



Corporation of the Town of Newmarket

By-law 2020-12

OFFICE CONSOLIDATION

This is a consolidation of the Town's By-law to govern the proceedings of council and committee meetings in the Town of Newmarket, being By-law 2020-12, as amended by the below listed by-laws and is prepared for reference and information purposes only. The following consolidation is an electronic reproduction made available for information only. It is not an official version of By-law 2020-12. Official versions of all by-laws can be obtained from Legislative Services by calling 905-953-5300. If there are any discrepancies between this consolidation and By-law 2020-12 and listed amending by-laws the official by-laws shall prevail.

2020-24 – April 27, 2020	Allows for electronic participation

A By-law to govern the proceedings of council and committee meetings.

Whereas Section 238(2) of the Municipal Act, 2001 provides that every municipality shall pass a procedure by-law for governing the calling, place, and proceedings of Meetings; and,

Whereas the Council of the Town of Newmarket considers it necessary to enact a by-law in this regard and to repeal Procedure By-law Number 2015-50, and amending By-laws 2016-43, 2017-75; and now,

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

Table of Contents

<u>Part 1 – General Provisions</u>	3
1. Application and Interpretation	3
2. Principles of the Procedure By-law	4
3. Suspension of Rules	4
4. Definitions	4
5. Administrative Authority of Clerk	6
<u>Part 2 – Meetings</u>	7
6. Inaugural Meeting of Newly Elected Council	7
7. Regular Meetings	7
8. Location and Schedule of Meetings	7
9. Special Council or Committee of the Whole Meetings	7
10. Emergency Council or Committee of the Whole Meetings	8
11. Workshop Meetings	8
12. Cancellation or Postponement of Meetings	8

13. <u>Late Arrival</u>	8
14. <u>Notice of Meetings</u>	9
15. <u>Notice of Meetings Closed to the Public</u>	10
16. <u>Invalidation of Notice of Meeting</u>	10
17. <u>Quorum</u>	10
18. <u>Open & Closed Meetings</u>	10
19. <u>Preparation of Agendas of Council & Committee of the Whole</u>	13
20. <u>Preparation & Availability of Agendas of Other Committees</u>	13
21. <u>Availability of Agendas of Council & Committee of the Whole</u>	13
22. <u>Record of Meetings (i.e., Minutes)</u>	13
23. <u>Public Record</u>	14
24. <u>Recording, Broadcasting and/or Streaming Meetings</u>	14
25. <u>Electronic Meeting Participation</u>	14
Part 3 – Order of Proceedings	15
26. <u>Order of Business – Committee of the Whole</u>	15
27. <u>Order of Business – Council</u>	16
28. <u>Open Forum</u>	16
29. <u>Additional Items & Corrections to Agendas</u>	17
30. <u>Conflict of Interest Declarations</u>	17
31. <u>Presentations & Recognitions</u>	17
32. <u>Deputations at Meetings of Council & Committee of the Whole</u>	17
33. <u>Further Notice</u>	18
34. <u>Deputations & Public Input at Meetings of Other Committees</u>	18
35. <u>Correspondence</u>	18
36. <u>Council Information Package</u>	19
37. <u>Petitions</u>	19
38. <u>Motions from Other Municipalities & Organizations Requesting Endorsement</u>	20
39. <u>Reports by Regional Representatives</u>	20
40. <u>Staff Reports</u>	20
41. <u>Adoption in a Single Motion (i.e., Consent Agenda)</u>	20
42. <u>Information Reports</u>	21
43. <u>New Business</u>	21
44. <u>Notice of Motion</u>	21
45. <u>By-laws</u>	22
46. <u>Majority Vote</u>	22
Part 4 – Duties and Conduct	22

47. Chair of Meeting	22
48. Appointment to Committees and Boards	23
49. Duties of the Chair	23
50. Acting Mayor	24
51. Members	25
52. Attendees	26
53. Right of Public Input & Notice	27
54. Rules of Debate	27
55. Point of Order	27
56. Point of Personal Privilege	28
Part 5 – Motions	28
57. Motions – Impact on Corporate Resources	28
58. Motions in General	29
67. Reconsideration of a Matter	31
69. Voting	32
70. Tie Vote	32
71. Recorded Vote	32

Part 1 – General Provisions

1. 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) The rules of order contained in this Procedure By-law set out the rules of order for the dispatch of business in Council and Committee Meetings.
- c) A word in this By-law expressed in the singular has a corresponding meaning when used in the plural.
- d) Any future amendment(s) to the Municipal Act or other legislation as noted in this by-law that may alter the sections and sub-sections of the legislation referenced will not affect the validity of the by-law or any part thereof.
- e) In the event of conflict between this Procedure By-law and legislation, the provisions of the legislation prevail.
- f) A specific statement or rule in this Procedure By-law has greater authority than a general one.
- g) If there is a conflict between two or more rules in this 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 Bourinot’s Rules of Order.

2. Principles of the Procedure By-law

- a) The principles of openness, transparency and accountability to the public guide the Town'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 other stakeholders;
 - ii) Providing access to information and opportunities for input by the public 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 protection of basic rights by recognizing the right of the majority to decide, the minority to be heard and individuals to have the opportunity to participate.
- c) The principles of parliamentary law governing Council and Committee Meetings include:
 - 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 a 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.

3. Suspension of Rules

- a) Rules of order provided for in this Procedure By-law may be suspended by a Two Thirds vote of Council or a Committee, with the exception of the following circumstances:
 - i) Where required by law;
 - ii) Contractual agreements binding the Town;
 - iii) Amending this Procedure By-law; and,
 - iv) Quorum requirements.

4. Definitions

In this Procedure By-law:

"Bourinot's Rules of Order" means Stanford, Geoffrey (1995-05-08) Bourinot's Rules of Order: A Manual on the Practices and Usages of the House of Commons of Canada and on the Procedure at Public

Assemblies, Including Meetings of Shareholders (4 ed.), ISBN 978-0-7710-8336-5, or a subsequent edition of the same;

“**CAO**” means the Chief Administrative Officer of the Town or their designate;

“**Chair**” means the Presiding Officer of Council or a Committee;

“**Clerk**” means the Director of Legislative Services/Town Clerk or their designate;

“**Code of Conduct**” means a by-law to establish a Council Code of Conduct, as amended from time to time;

“**Commissioner**” means a Commissioner of the Town or their designate;

“**Committee**” means a Committee, Board, Task Force or other body constituted and appointed by Council, including the Committee of the Whole, with the exception of the Newmarket Public Library Board;

“**Committee of the Whole**” is a Committee of Council comprised of all Members of Council that serves as the principle forum for the consideration of recommendations and public input on matters of Council business prior to consideration by Council;

“**Confirmatory By-law**” means a by-law passed for the purpose of giving general effect to a previous decision or proceeding of Council;

“**Council**” means the Council of the Town of Newmarket;

“**Friendly Amendment**” means the motion under debate is amended with the consent of the mover and seconder, and without the requirement for an amending motion to be made;

“**Local Board**” means a body as defined by the Municipal Act;

“**Majority**” means more than half of the Members present, or:

- a) If 9 Members present: 5
- b) If 8 Members present: 5
- c) If 7 Members present: 4
- d) If 6 Members present: 4
- e) If 5 Members present: 3

“**Mayor**” means the Mayor of the Town;

“**Meeting**” means any regular, special or other meeting of 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;

“**Member**” means a Member of Council or a Committee;

“Municipality” means the Corporation of the Town of Newmarket;

“Municipal Office” means the Town’s administrative office at 395 Mulock Drive, Newmarket, Ontario;

“Notice” means written Notice, except where legislation, by-law or Corporate Policy provides for another form and manner of Notice;

“Offending Member” means a Member who has been found by the Chair or by Council or by a Committee to have disobeyed a rule in this Procedure By-law or a Chair’s ruling;

“Petition” means a formal written request that appeals to Council with respect to a particular issue as set out in this Procedure By-law;

“Police” means an officer(s) of the York Regional Police Service or their designate(s);

“Property” in Section 18 a) i) is defined broadly to include physical, financial and intellectual property, among other things;

“Public Hearing” means a Meeting held pursuant to the Planning Act or other statute;

“Quorum” means the number of Members required for the legal conduct of the business of Council or a Committee. In the case of Meetings of Council and Committee of the Whole, quorum is five (5) Members;

“Recording Secretary” means the person designated to record the minutes of a Committee meeting;

“Solicitor” means the Director of Legal & Procurement Services/Municipal Solicitor or their designate;

“State of Emergency” means a situation in which an emergency has been declared to exist in all or part of the Town of Newmarket by the Mayor under Section 4 of the Emergency Management and Civil Protection Act or by the Lieutenant Governor in Council or the Premier of the Province of Ontario under Section 7.0.1 of the Emergency Management and Civil Protection Act;

“To receive” means to acknowledge the receipt of a matter before Council or a Committee, with no expectation of any future action being taken;

“Town” means the Corporation of the Town of Newmarket;

“Two Thirds” means 2/3 of the Members present, or:

- a) 2/3 of 9: 6
- b) 2/3 of 8: 6
- c) 2/3 of 7: 5
- d) 2/3 of 6: 4
- e) 2/3 of 5: 4

5. Administrative Authority of Clerk

- a) The Clerk is authorized to 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.

Part 2 – Meetings

6. Inaugural Meeting of Newly Elected Council

- a) Subsequent to a regular election, the inaugural Meeting of a newly elected Council is held at a date and time fixed by the Clerk after the Members of Council take office. It shall be held on the date as prescribed in the Municipal Act, or such other date as determined by the Clerk.
- b) At the Inaugural Meeting of the Council, the only business to be brought before the meeting shall be the following:
 - i) Declarations of Office; and
 - ii) Any other ceremonial proceedings related to the inauguration of Council.

7. Regular Meetings

- a) Regular Meetings of Council or a Committee shall be held in accordance with the schedule/calendar adopted by Council or Committee, except when otherwise directed by a resolution of Council or Committee
- b) Notwithstanding subsection a) above, in the year of a municipal election, no meetings of the Council or Committees shall be held after the Wednesday following Thanksgiving Day, until the inaugural meeting of the new Council.

8. Location and Schedule of Meetings

- a) Meetings of Council and Committee of the Whole take place at the Municipal Office or at another location adjacent to the Municipality or as provided for in the Municipal Act, 2001, as amended when Notice is given.
- b) Council approves a schedule of regular Meetings of Council and Committee of the Whole for each calendar year, which may be amended. The schedule of Meetings is made available to the public on the Town's website and from the Municipal Office.
- c) The Meeting schedule of all other Committees is determined by its Members, in accordance with each Committee's terms of reference and/or prescribed mandate.

9. Special Council or Committee of the Whole Meetings

- a) A special Meeting of Council or Committee of the Whole may be called by the Mayor or, by the Mayor in consultation with the CAO, at any time. A special Meeting of Council or Committee of the Whole is limited to business matters included in the Notice of Meeting.

- b) When the Clerk receives a petition signed by a majority of the Members of Council, a special Meeting of Council or Committee of the Whole is called for the purpose and time identified in the Petition. The Petition shall include:
 - i) Original signatures of Members; and,
 - ii) A clear statement of the purpose of the special Meeting.
- c) During a State of Emergency, a Meeting may be called by the Mayor, or by the Mayor in consultation with the CAO, at any time. A Meeting may be held through electronic communication as identified in section 26 of this By-law, and will be limited to business matters included in the Notice of Meeting;

10. Emergency Council or Committee of the Whole Meetings

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

11. Workshop Meetings

- a) The Mayor and/or CAO may convene a workshop Meeting for Members of Council to discuss issues in an informal venue. With the exception of Procedural Matters, no motions are passed, no decisions are made, and is an opportunity for Council to have informal discussion regarding various matters.
- b) Minutes describing, in general terms, the proceedings and the subject matter discussed is made at all workshop Meetings and placed on a future Council agenda to be received only for the purposes of information.

12. Cancellation or Postponement of Meetings

- a) A regular, special, or emergency Meeting of Council or Committee of the Whole or a workshop Meeting of Council may be cancelled or postponed where Quorum cannot be achieved, by Council resolution, in the event of an emergency, or where the Meeting is no longer required, as deemed by the Mayor and/or CAO.
- b) The Clerk gives Notice on the Town's website and time permitting, through The Town's regular page in the local newspaper of a cancellation or postponement of a regular, special, or emergency Meeting of Council or Committee of the Whole or a workshop Meeting. Where time is limited, a Notice is posted at the main entrance to the Municipal Office.
- c) Meetings of other Committees may be cancelled or postponed by the Clerk, Recording Secretary, Chair or other assigned person where Quorum cannot be achieved, by Committee resolution, or in the event of an emergency.

13. Late Arrival

- a) If a Member arrives late at a Meeting, any prior discussion is not reviewed without the consent of the Members present.

14. Notice of Meetings

- a) The Clerk gives Notice of a Meeting of Council or Committee of the Whole by:
 - i) Providing Council with a regular agenda on each Thursday preceding a Meeting day of Council and each Thursday ten days in advance of a Meeting day of a Committee of the Whole.
 - ii) Providing Council with a revised agenda on each Thursday preceding the Meeting day of the Committee of the Whole.
 - iii) Including regular Meetings of the Joint Council Committee (Central York Fire Services).
- b) The Clerk, Recording Secretary or other assigned person gives Notice of Meetings of other Committees by:
 - i) Providing an agenda to Committee Members one week prior to the Meeting.
 - ii) Time permitting, using the Town's website to indicate the date and time of the Meeting of the Committee.
- c) The Clerk gives Notice of special Meetings of Council or Committee of the Whole by:
 - i) Providing Council with an agenda in person, by telephone, by mail, or electronic mail at least 24 hours prior to the Meeting.
 - ii) Using the Town's website to indicate the date and time of the special Meeting of Council or Committee of the Whole, and time permitting, on the Town's regular advertising page in the local newspaper that indicates the date and time of the special Meeting of Council or Committee of the Whole.
- d) The Clerk gives Notice of emergency Meetings of Council or Committee of the Whole by:
 - i) Providing Notice to Council in person, by telephone, by electronic mail, or in the form of an agenda that indicates the date and time of the Meeting and general nature of the matters to be discussed.
 - ii) Posting a Notice at the main entrance to the Municipal Office that indicates the date and time of the Meeting and general nature of the matters to be discussed.
- e) The Clerk gives Notice of workshop Meetings of Council by:
 - i) Providing, at least 24 hours in advance, Notice to Council in person, by telephone, by mail or electronic mail that indicates the date and time of the workshop Meeting and the general nature of the matters to be discussed.
 - ii) Using the Town's website to indicate the date and time of the workshop, and time permitting, on the Town's regular

advertising page in the local newspaper that indicates the date and time of the workshop.

15. Notice of Meetings Closed to the Public

- a) Where a matter may be considered by Council or a Committee for discussion in closed session, wherever possible, written Notice will include:
 - i) The fact that the Meeting will be closed to the public as provided by the appropriate legislation;
 - ii) The general nature of the matter to be considered at the closed Meeting.

16. Invalidation of Notice of Meeting

- a) If a Meeting 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.

17. Quorum

- a) Members of Council will attempt to advise the Clerk at least two days in advance if unable to attend a Meeting of Council, Committee of the Whole or a workshop Meeting. If Quorum cannot be met, the Meeting is cancelled and Council is advised by the Clerk.
- b) If no Quorum is present within fifteen (15) minutes after the time appointed for a Meeting of Council, Committee of the Whole or a workshop Meeting, the Clerk records the names of the Council Members present and the Meeting is adjourned until the date of the next regular Meeting.
- c) Where there is an insufficient number of Members of Council present to achieve Quorum at a Meeting of Council, Committee of the Whole or a workshop Meeting due to a provision of the Municipal Conflict of Interest Act, the remaining Members of Council shall constitute Quorum, provided such number is not less than two (2).
- d) Members of other Committees will attempt to advise, at least two days in advance, the Clerk, Recording Secretary, Chair or other assigned person if unable to attend a Committee Meeting. If Quorum cannot be met, the Meeting is cancelled and the Committee is advised by the Clerk, Recording Secretary, Chair or other assigned person.
- e) If no Quorum is present within fifteen (15) minutes after the time appointed for a Meeting of another Committee, the Meeting is adjourned until the date of its next regular Meeting. Remaining Committee Members may have an informal discussion on matters, but no motions are passed or actions taken. The Clerk, Recording Secretary or other assigned person will not be required to remain for the informal discussion.

18. Open & Closed Meetings

- a) All Meetings of Council or a Committee are open to the public. As provided for in the Municipal Act, Council or a Committee

may resolve into a session closed to the public in order to discuss matters related to one or more of the following:

- i) The security of the property of the Municipality or Local Board;
 - ii) Personal matters about an identifiable individual, including municipal employees or local board employees;
 - iii) A proposed or pending acquisition or disposition of land by the Municipality or Local Board;
 - iv) Labour relations or employee negotiations;
 - v) Litigation or potential litigation, including matters before administrative tribunals affecting the Municipality or Local Board;
 - vi) Advice that is subject to Solicitor-client privilege, including communications necessary for that purpose;
 - vii) A matter in respect of a Council, Board, Committee or other body may hold a closed Meeting under an Act other than the Municipal Act;
 - viii) 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;
 - ix) 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;
 - x) 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;
 - xi) 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; or,
 - xii) The Meeting is held for the purpose of educating or training Members, provided that no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council or a Committee.
- b) Council or a Committee shall also resolve into a Meeting closed to the public for the following purposes:
- i) 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,
 - ii) An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, and Ombudsman referred to in subsection 223.13 (1) of the

Municipal Act, 2001, or the investigator referred to in subsection 239.2 (1) of the Municipal Act, 2001.

- c) Before holding a Meeting or part of a Meeting closed to the public, Council or a Committee approves a motion, stating the following:
 - i) The fact that the Meeting will be closed to the public as provided by the appropriate legislation; and,
 - ii) The general nature of the matter to be considered at the Meeting closed to the public.
- d) Voting during Meetings Closed to the Public

No vote will be taken at a Meeting which is closed to the public, unless:

- i) The subject matter relates to an issue as described in Section 18 a) of this Procedure By-law; and,
 - ii) The vote is for a procedural matter, or for giving directions or instructions to officers, employees or agents of the Municipality, or persons retained by or under contract with the Municipality.
- e) Reporting Out & Confidentiality of Closed Session Discussions
 - i) A summary of any discussion held in closed session and any required vote will occur following the closed session discussion of Council or a Committee Meeting. In the case of Committee of the Whole Meetings, communication of closed session discussions will occur at Council Meetings.
 - ii) The summary of closed session discussion and vote will provide sufficient detail without detrimentally affecting the confidentiality of the matter(s) discussed in closed session and the position of the Municipality.
 - iii) No Member shall disclose or discuss, through written, electronic or verbal communication, to any individual or corporate third party, any information that has been or will be discussed at a closed session meeting of Council or a Committee until such time that Council or a Committee has determined or has been advised by staff that the matter, or any part of the matter, can be made public subject to review by the Head or designate under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) or if directed to do so by a court.
- f) Application of Open & Closed Meeting Provisions to all Committees
 - i) The provisions of Section 239 of the Municipal Act and Sections 18 a), b), and c) of this Procedure By-law apply to all Committees.
- g) Closed Meeting Investigation
 - i) A person may request that an investigation be undertaken to determine whether Council or other Committee complied with the requirements of the Municipal Act and this

Procedure By-law in respect of a Meeting or part of a Meeting closed to the public. A person may initiate such a request by completing and submitting the prescribed form, which is available on the Town's website or from the Municipal Offices.

- ii) If the report of a Closed Meeting Investigation finds that a meeting or part of a meeting appeared to be improperly closed to the public, contrary to section 239 of the Municipal Act or this Procedure By-law, Council shall pass a resolution stating how it intends to address the report.

19. Preparation of Agendas of Council & Committee of the Whole

- a) The CAO and their staff are charged with providing guidance and recommendations to Council related to municipal business, and to implement the decisions of Council.
- b) The Clerk provides an administrative process to support the approval, preparation, Notice, publication and distribution/public access to agendas and agenda items, following approval by the CAO and/or Commissioner.

20. Preparation & Availability of Agendas of Other Committees

- a) The Clerk, Recording Secretary, Chair or other assigned person prepares and makes public an agenda for Meetings of other Committees in the order, timeframe and manner established by the Committee.

21. Availability of Agendas of Council & Committee of the Whole

- a) Council agendas are generally made available to the public on the Thursday immediately preceding the Meeting.
- b) Committee of the Whole agendas are generally available to the public on the Thursday, ten (10) days prior to the Meeting.
- c) A revised agenda for Committee of the Whole is generally available to the public on the Thursday immediately preceding the Meeting.

22. Record of Meetings (i.e., Minutes)

- a) The Clerk records the minutes of Meetings of Council and Committee of the Whole without note or comment. The minutes record:
 - i) The date, time and location of the Meeting;
 - ii) The name of the Chair and a record of the attendance at the Meeting;
 - iii) The name and nature of presenters and deputations;
 - iv) All resolutions, decisions and other proceedings of the Meeting; and,
 - v) Administrative references, including by-law, report, motion and policy indexes.

- b) Minutes of each Meeting of Council are presented to the subsequent regular Meeting of Council for approval, and where required due to time sensitivity, minutes of a special Meeting of Council may be presented to a subsequent special Meeting of Council.
- c) Time permitting, minutes of Meetings of Committee of the Whole are submitted to the next regular Meeting of Council, for consideration of the recommendations.
- d) Approved minutes of Council and minutes of Committee of the Whole will be posted on the Town's website as they become available.
- e) Minutes of other Committees, as designated by Council, are submitted to Committee of the Whole for Council receipt or approval of recommendations.
- f) The receipt of minutes from other Committees by Council does not constitute endorsement by the Town of any recommendations or actions contained therein.

23. Public Record

- a) All communications that the Clerk receives about a matter on the agenda of a public or open Meeting will form part of the public record. Personal information and opinions in communications are part of the public record unless the author of the communication requests the removal of their personal information when submitting it, or where confirmed by the Clerk.

24. Recording, Broadcasting and/or Streaming Meetings

- a) All Council, Committee of the Whole, and Site Plan Review Committee Meetings may be audio and/or visually recorded, broadcast and/or streamed publically by the Town, with the exception of proceedings closed to the public provided for in Section 18 of this Procedure By-law.
- b) Attendees using their own recording, broadcasting and/or streaming devices are encouraged to inform the Clerk or Recording Secretary to ensure attendees at the Meeting are notified through the Chair.

25. Electronic Meeting Participation

- a) Only Members of the Town's Accessibility Advisory Committee may participate through electronic means in a Meeting of that Committee, and:
 - i) Members may only participate in meetings open to the public using electronic communication, in accordance with the Electronic Participation in Meetings Policy, as amended from time to time.
 - ii) Members participating through electronic communication shall not be counted towards quorum.
 - iii) Members cannot participate through electronic communication during a meeting that is closed to the public in accordance with Section 239 of the Municipal Act, 2001, as amended.

- iv) The Clerk may provide for administrative procedures for facilitating electronic participation in meetings.

Part 3 – Order of Proceedings

26. Electronic Meeting Participation During a State of Emergency

- a) During a State of Emergency, Members may participate in a Meeting that is open or closed to the public by means of electronic communications and such members participating electronically shall be counted towards quorum subject to the following conditions:
 - i) Matters of discussion at the Meeting shall be those necessary for the continued administration of the Town and/or the provision of essential or high importance municipal services, as determined by the Mayor and CAO.
 - ii) The Meeting shall be one of Council, Committee of the Whole or, Town Advisory Committees and Local Boards as identified by the Clerk.
 - iii) Where feasible, the Chair and Clerk of the Meeting shall be physically present at the location determined by the Clerk.
 - iv) The Meeting shall be conducted in accordance with the administrative procedures established by the Clerk for facilitating electronic participation.
- b) The Clerk may establish administrative procedures for facilitating electronic participation in meetings during a State of Emergency, which may be amended from time to time.

27. Order of Business – Committee of the Whole

- a) The business of Committee of the Whole is dealt with in the order stated on the published agenda, unless Committee of the Whole consents to changing the order.
- b) The order of business for the Committee of the Whole is set out in the agenda as follows, where provided for:

Additions & Corrections to the Agenda

Conflict of Interest Declarations

Presentations & Recognitions

Deputations

Consent Items

Action Items

Notices of Motion

Motions where notice has already been provided

New Business

Closed Session (if required)

Public Hearing Matter(s)

Adjournment

28. Order of Business – Council

a) The business of Council is dealt with in the order stated on the published agenda, unless Council consents to changing the order.

b) The order of business of Council is set out in the agenda, as follows, where provided for:

Open Forum

Public Notices (if required)

Additions & Corrections to the Agenda

Conflict of Interest Declarations

Presentations & Recognitions

Deputations

Minutes

Reports by Regional Representatives

Consent Items and Recommendations from Committees

By-laws

Notices of Motion

Motions where notice has already been provided

New Business

Closed Session (if required)

Confirmatory By-law

Adjournment

29. Open Forum

a) Open Forum occurs fifteen (15) minutes prior to the formal portion of a Council Meeting, and any individual may address Council to make informal inquiries or to comment on matters of municipal business. Persons speaking at the Open Forum are limited to five (5) minutes each. Generally, up to three (3) individuals may be heard at the Open Forum at one Meeting.

b) Generally, no motions are passed related to matters raised during Open Forum.

c) The general nature of the Open Forum discussion is captured in the Minutes of the Meeting.

30. Additional Items & Corrections to Agendas

- a) Council and Committee of the Whole are required to consent to the introduction of additional or corrected items that have been added or amended following the publishing of a revised agenda.
- b) The Clerk provides, as required, a summary of the additional items and advises of any corrections to the Meeting of Council or Committee of the Whole.

31. Conflict of Interest Declarations

- a) Members are required to make conflicts of interest declarations in accordance with the requirements of the Municipal Conflict of Interest Act and/or other relevant legislation.

32. Presentations & Recognitions

- a) Presentations include staff or parties invited by staff or other government agency presentations to Council or Committee of the Whole on matters of interest to the Town, as well as awards, certificates, grants and other recognitions presented to/by the Town. Such presentations are received or presented by the Chair.
- b) Presentations may be up to ten (10) minutes. The consent of Council or Committee of the Whole is required to extend a presentation beyond ten (10) minutes.

33. Deputations at Meetings of Council & Committee of the Whole

- a) An individual may make a deputation at a Meeting of Council or Committee of the Whole related to an item of business on the agenda.
- b) An individual who is under eighteen (18) years of age must provide to the Clerk written permission from the individual's parent or guardian.
- c) An individual may make a deputation at a Meeting of Council or Committee of the Whole related to any matter of municipal business or community interest within sixty (60) days of submitting the prescribed form to the Clerk, available on the Town's website or at the Municipal Offices.
- d) If there is no available Council or Committee of the Whole meeting available within sixty (60) days of submitting the prescribed form to the Clerk, it will be scheduled at the earliest opportunity thereafter.
- e) The Clerk's determination of when a deputation will be scheduled under subsections 32 c) and d) of this By-law is final.
- f) Despite the rules in subsections 32 a) through e) of this By-law:
 - i) Deputations will not be heard on a matter decided upon by Council until ninety (90) days have passed from the date of the matter's disposition by Council, except for matters which have not been approved through the regular Committee of the Whole and Council reporting

cycle or upon a vote in the affirmative of two thirds of the Members present;

- ii) Deputations related to staff performance, ongoing labour relations, ongoing legal proceedings or solicitation of business will not be considered by Council or a Committee.
- g) Individuals who request to make a deputation may be encouraged by a Councillor or senior staff to consider resolving an issue or concern with staff in lieu of, or prior to, submitting a deputation request.
- h) Should an individual wish to have their name and the purpose of their deputation published in an agenda, they are required to complete the prescribed form and have it submitted in accordance with the agenda publishing timeframes established by the Clerk.
- i) Deputations are limited to five (5) minutes. A limit of five (5) deputations will be considered at a Meeting of Council or Committee of the Whole. The consent of Council or Committee of the Whole is required to extend a deputation beyond five (5) minutes and to consider more than five (5) deputations. There is no limit on the number of deputations at Council Public Planning Meetings.
- j) Members of Council and Committee of the Whole are permitted to ask the individual making a deputation questions only for clarification and to obtain additional relevant information.

34. Further Notice

- a) Should an individual wish to be provided with further Notice related to a matter of business before Council or Committee, they are required to indicate this wish to the Clerk on the prescribed further notice request form. These forms are available on the Town's website or at the Municipal Offices.

35. Deputations & Public Input at Meetings of Other Committees

- a) Other Committees may put in place practices and procedures to hear deputations and public input related to matters relevant only to their specific mandates.

36. Correspondence

- a) Where correspondence has been requested to be included on a Council or Committee of the Whole agenda or on the request of a Member of Council to the Clerk, correspondence is placed on the agenda for a regular Meeting of Committee of the Whole. Where required due to urgency or timing, correspondence may be considered directly by Council as an item of New Business.
- b) Staff may prepare recommendations related to the matter for Council's consideration.
- c) Council and staff will direct, to the Clerk, correspondence clearly intended to be considered as part of an agenda of Council or Committee of the Whole.

- d) The Clerk is required to verify whether it is the intent of an individual to include their correspondence on a public agenda. For reasons of privacy, irrelevant personal information will be severed from correspondence. General correspondence between Councillors or staff, and constituents or stakeholders, will not be included unless the Clerk is satisfied it was clearly the individual's intent to include their correspondence on a public agenda.
- e) Correspondence related to items already decided on by Council will form a part of the Clerk's records and be circulated to Members of Council, but not placed on an agenda.
- f) Correspondence must be legible and not contain any defamatory statements. Anonymous correspondence will not be acknowledged, circulated, or placed on an agenda.
- g) The Council's receipt of correspondence does not constitute endorsement of the correspondence by the Town of any recommendations it may contain or actions it may advocate.

37. Council Information Package

- a) The Clerk will periodically prepare and post a package of information items on the Town's Website for the reference of Council and the public, including:
 - i) Correspondence intended for the information of Council or Committee only, unrelated to an item of Council or Committee business or which is not requested to be included as part of a Council or Committee of the Whole agenda;
 - ii) Resolutions from municipalities outside of York Region and requests for endorsement or action from other organizations;
 - iii) Resolutions from municipalities within York Region that do not require Council endorsement or support;
 - iv) Communications from staff that do not require a decision by Council or a Committee, including routine reporting on delegated matters, follow up on matters raised at a Meeting, status reports on Town initiatives and the like;
 - v) Approved proclamation, lighting and community flag raising requests.
- b) Subject to the Clerk's agenda publishing deadlines, any Member may request the Clerk to place an item included in the Council Information Package on the agenda that the Clerk determines is appropriate in relation to the item's subject matter.

38. Petitions

- a) Petitions may be submitted to the Clerk prior to the regular agenda being published, and will include a minimum of two (2) persons and their respective addresses, and a clear statement of purpose for the Petition.

- i) Individuals who submit a petition may be encouraged by a Councillor or senior staff to consider resolving an issue or concern with staff in lieu of, or prior to, submitting a petition.
- b) The request conveyed in the Petition will be considered by Committee of the Whole for disposition. Where required due to urgency or timing, Petitions may be considered directly by Council.
- c) For reasons of privacy, the names and addresses included with the Petition will be provided to Members of Council, but not published in an agenda of the Committee of the Whole or Council.
- d) Staff may prepare recommendations related to the matter for Council's consideration.
- e) The Town is not accountable for the accuracy or reliability of Petitions that are submitted.

39. Motions from Other Municipalities & Organizations Requesting Endorsement

- a) Motions from other York Region municipalities are placed on the agenda for a regular Meeting of Committee of the Whole. Where required due to urgency or timing, motions from other York Region municipalities and organizations that request endorsement or action by Council may be considered directly by Council as an item of New Business.
- b) Staff may prepare recommendations related to the matter for Council's consideration.
- c) The Council's receipt of motions from other York Region municipalities does not constitute endorsement by the Town of any recommendations or actions they may contain.

40. Reports by Regional Representatives

- a) Representatives of the Town on Regional Council provide a verbal or written report at regular Meetings of Council on matters of interest to the Town.

41. Staff Reports

- a) In accordance with established administrative protocols, reports prepared by staff are submitted in writing to the Clerk and distributed with the agenda for the applicable Meeting of Council or Committee.
- b) Reports prepared by staff members contain information and recommendations prepared in the context of their professional, technical and administrative expertise independent of any particular political, constituent or stakeholder interest.

42. Adoption in a Single Motion (i.e., Consent Agenda)

- a) One or more report items on a Committee or Council Agenda may be adopted in a single Motion. At a Meeting, any Member

may request that an item which is part of a Single Motion be debated and voted on separately.

43. Information Reports

- a) An information report is prepared for the information of Council and generally relates to a matter considered at Council or Committee of the Whole, or is a matter of Town business.
- b) An Information Report does not contain recommendations.
- c) An Information Report requested by Council or Committee of the Whole will be in the form of a motion.
- d) Information Reports are circulated directly to Council Members and made available to the public on the Town's website. Information Reports are not published on a Committee of the Whole or Council agenda unless a Member of Council makes such a request to the Clerk. Where required due to urgency or timing, Information Reports may be considered directly at Council as an item of New Business.
- e) Confidential Information Reports are not made available to the public on the Town's website and may only be placed on a Committee of the Whole or Council agenda if the nature of the confidential information satisfies the closed meeting requirements of this By-law.

44. New Business

- a) A Member of Council or a Committee, at any Meeting, may introduce any matter or motion during the New Business portion of the Meeting.
- b) Members may have regard to the following guidelines:
 - i) Members are encouraged to raise operational matters prior to the Meeting through the CAO, Commissioner or appropriate staff member;
 - ii) Members are discouraged from raising substantive policy matters, in particular consideration of corporate policies or by-laws;
 - iii) Providing notice of a motion is encouraged; and,
 - iv) Motions without prior notice may be considered under New Business if the matter is:
 - i. A statutory time requirement;
 - ii. An emergency; or,
 - iii. Time sensitivity.

45. Notice of Motion

- a) A Member of Council may provide verbal Notice of their intention to introduce a motion at a Meeting of Council or Committee of the Whole, which will include the general purpose of the proposed motion.

- b) Following verbal Notice, the Member of Council will provide the proposed motion to the Clerk, in writing using the prescribed form, for inclusion in a regular agenda of Committee of the Whole or Council, as indicated by the Member.
- c) The CAO or staff may be requested to comment on the motion raised in this Section, but no staff report will be prepared unless the motion is referred to staff for a further report.
- d) It is the duty of the Member of Council to:
 - i) Prepare the proposed motion in writing.
 - ii) Submit the proposed motion to the Clerk prior to the publication deadline for the regular agenda of the Committee of the Whole.
 - iii) Ensure the content of the proposed motion allows for it to be published on a public agenda.

46. By-laws

- a) All by-laws shall be given first, second and third readings in a single motion by Council.
- b) A Confirmatory By-law is enacted at each Meeting of Council.
- c) Every by-law adopted by Council is done so under the seal of the Corporation of the Town and signed by the Clerk or Deputy Clerk, and the Mayor or Acting Mayor, or in the absence of both, the alternate Acting Mayor.
- d) The following types of by-laws may be presented directly to Council, without the requirement for a staff report:
 - i) Those directed to be presented directly to Council by Committee of the Whole or Council;
 - ii) Appointment of staff authorized by the CAO;
 - iii) Consolidation of by-laws or housekeeping amendments;
 - iv) General by-laws where the purpose and intent of the by-law has been clearly authorized by a previous resolution;
 - v) Public highway dedication by-laws;
 - vi) Minor amendments resulting from changes to provincial enabling legislation; and,
 - vii) Other administrative by-laws deemed appropriate by the CAO.

47. Majority Vote

- a) Unless this Procedure By-law states otherwise, a matter passes when a Majority of Members present vote in the affirmative.

Part 4 – Duties and Conduct

48. Chair of Meeting

- a) The Chair of a Meeting of Council, Committee of the Whole or a workshop Meeting is the Mayor. In the absence of the Mayor, the Acting Mayor is Chair as provided for in Section 50 of this Procedure By-law.
- b) The Chair and any Vice Chairs of other Committees are appointed from among their Members.

49. Appointment to Committees and Boards

- a) Appointments of Members and other representatives of the Town to other Committees and boards and organizations shall be approved by vote of Council.

50. Duties of the Chair

- a) The Chair is responsible for, where applicable:
 - i) Chairing the Meeting in an objective manner in accordance with this Procedure By-law;
 - ii) Enforcing the rules of order in this Procedure By-law;
 - iii) Enforcing order and good behaviour of all Members at all times;
 - iv) Announcing the business before Council or a Committee and the order in which it is to be considered;
 - v) Receiving, stating and framing all motions presented to clarify their intent as moved;
 - vi) Ruling on whether a motion is in order;
 - vii) Protecting Council or a Committee from a motion that is obviously frivolous or tending to cause delay by refusing to acknowledge the motion;
 - viii) Providing information to Members on any matter related to the business of Council or a Committee;
 - ix) Deciding all questions of order at the Meeting, subject to an appeal by any Member to the Council or a Committee on any question of order in respect to business before the Council or a Committee;
 - x) Deciding to acknowledge, and ruling on, whether a Point of Order or Point of Personal Privilege is in order;
 - xi) If a Point of Order or Point of Personal Privilege is in order, ruling on the Point of Order or Point of Personal Privilege and giving the facts, circumstances and reasons for the ruling as set out in this Procedure By-law;
 - xii) If there is an appeal to the ruling of the Chair, announcing the results of the vote;
 - xiii) If necessary, recessing a Meeting for a brief, specified time to consult the Clerk, the CAO or other staff person;

- xiv) If there is a threat or imminent threat to the health or safety of any person, or if there is a possibility of public disorder, recessing the Meeting for a specified time;
- xv) Ensuring that all Members who wish to speak on a motion have spoken;
- xvi) Ensuring clarity, where required, by reading, or requesting the Clerk, Recording Secretary or other appropriate person to read motions before voting;
- xvii) Putting all motions to a vote and announcing results;
- xviii) Voting on all matters unless the Municipal Conflict of Interest Act prohibits it;
- xix) Declining to put to a vote any motion which contravenes this Procedure By-law;
- xx) Calling Members to order;
- xxi) Ordering a Member, or any other person from the Meeting, in accordance with this Procedure By-law;
- xxii) Adjourning the Meeting when the business of the Meeting has concluded;
- xxiii) Authenticating, when necessary, by their signature, all by-laws, resolutions, and minutes; and,
- xxiv) Recessing the meeting after two (2) hours has passed since the last recess, unless there is unanimous consent to continue without such.

51. Acting Mayor

- a) When the Mayor is absent through illness or absent from the Municipality, the Deputy Mayor & Regional Councillor serves as Acting Mayor.
- b) The Acting Mayor has, and may exercise all the rights, powers, and authority of the Mayor as Head of Council.
- c) In the event that both the Mayor and Deputy Mayor & Regional Councillor are absent through illness or absence from the Municipality, an alternate Acting Mayor is determined as follows:
 - i) The alternate Acting Mayor is the Ward Councillor in ascending order of Ward number for each calendar month, starting with Ward 1, following the organization of Council in each new term of Council, based on their availability.
 - ii) The Clerk will prepare a calendar outlining the monthly assignment of alternate Acting Mayors in accordance for the term of Council for distribution to Council Members, CAO, and Commissioners.
 - iii) Where a Councillor is not available to serve as alternate Acting Mayor, the alternate Acting Mayor will be the next available Councillor in ascending sequential order.

- iv) Availability is to be provided in writing to the Clerk, and the Clerk's determination of an alternate Acting Mayor is final.
- v) The Clerk provides, as required, Notice by electronic mail to Council Members, CAO, and Commissioners when the Acting Mayor and alternate Acting Mayor assume the duties of the Mayor.
- vi) The alternate Acting Mayor has all the rights, powers, and authority of the Mayor as Head of Council.

52. Members

- a) Members are responsible for, where applicable:
 - i) Attending scheduled Meetings;
 - ii) Carefully considering and making decisions about Meeting business, including seeking information and advice from staff prior to and during a Meeting;
 - iii) Voting on motions put to a vote;
 - iv) Respecting the rules of order in this Procedure By-law;
 - v) Listening attentively, participating in a Meeting and not interrupting, unless to raise a Point of Order or Point of Personal Privilege, as set out in this Procedure By-law;
 - vi) Remaining silent in their seats while Council or a Committee votes and until the Chair announces the result of the vote;
 - vii) Refraining from using any offensive, disrespectful or unparliamentary language about any Member, municipal employee, Meeting attendees and Council or a Committee as a whole;
 - viii) Respecting and following the decisions of Council or a Committee;
 - ix) Respecting the confidentiality of matters discussed in closed session Meetings and not disclosing the subject or substance of these discussions unless authorized to do so;
 - x) Complying with the Chair's rulings and Council's decisions; and
 - xi) Complying with the Council Code of Conduct.
- b) If a Member disobeys a rule in this Procedure By-law or a Chair's ruling:
 - i) After the first occurrence, the Chair calls the Member to order.
 - ii) After the second occurrence, if the Member continues to disobey this Procedure By-law or the Chair's ruling, the Chair will immediately order the Member to leave his/her seat and observe the Meeting from the audience for the remainder of the Meeting.

- iii) Any Member other than the Offending Member may appeal the Chair's ruling in ii), and Council or a Committee may overturn or uphold the Chair's ruling. Should the Chair's ruling be overturned, the Offending Member may return to his/her seat.
- iv) If the Offending Member informs the CAO or a Commissioner that they wish to apologize, the Clerk will inform the Chair of the Member's request.
- v) At the next available opportunity in the Meeting, the Chair will allow the Offending Member to return to their seat to apologize to Council or a Committee. The apology will not include additional comments or debate by the Offending Member or by Council or a Committee.
- vi) After an apology is made by the Offending Member, Council or a Committee may consent to allow the Offending Member to return to the Meeting.
- vii) Should at any point the Offending Member create a disturbance while seated in the audience in ii), the Chair will order the Offending Member to leave the Council chamber or meeting room.
- viii) Council cannot appeal and the Offending Member cannot seek an apology from Council for the Chair's ruling in vii).
- ix) If the Offending Member refuses to leave his/her seat or leave the Council chamber or meeting room in vii), the Chair may request the CAO to contact security or Police for assistance.

53. Attendees

- a) The Chair may expel or exclude any person who disrupts a Meeting, and request security and/or Police assistance in doing so.
- b) No persons, other than Council Members and Town staff, are permitted to approach the area where Council and staff are seated.
- c) Attendees will submit all materials for Council through the Clerk.
- d) Attendees are responsible for:
 - i) Maintaining order and not heckling, or engaging in conversations, displaying placards or props or any behaviour that may be considered disruptive;
 - ii) Speaking respectfully at all times;
 - iii) Ensuring all personal digital devices are turned off or set to a silent mode during a Meeting;
 - iv) Using recording, broadcasting or streaming devices respectfully, and should the Chair direct it, moving or

ceasing to use recording, broadcasting or streaming devices.

54. Right of Public Input & Notice

- a) The public has the right to have input and receive Notice on Council's decision-making process. The methods for doing so include: writing to Council through the Clerk; submitting a petition; speaking at an Open Forum; or speaking as a deputation at a Council, Committee of the Whole or other Committee. The public will receive Notice in accordance with the requirements of legislation and this Procedure By-law.

55. Rules of Debate

- a) The Chair maintains a list of Members who have requested to speak or ask questions. The Chair designates Members to speak or ask questions in the order in which they appear on the list.
- b) A Member may speak a total of three (3) times on the same matter for up to five (5) minutes each time. This allotment of time is exclusive of the time required to clarify statements made by the Member and staff responses to questions raised.
- c) The mover and seconder of a motion have the opportunity to speak first to a motion.
- d) When a Member is speaking, no interruptions are permitted except to raise a Point of Order or a Point of Personal Privilege as set out in this Procedure By-law. Clarification on matters is made through the Chair.
- e) Members' comments are relevant to the matter of business before Council or a Committee. Members should avoid comments intended to be statements or assertions.
- f) Members express themselves succinctly without repetition.
- g) Questions may be asked only of:
 - i) The Chair;
 - ii) Staff;
 - iii) A previous speaker; and,
 - iv) A deputation.

56. Point of Order

- a) A Member may interrupt the person who has the floor to raise a Point of Order when such Member feels that there has been:
 - i) A deviation or departure from this Procedure By-law; or
 - ii) A deviation from the matter under consideration and the current discussion is not within the scope of the proposed motion.

- b) Upon hearing such Point of Order, the Chair decides and states their ruling on the matter.
- c) Upon hearing the Point of Order ruling, a Member only addresses the Chair for the purpose of appealing the Chair's decision to the Council or a Committee.
- d) If no Member appeals, the decision of the Chair is final.
- e) If a Member appeals the Chair's ruling to the Council or a Committee, the Member has the right to state their case, the Chair has the right to reply and the Council or Committee decides the question "That the decision of the Chair be sustained" without further debate. The decision of the majority of the Members of the Council or a Committee who are present is final.

57. Point of Personal Privilege

- a) A Member may rise at any time on a Point of Personal Privilege where such Member feels that the health, safety, rights, or integrity of their own person, the Council, a Committee or anyone present at the Meeting has been called into question by another Member or by anyone present at the Meeting.
- b) Upon hearing such Point of Personal Privilege, the Chair decides and states their ruling on the matter.
- c) Where the Chair rules that a breach of Privilege has taken place, they demand that the offending Member or individual apologize and, failing such apology, requires said Member or individual to vacate the Meeting room for the duration of the Meeting.
- d) With the exception of providing an apology, the Member addresses the Chair for the purpose of appealing the Chair's ruling of a breach of Privilege to the Council or a Committee.
- e) If no Member appeals, the decision of the Chair is final.
- f) If a Member appeals the Chair's ruling to the Council or a Committee, the Member has the right to state their case, the Chair has the right to reply and the Council or Committee decides the question "That the decision of the Chair be sustained" without further debate. The decision of a majority of the Members who are present at the Meeting of Council or Committee is final.

Part 5 – Motions

58. Motions – Impact on Corporate Resources

- a) The CAO will advise on the appropriate means of disposition for matters that make an impact on administration.
- b) Council is not required to pass a motion that makes an impact on corporate resources where a matter:
 - i) Has already been approved by Council;
 - ii) Is considered by the CAO to be minor in nature; and/or,

- iii) Falls within existing service levels.

59. Motions in General

- a) Every motion in any Meeting of Council or Committee requires a mover and a seconder, subject to the following:
 - i) Committees with 3 or fewer Members only require a motion to be moved.
- b) When duly moved and seconded, every motion, other than a motion to adjourn, recess, table or suspend the rules of this Procedure By-law, is open for discussion.
- c) No debate is permitted on any motion or amending motion until it has been properly seconded.
- d) A motion or amending motion may not be withdrawn without the consent of the mover and seconder.
- e) The Chair of a Meeting of Council or a Committee will not move or second a motion.
- f) All Members of Council or a Committee will vote on all motions except in the instance where the Member refrains from voting on an issue due to the conflict of interest declaration in the matter by the Member. If any Member does not vote, they will be deemed as voting in the negative (except where prohibited from voting by statute).
- g) Where a motion to adjourn, recess, table or suspend the rules of this Procedure By-law has been made, until such motion has been decided upon, there will be no discussion by a Member of Council or a Committee on the matter proposed to be adjourned recessed, tabled or suspended.
- h) When a motion is under debate, no other motion may be considered except for the following motions, to be considered in the listed order of priority:
 - i) To recess;
 - ii) To adjourn;
 - iii) To defer (i.e., postpone) the motion under consideration to a definite date;
 - iv) To defer (i.e., postpone) the motion under consideration indefinitely;
 - v) To table a motion;
 - vi) To refer the motion under consideration to a sub-committee for a report; and,
 - vii) To amend the motion under consideration.

60. Motion to Recess

- a) A motion to recess when other business is before the Meeting :

- i) Specifies the length of time of the recess; and,
- ii) Is not to be debatable and is only to be amendable with respect to the length of the recess.

61. Motion to Adjourn

- a) A motion to adjourn means to end a Meeting, and:
 - i) Is not to be amendable; and,
 - ii) Is not to be debatable.

62. Motion to Defer (i.e., postpone)

- a) A motion to defer to a certain time or date:
 - i) Is open to debate as to advisability of postponement; and
 - ii) May be amended as to the time or date to which the matter is to be deferred.

63. Motion to Table

- a) A motion to table means to postpone a matter without setting a definite date for future discussion of a matter. A tabled motion that has not been decided on by Council during the term of Council in which the motion was introduced is deemed to have been withdrawn:
 - i) Is not to be amended or debated; and
 - ii) Applies to the motion and any amendments thereto under debate at the time when the motion to table was made.
- b) A tabled motion is deemed to have been withdrawn if it has not been decided by the Council or a Committee either in the affirmative or the negative during the term of the Council or a Committee in which the motion was introduced.

64. Motion to Refer

- a) A motion to refer a matter under consideration to a Committee or to staff means to direct a matter under discussion by Council or a Committee to staff or another Committee for further examination or review:
 - i) Is to be open to debate and may be amended;
 - ii) Includes the terms on which the motion is being referred and the time at which the matter is to be returned; and
 - iii) Includes the reasons for the referral.

65. Motion to Amend

- a) A motion to amend means to alter a motion in a germane manner:
 - i) Is to be open to debate; and,

- ii) Is to be relevant to the main motion.
- b) If it is not considered a “Friendly Amendment,” then the motion to amend:
 - i) If more than one, will be put to a vote in the reverse order to that in which they were moved;
 - ii) Will be decided upon or withdrawn before the main motion is put to the vote;
 - iii) Will not be amended more than once, provided that further amendments may be made to the main motion; and,
 - iv) Will not be directly contrary to the main motion.

66. Motion “To Put the Question to a Vote” or “To call the Vote or Question”

- a) Any Member may request the Chair “To put the question to a vote” or “To call the vote or question” by presenting a motion that the question “now be put to a vote” means to stop debate and immediately proceed to vote on the motion. A motion to put the question to a vote must:
 - i) Be seconded;
 - ii) Is not open to debate;
 - iii) If supported by a majority of the Members present, the original question is immediately put to a vote without debate.

67. Withdrawal of Motion

- a) A request to withdraw a motion:
 - i) May only be made by the mover of the motion;
 - ii) Requires consent of the seconder of the motion; and,
 - iii) Is in order any time during the debate.

68. Reconsideration of a Matter

- a) Committee of the Whole (or by Council, if the matter is considered by Council directly) cannot reconsider a matter until 90 days have passed from the date of the matter’s original disposition by Council, except upon a vote in the affirmative of Two Thirds of the Members present.
- b) Other Committees cannot reconsider a matter until 90 days have passed from the date of the matter’s original disposition except upon a vote in the affirmative of Two Thirds of the Members present.
- c) In a) and b), “considered” means matters for which the Members at the Meeting have decided upon, and does not include the receipt of information where no action has been sought or taken.

69. Motion Containing Two or More Matters

- a) When the motion under consideration concerns two or more matters, the Chair, upon the request of any Member, will direct that the vote upon each matter be taken separately. Such request may also be made by the Chair.

70. Voting

- a) After a motion is finally put to a vote by the Chair, no Member speaks to it nor will any other motion be made until after the vote is taken and the result has been declared.
- b) All Members of Council or a Committee will vote on all motions. Failure by any Member to announce their vote openly and individually, including an “abstention,” is deemed to be a vote in the negative.
- c) Each Member present and voting announces or indicates his/her vote upon the motion openly and individually, and no vote is taken by ballot, or any other method of secret voting.

71. Tie Vote

- a) Any motion on which there is a tie vote is deemed to be lost.

72. Recorded Vote

- a) A recorded vote is only permitted at Council Meetings and only when a Member requests a recorded vote at Council. All Members present at the Meeting shall vote unless they have declared a conflict of interest with respect to that item. The Clerk records each Member’s vote in the minutes.
- b) A Member of Council’s failure to participate in a recorded vote when they have not declared a conflict of interest is deemed to be a negative vote.
- c) A recorded vote at Council Meetings will be taken as set out as follows:
 - i) Each Member indicates their vote by using the electronic voting equipment device in addition to raising their hand when called on by the Chair to vote in favour or in opposition to the matter.
 - ii) Should the electronic voting equipment be unavailable, as described in clause i), each Member announces their vote openly, and the Clerk records their vote in the minutes. Votes are called in an order based upon the seating of the Members, moving clockwise around the Council Chambers, beginning with the mover of the motion. Notwithstanding this order, the vote in every case ends with the Mayor; or,
- d) Notwithstanding recorded votes, a record or notation of a Member’s opposition to an issue is not recorded in any Meeting minutes.

- e) Recorded votes will not be permitted in a Meeting that is closed to the public or at Council Public Planning Meetings.

That By-laws Number 2015-50, 2016-43 and 2017-75 be hereby repealed;
and,

That this By-law come into force on March 3, 2020.

Read a first, second and third time, and enacted on March 2, 2020.

John Taylor, Mayor

Lisa Lyons, Town Clerk