

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

**BY-LAW NUMBER 111-21**

**BEING A PROCEDURE BY-LAW FOR GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL AND ITS COMMITTEES AND TO REPEAL BY-LAW 024-19.**

**WHEREAS** the Council of the Township of Wellington North wishes to enact a by-law for governing the calling, place and proceedings of meetings; and that the procedure by-law shall provide for public notice of meetings,

**NOW THEREFORE** the Council of the Township of Wellington North hereby enacts following:

1. THAT the Mayor and Clerk are authorized to execute the Procedure By-law.
2. THAT By-law 024-19 be hereby repealed.
3. THAT this By-law shall come into effect upon the final passing thereof

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS  
13TH DAY OF DECEMBER, 2021**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

## **BEING A PROCEDURE BY-LAW FOR GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL AND ITS COMMITTEES AND TO REPEAL BY-LAW 024-19.**

### **GENERAL PROVISIONS**

#### Application and Interpretation

- a) This By-law (referred to as the “Procedure By-law”) establishes the rules of order for Council and Committee Meetings.
- b) A word in this by-law expressed in the singular has a corresponding meaning when used in the plural.
- c) Any future amendment(s) to the Municipal Act or other legislation as noted in the by-law may alter the sections and subsections of the legislation referenced but shall not affect the validity of the by-law or any part thereof.
- d) In an event of conflict between the Procedure By-law and legislation, the provisions of the legislation prevail.
- e) A specific statement or rule in this Procedure By-law has greater authority than a general one.
- f) If there is a conflict between two or more rules in the Procedure By-law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices or refer to Robert’s Rules of Order.

### **PRINCIPLES OF THE PROCEDURE BY-LAW**

- a) The principles of openness, transparency and accountability to the public guide the Township’s decision-making process. In the context of Council and other Committee proceedings, this is accomplished by:
  - i. Ensuring the decision-making process is understood by the public and stakeholders;
  - ii. Providing access to information opportunities for input and other stakeholders consistent with the requirements of this By-law and other statutory requirements;
  - iii. Exercising and respecting individual and collective roles and responsibilities provided for in this Procedure By-law and other statutory requirements.
- b) The principles of parliamentary law governing Council and Committee Meetings includes:
  - i. The majority of members have the right to decide;
  - ii. The minority of members have the right to be heard;
  - iii. All members have the right to information to help make decisions, unless otherwise prevented by law;
  - iv. All members have the right to an efficient meeting;
  - v. All members have the right to be treated with respect and courtesy; and,
  - vi. All members have equal rights, privileges and obligations.

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## 1. DEFINITIONS

In this By-law, the following terms shall have the following meanings:

- 1.1 “Act” means the *Municipal Act, 2001*.
- 1.2 “Acting Mayor” means a member of council appointed to fulfill the duties of the Mayor in his or her absence.
- 1.3 “Awards/Recognition/Declaration” means a formal recognition by council of an individual, group or organization for a significant event or achievement.
- 1.4 “Chair” means the Mayor or the Acting Mayor or in the absence of both, a member of the council appointed to preside over the meeting.
- 1.5 “Chief Administrative Officer” means the Chief Administrative Officer of the municipality, or their designate.
- 1.6 “Clerk” means the Clerk, of the municipality, or their designate.
- 1.7 “Closed session” means all or part of a meeting closed to the public in accordance with the provisions of the *Municipal Act, 2001*.
- 1.8 “Committee” means any standing, advisory, ad hoc, or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards.
- 1.9 “Council” means the elected representatives of the Township of Wellington North comprised of the Mayor and Council.
- 1.10 “Councillor” means any member of Council, other than the Mayor.
- 1.11 “Declared Emergency” means when the Mayor or Acting Mayor declares a situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.
- 1.12 “Deputation” means a person or group permitted to address council or committee.
- 1.13 “Electronic Device” means computers, cellphones, smartphones, personal digital assistants, smartwatches, tablets, voice recorders, cameras or any other similar device.

- 1.14 “Electronic Participation” means participating remotely in any open or closed meeting via an electronic device and has the same rights and responsibilities as if they were in physical attendance, including the right to vote.
- 1.15 “Friendly Amendment” means the motion under debate is amended with the consent of the mover and seconder, in keeping with the general intent and without the requirement for an amending motion to be made.
- 1.16 “Hybrid meeting” means a meeting where members use a combination of electronic participation outside the regular meeting place while other members participate in person at the regular meeting place.
- 1.17 “Inaugural Meeting” means the first meeting of the newly elected council held after a municipal election in a regular election year.
- 1.18 “Local Board” means a local board as defined in the Municipal Act, 2001.
- 1.19 “Majority Vote” means the vote of more than half of the members present at a properly constituted meeting at which a quorum is present.
- 1.20 “Mayor” means the Head of Council of the Township of Wellington North.
- 1.21 “Meeting” means any regular, special, remote or other meeting of a council, of a local board or of a committee of either of them, where a quorum of members is present, AND members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee
- 1.22 “Member” means an individual elected to the Council of the Corporation of the Township of Wellington North.
- 1.23 “Motion” means a proposal, moved and seconded by members to adopt, amend or otherwise deal with a matter.
- 1.24 “Motion to defer” means a motion to delay consideration of a matter until later in the same meeting or at a future meeting of Council or Committee.
- 1.25 “Notice of Motion” means a written notice respecting a substantive matter not on the agenda, submitted to the Clerk at a meeting, for inclusion on the agenda of a future meeting.

- 1.26 “Municipal Election” means a municipal election held pursuant to the Municipal Elections Act.
- 1.27 “Presentation to Council” means an individual, group or organization invited by council or staff to present material or information.
- 1.28 “Point of Order” means an issue to which a member calls attention to:
- (a) Any breach of the rules of order pursuant to this by-law; or
  - (b) Any defect in the constitution of any meeting; or
  - (c) The use of improper, offensive or abusive language; or
  - (d) Notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
  - (e) Any other informality or irregularity in the proceeding of the meeting.
- 1.29 “Quorum” means a majority of the whole number of members of council, or committee, or if legislation such as the Municipal Conflict of Interest Act provides otherwise.
- 1.30 “Recorded Vote” means, on the request of a member, noting in the minutes, the name and vote of every member on any motion, unless the member is disqualified from voting.
- 1.31 “Remote Meeting” means any meeting held where all members use an electronic device outside of the regular meeting place.
- 1.32 “Resolution” means the decision of the council or committee of council on any motion.
- 1.33 “Special Meeting” means a meeting not scheduled in accordance with the approved schedule of meetings, and duly called within the authority of the Act, or other legislation.

## 2. **RULES OF ORDER**

- 2.1 The rules and regulations contained in this by-law shall be observed in all proceedings of council, committees, ad-hoc and advisory committees and local boards.
- 2.2 Notwithstanding section 2.1, should a committee, ad-hoc, advisory committee or local board establish their own procedure by-law, as approved by Council, they shall observe all proceedings pursuant to their own procedure by-law.

3. **SUSPENSION OF RULES**

3.1 Rules of order provided for in this Procedure By-law may be suspended by a two-thirds (2/3) vote of Council or Committee, with the exception of the following circumstances:

- 3.1.1.1 Where required by law
- 3.1.1.2 Contractual agreement binding the Township
- 3.1.1.3 Amending this procedure by-law,
- 3.1.1.4 Quorum requirements

4. **AMENDMENT OR REPEAL OF BY-LAW**

4.1 No amendment or repeal of this by-law, or any part of it, shall be considered at any meeting of council unless notice of the proposed amendment or repeal has been given at a previous meeting. Waiving of the notice provisions in this section shall not be permitted.

5. **DUTIES OF THE CLERK**

5.1 The Clerk is authorized to:

- 5.1.1.1 To attend or cause a designate to attend all meetings of Council, or Committee and other Meetings as deemed necessary;
- 5.1.1.2 Prepare the Agendas;
- 5.1.1.3 amend by-laws, minutes and other Council and Committee documentation for technical, typographical or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings.
- 5.1.1.4 to record, without note or comment, all resolutions, decisions and other proceedings of the council;
- 5.1.1.5 to distribute a copy of all resolutions, decisions and directions of the Council and Committees to the appropriate members of staff, the public and other agencies, boards, Committees and governments as required;
- 5.1.1.6 to record the name and vote of every member voting on any matter or question;
- 5.1.1.7 to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- 5.1.1.8 where a video or audio recording of a meeting is made, to retain such recording in accordance with the Records Retention By-law;

5.2 A Deputy clerk shall have all the powers and duties of the Clerk under this and any other Act.

6. **DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER**

6.1 The CAO is authorized to:

- 6.1.1.1 to attend all meetings of Council and when deemed necessary to do so, shall attend or cause a designate to attend all Committee meetings;
- 6.1.1.2 to review all staff recommendations and reports prior to their submission to Council or Committee;
- 6.1.1.3 to assist the Council to discharge its responsibilities and, in a non-partisan manner;

7. **DUTIES OF THE CHAIR**

7.1 The Chair shall:

- a) Open the meeting by calling all members to order;
- b) Announce the business of council in the order in which it appears on the agenda;
- c) Receive all motions presented by members of council;
- d) Call for debate and call the vote on all motions which are moved and seconded, and to announce the result of the vote;
- e) Vote on all matters unless there is specific legislation that prohibits it;
- f) Decline to put to vote motions which violate the rules of procedure in this by-law;
- g) Ensure the members are acting within the provisions of this by-law and the Act, when engaged in debate and voting;
- h) Sign all by-laws, resolutions and minutes of Council as required;
- i) Inform members and the public, when necessary of a point of order or procedure;
- j) Provide a ruling on a point of order or procedure;
- k) Expel any person for improper conduct at a meeting;
- l) Recess a meeting at any time for not more than 10 minutes;
- m) Adjourn the meeting when business is concluded;
- n) Adjourn the meeting, without question, in the case of grave disorder arising during the meeting.

8. **EX OFFICIO**

8.1 The Mayor shall be an ex-officio member of all committees shall have full voting rights.

9. **ACTING HEAD OF COUNCIL**

9.1 In the absence of the Mayor, Councillors are appointed as Acting Head of Council as follows:

1st quarter of year (January to March) - Councillor, Ward One



- 2nd quarter of year (April to June) - Councillor, Ward Two
- 3rd quarter of year (July to September) - Councillor, Ward Three
- 4th quarter of year (October to December) - Councillor, Ward Four

- 9.2 The alternate Acting Head of Council has all the rights, powers, and authority of the Mayor as Head of Council.
- 9.3 In the absence of both the Mayor and Acting Mayor, a Chair shall be chosen from the members present to Chair the meeting.
- 9.4 On the arrival of the Mayor or Acting Mayor, the Chair shall relinquish their seat.

10. **DUTIES OF THE MEMBERS**

- 10.1 Attend scheduled meetings;
- 10.2 Vote on all matters unless there is specific legislation that prohibits it;
- 10.3 Vote on all motions put to a vote unless the Municipal Conflict of Interest Act prohibits it;
- 10.4 Respect the Rules of Order as set out in this Procedure By-law;
- 10.5 Remain silent in their seats while voting until the Chair or Clerk announces the result;
- 10.6 Refrain from using any offensive, disrespectful or unparliamentarily language;
- 10.7 Respect and follow the decisions of Council or Committee;
- 10.8 Respect the confidentiality of matters discussed in Closed Meetings and not disclose the subject or substance of these discussions unless authorized to do so;
- 10.9 Comply with the ruling of the Chair and Council's decisions.
- 10.10 Comply with all policies, not limited to, the Councillor Code of Conduct Policy and the Council staff relations Policy

11. **DECORUM**

- 11.1 Unless otherwise authorized by the presiding officer, all members, staff and persons appearing as delegations and presenters shall address council through the Chair and only when recognized to do so.
- 11.2 Any person attending a meeting shall not:
  - 11.2.1.1 use offensive words against members, officer, staff or guest;
  - 11.2.1.2 Speak on any subject other than the subject in debate;
  - 11.2.1.3 Create a disturbance in the meeting;
  - 11.2.1.4 Interrupt the member who has the floor except to raise a point of order;

- 11.2.1.5 Disobey the rules of council or a decision of the Chair or council on questions of order or practice or upon the interpretation of the rules of the council;
- 11.2.1.6 On a majority vote of council the Chair may request that a member apologize to council for disruptive behaviour;
- 11.2.1.7 Speak on any issue that is before the Court, Administrative Tribunal or any Boards of Commissions, unless the issue has been referred to the council or committee by the said body.

12. **POINT OF ORDER**

12.1 The Mayor shall preserve the order and decorum and decide points of order and (personal) privilege, however a member may verbally appeal the Mayor's decision to council for a final decision.

13. **VIDEO AND AUDIO RECORDING**

13.1 The use of video or audio recording equipment or devices by members of the public or media during an open meeting is permitted within the areas designated for that purpose by the Clerk.

14. **INAUGURAL MEETING OF COUNCIL**

14.1 The 2022 Inaugural meeting of council shall be held on the first Monday that falls after November 15, in the Council Chambers of the Township of Wellington North office building, Kenilworth, Ontario following a regular municipal election.

14.2 The inaugural agenda shall include:

- Declaration of Office in accordance with the provisions of the Act.
- Address by the Mayor
- Confirmatory By-law

14.3 The inaugural agenda may include any other item that the Clerk deems necessary.

15. **REGULAR MEETING OF COUNCIL**

15.1 Regular Meetings of Council or Committee shall be held in accordance with the schedule/calendar adopted by Council, except when otherwise directed by a resolution of Council or Committee.

16. **SPECIAL MEETING OF COUNCIL**

16.1 The Mayor may, at any time, call a special meeting of council within twenty-four (24) hours notice to the Clerk and members of council.

16.2 A special meeting of council may be called upon the petition of a majority of the members of council and the petition shall state the business to be considered at the special meeting and no business other than that stated in the petition shall be considered at such meeting.

16.3 The petition shall state the time and date of the special meeting, not less than twenty-four (24) hours from the date of the submission of the petition.

16.4 The Clerk shall provide notice of a special meeting of council or a re-scheduled meeting not less than twenty-four (24) hours before the appointed time of the meeting on the municipal website.

17. **EMERGENCY MEETING OF COUNCIL**

17.1 Notwithstanding any other provision in this Procedure By-law, the Mayor, at any time, may call or provide Notice of an Emergency Meeting of Council. An Emergency Meeting of Council is limited to business matters included in the Notice of the Meeting.

18. **OPEN AND CLOSED MEETINGS OF COUNCIL**

18.1 All meetings or part of a meeting shall be open to the public.

18.2 A meeting may be closed to the public if unless closed meeting the subject matter being considered is:

- 18.2.1.1 the security of the property of the municipality or local board;
- 18.2.1.2 personal matters about an identifiable individual, including municipal or local board employees;
- 18.2.1.3 a proposed or pending acquisition or disposition of land by the municipality or local board;
- 18.2.1.4 labour relations or employee negotiations;
- 18.2.1.5 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- 18.2.1.6 advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 18.2.1.7 a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act
- 18.2.1.8 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;

- 18.2.1.9 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;
- 18.2.1.10 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
- 18.2.1.11 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.
- 18.2.1.12 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

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

- 18.3.1.1 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
- 18.3.1.2 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.

18.4 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.

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

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

18.7 If closed session items are not completed before the scheduled time for the open meeting, Council may:

- 18.7.1.1 consider a motion to defer the closed session items not addressed to a future scheduled closed session meeting;  
or
- 18.7.1.2 consider a motion to recess and reconvene at the end of the regularly scheduled open Council meeting to conclude discussion; or
- 18.7.1.3 proceed in closed session until all the agenda items have been considered.

19. **ELECTRONIC MEETING PARTICIPATION**

- 19.1 Remote or hybrid electronic participation shall be permitted in open and closed meetings by members, deputations, presenters, consultants and staff on any electronic device that is deemed suitable by the Clerk.
- 19.2 Participants shall use their best efforts to connect to the meeting via online video or telephone no later than 15 minutes prior to the commencement of the meeting.
- 19.3 When participating electronically, Council, the Chief Administrative Officer and the Clerk webcams shall be turned on.
- 19.4 When participating electronically, all microphones should be muted unless the participant is speaking.
- 19.5 Any member of Council participating electronically should indicate they wish to speak by physically raising their hand and keeping it raised until the chair acknowledges their request.
- 19.6 Any member of staff wishing to speak, shall turn their webcam and microphone on and wait until the Chair addresses them and when finished to turn their webcam and microphone off.
- 19.7 A member of Council shall announce if they wish to leave a meeting for any reason prior to adjournment and their departure will be recorded in the minutes.
- 19.8 If a member of Council who previously declared they were leaving a meeting, rejoins the meeting, their return to the meeting shall be recorded in the minutes.
- 19.9 Participants shall ensure the background display is neutral and does not show
  - 19.9.1.1 any political messages
  - 19.9.1.2 any support for a particular cause
  - 19.9.1.3 any profane graphics or words

19.9.1.4 any offensive logos or messaging that could be construed to violate any legislation or laws

19.10 Any member, staff, participant, deputation, presenter, consultant who wishes to attend the meeting remotely shall ensure they have the proper technology to participate in remote meetings.

19.11 Should a participant (member/staff) lose connectivity during the meeting, provided there is quorum, the meeting will proceed in their absence. SEE QUORUM Section 22.4

19.12 Should a presenter, deputation, consultant lose connectivity during their presentation, the Chair will move to the next item on the agenda and return to the presenter, deputation, consultant if they establish a connection.

19.13 Anyone participating remotely in a closed meeting shall ensure there are no other individuals who can hear the closed meeting discussion.

19.14 Members shall attend no more than 2 consecutive meetings of Council remotely, unless approved by a majority vote of Council .

20. **NOTICE OF MEETINGS**

20.1 The Clerk shall provide notice of a meeting by:

- Providing Council with a regular agenda by each Thursday preceding a meeting day; and
- Posting the agenda to the Township Website.

20.2 Where a matter may be considered for discussion in closed session, whenever possible, written notice on the agenda will include:

20.2.1.1 The fact the meeting will be closed to the public as provided by the appropriate legislation.

20.2.1.2 The general nature of the matter to be considered at the Closed meeting.

20.3 The agenda, and supporting documentation for all council meetings will be posted on the municipal website no later than 12 noon on the Thursday prior to a 2:00 p.m. meeting date, and no later than 12 noon on the Friday prior to a 7:00 p.m. meeting date unless extenuating circumstances arise

20.4 If a special meeting of council is called, notice shall be provided by posting on the Township's website a minimum 24 hours prior to the date of the meeting.

20.5 If a meeting is held as a result of a declared emergency, the notice provisions may be suspended.

20.6 Notwithstanding section 20.1 failure of any provision in 20.1 or failure of any person receiving notice of a meeting shall not affect the validity of the meeting, nor any decisions, recommendations or actions from that meeting.

20.7 If Notice is substantially given, but varies from the form and manner provided in this Procedure By-law, the ability to hold the meeting and the actions taken at the meeting are not invalidated.

## 21. **CANCELLATION OR POSTPONEMENT OF MEETINGS**

21.1 Any meeting may be cancelled or postponed if:

21.1.1.1 quorum cannot be achieved

21.1.1.2 by Council resolution

21.1.1.3 in the event of an emergency

21.1.1.4 where in the event of a remote meeting, connectivity is lost by all members and staff

21.1.1.5 or where the Meeting is deemed no longer required by the Mayor and/or Clerk.

21.2 The Clerk shall provide Notice of the cancellation or postponement of a Meeting on the Township website and social media. Where time is limited, a Notice shall be posted on the main entrance of the Municipal Office.

## 22. **QUORUM**

22.1 If quorum has not been met within fifteen (15) minutes after the time appointed for a meeting, the council or committee shall adjourn until the next meeting date.

22.2 The Clerk shall record the names of the members present at the time of adjournment.

22.3 All members participating in a remote open or closed meeting shall be counted as quorum.

22.4 If connectivity is lost during a remote/hybrid meeting that results in a lack of quorum, the Chair shall wait 15 minutes to enable the member to restore connectivity. If quorum is not met after 15 minutes the Chair shall adjourn the closed meeting.

## 23. **CURFEW**

23.1 Meetings shall be adjourned four (4) hours after the start of a meeting.

23.2 A resolution shall be passed before the expiration of four (4) hours to permit the meeting to continue past curfew.

24. **MANNER OF VOTING AND RULES OF DEBATE**

24.1 On an unrecorded vote, a show of hands shall determine the decision of Council.

24.2 Every member present at a meeting when the vote is called shall vote unless prohibited by interest or otherwise.

24.3 If member refuses to vote, where not prohibited by interest or otherwise, that member shall be considered to have voted no.

24.4 Any question in which there is a tie vote shall be deemed to be defeated.

24.5 Every member shall request acknowledgment from the Chair, prior to speaking to any question or motion. When two or more members wish to speak, the Chair will determine which member requested to speak first and they shall have the floor.

24.6 When a member is speaking, no other member shall interrupt him or her except to raise a point of order or privilege.

24.7 A member shall not speak more than once to the same question without the consent of the Chair. A member, in speaking to a question shall be limited to ten minutes, unless an extension of a further five minutes is approved by motion of Council.

24.8 When the Chair calls for the vote on a question, every member shall remain in his or her seat and not speak to any other member or make any noise or disturbance until the result of the vote has been declared.

25. **MOTIONS**

25.1 All motions shall be moved and seconded before being debated and called for the vote by the Chair.

25.2 Directions to staff do not require a motion.

25.3 Only one motion may be on the floor at any given time.

25.4 Friendly amendment motion is an amendment to a motion under debate that is perceived by all parties as an enhancement to the



original motion and often only as clarification of intent and without the requirement for an amending motion to be made.

25.5 Substantial amendments to a motion that has been moved and seconded, shall be brought forward by an amending motion. The amending motion shall be in writing, moved and seconded and voted on prior to the original motion being voted on.

25.6 Once a motion is on the floor, it shall not be withdrawn prior to voting without the consent of the majority of the members.

25.7 After the Chair calls for a vote on a motion or a motion as amended, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result declared.

25.8 A member may, immediately before or after a vote, request the count be recorded. All members present, who are not prohibited from voting by interest of otherwise, will verbally announce his or her vote to be recorded in the minutes.

26. **NOTICE OF MOTION**

26.1 A member may introduce a notice of motion at a meeting and the motion shall form part of the next agenda at which the member introducing the motion is in attendance for discussion. There shall be no debate or discussion on the motion until it appears on a future agenda.

26.2 At the meeting, the notice of motion shall be treated as any other motion, requiring it to be moved and seconded before being debated or adopted.

27. **RECONSIDERATION**

27.1 A motion may be reconsidered at the same meeting at which it is passed, provided there is a majority vote of the members to reconsider.

27.2 No motion shall be reconsidered outside of the meeting at which it is passed, within a 12 month timeframe during a term of council.

27.3 A matter may be considered outside of the meeting at which it was passed prior to the expiration of 12 months, provided a majority vote of Council approves that a Notice of Motion as set out in this by-law be brought forward and the reconsideration appears on an agenda.

28. **PROCEDURES FOR AGENDAS, MINUTES, AND SUPPORTING MATERIAL**

28.1 A consent agenda shall be presented by the Chair. Items shall be moved from the consent agenda on the request of any member for separate discussion. Items not removed shall be adopted in one motion by majority vote without debate or discussion.

28.2 The Clerk shall prepare an agenda for each meeting and the order of business will be as shown in this by-law. Minor modifications to the matters included or the order of business may be made during the preparation of the agenda.

- a) Call to order
- b) Adoption of the agenda
- c) Disclosure of pecuniary interest(s) and the general nature thereof
- d) O Canada
- e) County Council member update (once monthly)
- f) Awards/Recognition/Declarations
- g) Presentations
- h) Public meeting under the Planning Act
- i) Resume Regular meeting of Council
- j) Passage of by-laws arising from a Public Meeting
- k) Adoption of minutes of Council/Public Meeting(s)/Closed session
- l) Business arising from previous meetings of Council
- m) Deputations
- n) Items for approval and adoption of recommendations therein:
  - Minutes of local Boards, Committees, Ad Hoc Committees, Standing Committees, other agencies
  - Reports, recommendations and correspondence for direction (order of business may rotate)
    - Planning
    - Administration
    - Building
    - Economic development
    - Finance
    - Fire services
    - Operations
    - Council
- o) Identification of agenda items requiring separate discussion
- p) Adoption of agenda items not requiring separate discussion
- q) Consideration of agenda items identified for separate discussion
- r) Notice of Motion

- s) Community Group Meeting Program report by Councillors
- t) By-laws
- u) Cultural Moment (first meeting of the month)
- v) Closed meeting session (if required)
- w) Rise and report from closed session
- x) Passage of resolution regarding a closed meeting report
- y) Passage of resolutions and minutes from closed session
- z) Confirmatory by-law
- aa) Adjournment

28.3 The Clerk shall ensure that the minutes of the last council meeting, and all special, committee, ad hoc minutes held more than seven business days prior to a regular meeting are included in the agenda package.

28.4 All reports, supporting material, delegation/presentation/award requests shall be submitted to the Clerk's office by 12 noon on the Tuesday preceding the council meetings scheduled for 2:00 p.m. and 12 noon on the Wednesday preceding the council meetings scheduled for 7:00 p.m., unless extenuating circumstances arise.

28.5 As far as practical the agenda and all attachments will be made available to the members by 4.30 p.m. on the Wednesday preceding the 2 p.m. council meeting, and by 4:30 p.m. on the Thursday preceding the 7:00 p.m. council meeting, unless extenuating circumstances arise.

28.6 The order of business of the council shall be in the order in which it stands on the agenda unless the Chair decides verbally to amend the order.

28.7 An item of business or matter not listed on the agenda shall not be introduced for consideration at the same meeting, unless not dealing with the items of business or matter would be detrimental to the Township of Wellington North.

28.8 A majority vote of council shall be passed prior to any consideration or discussion of an item of business or matter not listed on the agenda.

28.9 Individuals or groups who have been identified as deserving of an award or recognition by council will receive a certificate, township pin or other form of award or recognition at a meeting of council.

28.10 Any individual or group making a presentation to council is limited to a maximum of fifteen (15) minutes for its address, unless an extension of no more than a further fifteen (15) minutes is approved by council with a show of hands.

28.11 The number of presentations will be limited to two (2) at any meeting.

29. **DEPUTATIONS**

29.1 Any individual or group making a deputation to council shall submit a deputation request form to the Clerk pursuant to Section 28.4

29.2 All deputations shall be limited to a maximum of ten (10) minutes for its address, unless an extension of no more than a further five (5) minutes is approved by resolution of council.

29.3 The number of deputations shall be limited to two (2) at any meeting.

29.4 An individual or group who has already made a deputation on a subject shall not make another deputation within a 12 month period on the same subject unless there is new information to be provided or a new council is in place as a result of a municipal election unless council passes a motion in favour of having the individual or group make another deputation.

29.5 An individual or group may make a deputation on a particular subject to either council or committee but shall not be permitted to make a deputation to both council and committee on the same subject.

29.6 No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or council and committee.

29.7 Members and staff shall only ask questions seeking information or clarification from the delegation with all questions addressed through the Chair.

29.8 When the subject matter of a deputation is such that a decision of council is requested, appropriate resolutions or direction to staff may be considered. When a deputation's request has a financial implication, council shall direct that a staff report be brought to a meeting prior to any decision of Council being made.

29.9 Where Council is of the opinion that a report from staff is not necessary and there are no financial implications involved with the deputant's request, Council may move a motion to support the deputation's request.

30. **MINUTES**

30.1 The Clerk may make minor deletions, additions or other changes to minutes before they are signed.

30.2 All minutes and by-laws shall be signed by electronic methods if the Clerk deems it necessary.

30.3 Minutes of meetings shall be taken without note or comment and shall contain the following information:

- a) The place, date and time of the meeting;
- b) The name of the Chair and record of the attendance of the members;
- c) Adoption of the minutes of previous meeting(s);
- d) All other proceedings of the meeting.

31. **BY-LAWS**

31.1 Every by-law when introduced shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act, and shall be complete with the exception of the number and date thereof.

31.2 Every by-law shall have three readings prior to being passed, and said readings may be held at the same meeting, and may be entertained in one, two or three separate motions.

31.3 All by-laws with the exception of the confirmation by-law shall be approved by one resolution, unless the by-law has been identified to be approved by resolution separately.

31.4 The Clerk may make minor deletions, additions or other changes to any by-law before it is signed and sealed.

31.5 A by-law shall be passed to confirm all actions taken by council at a meeting.

32. **MEETING LOCATION DATES AND TIMES**

32.1 Council or committee may, by resolution, alter the date, location and/or time of a meeting provided that notice of the change is posted at the municipal office, and on the municipal website.

32.2 In the event of extenuating circumstances or inclement weather, the date, place and time of any meeting may be postponed or changed by the Clerk, in consultation with the Mayor and/or CAO, by advising as many members as he/she is able to reach. Postponement shall not be for any longer than the next regularly scheduled Meeting of Council or

Committee. Notice shall be provided to the public through established social media streams.

32.3 All in person meetings of council shall be held in the Council Chambers at the Township Municipal Office, located at 7490 Sideroad 7 West, Kenilworth.

32.4 Meetings may be held at other locations within the township as deemed necessary from time to time shall be provided in accordance with notice provisions in this by-law.

32.5 In the case of a declared emergency, a meeting of council may be held at another location within or outside of the boundaries of the municipality and notice shall be provided in accordance with notice provisions in this by-law.

32.6 A meeting of council together with a council of one or more other municipalities for the consideration of matters of common interest, may be held within a municipality outside of Wellington North and notice shall be provided in accordance with notice provisions in this by-law.

32.7 Council meetings shall be held twice monthly on Mondays in accordance with the posted and approved meeting schedule.

32.8 If a public or statutory holiday falls on the Monday designated for holding a council meeting, council will meet on the day set out in the posted meeting schedule as approved by Council.

32.9 The schedule of regular council meetings shall approved annually by Council on or before November and shall be posted on the municipal website.

33. **REVIEW OF BY-LAW**

33.1 The Procedure By-law shall be reviewed once in each term of council.

34. **MATTERS NOT PROVIDED FOR IN PROCEDURE BY-LAW**

34.1 Where a matter is not provided for in the Procedure By-Law, or, in the case of conflict with the Procedure By-Law, Robert's Rules of Order will be relied on.

35. **REPEAL OF PREVIOUS PROCEDURE BY-LAW**

35.1 By-law Number 024-19 is hereby repealed.

36. **EFFECTIVE DATE**

36.1 This By-law shall be effective on January 1, 2022