

The Corporation of the Township of North Huron

By-law No. 116-2017

A by-law to establish a policy to govern the calling, place and proceedings of the Council and Committees of the Township of North Huron and the provide public notice of meetings

Office Consolidation of By-laws 116-2017, 104-2018, 108-2018, 041-2019, 033-2020, 081-2020, 097-2021

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Consolidation Date: January 1, 2023

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The Corporation of the Township of North Huron

By-law No. 116-2017

Being a by-law to establish a policy to govern the calling, place and proceedings of the council and committees of the Township of North Huron and to provide public notice of meetings

As amended by By-laws 104-2018 (November 19, 2018), 108-2018 (December 17, 2018), 41-2019 (May 6, 2019), 33-2020 (April 6, 2020), 81-2020 (December 7, 2020), and 97-2021 (December 6, 2021)

WHEREAS Section 238(2) of the *Municipal Act*, S.O. 2001, c. 25 as amended, requires every Township to pass a Procedural By-law for governing the calling, place and proceedings of meetings;

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

AND WHEREAS the Council of The Township of North Huron deems it expedient to enact a new By-law to govern the calling, place and proceedings of the Council and to provide for public notice of meetings in accordance with the Act.

NOW THEREFORE the Council of the Township of North Huron **HEREBY ENACTS AS FOLLOWS:**

1. SHORT TITLE

This By-law shall be cited as the "Council & Committee Procedure By-law".

2. DEFINITIONS

In this By-law:

- 2.1 "Act" means the Municipal Act, 2001, as amended from time to time.
- 2.2 "Ad Hoc Committee" means a committee formed for a specific task or objective, and dissolved after completion of the task or achievement of the objective.
- 2.3 "Adjourn" means to end the meeting. This motion requires a second, is not debatable, is not amendable, requires a majority vote for adoption and cannot be reconsidered.
- 2.4 "Advisory Committee" means a Committee established by Council to advise on matters which Council has deemed appropriate for the Committee to consider.
- 2.5 "Acting Head of Council" means the Deputy Reeve who, in the absence of the Head of Council shall have the authority of the Head of Council 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 11.2 of this By-law will be followed.
- 2.6 "Chair" means the person presiding at a meeting whether it be the Head of Council, Acting Head of Council or Chairperson of any Committee.
- 2.7 "Chief Administrative Officer" means the Chief Administrative Officer (Chief Administrative Officer) or designate of The Township of North Huron, appointed by By-law.

- 2.8 "Clerk" means the Clerk or designate of The Township of North Huron, appointed by By-law.
- 2.9 "Closed Session" means a meeting, or portion thereof, closed to the public in accordance with Section 239 of the *Municipal Act, 2001* and Section 5.7 of this By-law.
- 2.10 "Committee" means Ad Hoc, Advisory or Joint Committees which may be appointed by Council from time to time.
- 2.11 "Community Control Group" means the officials designated to control the emergency operations for the Corporation when it becomes necessary to activate the Emergency Response Plan.
- 2.12 "Confirmatory By-law" means a By-law of Council that adopts all resolutions passed at a Council meeting.
- 2.13 "Consent Agenda" means a grouping of items on a Council agenda that require no actions by Council other than receiving for information. The only time that an item should be removed from a consent agenda is if it is determined that action, a decision is required, or significant further discussion is needed. Items to be included on a consent agenda may include, but is not limited to:
- Approval of Council minutes;
 - 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;
- 2.14 "Corporation" means The Corporation of the Township of North Huron.
- 2.15 "Correspondence" includes, but is not limited to, the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, etc., that may require an action or decision of Council or a Committee.
- 2.16 "Council" means the Council of The Township of North Huron.
- 2.17 "Councillor" means a person elected or appointed as a Member of Council.
- 2.18 "Defer" means to postpone all discussion on the matter until later in the same meeting or to a future date which is established as part of the motion.
- 2.19 "Delegation" means a person or group of persons who address Council or a Committee on behalf of an individual or a group for the purpose of making a presentation to Council or a Committee.
- 2.20 "Deputy Reeve" means the Member of Council who is duly elected under the Municipal Elections Act, to represent the electors of the Township of North Huron and to act in the absence of the Head of Council in accordance with this by-law and will represent the Corporation on the Council of the Township of North Huron.
- 2.21 "Electronic Means" means telephone or video conferencing or other interactive method whereby Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and the public.
- 2.22 "Electronic Meeting" shall mean a meeting where any member is not physically present but participates via electronic means of communication, adhering to legislative requirements.
- 2.23 "Electronic Participation" shall mean participation in a meeting from a location other than that at which the meeting is physically being held by means of

telephone, video or audio conferencing or other interactive method whereby members, staff and the public are able to hear the member(s) participating.

- 2.24 "Emergency" (declared emergency) means any period of time during which an emergency has been declared to exist in all or part of a municipality by the Head of Council or the Province under sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.
- 2.25 "Head of Council" means the Reeve (or alternate) and who shall preside at all meetings of the Council. See Section 9 and Section 10 for details on the role of the Head of Council.
- 2.26 "Joint Committee" means a Committee established by Council where members of the Committee are appointed by Council and any combination of the member or neighbouring municipalities as considered appropriate and may act in advisory or ad hoc nature.
- 2.27 "Lower Tier" means the 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.
- 2.28 "Majority" means more than half of the votes cast by members entitled to vote.
- 2.29 "Reeve" means the Member of Council who has been duly elected under the Municipal Elections Act as the Head of Council; and will represent the Township of North Huron and in accordance with Section 225 of the Municipal Act, 2001 is the Chief Executive Officer of The Township of North Huron.
- 2.30 "Meeting" means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,
(a) a quorum of members is present, and
(b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee. ("reunion")
- 2.31 "Member" means a Member of Council or a Committee as defined in this By-law.
- 2.32 "Member Municipality" means 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.
- 2.33 "Minutes" mean a record of the proceedings of Council or Committee that includes the place, date, time, name of Chair, list of members in attendance, evidence of quorum. Minutes will record the actions taken and decisions made by members at the meeting without note or comment in accordance with Section 239(7) of the Municipal Act.
- 2.34 "Township" means The Township of North Huron.
- 2.35 "Pecuniary Interest" includes a direct or indirect financial interest of a member and a financial interest deemed to be that of a member, in accordance with Sections 2 and 3 of the Municipal Conflict of Interest Act, 1990.
- 2.36 "Quorum" means the minimum number of required members (fifty percent plus one of the membership) to be in attendance to conduct the business of the meeting and vote on any matter or question to achieve a simple majority.

- 2.37 "Recess" means a short break taken during a meeting and is of a duration established by the Chair.
- 2.38 "Recorded Vote" means the recording of the name and vote of every Member of Council or a Committee who is present when the vote is called on any matter of question.
- 2.39 "Refer" means to direct a matter under discussion by Council or Committee to a Staff Member for further examination.
- 2.40 "Regular Meeting" means a scheduled meeting held in accordance with Section 5.3 of this By-law.
- 2.41 "Reports" means written documents by municipal employees, committees, consultants, solicitors or other individuals appointed at the pleasure of Council for the purpose of providing advice, alternatives and/or recommendations on various matters.
- 2.42 "Resolution" means a formal state of opinion or intention adopted by Council in accordance with these rules.
- 2.43 "Rules and Regulations" means the applicable regulations contained in this By-law.

3. AUTHORITY

The *Municipal Act, 2001* provides that the Council may determine its own rules of procedure for meetings. The following set of rules shall be in effect upon their adoption by the Council until such time as they are amended or new rules adopted.

4. GENERAL RULES

- 4.1 The Rules and Regulations contained in this By-law shall be observed in all proceedings of the Council and shall be the Rules and Regulations for the order and dispatch of business in Council and Committees.
- 4.2 Any procedure under this By-law that is discretionary and not mandatory under statute may be suspended, at the request of the Head of Council or a Committee Chair, by a consensus of all of the members present at the meeting.
- 4.3 In any case for which provision is not made in these Rules and Regulations, 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.

5. MEETINGS

5.1 Location of Meetings

Meetings of Council shall take place in the Council Chambers at 274 Josephine Street, Wingham, ON. Notwithstanding the foregoing that meetings be held in the Council Chambers, the Council shall determine, at their discretion, other locations from time to time for meetings as deemed necessary.

One meeting of Council shall take place once per year in the Ward of Blyth and the Ward of East Wawanosh at a location to be determined by Council.

5.2 Inaugural Meeting & Election of Deputy Reeve

- (a) Following a regular municipal election, the Inaugural Meeting shall be held within the Township of North Huron Council Chambers at the hour of 6:00pm, on either the first or third Monday after the new term of Council commences, whichever comes first.
- (b) In the case of inclement weather, the Inaugural Meeting shall be held on the first suitable day following, at the same hour.
- (c) The Inaugural Meeting shall be chaired by the Clerk.
- (d) The order of business for the Inaugural Meeting shall be as follows:
 - 1. Call to Order
 - 2. The Clerk to declare candidates as elected as a result of the Municipal Election
 - 3. Oath of Office and Oath of Allegiance by each member of Council, commencing with the Reeve
 - 4. Service of Invocation performed by clergy to be chosen by the Reeve
 - 5. Presentation of Gavel and Chain of Office by the Clerk
 - 6. Inaugural Address by the Reeve
 - 7. Remarks of Candidates - 5 Minute Time Limit Each
 - 8. Election of the Deputy Reeve
 - 9. Greetings from Invited Guests
 - 10. Adjournment
 - 11. It will be a custom of the Clerk's Department to share a social time following the Inaugural meeting.
- (e) Election of the Deputy Reeve - Process:

Deputy Reeve, is selected at the Inaugural Meeting of Council from sitting members of Council. The Deputy Reeve represents the Corporation of the Township of North Huron and acts in the absence of the Head of Council in accordance with this By-law.

The Deputy Reeve shall be elected by the following process:

- 1. The Returning Officer for the election shall be the Clerk. The Assistant Officer for the election will be a member of the Township's Administration staff, as designated by the Clerk;
- 2. Any member who would like to be considered a candidate for the position of Deputy Reeve shall declare to an open Council meeting their candidacy;
- 3. Remarks of Candidates – with a time limit of three minutes per candidate, order of candidates to be determined from a random draw by the Returning Officer;
- 4. The election shall be done, alphabetically by last name, by show of hands in open Council;
- 5. Each member of Council shall have one vote;
- 6. If there are more than two candidates seeking the position, the person receiving the lowest number of votes in the first vote, would be left out of the second vote;
- 7. When a candidate has received a majority of the votes, there will be no further voting;
- 8. That in the case of an equality of votes for the position, the successful candidate shall be determined by the Returning Officer by placing the names of the candidates on equal size pieces of paper in a box and one name being drawn by a person chosen by the Returning Officer;
- 9. The successful candidate shall be declared by the Clerk and

confirmed by resolution of Council.

5.3 Regular Meeting

- (a) Regular meeting shall be held on the first and third Monday of each month. The meetings shall commence at the hour of 6:00 p.m. and finish at 10:00 p.m. or sooner unless otherwise ordered by special motion of Council.

When a regular Council meeting is to be scheduled on a statutory holiday, the meeting will be held on the following Tuesday. Every meeting of Council shall be deemed to be adjourned at the hour of 10:00 p.m. save and except the unanimous consent of Council.

- (b) The Council may, by resolution, alter the date and/or time of a regular meeting provided that adequate notice of such change has been posted and/or published.
- (c) The Clerk, in consultation with the Chief Administrative Officer and with the approval of the Head of Council, may cancel a meeting of Council when, in their opinion, there is sufficient cause to do so.
- (d) No meeting of Council is a properly constituted meeting unless the Clerk or his/her designate is present.

5.4 Special Meetings

- (a) The Head of Council may, at any time call a special meeting of Council or upon receipt of a petition of the majority of the Members of Council, the Clerk shall call a special meeting of Council for the purpose and at the time mentioned in the petition.
- (b) No business may be transacted at a special meeting other than that specified in the Notice or Agenda.

5.5 Emergency Meetings

- (a) In the event of an emergency or extraordinary situation as determined by the Head of Council, the Chief Administrative Officer, or the Clerk, a meeting may be held as soon as practical following receipt of a summons. The summons may be given by a manner as determined by the Clerk.

5.6 Closed Session - Council and Committees

- (a) All meetings of Council shall be open to the public except as provided for in Section 239 of the Municipal Act, S.O. 2001, or the Ombudsman Act.

Exceptions:

- (b) A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
- The security of the property of the Corporation,
 - Personal matters about an identifiable individual, including municipal or local board employees;
 - A proposed or pending acquisition or disposal of land by the Corporation;
 - Employee negotiations of labour relations;
 - Litigation or potential litigation, including matters before administrative tribunals, affecting the Corporation;
 - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - A matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act;
 - Information explicitly supplied in confidence to the municipality of local

board by Canada, a province or territory or a Crown agency of any of them;

- 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;
- 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
- 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.

Other Criteria

- (c) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,
- A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council is designated as head of the institution for the purposes of that Act.
 - 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 this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.
- (d) A meeting of the Council or Committee may be closed to the public if the following conditions are both satisfied:
- The meeting is held for the purpose of educating or training the members; and
 - At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.
- (e) For purposes of this section, a meeting not open to the Public shall be called a "Closed Session".
- (f) The published agenda for Council or a Committee shall indicate the fact that a Closed Session meeting 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, 2001.
- (g) Before holding a meeting or part of a meeting that is to be closed to the public, the Council or Committee shall state by resolution the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or in the case of a meeting that is an educational or training session, the fact of the holding of the closed meeting, the general nature of its subject matter and that it is to be closed as an educational or training session.
- (h) A meeting shall not be closed to the public during the taking of a vote except when the meeting is for a purpose as outlined in section 5.6(a) or 5.6(b) and the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Corporation or persons retained by or under contract with the Corporation.

- (i) When a Closed Meeting comes to an end Council and/or the Chief Administrative Office shall report to the open session the nature of the Closed Session meeting and provide as much information to open session without jeopardizing the intent of Section 239 of the Municipal Act, 2001.
- j) When a Closed Session is necessary, it will be a requirement that the minutes shall be prepared and approved at the next scheduled Closed Session.
- (k) The Clerk shall be responsible for maintaining a confidential copy of all original documentation distributed, relating to closed sessions, and for keeping confidential minutes of all closed sessions.
 - (m) Subject to the provisions of this Section, Council may hear delegations in Closed Session.
- (n) It shall be the responsibility of Council, Committees and Staff to respect the confidentiality of all matters disclosed to them and materials provided to them during Closed Sessions that are required to be kept confidential.
- (o) The proceedings of a Council or a Committee Closed Session shall be audio/video recorded with all recordings kept in a secure location in the Township of North Huron Municipal Office. Any person who is required to leave the Council Chambers or meeting room during the proceedings of Council or Committee Closed Session, must take all personal belongings with them.

5.7 Education and Training Sessions

- (a) The 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 matters of interest to the members, at a time and place designated at that time by the Council.
- (b) The Council, in deciding to convene an Education & Training Session, shall designate the general purpose or purposes for which the session is to be held.
- (c) An Education & Training Session may be held at any place designated by the Council at the time at which it makes its decision to convene the session, whether or not it is within the boundaries of the Township or elsewhere.
- (d) All Members of Council respectively are entitled to attend the 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.
- (e) No motion, resolution, by-law, debate, agreement in principle, consensus, straw-vote, report, recommendation, or other action or decision may be proposed, discussed, decided upon, adopted, taken or made at an Education & Training Session.
- (f) The Recording Secretary shall take notes describing in general terms each subject matter dealt with at the Education & Training Session.
- (g) The notes taken pursuant to 5.7 (f) shall, after the conclusion of the session, be maintained as a public record under the control of the

Clerk.

5.8 Committees

- (a) Special or Ad Hoc or Joint Committees may be established from time to time by Council to consider a specific matter in accordance with the Township's Committee Appointment Policy.
- (b) All Committees shall report directly to Council.
- (c) The format of the agenda will be similar to that of Council (Section 15) but are permitted to remove certain sections on approval of the Clerk.
- (d) Council shall adopt a Terms of Reference for every Committee.
- (e) The Head of Council is "Ex Officio" a member of every Committee of Council. The Head of Council will not be considered part of the Committee quorum. (Section 7.8) The Head of Council is able to participate fully in any meeting of a Committee or Board established by Council, without restriction, including voting (Section 9.2).
- (f) The Terms of Reference shall establish (at least) the following:
 - (i) The purpose, goal and authority of the Committee;
 - (ii) Member composition, numbers and method of appointing a Chair;
 - (iii) The Chair shall be appointed at the first meeting following the Inaugural Meeting of Council;
 - (iv) The location, date, time and frequency of meetings;
 - (v) The Director(s) responsible for providing support, advise and expertise to the Committee;
 - (vi) That the Director(s) shall ensure that all recommendations to Council by the Committee are brought forward to Council in a timely fashion for consideration;
 - (vii) That the Chairperson and Director(s) shall, at the direction of the Committee and or Council facilitate clear communication of information between Council and the Committee;
 - (viii) A Recording Secretary for the Committee;
 - (ix) That the minutes of a Committee shall be circulated to Council via the regular Council Agenda. Council shall receive the minutes for information purposes only as any recommendation of a Committee shall be brought forward to Council in a separate report by the Director(s);
 - (x) That a Committee chair may cancel a meeting if he or she determines that there are insufficient items for consideration by the Committee;
 - (xi) The rules and regulations contained in this By-law, with necessary modifications, shall be observed in all proceedings of the Committee for the order and conduct of business therein;
 - (xii) That Council shall dissolve a Committee, by resolution, when the purpose and goals have been met or at any other time when Council deems it appropriate.
- (g) Council may appoint representatives to serve on any outside Board or Committee, or any other body to which Council is required or empowered to appoint a representative.

Appointments to such Boards/Committees may be a Member of Council or shall be a person appointed from amongst its ratepayers and/or

residents.

- (h) At the first Regular Meeting of Council, the Council shall:
 - (i) Appoint members to various Committees and Boards;
 - (ii) Appoint members to Committees and Boards for the term of one year;
 - (iii) Appoint non-Council members to Committees and Boards as determined in policy or the Terms of Reference for the Committee.

5.9 Budget Meetings

Budget Meetings will be considered Regular Meetings of Council. The Agenda will be prepared by the Reeve and Clerk in accordance with Section 15.1 of this Procedural By-law in consultation with the Director of Finance/Treasurer.

5.10 Town Hall Public Meeting

Council will hold a minimum of one (1) Town Hall Public Meeting per year.

5.11 Electronic Meetings

Subject to the provisions of Section 238 of the *Municipal Act, 2001*, as amended, and/or the current North Huron Procedure By-law, the Township of North Huron shall allow electronic participation in the manner and to the extent set out in section 5.11 of this By-law.

5.11.1. Extent

- a) Electronic Meetings – A regular meeting or special meeting of Council, or a meeting of a local board or committee may be authorized to be held by electronic means through a resolution of Council.
- b) Authorizing Resolution - The authorizing resolution passed by Council shall include sufficient details describing which meetings are to be held by electronic means.
- c) Electronic Participation – If Council has authorized through a resolution for a meeting to be held as an Electronic Meeting, all participants in that meeting shall participate through electronic participation. No hybrid approach to meetings (combining in-person and electronic participation in the same meeting) shall be authorized.
- d) Quorum and Voting for Electronic Meeting – Members attending and present during an Electronic Meeting shall be counted for the purposes of quorum at the commencement and at any point in time during the meeting, and shall be entitled to vote through a vote recorded by the Clerk or Recording Secretary, as if they were attending the meeting in person.
- a) Closed Session – An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this Section.
- b) Public Notice of Electronic Meeting – A public notice of an Electronic Meeting shall include sufficient information as to provide the public with a means to electronically access the open session of such Electronic Meeting.
- c) Delegations In Writing for Council Meetings – An Electronic Meeting shall not permit public delegations, except by way of electronic submission via email or video, received in advance of the meeting, which shall be submitted to the

Clerk prior to the start of the Electronic Meeting, and shall be provided to members at the meeting.

- d) Application and Conflict – Notwithstanding the foregoing, the Procedure By-law shall continue to apply to an Electronic Meeting held pursuant to this Section, except that this Section and any Provincial legislation or order shall prevail to the extent of any conflict.

5.11.2. Process

In consultation with the Reeve and CAO, the Clerk has the delegated authority to amend these processes as required to ensure that effective, efficient and orderly Electronic Meetings occur. The following processes shall apply for Electronic Meetings:

- a) Each Member shall be available at least fifteen (15) minutes before the beginning of the meeting to assist staff in establishing the electronic connection.
- b) The method and technology used for an Electronic Meeting in Open Session or Closed Session shall be determined by the CAO and Clerk, in consultation with the Reeve, based on advice and resources available and the prevailing circumstances and context for a meeting.
- c) The Reeve or Chair (if different) shall lead the meeting and be present from a designated meeting location supported by the Clerk (or designate), where possible.
- d) Members follow meeting leadership from the Chair.
- e) The Chair is to announce each agenda item on the floor of the meeting and shall maintain an orderly meeting process keeping Members informed.
- f) The Chair will canvass members about their intention to speak to a matter on the floor and will notify each member when it is his or her turn to speak.
- g) A member may move a motion or move an amendment verbally. The Chair shall ensure that all members are given the same opportunity to speak to each question as they would have been given if participating in person.
- h) A member may declare a conflict of interest by emailing the declaration form to the Clerk or Recording Secretary in advance of the meeting and shall verbally state their conflict when the Chair calls for declarations.
- i) A member may present a notice of motion by emailing the Clerk or Recording Secretary in advance of the meeting and shall verbally state their notice of motion at the meeting.
- j) Each member shall inform the Chair about his or her intentions to leave the meeting either on a temporary or permanent basis.
- k) If a Member experiences connection issues and cannot participate electronically they shall be deemed to have left the meeting.

5.11.3. Voting

- a) All votes shall be conducted by a recorded vote, unless Council decides otherwise.
- b) The Clerk or Recording Secretary shall call each name of Member to record the vote.

- c) If a Member is present and their name is called and no response is given to indicate the vote, the Clerk or Recording Secretary shall ask one more time, and if no indication of vote, and the Member is present, the vote is recorded in the negative.
- d) The Clerk or Recording Secretary shall announce voting results, including announcing how each Member voted.

5.11.4. Member Conduct

- a) Each member shall mute his or her electronic device when he or she is not speaking.
- b) Each Member shall remain silent and attentive to the proceeding when not assigned the floor by Chair.
- c) Each Member shall listen for their name to be assigned the floor to speak or to vote.
- d) Each Member shall take directions from the Chair in order to facilitate an effective, efficient and orderly meeting.

6. **NOTICE OF MEETINGS**

6.1 Notice for Regular Council Meetings:

- (a) Prior to the first meeting of each calendar year, the Council shall establish a schedule of all regular Council meeting dates for such calendar year. The schedule shall include the date, time and location of the meetings and shall be posted on the municipal website at the beginning of the year. The meeting schedule is subject to change as necessary.
- (b) Notwithstanding the above, the published agenda shall be considered as adequate notice of Regular Meetings of Council, except for meetings held on a day or time other than as provided for in this By-law. The agenda shall include the date, time and place of commencement of the meeting.
- (c) The Clerk shall ensure that a copy of the Agenda for each Regular Council meeting is posted for public viewing on the municipal website no later than 4:30 p.m. on the Friday preceding the scheduled meeting.

6.2 Notice for Special Council Meetings:

- (a) The Clerk shall ensure that notice of each special meeting of Council is provided to each Member of Council at least forty-eight (48) hours in advance of the said meeting or as soon as practicable. The Clerk shall provide notice of such meeting by posting for public viewing on the municipal website a copy of the Agenda for the special meeting and/or updating the meeting schedule that is posted on the municipal website.

6.3 Notice for Emergency Council Meetings:

- (a) The forty-eight (48) hours' notice required by Section 6.2(a) may be waived in the case of an emergency or extraordinary situation, as may be determined by the Head of Council (or alternate);
- (b) An emergency meeting may be called by the Head of Council or in the absence of the Head, the Emergency Control Group or Chief Administrative Officer;
- (c) In such case, the Clerk (or designate) shall attempt to advise the members of Council about the call of the emergency meeting as soon as possible and in the most expedient manner available;

- (d) For the purpose of Notice, notice shall be posted on the Municipal website and the public notice board at the Municipal Office.
- (e) Where proper notice was 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.

6.4 Notice for Committee Meetings:

- (a) Notice of meetings indicating the date, time and location for Committee meeting shall be posted on the Municipal website by 4:30 p.m. on the Friday prior to the meeting. All other requirements for notice indicated in this by-law shall be adhered to by the Committee.

6.5 Lack of receipt of the notice by any member shall not affect the validity of holding the meeting nor any action taken at the meeting.

6.6 The business of a meeting shall be taken upon the order in which it stands in the Agenda, unless otherwise decided by Council or the Committee.

6.7 The notice requirements set out in this by-law are minimum requirements 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 circumstances.

6.8 Cancelling of Meetings - Inclement Weather

In the event that weather, road or other conditions beyond the control of Council prevent the holding of any Regular, Special, Ad Hoc Committee or Inaugural meeting, at the time established by this by-law, the said meeting shall be held at the same time and day of the following week. The postponement may continue until such time as the condition preventing the holding of the meeting has passed.

Meetings may be cancelled or adjourned taking any of the following into consideration:

- Winter road closures or winter travel advisories have been issued
- County or Lower Tier 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 are advising of cancellations in the area

- School bus cancellations
- Weather warnings by Environment Canada
- Ministry of Transportation road condition advisory
- Members of Council or staff report hazardous travelling conditions

Consultation will take place between the Reeve, Chief Administrative Officer and Clerk regarding the meeting cancellations. The final decision will be made by the Reeve.

6.9 Notice of Cancelled Meeting

Where a meeting has been cancelled for any reason, notice of the cancelled meeting shall be in the same form as notice for the meeting was **made and followed by a telephone confirmation**. In the case of a Council meeting, the Clerk (or designate) shall be responsible for giving notice. In the case of a Committee the Recording Secretary is responsible for giving notice.

Every effort will be made to notify all members of Council or the Committee and members of the public who have identified that they plan to attend.

The Clerk shall provide notice of cancellation to Council, staff, the local media and all other interested parties as soon as possible in advance of the meeting via telephone, website, local radio and posting signs at the meeting site.

6.10 Postponement of Meetings

Any regular meetings of the Council may be postponed to a day named in:

- (a) A notice by the Head of Council or the Deputy Head of Council given through the Clerk's Office and twenty-four (24) hours in advance of the regular meeting; or
- (b) A resolution of Council passed by the majority of the members.

Where a meeting has been postponed for any reason, notice of the postponed meeting shall be in the same form as notice for the meeting was made.

In the case of a Council meeting, the Clerk (or designate) shall be responsible for giving notice. In the case of a Committee the Recording Secretary is responsible for giving notice.

Every effort will be made to notify all members of Council or the Committee and members of the public who have identified that they plan to attend.

The Clerk shall provide notice of postponement to Council, staff, the local media and all other interested parties as soon as possible in advance of the meeting.

7. CALLING OF MEETINGS TO ORDER AND QUORUM

- 7.1 The Head of Council or the Chair shall call the members to order as soon after the hour fixed for holding of the meeting a quorum is present.
- 7.2 A majority of all Members of Council or the Committee shall constitute a quorum and be necessary for the transaction of business.
- 7.3 If a quorum is not present one-half (%) hour after the time appointed for the commencement of the meeting, the Clerk, his/her designate or the Committee 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.
- 7.4 Where the number of members who are unable to participate in a meeting by reason of the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, such that, at that meeting the remaining members are insufficient to constitute a quorum, the remaining members shall be deemed to constitute a 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*.
- 7.5 If during the course of a meeting, a quorum is lost, the Chair shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this By-law.
- 7.6 If in the event of a declared emergency, Council is not able to achieve quorum

then they may enact the use of the Emergency Governance Committee-Section 12.

- 7.7 If members are not going to be in attendance or are going to be late for a meeting, they shall contact the office of the Clerk or the Committee's Recording Secretary in advance of the meeting.
- 7.8 If the Head of Council attends a Committee meeting as an "Ex Officio" participant (See Section 5.8(e)), their attendance will not be considered part of quorum.

8. ROLE OF COUNCIL

- 8.1 It is the role of Council, per Section 224 of the Municipal Act, 2001, as amended:
- (a) to represent the public and to consider the well-being and interests of the Township;
 - (b) to develop and evaluate the policies and programs of the Township;
 - (c) to determine which services the Township provides;
 - (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
 - (e) to ensure the accountability and transparency of the operations of the Township, including the activities of the senior management of the Township;
 - (f) to maintain the financial integrity of the Township; and
 - (g) to carry out the duties of Council under this or any other Act.
- 8.2 Members of Council shall come prepared to every meeting by having read all the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action at the meeting.
- 8.3 Members of Council shall make technical inquiries of staff regarding materials supplied in advance of the meeting.
- 8.4 Requests for substantive reports shall be by Council motion which shall identify the appropriate Department or Department Head and objectives of the report.
- 8.5 No member shall have the authority to direct or interfere with the performance of any work for the Corporation.
- 8.6 While in a Council meeting of any sort, Councillors shall following the following rules:
- (a) Councillors shall only speak when recognized by the Chair;
 - (b) Councillors shall only speak respectfully of Her Majesty the Queen or any member of the Royal Family, Governor-General, Lieutenant- Governor General or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of Ontario;
 - (c) Members shall not use indecent, offensive or insulting language in or against any Council or Councillor, 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 the Council or Committee except to conclude such remarks with a motion to rescind or 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 seat or make noise or cause a disturbance while a vote is being taken or until the result is declared;
- (i) Members shall not leave the meeting when he/she does not intend to return thereto without first advising the Chair;
- (j) Members shall abide by the rules of Council or the Committee, obey the decisions of the Council or Committee on questions of order or practice or upon the interpretations of the rules of order by the Council or Committee;
- (k) In the events that a member of Council or a Committee persists in a breach of the rules of this By-law, after having been called to order by the Reeve or Chair, the Reeve or Chair shall put the question "shall the member be ordered to leave his/her seat for the duration of the meeting?". The Council or Committee shall vote on the question and the question is not debatable;
- (l) If the Council or Committee decides the question set out in section 8.6 (k) of this By-law in the affirmative by a majority vote of the members, the Reeve or Chair shall order the member to leave his/her seat for the duration of the meeting;
- (m) If the member apologizes, the Reeve or Chair, with the approval of Council, may permit him/her to resume his/her seat;
- (n) If a member does not leave his/her seat after being ordered to do so by the Reeve or Chair (in accordance with Section 8.6(1)) and if the member does not apologize (in accordance with Section 8.6(m)) then the Reeve or Chair shall seek appropriate assistance.
- (o) Members must occupy their chairs while a vote is being taken and the results are being declared;
- (p) Members may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking;
- (q) Every member present shall vote when a question is put on the floor unless a Pecuniary Interest has been declared;
- (r) Municipal Councillors shall officially be addressed as Councillor, Deputy Reeve and Reeve.

9. ROLE OF HEAD OF COUNCIL

- 9.1 It is the role of the Head of Council, per Section 225 of the Municipal Act, 2001, as amended:
- (a) to act as Chief Executive Officer of the Township;
 - (b) to preside over Council meetings so that business can be carried out efficiently and effectively;

- (c) to provide leadership to Council;
- (d) without limiting clause (c), to provide information and recommendations to the Council with respect to the role of Council as described in Section 8.1 of this By-law and Section 224 of the Municipal Act, 2001, as amended;
- (d) to represent the Township at official functions; and
- (e) to carry out the duties of the Head of Council under the Municipal Act or any other Act.

9.2 By virtue of their office, the Head of Council carries with it the right to participate fully in any meeting of a Committee or Board established by Council, without restriction, including voting. If the Head of Council attends a Committee meeting as an "Ex Officio" participant, their attendance will not be considered part of quorum (Section 7.8).

9.3 For the purposes of the County of Huron and Member Municipalities Joint Emergency Management Plan if the Head of Council is unavailable, the Deputy Head of Council or the Council Appointee shall be the alternate.

10. ROLE OF HEAD OF COUNCIL AS CHIEF EXECUTIVE OFFICER

10.1 It is the role of the Head of Council, per Section 226.1 of the Municipal Act, 2001, as amended:

- (a) to uphold and promote the purposes of the Township;
- (b) to promote public involvement in the Township's activities;
- (c) to act as the representative of the Township both within and outside the Township, and promote the Township locally, nationally and internationally; and
- (d) to participate in and foster activities that enhance the economic, social and environmental well-being of the Township and its residents.

11. ABSENCE OF THE HEAD OF COUNCIL

11.1 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 may exercise all the rights, powers and authority of the Chair.

11.2 In the absence of both the Head of Council and the Deputy Reeve, and if a quorum is present, the Council shall elect a Chair from amongst its members present. While presiding, the member appointed by the Council shall have all the powers of the Head of Council for the purpose of conducting the meeting.

12. EMERGENCY GOVERNANCE COMMITTEE

12.1 Section 23 of the Municipal Act, 2001 regulates the delegation of legislative and quasi-judicial powers.

12.2 In a declared emergency and where the decision-making capability of a Township may be compromised or where normal protocols may be impossible to meet, the Corporation may establish an Emergency Governance Committee to act in place of the Council.

12.3 The Emergency Governance Committee will only be formed if at least four members of the total seven-member Council are incapacitated through death, injury or illness and are unable to exercise their powers due to the inability to meet quorum.

12.4 The Emergency Governance Committee is comprised of a minimum of

two and a maximum of three members of Council.

- 12.5 The Emergency Governance Committee is delegated the authority by Council to exercise its normal legislative, quasi-judicial and administrative powers, subject to the limitations of the Municipal Act, 2001, with such delegated authority to only be exercised:
- (a) For the duration of an emergency which has been declared by the Head of Council or his/her designate, in accordance with the Corporation's Emergency Management Plan;
 - (b) For Council's normal decision-making processes, and not for the management or co-ordination of emergency response activities.
- 12.6 The Committee, wherever practicable, will conduct its meetings in accordance with this procedure by-law.

13. CONDUCT OF PROCEEDINGS FOR COUNCIL AND COMMITTEES

- 13.1 As soon after the hour of the meeting as there is a quorum present, the Head of Council or the Chair shall call the meeting to order.
- 13.2 The Head of Council or the Chair shall announce the business before the Council or Committee in the order in which it is to be acted upon.
- 13.3 The Head of Council or the Chair shall receive and submit, in the proper manner, all motions presented by the members.
- 13.4 The Head of Council or the Chair shall preserve order and decorum and decide questions of order subject to an appeal to the Council or the Committee and this decision may be overruled by a majority vote thereof.
- 13.5 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 to announce the result.
- 13.6 The Head of Council or the Chair shall authenticate by signature when necessary all By-laws, Minutes and documents authorized by Council or the Committee.
- 13.7 The Head of Council or the Chair shall represent and support the Council or Committee declaring its will and obeying its decision in all things.
- 13.8 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 Corporation.
- 13.9 The Head of Council or the Committee shall adjourn the meeting when business is concluded.
- 13.10 The Head of Council or the Committee shall adjourn the meeting without question in the case of grave disorder arising in the meeting space.
- 13.11 The Head of Council or the Committee shall ensure that the members of the public who constitute the audience in the Council Chamber or Meeting Rooms:
- (a) maintain order and quiet;
 - (b) address Council or the Committee only with the permission of

- the Chair; do not interrupt any speech or action of the members or any other person addressing Council or the Committee;
- (c) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chambers or Meeting Rooms where such behaviour persists;
 - (d) to turn off or set to silent mode, all electronic devices.

13.12 All meetings may be audio and/or visually recorded, broadcast and/or streamed publicly by the Township.

14. **DECLARATION OF PECUNIARY INTEREST**

A 'pecuniary interest' is defined in the *Municipal Conflict of Interest Act*.

Where a member of Council or a 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 Committee at which the matter is the subject of consideration, the member

- (a) shall, prior to any consideration of the matter at the meeting, verbally disclose the interest and the general nature;
- (b) shall, prior to any consideration of the matter at the meeting disclose the interest and the general nature, in writing using the "COUNCIL & COMMITTEE DECLARATION OF PECUNIARY INTEREST FORM" (forming part of this By-law as Schedule "A") and submit it to the Clerk or designate;
- (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 not open to the public, immediately leave the meeting room during which the matter is under consideration (in accordance with Section 5.2 of the Municipal Conflict of Interest Act);
- (f) where the interest of a member has not been disclosed by reason of the member's absence from a meeting wherein the matter was discussed, the member shall disclose the interest at the next Council or Committee meeting attended by the member;
- (h) where a member has declared a pecuniary interest on an item, they shall not take part in adopting the Confirmatory By-law.

15. **AGENDAS**

15.1 Regular Council Meeting Agendas

- (a) The Clerk or his/her designate shall prepare the Agenda for all Regular Council Meetings consisting of the following "Order of Business":
 1. Call to Order
 2. Confirmation of the Agenda
 3. Disclosure of Pecuniary Interest
 4. Opportunity for Public Comment (2 minutes per person)
 5. Consent Agenda

Items listed under the Consent Agenda are considered

routine, may require discussion but not action on the part of Council. Consent items are received in one motion. Council members may request that one or more item be removed for further action.

6. Public Meetings/Hearings and Delegations
7. Reports
- 7 Correspondence
8. Council Reports
 - 8.1 Reeve Activity Report
 - 8.2 Council Member Reports
(Verbal or written updates from members who sit on boards/committees)
 - 8.3 Requests by Members
 - 8.4 Notice of Motion
9. By-laws
10. Announcements
11. Other Business

In the interest of supporting the Township of North Huron Accountability and Transparency Policy, should a member of Council or staff would like to present an item of business in this Section, it is recommended that they contact the Clerk in advance so that the item of business can be placed on the published agenda.

12. Closed Session and Reporting Out
13. Confirmatory By-law
14. Adjournment

- (b) The agenda shall be available to Members of Council by 4:30 p.m. on the Friday preceding the meeting to which it pertains.
- (c) The business of Council shall be taken in the order in which it stands upon the agenda, unless otherwise decided by the majority of Council.
- (d) Any member may bring before Council or a Committee, any business that he/she believes should be deliberated upon by Council or the Committee. In an effort to support the Accountability and Transparency Policy of the Corporation, it is recommended that the member or staff contacts that Clerk (or in the case of a Committee, the Recording Secretary) in advance so that the item of business can be placed on the published agenda.
- (e) The Clerk in consultation with the Reeve may change the order of business when preparing the agenda as deemed necessary.

15.2 Special or Emergency Council Meeting Agendas

- (a) The Clerk, where reasonably possible, shall cause an agenda to be prepared, in the following order, for the use of members at Special Meetings of Council:
 - Declaration of Pecuniary Interest
 - Consideration of Business for Which Notice is Given
 - Adjournment
- (b) The agenda for Special Council Meetings shall be available at least forty-eight (48) hours preceding the meeting to which it pertains, if possible and if necessary.

- (c) The minutes of a special meeting shall be ratified at the next regular meeting of the Council by the Confirming By-law.

16. MINUTES - Council and Committee

16.1 Minutes

- (a) Minutes of Council or a Committee, whether it is closed to the public or not, shall record:
 - (i) the date, time and place of the meeting;
 - (ii) the record of attendance of the members;
 - (iii) the correction and adoption of the minutes of prior meeting(s);
 - (iv) all resolutions and decisions;
 - (v) all the other proceedings of the meeting without note or comment, whether it is closed to the public or not;
 - (vi) a list of other business items discussed.
 - (b) After the minutes have been adopted, they will be signed by the Head of Council or the Chair and by the Clerk (or designate) or Recording Secretary.
- 16.2 The Clerk shall ensure that the Minutes of the preceding Regular Meeting and any meeting are circulated along with the agenda package prepared in accordance with Section 15.1 of this By-law.
- 16.3 The onus shall be upon members attending after commencement of the meeting to inform the Clerk or Recording Secretary of their arrival in order that same may be recorded in the Minutes.
- 16.4 Unless a reading of the minutes of a Council or a Committee meeting is requested by a member, such minutes shall be approved without reading if the Clerk or Recording Secretary previously furnished each member with a copy thereof and has previously posted same.
- 16.5 The approved minutes of all Council and Committee meetings (with the exception of Closed Session meetings) shall be posted on the municipal website for public inspection as soon as practicably possible.
- 16.6 The minutes shall be filed once adopted by the Council or the Committee.

17. PRESENTATIONS/DELEGATIONS/PETITIONS - Council and Committee

- 17.1 Any Delegation wishing to appear before the Council or Committee on Municipal business shall make a formal request to the Clerk or Recording Secretary in writing by utilizing the required Council Delegation Request Form (Schedule B). The request shall be submitted no later than 4:30 p.m. on the Wednesday preceding the meeting. At the discretion of the Clerk, the Delegation will be scheduled to make a presentation to a Regular Council Meeting or Committee meeting. Delegations are limited to ten (10) minutes to address Council. If the delegation has printed information such as reports, power point presentations and other written material that are to be presented to Council or Committee, it must be delivered to the Clerk by 4:30 p.m. on the Wednesday prior to the meeting.
- 17.2 The Clerk or the Reeve, may refuse a delegation request at their discretion if the matter is deemed to be routine or administrative in nature and can be referred to staff for quick resolution; the matter is not within the jurisdiction or normal realm of council business; the request is repetitive, vexatious or frivolous in nature; or any other reason deemed appropriate under the circumstances. The Clerk or Reeve may defer a delegation to a subsequent agenda if the timing is

deemed more appropriate, at their discretion. In all cases above, the decision of the Reeve shall be final. The Clerk shall notify Council in writing of any person who has requested to be a delegation but has been denied the right to be listed on the agenda.

- 17.3 Any communication or correspondence that is to be presented to Council or Committee shall be legibly written, typed, or printed and shall not contain any obscene or defamatory language and shall be signed by at least one person and filed with the Clerk or Recording Secretary no later than 4:30 p.m. on the Wednesday preceding the meeting.
- 17.4 If a request to be heard is received after 4:30 p.m. on the Wednesday preceding the meeting, it must be approved by the Head of Council or Clerk before it will be added to the agenda.
- 17.5 Any communication or correspondence as referred to in Subsection 17.3 must include full name and contact information of the sender and is received by the Clerk or Recording Secretary no later than 4:30 p.m. on the Wednesday preceding the meeting.
- 17.6 The Clerk or Recording Secretary may, upon receipt, refer any communication or petition to a Department Head without the prior consideration of Council or the Committee.
- 17.7 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.
- 17.8 The Head of Council or the Chair has the discretion to limit delegations on repetitive topics, or topics that are deemed to be frivolous.
- 17.9 Any person desiring to address the Council or a Committee by oral communication shall first secure the permission of the Head of Council or Chair, provided, however, that preference will be given to those persons who have notified the Clerk or Recording Secretary by 4:30 p.m. on the Wednesday immediately preceding the meeting of their desire to speak in order that their name may be placed on the agenda and they will be recognized by the Head of Council or the Chair without further action.
- 17.10 Delegations are limited to ten (10) minutes, including questions of Council to the Delegation. Groups shall appoint a maximum of two (2) spokespersons to address Council on behalf of the group. Each person addressing the Council or a Committee, shall give his/her name and address for the record. All remarks shall be addressed to Council or Committee as a body and not to any individual member thereof. No person, other than Members of Council or a Committee and the person having the floor, shall be permitted to enter into any discussion, either directly or through the Members of Council or a Committee. No questions shall be asked to the Delegation, Council Members or Committee, except through the Head of Council or the Chair.
- 17.11 A delegation requesting to speak for more than ten (10) minutes will only be permitted by prior approval of the Head of Council, Chair Clerk or Chief Administrative Officer, unless further time is granted by the Council or the Committee.
- 17.12 Interested parties, or authorized representatives, may address the Council or Committee by written communication in regard to any matter concerning the Corporation's business or over which the Council or Committee has control at any time by direct mail or by addressing the Clerk or Recording Secretary and such written communication will be distributed to the

members.

17.13 The “Opportunity for Public Comment” section of the Regular Council Meeting Agenda will permit the public, in attendance at the meeting, the opportunity to comment on agenda items being considered at the meeting. Each person will be permitted to speak to an agenda item for no more than 2 minutes. The “Opportunity for Public Comment” section may be concluded at the discretion of the Reeve.

17.14 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. Petition requirements (including a Template) and the process for submitting a petition, is established by the Petition Policy, attached to this By-law as “Schedule C”.

18. REPORTS OF DEPARTMENTS

Reports of Departments (including recommendations resulting from Committee meetings) shall be received by the Clerk no later than 4:30 p.m. on the Wednesday that precedes the Council meeting.

19. BY-LAWS

19.1 Council shall be provided with a copy of all By-laws which are on the agenda for consideration. Council shall not consider any by-law not listed on the Agenda. Every By-law shall be introduced by motion and shall receive three readings prior to it being passed. For By-laws that would implement a substantive change in existing policy, or introduce new policy of a complex nature, the by-law shall be initially considered by Council in draft, and be passed at a subsequent Council Meeting. By-laws of a routine, less complex nature, or by-laws with legislated timelines, such as By-laws passed under the Planning Act, shall be exempted from this requirement.

19.2 Every By-law enacted by Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and Head of Council and shall be filed by the Clerk for safekeeping.

19.3 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.

19.4 The proceedings at every regular meeting shall be confirmed by By-law so that every decision of the Council and every resolution passed at that meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-law duly enacted. The proceedings at every Special or Emergency Meeting shall be confirmed by By-law at the next regular meeting of the Council.

19.5 For the convenience of the stakeholders and to expedite the meeting, North Huron Council will proceed with the consideration of related By-laws following Public Meetings, Delegations and Staff Reports as they deem appropriate.

20. NOTICE OF MOTION

20.1 Any Member of Council may give a Notice of Motion at a Council meeting indicating an intent that the Member will introduce a Motion at the next or a subsequent meeting of Council or Committee. The giving of a Notice of Motion requires no seconder and is not, at the time, debatable.

20.2 All Notices of Motion shall be in writing, signed by the mover and filed with the Clerk.

20.3 A Notice of Motion filed with the Clerk shall be placed on the agenda of the next regularly scheduled Council or Committee Meeting under "Council Reports", a copy of which shall be distributed to the Members as part of the agenda.

20.4 A Motion normally requiring a Notice of Motion may be introduced without notice if Council or Committee, without debate, dispenses with notice on the affirmative vote of at least two-thirds of the Members present and voting.

21. REQUESTS BY MEMBERS

21.1 Members shall be permitted a maximum of three minutes each in order to make statements which are intended for the purpose of sharing information about events/activities/functions and general work of members and to request reports from staff on various issues.

21.2 A majority vote of Council will be required to request reports from Staff.

21.3 Reports required as a result of a request of Council or a member will be brought forward to a future meeting of a Committee or Council at the discretion and scheduling of the Senior Management Team.

22. ADJOURNMENT

The Council shall adjourn if still in session after a duration of six (6) hours, unless otherwise determined by a resolution of Council passed by the majority of the members.

Every meeting of Council shall be deemed to be adjourned at the hour of 11:00 p.m. save and except with the unanimous consent of Council

23. RESOLUTIONS/MOTIONS

23.1 A motion must be formally seconded before the question can be put on a motion and recorded in the minutes.

23.2 When a motion is presented to the Council or a Committee, in writing, it shall be read, or, if it is an oral motion, stated by the Head of Council or Chair.

23.3 After a motion is read or stated by the Head of Council or Chair, it shall be deemed to be in 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.

23.4 After a motion is finally put, no member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result declared.

23.5 Every Member of Council shall have one vote.

23.6 Every member of Council present at a Council Meeting when a question is put, shall vote thereon, except where he/she is disqualified to vote by reason of a pecuniary interest or is absent from the Council Chamber or Meeting room when the question is put.

23.7 All votes shall be announced openly, as carried or defeated, by the Head of Council or Chair.

- 23.8 On an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Head of Council or the Chair and may be by electronic voting or show of hands.
- 23.9 The Head of Council or Chair shall require a recorded vote to be taken on any question upon request of a member if such request is made prior to commencement of the voting or immediately thereafter (Section 246 of the Municipal Act, 2001). 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 voted against shall be noted in the minutes.
- 23.10 In accordance with Section 246 of the Municipal Act, 2001, 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.
- 23.11 Except where expressly provided in Statute, any question on which there is an equality of votes shall be deemed to be defeated.
- 23.12 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.
- 23.13 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.
- 23.14 Amendments shall be put in the reverse order to that in which they are moved. Only one amendment shall be allowed to an amendment.

24. RECONSIDERATION

- 24.1 No decided matter may be reconsidered more than once during the term of Council.
- 24.2 A recorded vote shall be required for all motions to reconsider a previous decision of Council.
- 24.3 Reconsideration in First Year
- 24.3.1 Within one year after a matter has been decided by Council within that term of office, a Member who voted in the majority, may present a Notice of Motion to Reconsider that matter. Such Notice of Motion to Reconsider shall be referred to the next regularly scheduled Meeting of Council and shall be placed on the Agenda under the appropriate Department.
- 24.3.2 Actions of Council that cannot be reversed or suspended cannot be reconsidered.
- 24.3.3 Before accepting a Notice of Motion to Reconsider, the Reeve may ask the Member to confirm that he voted with the majority on the issue in question.
- 24.3.4 A Motion to Reconsider a decided matter shall require the approval of at least two-thirds majority vote of Council.
- 24.3.5 During this time frame, a request for the reconsideration of a decided matter by a member of the public will be included in the Council Information Package.

24.3.6 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.

24.3.7 If a Motion to Reconsider is decided in the affirmative at a Meeting, then consideration of the original decided matter shall become the next order of business.

24.4 24.4 Reconsideration After First Year

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

25. **RULES OF DEBATE**

25.1 The following matters and motions may be introduced orally without written notice and without leave except as otherwise provided by these rules:

- (a) a point of order or personal privilege;
- (b) presentation of petitions;
- (c) to lay on the table (to defer temporarily);
- (d) to postpone indefinitely or to a specific day; and
- (e) to move the previous question (immediate vote on the main motion).

25.2 The following motions may be introduced without notice and without leave:

- (a) to refer;
- (b) to adjourn;
- (c) to amend; and
- (d) to suspend the rules of procedure.

25.3 Every member prior to speaking to any question or motion shall raise his/her hand and obtain permission from the Chair to speak. When two or more members wish to speak, the Chair shall name the member who has the floor and shall be the member, who, in the opinion of the Chair raised his/her hand first.

25.4 When a member is called to order he/she shall cease speaking unless allowed to explain, and the ruling of the Chair shall be obeyed, subject to the appeal to the Council or Committee, but without debate.

25.5 No member shall speak more than once to the same question without the leave of the Council or Committee or until all other members have had the opportunity to speak to the question a first time, except in explanation of a material part of his speech which may have been misconstrued, and in doing so, he/she is not to introduce a new matter.

With the approval of the Head of Council and the consensus of Council, Council may temporarily suspend the Rules of Order to permit **extended debate** on a specific item of business (See Section 29.1)

During the **extended debate**, the Head of Council may permit members to speak to the item of business more than one time, but in the order which they have requested permission to speak (Item 25.3).

During the **extended debate**, the Head of Council will maintain order. If in the opinion of the Head of Council the need for extended debate has ended or the debate is no longer orderly, the Head of Council may end the **extended debate**

and return to the regular Rules of Order.

- 25.6 If the Head of Council desires to leave the Chair for the purpose of taking part in the debate or for any other reasons, the Deputy Head of Council shall assume the Chair in his/her place until he/she resumes the Chair.

The Head of Council may answer questions and comment in a general way without leaving the Chair, but if he/she wishes to make a motion or speak to a motion taking a definite position and endeavoring to persuade the Council to support that position, then he/she 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.

- 25.7 When the Head of Council or Chair calls for the vote on a question, each member shall occupy his/her seat until the result for the vote has been declared by the Head of Council or Chair, and during such time no member shall walk across the room to speak to any other member or make any noise or disturbance.
- 25.8 When a member is speaking, no other member shall pass between him/her and the Chair or interrupt him/her except to raise a point of order.
- 25.9 Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.

26. POINTS OF ORDER AND PRIVILEGES

- 26.1 No vote shall be taken by ballot or any other method of secret voting, and every vote so taken is of no effect, in accordance with Section 244 of the Municipal Act, 2001.
- 26.2 Unless otherwise authorized by the Head of Council, all members, Staff and guests shall address Council through the Head of Council and only when recognized to do so.
- 26.3 When two or more members indicate simultaneously that they wish to speak, the Head of Council shall name the member who is to speak first.
- 26.4 The Head of Council shall preserve order and decide questions of order.
- 26.5 The Council, if appealed to, shall decide the question without debate and its decision shall be final.
- 26.6 If the member who made the motion claims the floor and has not already spoken on the question, he/she is entitled to be recognized in preference to other members.

27. PROCEDURAL APPEAL

- 27.1 Any member may raise a point of order.
- 27.2 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, with the Head of Council or Chair retaining the option of putting any question or order to Council or a Committee and in such instances the decision of Council or a Committee shall be final.

Upon appeal of any decision of the Head of Council or the Chair, the question of order shall be decided by Council or the Committee and the decision shall be

final.

28. RULES OF ORDER

"Roberts Rules of Order" shall govern the proceedings of the Council in all cases, unless they are in conflict with these rules. See also Section 4 - General Rules.

29. SUSPENSION AND AMENDMENT OF THESE RULES

29.1 Suspension of these Rules

Any provision of these rules may be temporarily suspended by the majority of the Council. The vote on any such suspension shall be taken by way of electronic voting or show of hands and entered upon the record.

With the consensus of Council, the Head of Council may temporarily relax the rules of order to permit additional discussion on an item of business. See also Section 25.5.

29.2 Amendment to these Rules

These rules may be amended, or new rules adopted by a majority vote of all Members of Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

30. RECORDING EQUIPMENT

30.1 At the meetings 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 members of the public, including accredited and other representatives of any new media whatsoever, will not be permitted. Only audio and/or video recording devices operated by Township Staff shall be allowed during the meetings of Council or a Committee.

31. COMMUNICATION DEVICES

31.1 At the meetings of Council, the use of cellular phones, audible pagers or any other similar communication devices creating a disruption, or a nuisance will not be permitted in the Council Chambers

31.2 An exception would be granted to allow members of Council and Staff the opportunity to use electronic devices to set meeting dates when necessary;

32. VALIDITY AND SEVERABILITY

It is hereby declared that notwithstanding any section, subsections, clause, paragraph or provision of the By-law or parts thereof, 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 provisions 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.

33. EFFECTIVE DATE

33.1 By-law No. 18-2016, as adopted on February 1st, 2016, be and the same is hereby repealed.

33.2 This By-law comes into force and takes effect on the final passing thereof.

READ a FIRST and SECOND time this 18th, day of December, 2017.

READ a THIRD time and **FINALLY PASSED** this 18th, day of December, 2017.

CORPORATE SEAL

Bernie Bailey, Reeve

Dwayne Evans CAO/Clerk



**“SCHEDULE A”
TO THE NORTH HURON PROCEDURAL
BY-LAW 116-2017**

**TOWNSHIP OF NORTH HURON
COUNCIL AND COMMITTEE DISCLOSURE OF
PECNIARY INTEREST**

Date _____

_____ declare a conflict of interest with
(name)

Item (s) _____ on the _____ Council or Committee Agenda.
(date)

Reason for disclosure:

Signature



“SCHEDULE B”

TO THE NORTH HURON PROCEDURAL
BY-LAW 116-2017
COUNCIL AND COMMITTEE DELEGATION REQUEST FORM

A "delegation" means a person or group of people who address Council or a Committee for the purpose of making a presentation. See the Township of North Huron Procedure By-law for 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. A fully completed request form must be submitted by email, fax or delivered in person to the Clerk no later than 4:30 p.m. on the Wednesday prior to the Council meeting in which the delegation is requesting to attend.

At the discretion of the Clerk, the Delegation will be scheduled to make a presentation during a Regular Council Meeting; or Committee meeting. A schedule of meeting dates and times are can be found on the Municipal website at www.northhuron.ca.

Delegations are limited to ten (10) minutes to address Council. All printed or digital information such as reports, presentations and other material to be presented to Council or a Committee must be delivered to the Clerk by 4:30 p.m. on the Wednesday prior to the meeting.

For further information on the procedure for appearing before Council as a delegation, please contact Caron Lamb, Clerk.

Phone: 519-357-3550
Fax 519-357-1110
Email: clamb@northhuron.ca
Address 274 Josephine Street, Wingham. Ontario NOG 2W0

DATE OF MEETING REQUESTED: _____

NAME OF PERSON MAKING PRESENTATION (and title/position, if applicable):

GROUP/ORGANIZATION THAT THE DELEGATION REPRESENTS

FULL MAILING ADDRESS OF DELEGATION:

PLEASE INDICATE THE ACTION/DECISION BEING REQUESTED:

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 Application Signature Date

Clerk or Designate Date Received

OFFICE USE:
 Confirmed with Requestor on _____ by _____
(date) (phone or email)

SCHEDULE C
TO THE NORTH HURON PROCEDURAL BY-LAW 116-2017
PETITION POLICY

Policy Statement:

The Township of North Huron is committed to citizen engagement and supports petitions as one tool for citizens to have input into Council's decision-making process. A petition can be most effective when the information contained in it is accurate and verifiable, and when the petition is recognized and accepted by decision makers.

Definitions:

For the purpose of this policy, a petition is a formal written request made to the Council of the Township of North Huron.

Purpose:

This policy outlines the Township of North Huron's procedure for receipt and recognition of public petitions.

Scope:

This policy applies to all petitions submitted to the Township of North Huron, with the exception of those governed by another Act (such as drainage and local improvement petitions).

Policy requirements:Petition Requirements

- The petition must be addressed to the Council of the Township of North Huron and request a particular action within the authority of Council.
- Petitions must be legible, typewritten or printed in ink (no pencil).
- The text of the petition must be listed at the top of each page for multiple-page petitions. Pages should be numbered and total number of pages indicated.
- The petition must be appropriate and respectful in tone, and must not contain any improper or offensive language or information.
- Each petitioner must print and sign his or her own name. A paper petition must contain original signatures only, written directly on the petition.
- Each petitioner must provide his or her full address.
- For electronic petitions, petitioners must provide name, address and a valid e-mail address.
- The petition must clearly disclose on each page that it will be considered a public document at the Township of North Huron and that information contained in it may be subject to the scrutiny of the Township and other members of the general public.

Submission of petitions

- Petitions containing original signatures should be sent to the attention of the Clerk by mail or delivered in person to the Township of North Huron Municipal Office.
- Electronic Petitions may be submitted to the attention of the Clerk at clerk@northhuron.ca.
- All petitions that meet the above standards will be included as correspondence on the Council agenda for the next regular meeting, or the meeting at which the subject of the petition is to be discussed.
- Council has the discretion to accept the petition, and Council's decision is final.

Responsibilities:

The Clerk is responsible for receiving all petitions and submitting them to the attention of Council.

Monitoring/contraventions:

The Clerk will evaluate all petitions to ensure that the requirements of the policy are met.

Petitions deemed to be in non-compliance will not be formally accepted by Council.

However, the title or subject of the petition will be listed on the Council agenda under the chart of correspondence available from the Clerks office.

Retention and disclosure:

All petitions submitted to the Township will be retained by the Clerk's office. Petitions meeting the requirements of this policy and therefore received by Council will be kept on file at the Township of North Huron Municipal Office and will be available for public viewing upon request.

Petition template:

The required petition template can be found on Page 3 of this policy.

SCHEDULE “D”
TO THE NORTH HURON PROCEDURAL BY-LAW 116-2017

Township of North Huron
Position Description - REEVE

PRINCIPAL RESPONSIBILITIES:

Statutory Duties (*Municipal Act, 2001*)

1. Acts as the Chief Executive Officer of the Township.
2. Presides over all Council meetings so that its business can be carried out efficiently and effectively.
3. Provides leadership to the Council.
4. Provides information and recommendations to the members of Council with respect to Council's role to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council.
5. Provides information and recommendations to the members of Council with respect to Council's role to ensure the accountability and transparency of the operations of the Township, including the activities of the senior management of the Township.
6. Represents the Township at all official functions.
7. Carries out the duties of the Head of Council under the *Municipal Act, 2001* or any other act of the Province.
8. Upholds and promotes the purposes of the Township.
9. Promotes public involvement in the Township's activities.
10. Acts as the representative of the Township both within and outside the Township, and promotes the Township locally, nationally and internationally.
11. Participates in and fosters activities that enhance the economic, social and environmental well-being of the Township and its residents.
12. Expels any person for improper conduct at a meeting where the Reeve is the presiding officer.

Duties as defined by Township Council (*Township of North Huron Procedure By-law*)

1. Causes the laws for the government of the Township to be duly executed and obeyed.
2. Causes the rules of order, adopted by Council as the Township of North Huron Procedure By-law to be duly executed and obeyed. This includes, but is not limited to, rules relating to the calling, opening, cancelling and postponement of meetings, the conduct of Council meetings, rules of debate, points of order and procedural appeal.
3. By virtue of office, the Head of Council carries with it the right to participate in any meeting of a Committee or Board, established by the Council, and to vote unless prohibited by law.
4. If the Reeve desires to leave the Chair for the purpose of taking part in the debate or for any other reasons, the Deputy Reeve shall assume the Chair in his/her place until he/she resumes the Chair.
5. Shall represent and support the Council or Committee declaring its will and obeying its decisions in all things.
6. Receives all messages and other communications and advises Council.
7. Authenticates by his or her signature, when necessary, all By-laws and Minutes of the Council and is able to bind the Township by signature.
8. Ensures that the decisions of the Council are in conformity with the laws and By-laws governing the activities of the Council.
9. Adjourns the meeting without question in the case of grave disorder arising during the meeting space.
10. Communicates with the media to explain and clarify information recognizing that the taxpayers should be given as much information as possible subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and the *Municipal Act, 2001*.
11. Adheres to and communicates the virtues of the Township of North Huron Code of Conduct.
12. Fulfils tasks assigned by the Township of North Huron Emergency Plan in the case of an emergency.
13. Organizes and directs the performance review of the CAO's position.
14. Performs other duties as assigned by the Council of the Township of North Huron.
15. Commitment to communicating with the Township of North Huron Deputy Reeve to ensure that the Corporation is able access the Head or Acting Head of Council at all times.
16. Serves as the designated member of County Council from the Township of North Huron by virtue of being elected as Reeve.

LEGISLATED QUALIFICATIONS:

1. Must be a properly elected member of North Huron Council.
2. Must be able to complete the Declaration of Qualification.

DESIRABLE QUALIFICATIONS:

1. Excellent organizational, interpersonal and communication skills are an asset.
2. Must be prepared to devote a considerable amount of time as this is a part-time position with irregular hours.
3. Knowledge of the *Municipal Act, 2001* and other pertinent legislation would be an asset.
4. Knowledge of the North Huron Procedure By-law would be an asset.
5. Thorough geographical knowledge of the Township would be an asset.

SCHEDULE “E”
TO THE NORTH HURON PROCEDURAL BY-LAW 116-2017

Township of North Huron
Position Description - DEPUTY REEVE

The Deputy Reeve will be selected at the Inaugural Meeting of Council from sitting members of Council.

PRINCIPAL RESPONSIBILITIES:

Statutory Duties (*Municipal Act, 2001*) &

Duties Defined by North Huron Council (North Huron Procedure By-law)

13. Performs the statutory duties of the Head of Council, while acting as the Head of Council when the Reeve is absent, or refuses to act or his/her office is vacant as stipulated in the *Municipal Act, 2001* or any other Act.
14. While executing the authority of the Acting Head of Council will do so in accordance with the *Municipal Act, 2001* and the duties defined by the most current Position Mandate of the North Huron Reeve.
15. If the Reeve desires to leave the Chair for the purpose of taking part in the debate or for any other reason, the Deputy Reeve shall assume the Chair in his/her place until he/she resumes the Chair.
16. Commitment to communicating with the North Huron Reeve to ensure that the Corporation is able access the Head or Acting Head of Council at all times.
17. Serves as an alternate of County Council to act in the place of the Reeve if he/she is not able to attend a County Council meeting.

LEGISLATED QUALIFICATIONS:

3. Must be a properly elected member of North Huron Council.
4. Must be able to complete the Declaration of Qualification.

DESIRABLE QUALIFICATIONS:

6. Excellent organizational, interpersonal and communication skills are an asset.
7. Must be prepared to devote a considerable amount of time as this is a part-time position with irregular hours.
8. Knowledge of the *Municipal Act, 2001* and other pertinent legislation would be an asset.
9. Knowledge of the North Huron Procedure By-law would be an asset.
10. Thorough geographical knowledge of the Township would be an asset.

