meetings of Council, Committee and Local Boards of the Council of the Corporation of the Municipality of North Huron (the “Township”) and governs the conduct of business in accordance with the provisions of the Municipal Act, 2001, S.O. 2001, c.25, as amended (the “Act”).
- 2.3. This By-law applies to all types of Meetings of Council and Committees established by Council unless otherwise provided for by legislation or by this By-law. In the event of a conflict between this By-law and any applicable legislation, provincial legislation shall prevail.

### **3. Interpretation, Conflict and Severability**

- 3.1. Words in singular shall be deemed to include plural and words in plural shall be deemed to include singular and shall read with all changes in gender or number as the context may require.
- 3.2. All references to applicable law are ambulatory and apply as amended from time to time.
- 3.3. It is hereby declared that notwithstanding any section, subsection, clause, paragraph or provision of the By-law or parts thereof, that may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provision of the By-law as a whole or part thereof and all other sections of the By-law shall be deemed to be separate and independent therefrom and enacted as such.

### **4. Principles of the Procedure By-law**

- 4.1. In any case for which a provision is not made in this By-law, the procedure to be followed shall be as near as may be that followed in the most current official edition of “Roberts Rules of Order”.
- 4.2. Each Member has the right to:
- a. Vote – one (1) vote, subject to the declaration of a pecuniary interest;
  - b. Information to help make decisions, unless otherwise specified or prevented by law;
  - c. Make motions;
  - d. Speak in debate;
  - e. An efficient Meeting; and
  - f. Be treated with respect and courtesy.
- 4.3. No item shall be placed on an Agenda with respect to a matter which is not within the jurisdiction of the Township. The Head of Council and/or Chair, in consultation with the Clerk, will determine if a matter is within the jurisdiction of the Township.

## **5. Suspension and Amendment of these Rules**

5.1. Any of the rules in this By-law that are discretionary and not mandatory under statute may be temporarily suspended by two-thirds majority vote by motion of the Members. The suspension shall only apply to the procedure(s) or rule(s) which are stated within the Motion to suspend and only during the Meeting in which such Motion was introduced. The following procedure(s) or rule(s) cannot be suspended:

- a. No other business in Special Meetings; and
- b. Any items directed in the Municipal Act or any other relevant legislation.

5.2. With a consensus motion of Council, the Head of Council may temporarily relax the rules of Debate in order to permit additional discussion on an item of business. (Refer to Section 37 – Suspending Rules of Debate for Extended Debate)

5.3. Any of the rules in this By-law may be amended, or new rules adopted by the Majority Vote of the Members, provided that the proposed amendments or new rules have been introduced into the record at a prior Council meeting.

## **6. Definitions**

6.1. **Abstain (Abstention)** shall mean failure of a Member to Vote. In accordance with Section 246(2) of the Municipal Act, a failure to vote by a Member who is present at the Meeting at the time of the vote and who is qualified to vote, shall be deemed to be a negative vote.

6.2. **Act** shall mean the Municipal Act, 2001, S.O. 2001, c.25 as amended.

6.3. **Acting Head of Council** shall mean the Deputy Reeve who, in the absence of the Head of Council shall have the authority of the Head of Council, save and except for Strong Head of Council (Mayoral) Powers, and will preside at Meetings of Council. In the event that the Deputy Reeve is unable to act in the place of the Head of Council, Section 44 of this By-law shall be followed.

6.4. **Ad Hoc Committee** shall mean a Committee established by Council, to consider a specific matter or objective, that reports directly to Council, and that shall be dissolved after completion of a task or achievement of an objective.

6.5. **Adjourn** shall mean the end of a Meeting. A Motion to Adjourn requires a seconder, is not debatable, is not Amendable, requires a Majority Vote for adoption and cannot be Reconsidered.

6.6. **Advisory Committee** shall mean a Committee established by Council to advise on matters which Council has deemed appropriate for the Committee to consider.

6.7. **Agenda** shall mean the list of items and the order of business for any Meeting setting out the matters to be considered at the Meeting.

6.8. **Amend (Amendment)** shall mean to alter or vary the wording of a main Motion without changing its purpose or introducing a new subject, and “amendment” shall have a corresponding meaning.

6.9. **Chair** shall mean the person presiding at a Meeting whether it be the Head of Council, Acting Head of Council, or Chairperson of any Committee.

6.10. **Chief Administrative Officer** shall mean the Chief Administrative Officer (CAO) or designate of the Township, appointed by By-law.

- 6.11. **Clerk** shall mean the Clerk or designate of the Township, appointed by By-law.
- 6.12. **Closed Session** shall mean a Meeting, or portion thereof, closed to the public in accordance with Section 239 of the Municipal Act and this By-law.
- 6.13. **Committee** shall mean an Ad Hoc, Advisory or Joint Committee established by Council which, in accordance with Section 238(1) of the Municipal Act, at least fifty (50) percent of the Members are also Members of one or more Council(s) or Local Board(s).
- 6.14. **Confirmatory By-law** shall mean a By-law of Council that confirms the actions of Council taken at a Meeting and any previous Meeting which did not have a Confirmatory By-law, in respect to each Resolution and other action taken, so that every decision of Council at that Meeting shall have the same force and effect as if each and every one of them had been the subject of a separately enacted by-law.
- 6.15. **Consent Agenda** shall mean a grouping of items on a Council Agenda that are considered informal, routine and unlikely to require discussion and may be approved by Council without debate through a single Motion. Any Member may request that an item be removed from the Consent Agenda for separate discussion and vote if it is determined that action, a decision or significant further discussion is needed. Items to be included on the Consent Agenda may include, but are not limited to:
- Approval of Council Minutes;
  - Committee of Council or external Committee minutes provided for information purposes only;
  - Staff or Committee Reports provided for information purposes only;
  - Items of Correspondence which may be discussed, but require no action on the part of Council.
- 6.16. **Correspondence** shall include, but is not limited to a letter, memorandum, report, notice, electronic mail, facsimile, petition, etc. that may require an action or decision of Council or a Committee.
- 6.17. **Council** shall mean the duly elected Council of the Corporation of Township of North Huron.
- 6.18. **Council Chambers** shall mean the designated room or area where Council holds In-Person Meetings.
- 6.19. **Councillor** shall mean a person elected or appointed as a Member of Council.
- 6.20. **Debate** shall mean a discussion limited to the merits of a specific Motion.
- 6.21. **Defer** shall mean a Motion to postpone all discussion until later in the same Meeting or a future date which is established as part of the Motion.
- 6.22. **Delegation** shall mean a person or group of people who address Council or a Committee by attending a Meeting for the purpose of making a presentation.
- 6.23. **Deputy Reeve** shall mean the Member of Council duly elected under the Municipal Elections Act, 1996, S.O. 1996, c.32, as amended, to represent the electors of the Township of North Huron and to act in the absence of the Head of Council (save and except for Strong Head of Council Powers) in accordance with this By-law and will represent the Corporation of the Council of the Township of North Huron. (Refer to Section 44 – Absence of the Head of Council).

- 6.24. **Electronic Device** shall mean a computer, cellular phone, smartphone, personal digital assistant, smart watch, tablet, voice recording, camera or any similar device.
- 6.25. **Electronic Means** shall mean the use of an Electronic Device or other interactive technology to facilitate communication and participation in a Meeting. This includes but is not limited to video conferencing, teleconferencing and other digital communication platforms that allow for real-time or asynchronous interaction.
- 6.26. **Electronic Meeting** shall mean a Meeting where there are no Members attending the Meeting In-Person and the entirety of the Meeting is being conducted via Electronic Means of communication only.
- 6.27. **Electronic Participation** shall mean the involvement of Council Members, Committee Members, Local Board Members, and/or the public in a Meeting through Electronic Means. This allows individuals to attend, speak, and vote at Meetings without being physically present at the Meeting location.
- 6.28. **Emergency (Declared Emergency)** shall mean any period of time during which an emergency has been declared to exist in all or part of the Township by the Head of Council or the Province under the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9, as amended.
- 6.29. **Emergency Control Group** shall mean the officials designated to control the emergency operations for the Township when it becomes necessary to activate the Township's Emergency Response Plan.
- 6.30. **Emergency Meeting** shall mean a Meeting to deal with an Emergency or extraordinary situation or matter which, if not dealt with, may have serious ramifications, including but not limited to, the inability to address or influence the matter at a later date.
- 6.31. **Head of Council** shall mean the Reeve of the Corporation of the Township of North Huron duly elected under the Municipal Elections Act, 1996, S.O. 1996, c.32, as amended to represent the Township, and, in accordance with the Municipal Act, is the Chief Executive Officer of the Township. The title "Head of Council" shall be used interchangeably with "Reeve".
- 6.32. **Head of Council Decision (Mayoral Decision)** shall mean a decision issued by the Head of Council in writing as prescribed in Part VI.1 of the Municipal Act.
- 6.33. **Head of Council Direction (Mayoral Directive)** shall mean a direction given by the Head of Council to staff in writing as prescribed in Part VI.1 of the Municipal Act.
- 6.34. **Inaugural Meeting** shall mean the first meeting of Council in any Council term, as defined in the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended.
- 6.35. **In-Person Meeting** shall mean a Meeting where Members are physically present at the Meeting.
- 6.36. **Joint Committee** shall mean a Committee composed of Members appointed by two or more municipal Councils, established to advise on matters and may act in an advisory or ad hoc capacity.
- 6.37. **Live Streaming** shall mean the process of delivering multimedia content in real time via the internet, in audio and/or video format from a single content source to multiple listeners/viewers.
- 6.38. **Majority** shall mean more than half of the votes cast by Members entitled to vote.



- 6.39. **Meeting** shall mean any Regular, Special, Budget, Emergency or other Meeting of Council or Committee, (including meetings held as In-Person Meetings or Electronic Meetings) where, in accordance with Section 238 of the Act:
- A Quorum of Members is present; and
  - Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council or Committee.
- 6.40. **Member** shall mean a Member of Council or a Member of a Committee as defined in this By-law.
- 6.41. **Member Municipality** shall mean the County of Huron, Township of Ashfield-Colborne-Wawanosh, Municipality of Bluewater, Municipality of Central Huron, Town of Goderich, Township of Howick, Municipality of Huron East, Municipality of Morris-Turnberry, Township of North Huron and Municipality of South Huron.
- 6.42. **Minutes** shall mean a record of the proceedings of Council or a Committee meeting that includes the place, date, time, name of the Chair, list of Members in attendance and evidence of Quorum. In accordance with Section 239(7) of the Municipal Act, Minutes shall record the actions taken and decisions made by Members at the meeting without note or comment.
- 6.43. **Motion** shall mean a proposal by a Member, in a Meeting, to take certain action. A Motion shall be made, seconded, debated, voted on and decided in accordance with this By-law and Roberts Rules of Order. When a Motion is passed, it becomes a Resolution.
- 6.44. **Notice (Meeting Notice)** shall mean a notice that includes the date, time and place of a Meeting, and in the instance of a Special or Emergency Meeting, shall include the purpose of the Meeting.
- 6.45. **Notice of Motion** shall mean formal written notification submitted by a Member, indicating the intention to propose a Motion at a future Meeting and shall be provided to the Clerk (or Recording Secretary, as the case may be) in accordance with this By-law. The Notice of Motion shall be signed by the Member.
- 6.46. **Obscene** shall mean language, gestures or images which are, or which are likely to be received as being, degrading or dehumanizing of an individual or group, particularly but not limited to on the basis of grounds protected under the Human Rights Code (Ontario).
- 6.47. **Pecuniary Interest** shall be the direct or indirect financial interest of a Member and a financial interest deemed to be that of a Member, in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as amended.
- 6.48. **Petition** shall mean a document requesting consideration of a matter to which multiple individuals have signed or otherwise agreed with as a petitioner. All Petitions shall be presented in a form and in accordance with the process outlined in this By-law and the Township's Petition Policy.
- 6.49. **Point of Order** shall mean a matter that a Member considers to be a departure from or contravention of the rules, procedures and/or generally acceptable practices of Council or a Committee.

- 6.50. **Quorum** shall mean the minimum number of required Members (fifty percent, plus one of the Members) to be in attendance to conduct business of the Meeting and vote on any matter or question to achieve a simple Majority.
- 6.51. **Recess** shall mean a short break taken during a Meeting and is of a duration established by the Chair.
- 6.52. **Recorded Vote** shall mean, in accordance with Section 246 of the Municipal Act, the recording of the name and vote of every Member of Council or Committee who is present when the vote is called on any matter of question.
- 6.53. **Recording Device** shall mean any device used for the purpose of recording, whether it be analogue, digital or other means of recording, including but not limited to computers, cellular phones, smartphones, tablets, voice recorders, cameras or any other similar device.
- 6.54. **Reeve** shall mean the Member of Council who is duly elected under the Municipal Elections Act, 1996, S.O. 1996, c.32, as amended, as the Head of Council and will represent the Township and, in accordance with the Municipal Act, is the Chief Executive Officer of the Township. The title "Reeve" shall be used interchangeably with "Head of Council".
- 6.55. **Refer** shall mean a Motion of Council or a Committee to direct a matter under discussion to staff or a Committee for further examination.
- 6.56. **Regular Meeting** shall mean a Meeting of Council or a Committee held at scheduled intervals in accordance with an approved schedule.
- 6.57. **Reports** shall mean written documents by municipal employees, Committees, Local Boards, consultants, solicitors or other individuals retained by Council for the purpose of providing advice, options, alternatives and/or recommendations on various matters.
- 6.58. **Resolution** shall mean a formal state of opinion or intention adopted by Council or a Committee in accordance with this By-law.
- 6.59. **Special Meeting** shall mean a Meeting which is in addition to the regular Meeting schedule and focused on one or more specific items or subjects.
- 6.60. **Strong Head of Council Powers (Strong Mayor Powers)** shall mean the powers, duties and responsibilities set out in the Municipal Act and any regulations made thereunder, applying solely to the person who has been elected as the Head of Council, under the provisions of the Municipal Elections Act, 1996, as amended.
- 6.61. **Township** shall mean the Corporation of the Township of North Huron.
- 6.62. **Veto** shall mean the use of veto powers granted to the Head of Council under the Municipal Act.

## **PART TWO – MEETINGS**

### **7. Location of Meetings**

- 7.1. All Council Meetings shall take place, In-Person, in the Council Chambers located at 271 Frances Street, Wingham, Ontario. Notwithstanding the foregoing, in special, urgent or emergency circumstances the Head of Council in consultation with the Clerk, has the authority to move the location of a Meeting or conduct the

Meeting fully by Electronic Means as an Electronic Meeting, in accordance with Sections 17, 18 or 25 of this By-law.

7.2. All Committee Meetings shall be held in the Council Chambers, or other such location as may be determined by Council Resolution.

## **8. Inaugural Council Meeting**

8.1. Following a regular municipal election, the Inaugural Meeting shall be held after the new term of Council commences, within the Township of North Huron Council Chambers at the hour of 6:00pm on either the first or third Monday of the month, whichever comes first. Participation by Electronic Means shall not be permitted by Members at the Inaugural Meeting.

8.2. In the case of inclement weather or an emergency, as defined in this by-law, the Inaugural Council Meeting shall be held on the first suitable date following, at the same hour, as deemed appropriate by the Clerk.

8.3. The Inaugural Meeting of Council shall be chaired by the Clerk.

8.4. The order of business for the Inaugural Meeting of Council shall be:

- a. Call to Order
- b. Declarations of Office - Clerk Declares Candidates as Elected as a result of the Municipal Election and Oath of Office and Oath of Allegiance by each Member, commencing with the Reeve
- c. Keynote Speaker
- d. Presentation of the Gavel and Chain of Office by the Clerk
- e. Inaugural Address by the Reeve
- f. Remarks of Elected Council Members
- g. Election of the Deputy Reeve
- h. Greetings of Invited Guests
- i. Reeve Assumes the Chair
- j. Adjournment
- k. It will be a custom of the Clerk's Department to share a social time following the Inaugural meeting.

### **8.5. Election of the Deputy Reeve - Process**

The Deputy Reeve shall be elected for the term of Council at the Inaugural Meeting of Council from within the sitting Members of Council. The Deputy Reeve, in accordance with this By-law, represents the Corporation of the Township of North Huron and acts in the absence of the Head of Council.

The Deputy Reeve shall be elected by the following process:

1. Returning Officer - The Returning Officer for the election shall be the Clerk. The Assistant Returning Officer for the election shall be the Deputy Clerk.
2. Eligibility - Any Member of Council, except for the Reeve, may be considered a candidate for the position of Deputy Reeve.
3. Voting - Each Member of Council shall have one vote. Voting shall be conducted in open session at the Inaugural Council meeting by show of hand.
4. Declaration of Candidates - Members shall declare their intent to be a candidate for Deputy Reeve openly at the call for nominations by the Clerk.
5. Remarks of Candidates – Prior to voting, all candidates for Deputy Reeve shall be provided three (3) minutes each for remarks. The Clerk shall, by random draw, determine the order of remarks.

## 6. Election Process -

- The Returning Officer shall call the name of each candidate, alphabetically by last name. Members shall vote by show of hand. The Returning Officer shall count the votes.
- When a candidate has received a majority of the votes, there will be no further voting.
- Where there are more than two candidates seeking the position of Deputy Reeve, and no candidate has received a majority of votes after the first vote, the candidate with the lowest number of votes in the first vote, shall be left out of the second vote. The candidate with the lowest number of votes will continue to be left out of subsequent rounds of voting until a majority of votes have been received by a candidate. Once a candidate receives a majority vote, there will be no further voting.
- When there is an equality of votes cast for candidates with the lowest number of votes received, the Returning Officer shall place the names of the candidates with equal votes on equal sized pieces of paper in a box. The Assistant Returning Officer shall draw one piece of paper from the box. The Returning Officer shall read out loud, in the open Council meeting, the name of the candidate drawn from the box. The name drawn from the box shall be the name removed from the next round of voting.

7. Declaration of Candidate - The successful candidate shall be declared by the Clerk and confirmed by resolution of Council.

## 9. **Regular Council Meeting**

- 9.1. Regular Council Meetings shall be held on the first and third Monday of each month, with the exception of January and August, where there will be only one meeting.
- 9.2. When a Regular Council meeting is to be scheduled on a statutory holiday, the meeting will be held on the following Tuesday.
- 9.3. Regular Council Meetings shall commence at the time of 6:00PM and adjourn at 10:00PM, or sooner. In accordance with Section 40 of this By-law, a Regular Meeting shall adjourn after five (5) hours.
- 9.4. Every Regular Meeting of Council shall be deemed to be adjourned at the time of 10:00PM, save and except a unanimous Motion of Council to extend the Meeting by one half hour at a time, to a maximum of one (1) additional hour.
- 9.5. Council may, by Resolution, alter the date and/or time of a Regular Council Meeting provided that adequate Notice of such change is provided in accordance with this By-law and any applicable corporate policy.
- 9.6. The Clerk, in consultation with the CAO and with approval of the Head of Council, may cancel a Regular Meeting of Council when, in their opinion, there is sufficient cause to do so.
- 9.7. In accordance with the Act, no Council meeting, of any sort (Regular, Special, Emergency) is properly constituted unless the Clerk or designate is present.

## 10. **Special Council Meeting**

- 10.1. The Head of Council may, at any time, call a Special Council Meeting by notifying the Clerk.

10.2. Upon receipt of a petition of the majority of the Members of Council, the Clerk shall schedule a Special Council meeting and provide Notice of a Special Council Meeting for the purpose and at the time mentioned in the petition.

10.3. No business may be transacted at a Special Council Meeting other than that specified in the Notice or Agenda.

## **11. Budget Meetings**

11.1. Budget Meetings will be considered Special Council Meetings. The Agenda will be prepared in accordance with this By-law and in consultation with the Director of Finance/Treasurer, CAO and Head of Council.

11.2. As required by the Act, the Head of Council shall prepare and propose a budget for Council to consider. The budget must be proposed on or before February 1 each year. If the Head of Council does not propose a budget to Council by February 1, in accordance with the Municipal Act, Council shall prepare and adopt a budget.

11.3. After receiving the Head of Council's proposed budget, Council may, within thirty (30) days, pass a Motion(s) to amend the proposed budget.

- a. Council may pass a Resolution to reduce the thirty (30) day amendment period.
- b. If Council does not approve amendments within the thirty (30) day amendment period, the budget is deemed to be adopted as proposed.

11.4. Within ten (10) days of the expiry of the Council amendment period, the Head of Council may veto any amendments by way of a Mayoral Decision.

- a. The Head of Council may shorten the ten (10) day veto period.

11.5. Within fifteen (15) days of the expiry of the Head of Council's veto period, Council may vote to override the Head of Council's veto by a two-thirds vote. The Head of Council may vote as a Member of Council in a vote to override a veto.

- a. If multiple amendments have been vetoed, each veto is to be voted on separately.
- b. Council may pass a Resolution to reduce the fifteen (15) day veto override period.
- c. An approved veto override cannot be further vetoed by the Head of Council.

11.6. Once all processes have been satisfied, the budget is deemed to have been adopted.

## **12. Emergency Council Meeting**

12.1. In the event of an Emergency or extraordinary situation as determined by the Head of Council, the Emergency Control Group, or the CAO, an Emergency Meeting may be held as soon as practicable following receipt of a summons. A summons may be given to Council in a manner determined by the Clerk.

12.2. No business may be transacted at an Emergency Meeting other than that specified in the Notice or Agenda.

## **13. Committee and Local Board Meetings**

13.1. As required by the Act, the Head of Council 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 Head of Council (Mayoral) Decision.

13.2. As required by the Act, if the powers listed in Section 13.1 are delegated back to Council through a Head of Council (Mayoral) decision, Council shall proceed in accordance with Sections 13.3 through 13.14 of this By-law.

- 13.3. In accordance with the Act, this By-law, and the Township of North Huron Committee Appointment Policy, Committees may be established from time to time, to consider specific matters.
- 13.4. All Committees of Council shall report directly to Council.
- 13.5. In accordance with the Committee Appointment Policy, representatives may be appointed by Council to serve on any external Committee or any other body to which Council is required or empowered to appoint a representative. Appointments to such Committees may be a Member of Council or a person appointed from amongst its ratepayers and/or residents.
- 13.6. At the first Regular Council Meeting of the term of Council, Council shall:
- a. Appoint Members to various Committees and boards;
  - b. Appoint Members for the term of Council, or any such term deemed appropriate by Council;
  - c. Appoint Non-Council Members to Committees and boards in accordance with the Committee Appointment Policy and the Terms of Reference for the Committee and/or board.
- 13.7. In accordance with the Committee Appointment Policy, Council shall adopt Terms of Reference for every Committee.
- 13.8. The Head of Council is “Ex Officio” a Member of every Committee established by Council. The Head of Council will not be considered part of Quorum when attending as an “Ex Officio” Member. The Head of Council can participate fully in any Meeting of a Committee established by Council, without restriction, including voting.
- 13.9. Committee Members shall be recruited and selected in accordance with the Committee Appointment Policy.
- 13.10. Council may appoint a Chair to any Committee established by Council, or the Chair shall be appointed at the first Meeting following the Inaugural Meeting of Council, from amongst its Members.
- 13.11. The Chair and the Department Head responsible for providing support, advice and expertise to the Committee shall, at the direction of Council and the Committee, facilitate clear communication of information between Council and the Committee.
- 13.12. Each Committee shall, in consultation with the Clerk, establish an annual Meeting schedule to be received and ratified by Council.
- 13.13. No Committee Meeting shall be conducted in the absence of a Recording Secretary or designate.
- 13.14. Council shall dissolve a Committee, by Resolution, when the purpose and goals have been met, or any other time Council deems it appropriate.

#### **14. Closed Meetings**

- 14.1. For the purpose of this Section, a Meeting not open to the public shall be called a “Closed Session”.
- 14.2. All Meetings of Council, Committees and Local Boards shall be open to the public except as provided for in Section 239 of the Municipal Act, or the Ombudsman Act, R.S.O., 1990, c.O.6.(the “Ombudsman Act”).
- 14.3. Exceptions – A Meeting or part of a Meeting shall 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; 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.
- 14.4. Other Criteria - A Meeting or part of a Meeting may be closed to the public if the subject matter being considered is:
- a. A request under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, if the Council, board, commission or other body is the head of an institution for the purposes of that Act; or
  - b. 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.
- 14.5. Educational or Training Sessions - A Meeting or part of a Meeting may be closed to the public if the following conditions are both satisfied:
- a. The Meeting is held for the purpose of educating or training the Members; and
  - b. 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.
- 14.6. The published Agenda for the Council or Committee Meeting shall indicate the fact that a Closed Session is required. The Agenda will provide as much detail as possible regarding the nature of business to be conducted in Closed Session without jeopardizing the intent of Section 239 of the Municipal Act.
- 14.7. Before holding a Closed Session, the Council or Committee shall state, by Resolution, the fact of the holding of the Closed Session and the general nature of the matter to be considered in the Closed Session. In the case of a Closed Session that is an education or training session, the fact of the holding of the Closed Session, the general nature of its subject matter and that it is to be closed as an education or training session shall be stated.

- 14.8. In accordance with Section 239(5) and (6) of the Municipal Act, a Meeting shall not be closed to the public during the taking of a vote except when the Act permits or requires the Meeting to be closed to the public, and 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 contract with the municipality.
- 14.9. When a Closed Session comes to an end, the Head of Council, Chair or CAO shall report in the open Meeting on the nature of the Closed Session and provide as much information as possible without jeopardizing the intent of Section 239 of the Municipal Act.
- 14.10. Minutes of a Closed Session shall be kept in accordance with the Municipal Act and approved at the next scheduled Closed Session.
- 14.11. The Clerk shall be responsible for maintaining a confidential copy of all original documentation distributed at a Closed Session of Council or a Committee, and for keeping confidential Agendas and Minutes of all Closed Session Meetings.
- 14.12. Subject to the provisions of this By-law, Council or a Committee may hear Delegations in Closed Session.
- 14.13. The proceedings of all Closed Sessions shall be audio/video recorded with all recordings kept in a secure manner by the Clerk.
- 14.14. Any person leaving the Meeting during a Closed Session shall take all of their personal belongings with them and in the case of a Meeting where the Member is participating by Electronic Means, leave the Meeting in a manner that they no longer have audio or visual access to the proceedings.

## **15. Education and Training**

- 15.1. Council may decide, at a meeting open to the public, to convene an informal gathering of its Members to receive and discuss information or advice of a general nature involving subject matter of interest to the Members, at a time and place designated by the Council.
- 15.2. Council, in deciding to convene an education and/or training session, shall state the general purpose or purposes for which the session is to be held.
- 15.3. The education and/or training session may be held at a time and place decided by Council, whether or not it is within the boundaries of the Township or elsewhere.
- 15.4. All Members of Council are entitled to attend the education and/or training session together with designated staff or consultants retained by the Township, but the Council, in deciding to convene the session, may decide to exclude the public therefrom.
- 15.5. No Motion, Resolution, by-law, Debate, agreement in principle, consensus, straw-vote, report, recommendation, or other action or decision may be proposed, decided upon, adopted taken or made at an education and/or training session.
- 15.6. The Clerk or recording secretary shall take notes describing in general terms each subject matter dealt with at the education and/or training session. The notes taken shall be maintained as a public record under the control of the Clerk.

## **16. Community Open House (Formerly Town Hall Meeting)**

- 16.1. Council shall host one (1) Community Open House annually which:
- Shall rotate between each of the three (3) wards so that each ward has one Community Open House per term of Council;
  - Shall be held in a suitable location as determined by the Clerk in consultation with the Head of Council and CAO;



- Shall be chaired by the Head of Council;
- Shall be open to the public;
- Shall not be livestreamed;
- Shall not include any regular Council business;
- Shall be formatted in a manner that encourages the community to discuss local issues, express opinions, voice concerns, suggest solutions, and engage with Members of Council;
- Shall provide Council with an opportunity to update the community on ongoing projects, policy changes, and future initiatives.

16.2. A Community Meeting shall not be held in the same year as the regular municipal election.

**17. Fully Electronic Meetings and Member Participation in In-Person Meetings by Electronic Means**

17.1. Subject to the provisions of Section 238 of the Act, Council may permit fully Electronic Meetings or Electronic Participation in In-Person Council and Committee Meetings and Closed Session Meetings in the manner set out in this By-law.

17.2. All Meetings shall be held In-Person in the Council Chambers with the opportunity for Electronic Participation by Members subject to the following restrictions:

- a. A Member shall be permitted to attend an In-Person Meeting by Electronic Means a maximum of five (5) times annually, and only two (2) Meetings in a row;
- b. A request for an exemption to Section 17.2 a. shall be by Resolution of Council.
- c. A Member shall not be permitted to attend the Inaugural Meeting by Electronic Means.

17.3. To participate in an In-Person Meeting by Electronic Means the Member shall seek approval from the Clerk no less than twenty-four (24) in advance of the Meeting. The Member shall also notify the Head of Council or Chair of their intention to participate by Electronic Means.

17.4. Due to special circumstances as decided by the Head of Council, or Chair, in consultation with the Clerk, some Meetings may be conducted fully In-Person without the opportunity for Electronic Participation.

17.5. Due to special circumstances as decided by the Head of Council, or Chair, in consultation with the Clerk, a Meeting may be conducted as an Electronic Meeting fully by Electronic Means without the opportunity to attend In-Person.

17.6. When, in accordance with Section 17.5. a Meeting is conducted as an Electronic Meeting fully by Electronic Means, the Head of Council or Chair shall have regard for Sections 25 and 26 of this By-law.

17.7. An Emergency Meeting may be held In-Person or as an Electronic Meeting as deemed necessary by the Head of Council in consultation with the Clerk.

17.8. The Notice of Meeting shall provide notification to the public of the method of conducting the Meeting.

17.9. The Head of Council or Chair, as the case may, shall attend In-Person unless the Meeting is being held as an Electronic Meeting fully by Electronic Means.

17.10. Participation by the public in statutory Public Meetings shall be In-Person unless the meeting is conducted as an Electronic Meeting fully by Electronic Means.

17.11. Members attending a Meeting by Electronic Means shall be considered present and counted towards Quorum.

17.12. A Member attending a Meeting by Electronic Means shall be permitted to vote.

- 17.13. A Meeting held by Electronic Means may include a Closed Session. Any person attending a Closed Session shall ensure confidentiality is maintained at all times during the Meeting.
- 17.14. In accordance with this By-law, the Council Code of Conduct, and the Municipal Conflict of Interest Act, 1990, c.M.50, Members who are declaring or have previously declared a Pecuniary Interest regarding a matter being discussed at the Meeting or at a previous Meeting, and are participating by Electronic Means, shall conduct themselves in accordance with Section 42 of this By-law.
- 17.15. In the event that a Member participating in an In-Person Meeting by Electronic Means loses their electronic connection to a Meeting, or the electronic connection impedes the ability of a Member to participate in the Meeting in real time, the Meeting will continue without attempts by either staff or other Member(s) to reconnect.
- 17.16. In the event that a Meeting is being held as an Electronic Meeting by Electronic Means only and the Head of Council, or Chair, as the case may be, loses their electronic connection to the Meeting, or the electronic connection impedes the ability of the Chair to participate in real time, in accordance with this By-law, the Deputy Reeve, an alternate, or Acting Chair shall preside over the remainder of the Meeting.
- 17.17. In accordance with this By-law, if Quorum is lost during a Meeting held by Electronic Means, the Head of Council or Chair shall recess the Meeting temporarily until Quorum is restored or adjourn until the next Regular or Special Meeting is called.
- 17.18. In accordance with the Act and this By-law, the Clerk (or Recording Secretary as the case may be) must be present at all Meetings. The Clerk (or Recording Secretary as the case may be) shall attend the Meeting In-Person.
- 17.19. In the event that a Meeting is being held as an Electronic Meeting by Electronic Means only and the Clerk loses their electronic connection to the Meeting, or the electronic connection impedes the ability of the Clerk to participate in real time, in accordance with this By-law, the Deputy Clerk shall record the minutes of the remainder of the Meeting or the Meeting shall be recessed until the connection can be restored or adjourned until the next Regular or Special Meeting is called.
- 17.20. Electronic Participation shall only be done using Township approved technology that enables participation using audio or audio/visual interfaces.
- 17.21. Any person attending the Meeting by Electronic Means that loses their electronic connection to a Meeting, or cannot participate in real time, will be deemed to have left the Meeting.
- 17.22. A Delegation attending a Meeting by Electronic Means that loses their electronic connection to a Meeting, or cannot participate in real time, will be deemed to have left the Meeting.

#### **18. Participation By Electronic Means – Process and Member Conduct**

- 18.1. In consultation with the Head of Council and CAO, the Clerk has the authority to amend these processes (the processes set out in Section 18) as required to ensure that effective, efficient and orderly Meetings occur.
- 18.2. Each Member participating by Electronic Means shall be in attendance and available at least fifteen (15) minutes before the beginning of the Meeting.
- 18.3. Members shall follow Meeting leadership from the Head of Council or Chair, as the case may be.
- 18.4. The Head of Council or Chair shall announce each Agenda item on the floor of the Meeting and shall maintain an orderly Meeting process keeping Members informed.
- 18.5. The Head of Council or Chair shall canvass Members about their intention to speak to a matter on the floor and will notify each Member when it is their turn to speak.

- 18.6. A Member may make a Motion or Amendment to a Motion verbally. The Head of Council or Chair shall ensure that all Members are given the same opportunity to speak to each Motion as they would have been given if they were participating In-Person.
- 18.7. A Member shall declare a Pecuniary Interest in accordance with Section 42 of this By-law.
- 18.8. Each Member shall inform the Chair about their intention to temporarily or permanently leave the Meeting.
- 18.9. All voting shall occur in the same manner as if the Member was attending the meeting In-Person.
- 18.10. Each Member participating by Electronic Means shall mute their Electronic Device when they are not speaking.
- 18.11. Each Member participating by Electronic Means shall remain silent and attentive to the proceedings when not assigned the floor by the Chair.
- 18.12. Each Member participating by Electronic Means shall listen to their name to be assigned the floor to speak.
- 18.13. Each Member shall take direction from the Head of Council or Chair in order to facilitate an effective, efficient and orderly Meeting.

#### **19. Calling to Order and Quorum**

- 19.1. The Head of Council or the Chair shall call the Members to order as soon after the hour fixed for holding of the Meeting and Quorum is present.
- 19.2. A Majority of all Members of Council or a Committee shall constitute Quorum and be necessary for the transaction of business.
- 19.3. If Quorum is not present one-half (1/2) hour after the time appointed for the commencement of the Meeting, the Clerk or Recording Secretary shall indicate that no Quorum is present and record the names of those Members in attendance and they shall adjourn to the appointed time for the next scheduled Meeting or other Meeting called in accordance with this By-law.
- 19.4. Where the number of Members who are unable to participate in a Meeting by reason of the provision of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 as amended, such that, at that Meeting the remaining Members are insufficient to constitute Quorum, the remaining Members shall be deemed to constitute Quorum, provided such number is not less than two (2) in accordance with Section 7.1 of the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 as amended.
- 19.5. If during the course of the Meeting a Quorum is lost, the Chair shall declare that the Meeting is temporarily recessed or adjourned until the date of the next Regular Meeting or other Meeting called in accordance with this By-law.
- 19.6. If in the event of a declared Emergency, Council is not able to achieve Quorum then the Township may enact the use of the Emergency Governance Committee in accordance with Section 45 of this By-law.
- 19.7. If Members are not going to be in attendance or are going to be late for a Meeting, they shall contact the Clerk or the Recording Secretary in advance of the Meeting.
- 19.8. If the Head of Council or Chair attends a Committee Meeting as an "Ex Officio" participant, their attendance will not be considered as part of Quorum.

## **20. Recording of Meetings, Live Streaming of Meetings and Communication Devices**

- 20.1. All Meetings may be audio and/or visually recorded, broadcast and/or Live Streamed publicly by the Township.
- 20.2. At a Meeting of Council or a Committee, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by the public, including accredited or other representatives of any news media whatsoever, will not be permitted. Only audio and/or video recording devices operated by the Township shall be allowed during a Meeting.
- 20.3. At a Meeting of Council or a Committee, the use of cellular phones, audible pagers or any other similar communication devices creating a disruption, or nuisance will not be permitted.
- 20.4. An exception shall be granted to allow Members of Council and staff the opportunity to use electronic devices to support the proceedings of the Meeting only.

## **PART THREE – NOTICE OF MEETINGS**

### **21. Notice – General**

- 21.1. The Township of North Huron website shall be the primary method for providing Notice of all Council and Committee Meetings.
- 21.2. The published Agenda for a Council or a Committee (Regular, Special, Budget or Emergency) shall be considered adequate Notice of a Meeting.
- 21.3. The Notice requirements set out in this Part are a minimum only, and the Clerk may give Notice in an extended manner if in the opinion of the Clerk, the extended manner is reasonable and necessary in the circumstance.
- 21.4. Lack of receipt of a Notice of Meeting by any Member shall not affect the validity of holding a Meeting nor any action taken at a Meeting.

### **22. Notice – Regular Meetings**

- 22.1. Prior to the first Regular Meeting of each calendar year, Council shall establish a schedule of all Regular Council Meetings for the calendar year. The schedule shall include the date, time and location of the Meetings and shall be posted on the Township website at the beginning of the year. The Meeting schedule is subject to change by Resolution of Council, as deemed necessary.
- 22.2. Notwithstanding the above, the published Agenda shall be considered adequate Notice of a Regular Council Meeting, except for Meetings held on a date or time other than is provided for in this By-law. The Agenda shall include the date, time and location of the Meeting.
- 22.3. A copy of the Agenda for each Regular Council Meeting shall be posted on the Township website no later than 4:30PM on the Thursday preceding the scheduled meeting.
- 22.4. A Notice of the Regular Committee Meetings indicating the time, date and location for the Meeting shall be posted on the Township website by 4:30PM on the Thursday prior to the Meeting. All other requirements for Notice indicated in this By-law shall be adhered to by the Committee.

### **23. Notice – Special and Budget Meetings**

- 23.1. A Notice of each Special Council or Committee Meeting, including Budget Meetings of Council shall be provided to each Member at least forty-eight (48) hours in advance of the Meeting.
- 23.2. As Notice of such Special Meeting, a copy of the Agenda for the Special Meeting and an update to the Township website meeting schedule shall be posted at least forty-eight (48) hours in advance of the Meeting.

### **24. Notice – Emergency Council Meetings**

- 24.1. An Emergency Council Meeting may be called by the Head of Council, the Emergency Control Group, or the CAO, without Notice, to deal with an Emergency or extraordinary situation.
- 24.2. In such cases, the Clerk shall attempt to advise the Members of Council about the call of the Emergency Council Meeting as soon as possible in the most expedient manner available.
- 24.3. As Notice of such Emergency Council Meeting, a copy of the Agenda shall be posted on the Township website.
- 24.4. Where proper Notice is not possible due to the circumstances of the Emergency, the Clerk will endeavor to make the fact of the Meeting public as soon as possible after the Meeting has taken place.

### **25. Cancel, Postpone or Conduct a Fully Electronic Meeting**

- 25.1. A Regular, Budget, or Special Meeting of Council or of a Committee may be cancelled or postponed or conducted fully as an Electronic Meeting for any reason, twenty-four (24) hours in advance by the Head of Council, or by a Resolution of Council.
- 25.2. In the event that weather, road or other conditions beyond the control of the Council or Committee prevents the holding of any Regular, Special, or Budget Meeting at the time established by this By-law, the said Meeting may be postponed or conducted fully as an Electronic Meeting with less than twenty-four (24) hours of advance notice.
- 25.3. Consultation regarding cancellation, postponement or conducting the Meeting fully as an Electronic Meeting will take place between the CAO, Clerk and Head of Council or Chair, as the case may be. The final decision will be made by the Head of Council or the Chair.
- 25.4. The Head of Council or the Chair of a Committee, as the case may be, may cancel a Meeting if they determine that there are insufficient items for consideration at the Meeting.
- 25.5. A postponed Meeting shall be held the same time on the following weekday.
- 25.6. A Meeting postponement may continue until such time as the conditions preventing the holding of the Meeting have passed.
- 25.7. A decision to cancel, postpone or conduct a Meeting as a fully Electronic Meeting may take into consideration any of the following:
- Winter road closures or winter travel advisories have been issued
  - Member Municipality Public Works crews have stopped plowing roads for a specified period of time
  - Public Works crews have advised administration of hazardous road conditions
  - Radio public service announcements advising of cancellations in the area
  - School bus cancellations
  - Weather warnings by Environment Canada

- Ministry of Transportation road condition advisory
- Members of Council, the Committee or staff have reported hazardous travelling conditions

## **26. Notice of Cancelled or Postponed Meetings**

- 26.1. Where a Meeting has been cancelled or postponed more than twenty-four (24) hours in advance of the Meeting, or by Resolution of Council, then Notice of the cancellation or postponement to the public shall be given in the same form as the Notice for the Meeting was made.
- 26.2. Where a Meeting has been cancelled or postponed less than twenty-four (24) hours in advance of the Meeting, then Notice to the public shall be given as soon as possible via the Township website, social media, and posting a sign at the Meeting site.
- 26.3. Where a Meeting has been cancelled or postponed less than twenty-four (24) hours in advance of the Meeting, Notice to the Members and known guests shall be given by email and followed up by telephone confirmation, where possible.
- 26.4. The Clerk or recording secretary for the Committee is responsible for giving Notice of the cancellation or postponement.

## **PART FOUR – ORDER OF PROCEEDINGS – AGENDAS, MINUTES & BY-LAW**

### **27. Agendas – Regular Council Meetings**

- 27.1. The Clerk shall prepare the Agendas for all Regular Council Meetings consisting of the following “Order of Business”:
- Call to Order and Land Acknowledgement
  - Confirmation of the Agenda
  - Disclosure of Pecuniary Interest and The General Nature Thereof
  - Consent Agenda
  - Public Meeting/Hearings and Delegations
  - Staff Reports
  - Correspondence Requiring Action or Direction
  - Notice of Motions
  - By-laws
  - Other Business
  - Council Reports
    - Reeve’s Activity Report
    - Council Member Board and Committee Reports
    - Comments by Members
  - Next Meetings and Announcements
  - Closed Session and Reporting Out of Closed Session
  - Confirmatory By-law
  - Adjournment
- 27.2. The Agenda for all Regular Council Meetings shall be available to Members of Council by 4:30PM on the Thursday preceding the Meeting.
- 27.3. The business of Council shall be taken in the order in which it stands on the Agenda, unless otherwise decided by the Majority of Council through Resolution.
- 27.4. The Clerk in consultation with the Head of Council, may change the order of business when preparing the Agenda as deemed necessary.

## **28. Agendas – Special, Budget and Emergency Council Meetings**

28.1. The Clerk, where reasonably possible, shall prepare the Agendas for all Special, Budget, and Emergency Council Meetings consisting of the following “Order of Business”:

- Call to Order and Land Acknowledgement
- Confirmation of the Agenda
- Disclosure of Pecuniary Interest and The General Nature Thereof
- Consideration of Business for Which Notice is Given (*The structure of this item may vary depending on the business being considered*)
- Confirmatory By-law
- Adjournment

28.2. The Agenda for all Special and Budget Meetings of Council shall be available to Members at least forty-eight (48) hours preceding the Meeting.

28.3. The Agenda for all Emergency Council Meetings shall be made available to Members as soon as practical in advance of the Meeting.

## **29. Agendas – Committees and Local Boards**

29.1. The format of the Agenda for a Committee or Local Board will be similar to that of Council but with the approval of the Clerk, may permitted to remove or add certain sections.

## **30. Public Presentations - Delegations and Petitions**

30.1. Any person or group requesting to attend a Council or a Committee Meeting to appear as a Delegation or to present a Petition shall register with the Clerk or Recording Secretary by submitting a completed “Delegation Request Form” forming a part of this By-law as Schedule “A” by 4:30pm on the Monday of the week prior to the Meeting. The “Delegation Request Form” may also be submitted electronically through the Township of North Huron website.

30.2. A copy of the presentation, documentation, and/or Petition to be presented to the Council or a Committee must be submitted as part of the Delegation Request Form in order for the request to be deemed complete and for scheduling of the delegation presentation to occur.

30.3. The presentation, documentation, and/or Petition as referred to in Subsection 30.2 must include the full name and contact information of the sender and be received by the Clerk or Recording Secretary no later than 4:30 p.m. on the Monday of the week prior to the meeting.

30.4. All presentations, documentation and/or Petitions submitted as part of the Delegation Request Form shall be published as part of the Meeting Agenda and are subject to full disclosure under the Municipal Freedom of Information and Protection of Privacy Act, 1990.

30.5. At the discretion of the Clerk or Recording Secretary, the Delegates will be scheduled to present at a Regular Meeting.

30.6. The Head of Council, Chair, or Clerk at their discretion, may refuse a delegation request or presentation if:

- The requestor refuses to provide presentation materials in accordance with Section 30.2 of this By-law.
- The materials submitted are not legible.
- The materials submitted contain obscene or defamatory language.
- The matter is deemed to be routine or administrative in nature and can be referred to staff for a quick resolution.

- The matter is not within the jurisdiction or normal realm of the Council or Committee's business.
- The request is repetitive, vexatious or frivolous in nature.
- The matter is relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunal, unless the matter is referred to Council by the said court or tribunal.
- Any other reason deemed appropriate under the circumstance.

30.7. The Clerk or Recording Secretary, at their discretion, may defer a Delegation to a subsequent Agenda if the timing is deemed to be more appropriate.

30.8. The Clerk or Recording Secretary may provide a copy, upon receipt of the Delegation Request Form and/or Petition, to a Department Head without the prior consideration of Council or Committee.

30.9. After a delegation has been heard at a Council or a Committee meeting and it is felt that a further meeting on the same topic is warranted, the Council or Committee may so recommend and shall determine the time and date of such further delegation.

30.10. Any Delegation attending a Meeting shall:

- Be allotted a maximum of ten (10) minutes, which includes time for questions from Council or the Committee;
- Not be permitted to go beyond the allotted ten (10) minutes at the discretion of the Head of Council or Chair, unless further time is granted by Council or the Committee;
- Be allotted a maximum of two (2) spokespersons/speakers;
- Give the name of each spokesperson/speaker for the record;
- Address the entire Council or Committee as a body, not any individual Member thereof.

30.11. No person other than Members of the Council or a Committee and the person having the floor, shall be permitted to enter into any discussion, either directly or through Members of Council or a Committee.

30.12. No questions shall be asked to the Delegation or Members except through the Head of Council or Chair.

30.13. The Head of Council or Chair may end a Delegation and/or presentation for contravention of this By-law.

30.14. At any time, interested parties or authorized representatives may address Council or a Committee by written correspondence in regard to any matter concerning the Township's business or over which Council or a Committee have control by addressing correspondence in care of the Clerk or Recording Secretary. Such written communication will be distributed to the Members as part of the published Agenda.

30.15. From time to time the public may submit a formal written request, supported by a number of residents, to the Council of the Township of North Huron or a Committee, in the form of a Petition.

30.16. Any Petition submitted to Council or a Committee shall be done in accordance with the process established in the Township of North Huron Petition Policy adopted by Council.

### **31. Minutes – Council, Committees and Local Boards**

31.1. Minutes of Council or a Committee, whether it is closed to the public or not, shall record:

- The date, time, place of the Meeting or manner in which the Meeting was held
- The record of attendance of the Members



- The correction and adoption of the Minutes of the previous meeting(s)
- All resolutions and decisions
- All other proceedings of the Meeting without note or comment, whether it is closed to the public or not
- A list of other business items discussed.

31.2. Once the Minutes have been adopted by Council or a Committee, they will be signed by the Head of Council or Chair and by the Clerk or Recording Secretary.

31.3. The Clerk or Recording Secretary shall ensure that the Minutes of previous Meetings are circulated as part of the Agenda prepared in accordance with this By-law.

31.4. The Minutes of a Committee or Local Board Meeting shall be circulated via Regular Council Meeting Agendas where they will be received for information purposes only. Any recommendation or report of a Committee shall be brought forward to Council in a separate staff Report by the Department Head.

31.5. The onus shall be upon on Members attending after the commencement of the Meeting to inform the Clerk or Recording Secretary of their arrival in order that same may be recorded in the Minutes.

31.6. Unless a reading of the Minutes of Council or a Committee is requested by a Member, such Minutes shall be approved without reading if the Minutes were circulated as part of the Agenda for the Meeting.

31.7. Approved Minutes of all Council, Committee and Local Board Meetings shall be filed with the Clerk once adopted by the Members and posted on the municipal website as soon as practicably possible.

### **32. Reports – Council, Committees and Local Boards**

32.1. All Staff Reports of Departments shall be prepared by the appropriate Department Head or designate in accordance with the Township's report template and standards.

32.2. Reports shall be reviewed and approved by the CAO or designate prior to submission to Council or a Committee.

32.3. Staff Reports of Departments (including recommendations resulting from Committee Meetings) shall be received by the Clerk or Recording Secretary no later than 4:30PM on the Tuesday preceding the Meeting.

32.4. Where appropriate, Staff may provide a verbal presentation to accompany the written report, and respond to questions from Council or Committee Members.

32.5. Except where subject to confidentiality under applicable legislation, Staff Reports shall be made available to the public as part of the published meeting agenda.

### **33. By-laws**

33.1. In accordance with the Municipal Act, a municipal power shall be exercised by By-law unless the municipality is authorized to do otherwise.

33.2. Council shall only consider By-laws listed on the Meeting Agenda, circulated to each Member and posted publicly as part of the Agenda package, except where otherwise permitted by legislation.

33.3. For the convenience of stakeholders and to expedite the Meeting, Council may choose to proceed with the consideration of related By-laws following Public Meetings, Delegations and/or Staff Reports as they deem appropriate.

33.4. Every By-law shall be introduced by Motion and receive three readings prior to being passed.

- 33.5. By-laws that implement a substantive change to existing policy or that introduce new policy of a complex nature shall be initially considered by Council in draft and passed at a subsequent Council Meeting. By-laws of a routine, administrative or less complex nature, or by-laws with legislated timelines shall be exempt from this requirement.
- 33.6. A By-law shall deem to have been read upon the title or heading or short description thereof being read or taken as read unless a Member of Council requires the By-law or any portion thereof to be read in full.
- 33.7. Every By-law adopted by Council shall be:
- Approved by Council resolution
  - Approved by Head of Council through a Head of Council (Mayoral) Decision to Not Veto the By-law
  - Numbered by the Clerk
  - Indicate the date of passage
  - Signed by the Head of Council and Clerk
  - Sealed with the Corporate seal and filed with the Clerk.
- 33.8. At the conclusion of all Council Meetings (Regular, Special, Budget, and Emergency), Council shall approve a Confirmatory By-law to confirm all actions taken by Council in respect to each Resolution and other action taken, so that every decision of Council at that Meeting shall have the same force and effect as if each and every one of them had been the subject of a separately enacted by-law.
- 33.9. As required by the Municipal Act, a By-law will come into effect once it has been:
- a. Approved by Council resolution; and
  - b. Approved by Head of Council (Mayoral) Decision.
- or
- a. Approved by Council resolution; and
  - b. Two days have passed following the date of the Council resolution without any Head of Council (Mayoral) Decision to Veto the By-law.
- or
- a. Approved by Council resolution;
  - b. Vetoed by the Head of Council through a Head of Council (Mayoral) Decision; and
  - c. The Veto has been overridden by a two-thirds vote of Council.
- 33.10. As required by the Municipal Act, the following timelines will be in effect for a Council approved by-law:
- a. The Head of Council has two (2) days to issue a Head of Council (Mayoral) Decision approving (not Vetoing) the by-law.
- or
- b. The Head of Council has two (2) days to issue a Head of Council (Mayoral) Decision noting their intention to veto the By-law. If so, then:
    - i. The Head of Council has fourteen (14) days from the date in which Council originally approved the By-law to issue a Head of Council (Mayoral) Decision to approve or veto the By-law. If no decision is provided within fourteen (14) days, the By-law is deemed to be approved.
- or
- c. The Head of Council has two (2) days to issue a Head of Council (Mayoral) Decision to veto the By-law. If so, then:
    - a. The Clerk must provide notice of the Head of Council Decision to veto the By-law to Council by the next business day.
    - b. The Clerk must make a copy of the notice of the Head of Council Decision to veto the By-law available to the public in accordance with regulations, if any.

- c. Council has twenty-one (21) days after the day the Clerk provides notice to override the Head of Council's Decision to veto the By-law. This override vote requires a two-thirds vote of Council to be approved. The Head of Council may vote as a Member of Council in a vote to override a veto.

33.11. Where a By-law is required to be considered and voted on by Council, the following motions are not permitted:

- a. A motion to Adjourn the meeting;
- b. A motion to Refer;
- c. A motion to Defer;
- d. A motion to suspend the rules of procedure;
- e. A motion to table the question; and
- f. A motion to Amend.

33.12. As required by the Municipal Act, the Head of Council 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 requires a one-third vote of Council for approval.

33.13. When vetoing or proposing a by-law, the Head of Council solely determines if doing so potentially advances a prescribed provincial priority.

## **PART FIVE – RULES OF CONDUCT & DEBATE**

### **34. Conduct of Proceedings for Council, Committees and Local Boards**

- 34.1. The Head of Council or the Chair shall call the Meeting to Order as soon after the hour fixed for holding of the Meeting and Quorum is present.
- 34.2. The Head of Council or the Chair shall announce the business before Council or the Committee in the order in which it is to be acted upon.
- 34.3. The Head of Council or the Chair shall receive and submit, in the proper manner, all Motions presented by the Members.
- 34.4. Unless otherwise authorized by the Head of Council or Chair, all Members, Staff and guests shall address Council or the Committee through the Head of Council or Chair and only when recognized to do so.
- 34.5. The Head of Council or the Chair shall preserve order and decorum and decide questions of order subject to an appeal to Council or the Committee and this decision may be overruled by a Majority vote thereof.
- 34.6. The Head of Council or the Chair shall put to vote all questions which are regularly moved and seconded or necessarily arise in the course of proceedings, and announce the result.
- 34.7. The Head of Council or the Chair shall authenticate by signature when necessary all By-laws, Minutes and documents authorized by Council or a Committee.
- 34.8. The Head of Council or the Chair shall represent and support the Council or Committee, declaring its will and obeying its decisions in all things.
- 34.9. The Head of Council or the Chair shall ensure that the decisions of Council or the Committee are in conformity with the laws and By-laws governing the activities of the Township.
- 34.10. The Head of Council or the Chair shall adjourn a Meeting when the business is concluded.

- 34.11. When a Member is speaking, no Member shall interrupt the Member or the Chair, except to raise a Point of Order.
- 34.12. The Head of Council or the Chair shall adjourn a Meeting without question in the case of grave disorder arising during the Meeting.
- 34.13. The Head of Council or the Chair shall ensure that any person attending a Meeting:
- Maintains order and quiet during a Meeting;
  - Addresses Council or the Committee only with the permission of the Head of Council or the Chair;
  - Does not interrupt any speech or action during a Meeting;
  - Does not display any sign, placard or poster during a Meeting;
  - Ceases and desists any behaviour which disrupts the order and decorum of the Meeting and/or vacates the Meeting where such behaviour persists;
  - Turns off or sets to silent mode, all Electronic Devices.
- 34.14. In accordance with Section 241 (2) of the Municipal Act, the Head of Council or Chair may expel any person for improper conduct at a Meeting.

### **35. Resolutions, Motions and Voting**

- 35.1. All Motions must be moved and seconded before the Head of Council or Chair shall permit debate and put the question.
- 35.2. When a Motion is presented at a Meeting, in writing, it shall be read or, if it is an oral Motion, stated by the Head of Council or Chair.
- 35.3. After a Motion is moved and seconded, it is deemed to be in the possession of Council or the Committee but may, with the permission of Council or the Committee, be withdrawn at any time before decision or amendment.
- 35.4. After a Motion is finally put, no Member shall speak to the Motion nor shall any other Motion be made until the vote is taken and the result declared.
- 35.5. Amendments to a Motion shall be put in reverse order to which they are moved. Only one amendment shall be allowed to an amending Motion.
- 35.6. When a Motion under consideration contains two or more propositions, the Motion may be put separately at the request of a Member, prior to the vote being taken.
- 35.7. An amendment to a Motion is allowed only if it does not fundamentally alter the intent or purpose of the original Motion.
- 35.8. Any Member may require the Motion under discussion to be read at any time during the debate but not so as to interrupt another Member while speaking.
- 35.9. Every Member shall have one vote.
- 35.10. Every Member present at the Meeting when a question is put, shall vote thereon, except where they are disqualified to vote by any Act, or are absent from the Meeting when the question is put.
- 35.11. In accordance with Section 246(2) of the Municipal Act, a failure to vote by a Member (Abstention) who is qualified and present at the time of the vote, shall be deemed to be a negative vote.
- 35.12. On and unrecorded vote, the manner of determining the decision on a Motion shall be at the discretion of the Head of Council or Chair and may be by voice, electronic voting or show of hands.
- 35.13. No vote shall be taken by ballot or any other method of secret voting in accordance with Section 244 of the Municipal Act.

- 35.14. When the Head of Council or Chair calls for the vote on a Motion, each Member shall be seated until the result of the vote is announced by the Head of Council or Chair. During such time no Member shall walk across the room to speak to another Member or make any noise of disturbance.
- 35.15. In accordance with Section 246 of the Municipal Act, the Head of Council or Chair shall require a Recorded Vote to be taken on any question upon request of a Member if such a request is made prior to commencement of voting or immediately thereafter. When a Member present requests a Recorded Vote, all Members present at the Meeting shall vote, unless otherwise prohibited by statute. The Clerk shall call the vote in a manner that provides for a random order and the Members shall respond YES or NO when called upon. The names of those who voted for and those who voted against shall be recorded in the Minutes.
- 35.16. Except where provided by statute, any Motion on which there is an equality of votes shall be deemed to be defeated.
- 35.17. The Head of Council or the Chair shall declare the vote on all questions and should his/her declaration be stated by any Member to be in doubt, the Head of Council or the Chair shall require the vote to be retaken in an alternative manner and the results of this vote shall be final.

### **36. Rules of Debate**

- 36.1. The following matters and Motions may be introduced by Members orally without written Notice and without leave, except as otherwise provided by these rules:
- A Point of Order or personal privilege;
  - To lay on the table (to defer temporarily);
  - To postpone indefinitely or to a specified day; and
  - To Move the previous questions (immediately vote on the main Motion).
- 36.2. The following Motions may be introduced by Members without Notice and without leave:
- To Refer;
  - To adjourn;
  - To Amend; and
  - To suspend the rules of procedure.
- 36.3. A Member that has made a Motion is entitled to be recognized in preference to others Members when that Member has not already spoken to the Motion.
- 36.4. Every Member, prior to speaking to any Motion, shall raise their hand and obtain permission to speak from the Head of Council or Chair. When two or more Members request to speak, the Head of Council or Chair shall name the Member who is to speak first.
- 36.5. A Member shall cease speaking when called to order by the Head of Council or Chair. The ruling of the Head of Council or Chair shall be obeyed, subject to the appeal to Council or the Committee, but without debate.
- 36.6. No Member shall speak more than once to the same Motion without the leave of the Head of Council or Chair or until all other Members have had the opportunity to speak to the same Motion a first time, except in explanation of a material part of their speech which may have been misconstrued, and in doing so, they are not to introduce a new matter.
- 36.7. If the Head of Council or Chair desires to take part in the Debate, the Deputy Head of Council or acting Chair shall assume the chair until the Head of Council or Chair resumes the chair. The Head of Council or Chair may answer questions and comment in a general way without taking leave of the chair, but if they wish to make a Motion

or speak to a Motion, taking a definite position and endeavoring to persuade Council or the Committee to support a position, then they shall first leave the chair. The Head of Council does not need to vacate the chair to simply state support or opposition to a Motion on the floor.

36.8. Members shall not speak to the same motion without the consent of the Head of Council or the Chair and at the end of the debate a motion for closure may be made by the Head of Council or the Chair.

36.9. Council or a Committee may, if appealed to, shall decide a question without Debate and its decision shall be final.

### **37. Suspending Rules of Debate for Extended Debate**

37.1. With the approval of the Head of Council or Chair, and the consensus of the Members, Council or a Committee may temporarily suspend the rules of Debate to permit extended Debate on a specific item of business.

37.2. During the extended Debate, the Head of Council or Chair may permit Members to speak to an item of business more than one time, but in the order which they have requested permission to speak.

37.3. During the extended Debate, the Head of Council or Chair will maintain order. If in the opinion of the Head of Council or Chair the need for extended Debate has ended or the Debate is no longer orderly, the Chair may end the extended Debate and return to the regular rules of Debate.

### **38. Notice of Motions**

38.1. Any Member may give a Notice of a Motion at a Regular Council Meeting indicating an intent that the Member will introduce a Motion at the next or a subsequent Regular Council Meeting. The giving of a Notice of Motion is for providing Notice only, and requires no seconder and is not, at the time, debatable.

38.2. All Notice of Motions, shall be provided in writing, signed by the mover and filed with the Clerk.

38.3. After a Member has provided a Notice of Motion at a Regular Council Meeting, the Clerk shall place the Member's Motion on the Agenda of the next regularly scheduled Council Meeting under "Other Business", a copy of which shall be distributed to the Members as part of the Agenda package.

38.4. A Motion normally requiring a Notice of Motion may be introduced without Notice if Council, without Debate, dispenses with the Notice requirement through an affirmative vote of at least two-thirds of the Members present and voting.

38.5. As required by the Municipal Act, the Head of Council may bring forward a Motion at any time if they determine that it potentially advances a prescribed provincial priority, and in accordance with the following:

- a. The Head of Council solely determines if such a Motion potentially advances a prescribed provincial priority.
- b. Any Motion brought forward in this manner, at the discretion of the Head of Council, shall be considered by Council at a Meeting.
- c. All other Motions brought forward by the Head of Council that do not potentially advance a prescribed provincial priority shall follow the process described in Section 38.1, 38.2 and 38.3. of this By-law.

### **39. Reconsideration**

39.1. No decided matter may be reconsidered more than once during the term of Council or the Committee.

39.2. A Recorded Vote shall be required for all Motions to Reconsider a previous decision of Council or the Committee.

39.3. Reconsideration in the First Year:

- a. Within one year after a Motion has been adopted by Council or a Committee, within that term of office, a Member that voted in the majority may present a Notice of Motion to Reconsider that Motion. Such Notice of Motion to Reconsider shall be referred to the next regularly scheduled Meeting of Council or the Committee and shall be placed on the Agenda under "Other Business".
- b. Actions of Council or a Committee that cannot be reversed or suspended cannot be Reconsidered.
- c. Before accepting a Notice of Motion to Reconsider, the Head of Council or Chair may ask for confirmation that the Member voted with the majority on the issue in question.
- d. A Motion to Reconsider a decided matter shall require the approval of at least two-thirds majority vote of Council or the Committee.
- e. No debate on a Motion to Reconsider shall be permitted, however, the mover of a Motion to Reconsider may make a brief and concise statement outlining the reasons for proposing such reconsideration.
- f. If a Motion to Reconsider is decided in the affirmative at a Meeting, then consideration of the original Motion shall become the next order of business.

39.4. Reconsideration After the First Year:

- a. After the initial one (1) year that a Motion was adopted within the term of office, a Motion to Reconsider a decided Motion shall require the approval of a simple majority of the Members of Council or Committee and if decided in the affirmative, then consideration of the original Motion shall become the next order of business.

### **40. Adjournment**

40.1. Regular Meetings of Council shall be deemed to be adjourned at the time of 10:00PM or sooner, save and except for a unanimous Motion of Council to extend the Meeting by one half hour at a time, to a maximum of one (1) additional hour.

40.2. All other Council and Committee Meetings shall adjourn after five (5) hours after it is called to order unless otherwise decided by a unanimous Motion of the Members present to extend the Meeting to complete the business on the Agenda.

40.3. All Meetings shall be deemed to be adjourned at the hour of 10:00PM save and except with the unanimous consent of Council or the Committee.

40.4. The matters not completed on the Agenda shall be included on the Agenda for the next Regular or Special Meeting of Council or the Committee.

### **41. Procedural Appeal**

43.1. Any Member may raise a Point of Order.

43.2. The Head of Council or Chair shall decide all questions of order and the decision of the Head of Council or Chair shall be final, subject to appeal.

- 43.3. Upon appeal of any decision of the Head of Council or Chair, the question of order shall be decided by Council or a Committee and the decision of the Council or Committee shall be final.

## **PART SIX – DUTIES OF MEMBERS**

### **42. Disclosure of Pecuniary Interest**

- 42.1. A Pecuniary Interest is defined in the Municipal Conflict of Interest Act, 1990. In addition to the requirements of the Municipal Conflict of Interest Act, 1990 and this By-law, a Member of Council or a Committee shall have consideration for the “Code of Conduct Policy”, which may be amended from time to time.
- 42.2. Where a Member of Council or Committee has a Pecuniary Interest in any matter, including that of a spouse, child or parent and is present at a Meeting of Council or a Committee at which the matter is subject of consideration, the Member:
- a. Shall, prior to any consideration of the matter at the Meeting, disclose the interest and general nature thereof, in writing, using the “Council & Committee Disclosure of Pecuniary Interest Form” forming a part of this By-law as Schedule “B”, and submit it to the Clerk;
  - b. Shall, when called upon by the Head of Council or the Chair, at the appropriate section of the Agenda, verbally disclose the interest and the general nature thereof, so that it can be recorded in the Minutes;
  - c. Shall not, at any time, take part in the discussion, or vote on any question in respect of the matter;
  - d. Shall not, at any time, attempt, either on his or her own behalf or while acting for, by or through any other person, in any way whether before, during or after the Meeting to influence the voting on any such question;
  - e. Shall, where the Meeting is open to the public and participating In-Person, turn their chair and body away from the Meeting table during the time which the matter is under consideration;
  - f. Shall, where the Meeting is open to the public and participating by Electronic Means, turn off their camera and audio during the time which the matter is under consideration;
  - g. Shall, where the Meeting is not open to the public and participating In-Person, immediately leave the room during the time which the matter is under consideration;
  - h. Shall, where the Meeting is not open to the public and participating by Electronic Means, disconnect their Electronic Device from the Electronic Meeting and completely cease Electronic Participation in the Meeting during the time which the matter is under consideration;
  - i. Where a Member has disclosed a Pecuniary Interest on an item, they shall not take part in adopting the Confirmatory By-law.
- 42.3. Where a Member of Council or Committee has a Pecuniary Interest in any matter, including that of a spouse, child or parent and is not present at a Meeting of Council or a Committee at which the matter is the subject of consideration, the Member:
- a. Shall, at the next Council or Committee Meeting, when called upon by the Head of Council or the Chair at the appropriate section of the Agenda, verbally disclose



the interest and general nature thereof and, at the same Meeting, disclose the interest and general nature thereof, in writing, using the "Council & Committee Disclosure of Pecuniary Interest Form" forming a part of this By-law as Schedule "B", and submit it to the Clerk;

- b. Shall not, at any time, take part in the discussion, or vote on any question in respect of the matter;
- c. Shall not, at any time, attempt, either on his or her own behalf or while acting for, by or through any other person, in any way whether before, during or after the meeting to influence the voting on any such question.

#### **43. Duties of the Head of Council**

43.1. Sections 225, 226 and 226.1 of the Municipal Act set out the role of the Head of Council. The Head of Council shall:

- a. Act as the Chief Executive Officer of the Township;
- b. Preside over Council Meetings so that business can be carried out efficiently and effectively;
- c. Provide leadership to Council;
- d. Without limiting clause (c), provide information and recommendations to Council with respect to the role of Council as described in the Municipal Act;
- e. Represent the Township at official functions;
- f. Carry out the duties of the Head of Council under the Municipal Act or any other Act;
- g. Uphold and promote the purposes of the Township;
- h. Promote public involvement in the Township's activities;
- i. Act as the representative of the Township both within and outside the municipality, and promote the Township locally, nationally and internationally; and
- j. Participate in and foster activities that enhance the economic, social and environmental well-being of the Township and its residents.

43.2. By virtue of their office, the Head of Council carries with it the right to participate fully in any Meeting of a Committee established by Council, without restriction, including voting. The Head of Council shall not be considered part of Quorum (Refer to Section 13.8 – Committee Meetings).

#### **44. Absence of the Head of Council**

44.1. In the event that the Head of Council is absent, has a conflict under the Municipal Conflict of Interest Act, refuses to act, or the office becomes vacant, the Deputy Reeve shall act in the place and stead of the Head of Council, and while so acting, the Deputy Reeve has all the powers and duties of the Head of Council, save and except for the Strong Head of Council (Mayor) Powers.

44.2. While executing the authority of the Acting Head of Council, the Deputy Reeve shall do so in accordance with the Municipal Act and this By-law. The Deputy Reeve shall communicate with the Head of Council to ensure that the Township is able to always access the Head of Council or Deputy Reeve.

- 44.3. In accordance with Section 36 of this By-law, if the Head of Council desires to leave the Chair to take part in Debate or for any other reason, the Deputy Reeve shall assume the Chair until the Head of Council resumes the Chair.
- 44.4. In accordance with Section 238(4) of the Municipal Act, in the absence of both the Head of Council and Deputy Reeve, and if Quorum is present, the Council shall elect a Chair from amongst its Members present. While presiding, the Member appointed by Council shall have all the powers of the Head of Council for the purpose of conducting the Meeting, save and except for the Strong Head of Council Powers.
- 44.5. For the purposes of the "Township of North Huron Emergency Response Plan" if the Head of Council is unavailable, the Deputy Reeve or the Council appointee shall be the alternate.
- 44.6. For the purpose of County of Huron Council, in accordance with Section 268(1) of the Municipal Act and a by-law to appoint an alternate, if the Head of Council is unavailable, the Deputy Reeve shall be the alternate member of the County of Huron Council.

#### **45. Emergency Governance Committee**

- 45.1. Section 23.1 to Section 23.6 of the Municipal Act regulates the delegation of legislative and quasi-judicial powers.
- 45.2. In a Declared Emergency where the decision-making capability of the Township may be compromised or where normal protocols may be impossible to meet, the Township may establish an Emergency Governance Committee to act in the place of Council.
- 45.3. The Emergency Governance Committee shall only be formed if at least four (4) Members of the seven (7) Member Council are incapacitated through death, injury or illness and are unable to exercise their powers due to the inability to meet Quorum.
- 45.4. The Emergency Governance Committee shall be comprised of a minimum of two (2) and a maximum of three (3) Members of Council.
- 45.5. The Emergency Governance Committee is delegated the authority by Council to exercise legislative, quasi-judicial and administrative powers, subject to the limitations of the Municipal Act, with such delegated authority only to be exercised:
- a. For the duration of an emergency declared by the Head of Council or designate, in accordance with the Township of North Huron Emergency Response Plan; and
  - b. For Council's normal decision-making processes, and not for the management or co-ordination of emergency response activities.
- 45.6. The Emergency Governance Committee, wherever practicable, will conduct its Meetings in accordance with this By-law.

#### **46. Role of Council and Duties of Committee and Local Board Members**

- 46.1. In accordance with Section 224 of the Municipal Act, it is the role of Council to:
- a. Represent the public and to consider the well-being and interests of the Township.
  - b. Develop and evaluate the policies and programs of the Township.
  - c. Determine which services the Township provides.
  - d. Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council.
  - e. Ensure the accountability and transparency of the operations of the Township including the activities of senior management of the Township.

- f. Maintain the financial integrity of the Township.
  - g. Carry out the duties of Council under the Municipal Act, or any other Act.
- 46.2. Members of Council, Committees and Local Boards shall come prepared to every Meeting by having read all materials supplied including agendas and staff reports, to facilitate discussion and the determination of action at the Meeting.
- 46.3. Members of Council, Committees and Local Boards shall make technical inquiries of staff in advance of the Meeting.
- 46.4. Requests for substantive Staff Reports shall be made by Council or Committee Motion, shall identify the appropriate Department or Department Head and the objectives of the report. A Majority vote by Council or the Committee will be required to request Reports from staff.
- 46.5. Staff Reports required as a result of a Resolution of Council or a Committee shall be brought forward to a future Meeting of Council or the Committee at the discretion and scheduling of the Senior Management Team.
- 46.6. As permitted by the Municipal Act, the Head of Council can direct staff in writing to:
- a. Undertake research and provide advice to the Head of Council and the Township on policies and programs of the municipality or of the Head of Council as they relate to their additional powers and duties under Part VI.1 of the Municipal Act.
  - b. Carry out duties related to the exercise of the power or performance of the duty, including implementing any decisions made by the Head of Council under Part VI.1 of the Municipal Act.
- 46.7. Any Member of Council making verbal submissions during the “Council Reports” section of the Agenda, shall be permitted to a maximum of three (3) minutes each in order to make statements which are intended for the purpose of sharing information about Board or Committee meetings, events/activities/functions and general work of Members.
- 46.8. The verbal submissions by Members during the “Council Reports” section of the Agenda will be recorded in accordance with Section 239(7) of the Act. No Motions shall be put forth during the “Council Reports” section of the Agenda.
- 46.9. While in a Meeting of any sort, Members shall follow the following rules:
- a. Members shall only speak when recognized by the Chair.
  - b. Members shall only speak respectfully of His Majesty the King or any member of the Royal Family, Governor-General, Lieutenant-Governor General or any member of the Senate, House of Commons of Canada or Legislative Assembly of Ontario.
  - c. Members shall not use indecent, offensive or insulting language in or against any Member, staff, public or any other person. Further, no Member will publish any derogatory or demeaning comment or opinion of Council, staff or member of the public.
  - d. Members shall only speak to the question in Debate.
  - e. Members shall not debate any prior determination of Council or a Committee except to conclude such remarks with a Motion to reconsider such determination.
  - f. Members shall not interrupt or disturb any Member who has the floor except to raise a point of order.
  - g. Members shall not disturb a Meeting by disorderly conduct or comments.

- h. Members shall not leave their seats or make noise or cause a disturbance while a vote is being taken or until the result is declared.
  - i. Members shall not leave a Meeting without first advising the Chair.
  - j. Members shall abide by the rules of order, obey the decisions of Council or a Committee on questions of order or practice or upon the interpretation of the rules of order by Council or the Committee.
  - k. In the event that a Member of Council or Committee persists in a breach of the rules of this By-law, after having been called to order by the Head of Council or Chair, the Head of Council shall put the questions, "shall the Member be ordered to leave their seat for the duration of the Meeting?". Council or the Committee shall vote on the question and the question is not debatable. If by Majority vote the Members vote in the affirmative, the Head of Council or Chair shall order the Member to leave the Meeting.
  - l. If the Member ordered to leave a Meeting by the Head of Council or Chair offers an apology, the Head of Council or Chair, with the approval of the Members, may permit the Member to return to the Meeting.
  - m. If the Member refuses to leave the Meeting after being ordered to do so by the Head of Council or Chair, and the Member does not apologize, then the Head of Council or Chair shall seek appropriate assistance and may recess the Meeting.
  - n. Members may require the Motion under discussion to be read at any time during the Debate, but not so as to interrupt a Member while speaking.
  - o. Every Member present shall vote when the Motion is put on the floor, unless a Pecuniary Interest has been declared.
  - p. Members of Council shall be officially addressed as Councillor, Deputy Reeve or Reeve and Members of Staff shall be officially addressed by their position title.
47. That By-law No. 116-2017, By-law No. 104-2018, By-law No. 108-2018, By-law No. 41-2019, By-law No. 33-2020, By-law No. 81-2020, By-law No. 97-2021, and By-law No. 60-2024 are hereby repealed.
48. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 11<sup>th</sup> day of August, 2025.

Read a third time and passed this 11<sup>th</sup> day of August, 2025.

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Paul Heffer, Reeve

CORPORATE SEAL

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Carson Lamb, Clerk

PART SEVEN – SCHEDULES



Schedule “A” Council and Committee Delegation Request Form

A "delegation" means a person or group of people who address Council or a Committee by attending a Meeting for the purpose of making a presentation. See Section 30 of the Township of North Huron Procedure By-law for more details.

Those wishing to appear before Council or a Committee regarding Municipal business shall make a formal request to the Clerk or Recording Secretary in writing utilizing this Council Delegation Request Form. The Delegation Request Form may also be submitted electronically through the Township of North Huron website.

A fully completed request form must be submitted by email or delivered in person to the Clerk no later than 4:30 p.m. on the Monday of the week prior to the Meeting in which the delegate is requesting to attend.

At the discretion of the Clerk or Recording Secretary, the Delegation will be scheduled to present at a Regular Meeting.

Delegations are limited to ten (10) minutes, which includes time for questions from Council or the Committee. A copy of the materials to be presented must be submitted as part of the Delegation Request Form in order for the request to be deemed complete and for scheduling of the Delegation to occur. The presentation must be received by the Clerk or Recording Secretary no later than 4:30 p.m. on the Monday of the week prior to the meeting.

For further information on the procedure for appearing before Council or a Committee as a delegation, please contact the Clerk’s Department at [delegations@northhuron.ca](mailto:delegations@northhuron.ca)

Date of Meeting Requested: \_\_\_\_\_

Name of Person Making Presentation (and title/position, if applicable):  
\_\_\_\_\_

Group/ Organization that the Delegation Represents:  
\_\_\_\_\_

Please Indicate the Action/Decision Being Requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Full Mailing Address of Delegate(s): \_\_\_\_\_

Email Address of Delegate: \_\_\_\_\_

Phone Number of Delegate: \_\_\_\_\_

*Information submitted will be considered public information and therefore subject to full disclosure under the Municipal Freedom of Information and Protection of Privacy Act.*

_____	_____
Delegation Requestor Signature	Date



**Schedule "B" Council and Committee Disclosure of Pecuniary Interest Form**  
*Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*

I, \_\_\_\_\_, hereby make a declaration of pecuniary  
(Print Full Name)

interest with respect to agenda Item No. \_\_\_\_\_,  
(Item Number)

Item Title \_\_\_\_\_ on the (Council/Committee)  
(Item Title) (Circle One)

agenda dated \_\_\_\_\_.  
(Meeting Date)

**General Nature of the Pecuniary Interest:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date