

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

**BY-LAW NUMBER 106-2023**

**BEING A PROCEDURE BY-LAW FOR GOVERNING THE CALLING,  
PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL,  
COMMITTEES AND LOCAL BOARDS AND TO REPEAL BY-LAW  
NO. 111-2021.**

**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 this By-law shall come into effect upon the final passing thereof
3. THAT By-law No. 111-2021 is hereby repealed.

**READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS  
20TH DAY OF NOVEMBER, 2023**

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**ANDREW LENNOX, MAYOR**

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**KARREN WALLACE, CLERK**

## **BEING A BY-LAW FOR GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF COUNCIL, COMMITTEES AND LOCAL BOARDS**

### **PRINCIPLES**

- (1) The rules set out in this Procedural By-law are to be interpreted in accordance with these principles and all applicable law.
- (2) Council is the decision making body and the decisions of Council are paramount in all matters within its authority. It is the role of Council's Committees to make recommendations to Council, but not to decide any matter unless specifically delegated to that Committee, so that the primacy of Council is preserved.
- (3) These principles and rules facilitate the decision making of Council and are to be liberally interpreted so as to administer meetings in a manner which,
  - a. Is respectful of all participants.
  - b. Balances debate with the need to make recommendations and decisions in a timely manner.
  - c. Establishes clear outcomes.
  - d. Provides for the hearing/consideration of input from interested parties in a pragmatic way.
  - e. Respects the statutory regime in which the Township of Wellington North operates.
- (4) The business of Council is to be conducted by all parties with respect and courtesy, even where there is vigorous debate or disagreement.

### **1. GENERAL PROVISIONS**

#### **Application and Interpretation**

- 1.1 This By-law (referred to as the "Procedure By-law") establishes the rules of order for Council, Committee and Local Board Meetings.
- 1.2 In an event of conflict between the Procedure By-law and legislation, the provisions of the legislation prevail.
- 1.3 A specific statement or rule in this Procedure By-law has greater authority than a general one.
- 1.4 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 rely on the Clerk's interpretation of previous rulings and practices, and on the principles established by this By-law.
- 1.5 Rulings of the Chair may be overturned by a successful challenge determined by a majority vote of those present and voting. Challenges to the Chair are to be put in this manner: "Shall the ruling of the Chair be overturned?"

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**2. DEFINITIONS**

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

- 2.1 “Acting Mayor” means a Member of Council appointed to fulfill the duties of the Mayor in their absence.
- 2.2 “Awards/Recognition/Declaration” means a formal recognition by Council of an individual, group or organization for a significant event or achievement.
- 2.3 “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.
- 2.4 “Declared Emergency” means the Mayor or Acting Mayor has declared a situation or an impending situation caused by the forces of nature, an accident, 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/or economic stability.
- 2.5 “Deputation” means a person or group permitted to address Council or committee.
- 2.6 “Electronic Device” means a computer, cellphone, smartphone, personal digital assistant, smartwatch, tablet, voice recorder, camera, or any other similar device.
- 2.7 “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.
- 2.8 “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.
- 2.9 “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.

- 2.10 “Local Board” means a local board as defined in the Municipal Act, 2001, and generally means a body established by Council, whose Membership is approved by Council, and which carries out a municipal purpose, but is not otherwise excluded from the definition by a provision of that Act
- 2.11 “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.
- 2.12 “Motion” means a proposal, moved and seconded by Members to adopt, amend or otherwise deal with a matter.
- 2.13 “Notice of Motion” means a written notice submitted to the Clerk respecting a substantive matter not on the agenda for discussion at a Meeting of Council, seeking inclusion of the substantive matter on a future agenda.
- 2.14 “Presentation to Council” means an individual, group or organization invited by Council or staff to present material or information.
- 2.15 “Point of Order” means an issue to which a Member calls attention to:
- 2.15.1 A breach of the rules of order pursuant to this by-law.
  - 2.15.2 A defect in the constitution of any meeting.
  - 2.15.3 The use of improper, offensive or abusive language.
  - 2.15.4 Notice of the fact that the matter under discussion is not within the scope of the proposed motion.
  - 2.15.5 Any other informality or irregularity in the proceeding of the meeting.
- 2.16 “Point of Privilege” means a request to the Chair to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Council Members or of Council as a whole, despite other pending business currently before Council.
- 2.17 “Recorded Vote” means, on the request of a Member, the noting in the minutes of the name and vote of every Member on any motion, unless a Member is disqualified from voting.
- 2.18 “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.

### **3. PROCEDURES AND ORDER OF BUSINESS**

3.1 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)
- d) Closed session
- e) Rise and report from closed session
- f) O Canada
- g) County Council Member update (monthly excluding July/August)
- h) Awards/Recognition/Declarations
- i) Presentations
- j) Public meeting under the Planning Act
- k) Resume Regular meeting of Council
- l) Passage of by-laws arising from a Public Meeting
- m) Adoption of minutes of Council/Public Meeting(s)/Closed session
- n) Business arising from previous meeting of Council
- o) Deputations
- p) Identification of agenda items requiring separate discussion
- q) Adoption of agenda items not requiring separate discussion
- r) Consideration of agenda items identified for separate discussion
- s) Notice of Motion
- t) Community Group Meeting Program report by Councillors
- u) By-laws
- v) Cultural Moment
- w) Confirmatory by-law
- x) Closed session (if necessary)
- y) Adjournment

3.2 Any Member or staff who wish to have separate discussion on any item on the agenda shall notify the Clerk by noon on the day of the meeting.

3.3 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.

3.4 The order of business of the Council shall be in the order in which it stands on the agenda unless the Chair with the consent of Council amends the order.

- 3.5 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.

#### **4. INDIGENOUS LAND ACKNOWLEDGEMENT**

- 4.1 The Indigenous Land Acknowledgement shall be recited at the Inaugural meeting of a new term of Council.
- 4.2 The Indigenous Land Acknowledgement may be recited at the call of the Chair.

#### **5. MANNER OF VOTING AND RULES OF DEBATE**

- 5.1 On an unrecorded vote, a show of hands shall determine the decision of Council.
- 5.2 Every Member present at a meeting when the vote is called shall vote unless prohibited by interest or otherwise.
- 5.3 If Member refuses to vote, where not prohibited by interest or otherwise, that Member shall be considered to have voted in the negative.
- 5.4 Any question in which there is a tie vote shall be deemed to be defeated.
- 5.5 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.
- 5.6 When a Member is speaking, no other Member shall interrupt him or her except to raise a Point of Order or Point of Privilege.
- 5.7 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.
- 5.8 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.

#### **6. ELECTRONIC MEETING PARTICIPATION**

- 6.1 Electronic or hybrid participation shall be permitted in open meetings by Members, deputations, presenters, consultants and staff.

- 6.2 When participating electronically, Council, the Chief Administrative Officer and the Clerk webcams shall be turned on.
- 6.3 When participating electronically, all microphones should be muted unless the participant is speaking.
- 6.4 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.
- 6.5 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.
- 6.6 Participants shall ensure the background display is neutral and does not show any:
  - 6.6.1 Political messages.
  - 6.6.2 Support for a particular cause.
  - 6.6.3 Profane graphics or words.
  - 6.6.4 Offensive logos or messaging that could be construed to violate any legislation or laws.
- 6.7 Any Member, staff, participant, deputation, presenter, consultant who wishes to attend the meeting electronically shall ensure they have the proper technology to facilitate their taking part in the meeting.
- 6.8 Should a Member lose connectivity during the meeting, provided there is quorum, the meeting will proceed in their absence.
- 6.9 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.
- 6.10 Anyone participating electronically in a closed meeting shall ensure there are no other individuals who can hear or observe the closed meeting discussion.
- 6.11 Councillors may attend no more than 3 consecutive meetings of Council remotely, unless approved by a majority vote of Council.

## **7. MOTIONS**



- 7.1 All motions shall be moved and seconded before being debated and called for the vote by the Chair.
- 7.2 Only one motion may be on the floor at any given time.
- 7.3 A 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.
- 7.4 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.
- 7.5 Once a motion is on the floor, it shall not be withdrawn prior to voting without the consent of the majority of the Members.
- 7.6 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.
- 7.7 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 orally announce his or her vote to be recorded in the minutes.

## **8. NOTICE OF MOTION**

- 8.1 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.
- 8.2 At the subsequent meeting, the motion shall be treated as any other motion, requiring it to be moved and seconded before being debated or adopted.

## **9. RECONSIDERATION**

- 9.1 A resolution may be reconsidered at the same meeting at which it is passed, provided there is a majority vote of the Members to reconsider.
- 9.2 No resolution shall be reconsidered outside of the meeting at which it is passed, within a 12 month timeframe during a term of Council without a vote of Council.

## **10. DUTIES OF THE CHAIR**

10.1 The Chair may or shall, as may be appropriate in the circumstances:

- 10.1.1 Open the meeting by calling all Members to order;
- 10.1.2 Announce the business of Council in the order in which it appears on the agenda;
- 10.1.3 Receive all motions presented by Members of Council;
- 10.1.4 call for debate and call the vote on all motions which are moved and seconded, and to announce the result of the vote;
- 10.1.5 Vote on all matters unless there is specific legislation that prohibits it;
- 10.1.6 Decline to put to vote motions which violate the rules of procedure in this by-law;
- 10.1.7 Ensure the Members are acting within the provisions of this by-law and the Act, when engaged in debate and voting;
- 10.1.8 Sign all by-laws, resolutions and minutes of Council as required;
- 10.1.9 Inform Members and the public, when necessary of a point of order or procedure;
- 10.1.10 Provide a ruling on a point of order, privilege, or procedure;
- 10.1.11 Expel any person for improper conduct at a meeting;
- 10.1.12 Recess a meeting at any time for not more than 10 minutes;
- 10.1.13 Adjourn the meeting when business is concluded;
- 10.1.14 Adjourn the meeting, without question, in the case of grave disorder arising during the meeting.
- 10.1.15 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.

## **11. EX OFFICIO**

11.1 The Mayor shall be an ex-officio Member of all committees and shall have full voting rights. The Mayor shall be included in the calculation of quorum for a Meeting only when present.

## **12. ACTING HEAD OF COUNCIL**

12.1 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

12.2 The alternate Acting Head of Council has all the rights, powers, and authority of the Mayor as Head of Council.

12.3 In the absence of both the Mayor and Acting Mayor, a Chair shall be chosen from the Members present to Chair the meeting.

12.4 On the arrival of the Mayor or Acting Mayor, the Chair shall relinquish the role.

**13. DUTIES OF THE MEMBERS**

13.1 Attend scheduled meetings.

13.2 Vote on all matters unless there is specific legislation that prohibits it.

13.3 Vote on all motions put to a vote unless to do so would result in a conflict of interest.

13.4 Respect the Rules of Order as set out in this Procedure By-law.

13.5 Remain silent in their seats while voting until the Chair or Clerk announces the result.

13.6 Refrain from using any offensive, disrespectful or unparliamentarily language.

13.7 Respect and follow the decisions of Council or Committee;

13.8 Respect the confidentiality of matters discussed in Closed Meetings and not disclose the subject or substance of these discussions unless authorized to do so.

13.9 Comply with the ruling of the Chair and Council's decisions.

13.10 Comply with all policies, not limited to, the Councillor Code of Conduct Policy and the Council / Staff Relations Policy.

**14. PRESENTATIONS**

14.1 Any individual or group invited to make a presentation to Council is limited to a maximum of ten (10) minutes for its address, unless an extension of no more than a further ten (10) minutes is approved by Council with a show of hands.

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

**15. DEPUTATIONS**

- 15.1 Any individual or group making a deputation to Council shall submit a deputation request form 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.
- 15.2 For the purpose of published agendas, delegations have until 11:00 a.m. on the day of the meeting to notify the Clerk they wish to register as a delegation or to submit written comments.
  - 15.2.1 For the purpose of 14.2 late deputations may only address items that are listed on the Council agenda.
- 15.3 Deputations shall only be on matters that are under the jurisdiction of the municipality.
- 15.4 All deputations shall be limited to a maximum of five (5) minutes for its address, unless an extension of no more than a further five (5) minutes is approved by resolution of Council.
- 15.5 The number of deputations shall be limited to two (2) at any meeting.
- 15.6 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.
- 15.7 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.
- 15.8 No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public or Council and committee.
- 15.9 Members and staff shall only ask questions seeking information or clarification from the delegation with all questions addressed through the Chair.
- 15.10 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.

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

## **16. DECORUM**

16.1 Unless otherwise authorized by the Chair, all Members, staff and persons appearing as delegations and presenters shall address Council through the Chair and only when recognized to do so.

16.2 All persons attending a Meeting shall exercise proper decorum, and shall adhere to the instructions of the Chair in that regard.

16.3 Members attending a meeting shall not:

16.3.1 Use offensive words against Members, officer, staff or guest.

16.3.2 Speak on any subject other than the subject in debate.

16.3.3 Create a disturbance in the meeting.

16.3.4 Interrupt the Member who has the floor except to raise a Point of Order or Privilege.

16.3.5 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.

16.3.6 Speak on any issue that is before the Courts or Administrative Tribunals, unless the issue is on the agenda for discussion.

16.4 On a majority vote of Council the Chair may request that a Member apologize to Council for disruptive behaviour;

## **17. QUORUM**

17.1 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.

17.2 The Clerk shall record the names of the Members present at the time of adjournment.

17.3 All Members participating in an electronic open or closed meeting shall be counted as quorum.

17.4 If connectivity is lost during a 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.

**18. CURFEW**

18.1 Meetings shall be adjourned four (4) hours after commencement.

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

**19. NOTICE OF MEETINGS**

19.1 The Clerk shall provide notice of a meeting by:

19.1.1 Providing Council with a regular agenda by each Thursday preceding a meeting day; and

19.1.2 Posting the agenda to the Township Website.

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

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

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

19.3 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.

19.4 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.

19.5 If a meeting is held as a result of a Declared Emergency, the notice provisions may be suspended.

19.6 The failure of any person receiving the notice of a meeting shall not affect the validity of the meeting, nor any decisions, recommendations or actions from that meeting.

19.7 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.

**20. MEETING LOCATION DATES AND TIMES**

20.1 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.

- 20.2 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 they are 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 by placing information on the Township website and through established social media streams.
- 20.3 In-person meetings of Council will be held in the Council Chambers at the Township Municipal Office, located at 7490 Sideroad 7 West, Kenilworth.
- 20.4 Meetings may be held at other locations within the Township from time to time with notice provided in accordance with the notice provisions in this by-law.
- 20.5 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, if notice is provided in accordance with the notice provisions in this by-law.
- 20.6 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.
- 20.7 Council meetings shall be held twice monthly on Mondays in accordance with the posted and approved meeting schedule.
- 20.8 The schedule of regular Council meetings shall be approved annually by Council on or before November and shall be posted on the municipal website.
- 20.9 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.

## **21. REGULAR MEETING OF COUNCIL**

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

**22. CANCELLATION OR POSTPONEMENT OF MEETINGS**

- 22.1 Any meeting may be cancelled or postponed if:
  - 22.1.1 Quorum cannot be achieved.
  - 22.1.2 By Council resolution.
  - 22.1.3 In the event of an emergency.
  - 22.1.4 Where in the event of a remote meeting, connectivity is lost by all Members and staff.
  - 22.1.5 Where the Meeting is deemed no longer required by the Mayor and/or Clerk.
  
- 22.2 The Clerk shall provide Notice of the cancellation or postponement of a Meeting on the Township website and social media.

**23. SPECIAL MEETING OF COUNCIL**

- 23.1 The Mayor may, at any time, call a special meeting of Council with twenty-four (24) hours notice to the Clerk and Members of Council.
  
- 23.2 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.
  
- 23.3 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.
  
- 23.4 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.
  
- 23.5 No business other than that stated in the notice shall be considered at a special meeting of Council.

**24. EMERGENCY MEETING OF COUNCIL**

- 24.1 Notwithstanding any other provision in this Procedure By-law, the Mayor, at any time, may call an Emergency Meeting of Council when the matter to be considered is of such an urgent nature that the timelines set out in this By-law must be abridged. An Emergency Meeting of Council is limited to business matters included in the Notice of the Meeting.

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



- 25.1 All meetings or part of a meeting shall be open to the public unless otherwise authorized by the Municipal Act
- 25.2 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.
- 25.3 A resolution shall be passed in open session stating the general nature of the matter to be considered at the closed session.
- 25.4 A resolution shall be passed to adjourn the closed session. The resolution shall set out:
  - 25.4.1 The fact the meeting will be closed to the public in accordance with a specified provision of the Municipal Act.
  - 25.4.2 The general nature of the matter to be considered, to the extent disclosure does not undermine the purpose of the closed session.
- 25.5 If closed session items are not completed before the scheduled time for the open meeting, Council may:
  - 25.5.1 Consider a motion to defer the closed session items not addressed to a future scheduled closed session meeting.
  - 25.5.2 Consider a motion to recess and reconvene at the end of the regularly scheduled open Council meeting to conclude discussion.
  - 25.5.3 Proceed in closed session until all the agenda items have been considered.

**26. INAUGURAL MEETING OF COUNCIL**

- 26.1 The 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.
- 26.2 The inaugural agenda shall include:
  - 26.2.1 Indigenous Land Acknowledgement.
  - 26.2.2 Declaration of Office in accordance with the provisions of the Act.
  - 26.2.3 Address by the Mayor.
  - 26.2.4 Confirmatory By-law.
- 26.3 The inaugural agenda may include any other item that the Clerk deems necessary.
- 26.4 The Clerk will preside at the Inaugural Meeting until the Declarations of Office for all Members are made.

**27. PROCEDURE BY-LAW FOR BOARDS, COMMITTEES, AD-HOC and ADVISORY COMMITTEES**

27.1 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, with such necessary changes being made to reflect the context;.

27.2 Notwithstanding section 26.1 should a committee, ad-hoc, advisory committee or local board establish their own procedure by-law with the consent of Council, the procedure by-law so adopted shall apply.

**28. SUSPENSION OF RULES IN THE PROCEDURE BY-LAW**

28.1 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:

28.1.1 Where required by law.

28.1.2 Contractual agreement binding the Township.

28.1.3 Amending this procedure by-law.

28.1.4 Quorum requirements.

**29. AMENDMENT OR REPEAL OF PROCEDURE BY-LAW**

29.1 No amendment or repeal of this Procedure 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.

**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 The only by-laws that shall have three readings are by-laws under the Drainage Act to adopt the final engineers report.

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. VIDEO AND AUDIO RECORDING**

32.1 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.

**33. REVIEW OF BY-LAW**

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

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

34.1 By-law Number 111-2021 is hereby repealed on January 1, 2024.

**35. EFFECTIVE DATE**

35.1 This By-law shall be effective January 1, 2024.