

# **THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH**

## **BY-LAW NUMBER 013-20**

### **BEING A PROCEDURE BY-LAW FOR GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF THE RECREATION, PARKS AND LEISURE COMMITTEE OF COUNCIL FOR WELLINGTON NORTH**

The Council of the Township of Wellington North hereby enacts the following:

#### **1. RULES OF ORDER**

- 1.1 The rules and regulations contained in this by-law shall be observed in all proceedings of meetings of the Recreation, Parks and Leisure Committee (the Committee) of Council for Wellington North.

#### **2. ACTING CHAIR**

- 2.1 In the absence of the Chair, an Acting Chair shall be chosen from the members present to Chair the meeting.
- 2.2 On the arrival of the Chair, the Acting Chair shall relinquish their seat.

#### **3. QUORUM**

- 3.1 A quorum for conducting any meeting of the Committee shall consist of a majority of Committee members.
- 3.2 Subject to section 3.1 for clarification purposes staff do not constitute as part of quorum.
- 3.3 Unless there is a quorum present within fifteen (15) minutes after the time appointed for a meeting, the Committee shall adjourn until the next meeting date.
- 3.4 The names of the Committee members present at the time of adjournment shall be recorded in the minutes.

#### **4. OPEN AND CLOSED MEETINGS**

- 4.1 All meetings or part of a meeting shall be open to the public.
- 4.2 A meeting may be closed to the public if the subject matter being considered is:
  - (a) the security of the property of the Committee;
  - (b) personal matters about an identifiable individual, including municipal employees;
  - (c) a proposed or pending acquisition or disposition of land by the municipality;
  - (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.
- (l) If the meeting is held for the purpose of educating or training the members AND at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee

4.3 A meeting shall be closed to the public if the matter being considered is:

- a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; 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 or investigator referred to in the Act.

4.4 Voting is not permitted in a closed meeting, unless the vote is for a procedural matter or for giving directions or instructions to officers, employees or persons retained by or under contract with the municipality.

4.5 A resolution shall be passed in open session stating the general nature of the matter to be considered at the closed session.

4.6 A resolution shall be passed to adjourn the closed session.

4.7 In the event discussion in closed session concludes prior to the open session, the Committee shall rise from closed and adopt a motion to recess and reconvene at the beginning of the regularly scheduled open meeting.

**5. MOTIONS**

- 5.1 The Committee shall make recommendations through motions for the consideration of the Council of the Township of Wellington North.
- 5.2 All motions shall be moved and seconded before being debated and called for the vote by the Chair.
- 5.3 Only one motion may be on the floor at any given time.
- 5.4 Once a motion is on the floor, it shall not be withdrawn prior to voting without the consent of the majority of the Committee members.

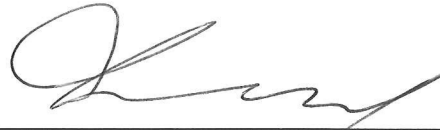
**6. VOTING**

- 6.1 Each member of the Committee is entitled to one (1) vote.
- 6.2 If a Committee member refuses to vote, where not prohibited by interest or otherwise, that member shall be considered to have voted no.
- 6.3 Any question in which there is a tie vote shall be deemed to be defeated.

**7. DECORUM**

- 7.1 Unless otherwise authorized by the Chair, all members, staff and persons appearing as delegations shall address the Committee Chair and only when recognized to do so.
- 7.2 Persons attending a Committee meeting shall not:
  - a) Use offensive words;
  - b) Speak on any subject other than the subject as listed on the agenda;
  - c) Create a disturbance in the meeting;
  - d) Disobey the rules or a decision of the Chair on questions of order or practical.

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS  
27th DAY OF JANUARY 2020**



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**ANDREW LENNOX, MAYOR**



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**KARREN WALLACE, CLERK**