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**THE CORPORATION OF THE TOWNSHIP OF GREATER MADAWASKA**

**BY-LAW NUMBER 24-2023**

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Being the Procedure By-law of Greater Madawaska

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**WHEREAS** section 238 of the *Municipal Act, 2001, S.O. 2001, Chap 25*, as amended provides that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

**AND WHEREAS** the *Emergency Management and Civil Procedure Act, R.S.O. 1990, C.E.9* as amended requires every municipality to develop and implement an emergency management program and to adopt the same by by-law;

**AND WHEREAS** the Municipality wishes to exercise its authority and satisfy its obligations provided for in the said Acts as it relates to its procedure;

**NOW THEREFORE** the Council of the Corporation of the Township of Greater Madawaska **ENACTS AS FOLLOWS:**

**1. SHORT TITLE**

**1.1 Citation**

This by-law may be referred to as the "Procedure By-law" or the "Procedural By-law".

**2. DEFINITIONS**

The following terms shall have the meanings assigned to them by the *Municipal Act* and the *Emergency Management and Civil Procedure Act* as amended;

- (a) "Committee";
- (b) "Local Board";
- (c) "Meeting";
- (d) "Emergency"

**2.1 Ad Hoc Committee**

"Ad Hoc Committee" means a committee appointed by Council from time to time, to act on a temporary or singular issue and shall be discontinued by Council when recommendations upon the specified initiative or matter have been provided and dealt with by Members of Council and further recommendations are no longer required and/or upon the date established by Council to terminate the Ad Hoc Committee.

**2.2 CAO**

"CAO" means the Chief Administrative Officer of the Township designated by by-law.

**2.2 Clerk**

"Clerk" means the Clerk of The Corporation of the Township, appointed by Bylaw.

**2.3 Closed Meeting**

"Closed Meeting" means a session of Council, Committee of the Whole or a Committee, which is closed pursuant to section 239 of the *Municipal Act*.

**2.4 Committee Chair**

"Committee Chair" means the Chair of a Committee.

- 2.5 Committee of the Whole**  
“Committee of the Whole” means committee composed of all members of Council.
- 2.6 Council**  
“Council” means the Council of the Township, which was elected by the registered voters or members who have been appointed by virtue of a vacancy.
- 2.7 Delegation**  
“Delegation” means an individual or an organization addressing Council about a specific item on the agenda of a meeting that falls within the body’s jurisdiction but does not include those speaking to a bylaw for which a public hearing has been held or is scheduled.
- 2.8 Deputy Mayor**  
“Deputy Mayor” means the member of Council appointed to act as Head of Council with all of the powers, duties, rights and obligations of the Mayor, as well as other duties as assigned, in the absence of the Mayor and/or at the request of the Mayor.
- 2.9 Electronic Meeting**  
Electronic meeting means a meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or another means as determined by the CAO/Clerk-Deputy Treasurer), and with or without in person attendance.
- 2.10 Emergency Management Act**  
“Emergency Management Act” means the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9*, as amended.
- 2.11 Emergency Meeting**  
“Emergency Meeting” means a meeting called to deal with an emergency or extraordinary situation.
- 2.12 E-Participation**  
“E-Participation” means communication at a public meeting by electronic means (including, but not limited to, audio teleconference, video teleconference, or another means as determined by the CAO/Clerk-Deputy Treasurer), and with or without in person attendance.
- 2.13 Grave Disorder**  
“Grave Disorder” means the Mayor or Chair does not have order or order cannot be restored.
- 2.14 Local Newspaper**  
“Local Newspaper” means a newspaper having general circulation in the Municipality and may include the “on-line” version posted on the internet.
- 2.15 Local Radio Station**  
“Local Radio Station” means a radio station which can be locally received using AM or FM frequencies.
- 2.16 Majority of Council**  
“Majority of Council” or “Majority of Committee”, as the case may be, means more than 50% of the Members present, except as otherwise expressly provided in this by-law.
- 2.17 Majority vote**  
“Majority vote” means, except as otherwise expressly provided in this by-law, a simple majority of the votes cast (ie. more than 50% of the Members present)
- 2.18 Mayor**  
“Mayor” means the Head of Council.

**2.19 Mayor - Ex-officio**

“Mayor – Ex-officio” means the Mayor shall be an ex-officio Member of all Council Committees and may participate and vote on all questions before the Committee but shall not be counted in the calculation of quorum.

**2.20 Motion** – means a question to be considered by the Council, which is moved, seconded, presented, read by the Chair. When motion is adopted, it becomes a resolution.

**2.21 Member**

“Member” means a member of the Council, including the Mayor, or a member of a committee.

**2.22 Municipality**

“Municipality” means the Township of Greater Madawaska.

**2.23 Notice of Motion** – means an advance notice to Members of Council of a matter on which Council will be asked to take a position on.

**2.24 Presiding Officer**

“Presiding Officer” means the person appointed by a majority of the members present to preside over the meeting in the absence of the Mayor and Deputy Mayor.

**2.25 Presentation**

“Presentation” means an address to Council at the request of Council or the Chief Administrative Officer, by a person, a level of government or agency, or other body on a specific matter.

**2.26 Publish**

“Publish” means posting on the Municipal website/portal and posting in the Municipal Office. Publish may also include publishing in a daily or weekly newspaper that, in the opinion of the CAO/Clerk-Deputy Treasurer, has such circulation within the Municipality as to provide reasonable notice of those affected thereby, and may include broadcasting on a local radio station. “Publishing, published, publication and posting” have corresponding meanings.

**2.27 Quorum**

“Quorum” subject to any other applicable statutory provisions, is:

- (i) in the case of Council, a majority of Council Members
- (ii) in the case of a Committee, a majority of Committee Members.

The Presiding Officer, if present, is a Member to be included in determining a quorum.

**2.28 Recommendation**

“Recommendation” means a decision of a Standing Committee, Committee-of-the-Whole or sub-committee thereof that is being forwarded to Council for consideration and approval.

**2.29 Recorded Vote**

“Recorded Vote” means the recording of the names and votes of every Member voting on any matter or question.

**2.30 Resolution**

“Resolution” means a formal determination made by Council or a Committee on the basis of a motion, duly placed before a regularly constituted Council or Committee meeting for debate and decision, and duly passed.

**2.31 Special Meeting**

“Special Meeting” means a meeting other than a regularly scheduled meeting called pursuant to the *Municipal Act* or the provisions of this by-law.

**2.32 Standing Committee**

“Standing Committee” means the standing committees of the Council of The Township.

**2.33 Township**

“Township” means the Township of Greater Madawaska.

**3. GENERAL PROVISION**

**3.1 Meeting Rules Authority**

The Procedure By-law shall govern the calling, place, and proceedings of meetings of the municipality. Where inconsistencies exist, the 11<sup>th</sup> edition of “*Robert’s Rules of Order*” will be the meeting rules authority which governs the said proceedings.

**4. MEETINGS**

**4.1 Inaugural Meeting**

The date of the inaugural meeting of the new Council of the municipality shall be determined by the Clerk and the inaugural meeting shall occur no later than 31 days after its term commences.

The meeting is organized by the Clerk.

**4.2 Regular Meetings**

The regular meetings of Council shall be held in the Council Chambers at 19 Parnell Street, Calabogie at 3:00 PM on the third Thursday of the month.

Council shall not meet in regular session in the month of July.

The December regular meeting shall be held on the first Thursday of the month.

Council may, by motion, alter the date and/or time of a regular meeting provided that adequate notice of the change is published or broadcast in a manner approved by Council. Publishing means posting notice on the Municipal Website/Portal and may also include advertising in a local newspaper.

The Municipal Clerk or designate, as appointed by by-law, shall be in attendance at all regular and special Council Meetings.

The annual schedule of Council meetings shall be posted on the Township website/portal and updated as required.

**4.3 Special Meetings**

**a) Special Meetings – Head of Council**

In addition to Public Meetings, the Mayor may at any time summon a Special Meeting of Council by giving direction to the Clerk stating the date, time and purpose of the Special Meeting.

**b) Special Meeting – Members of Council**

Upon receipt of a petition of the majority of the members of Council, the Clerk shall summon a Special Meeting for the purpose and at the time mentioned in the petition.

**c) Special Meeting – Notice by Clerk**

The Clerk shall give all Members of Council notice of a Special Meeting of Council at least twenty-four (24) hours before the time appointed for such a

meeting. The notice may be given by telephone, email, or personal contact. The written or verbal notice shall indicate the nature of the business to be considered, date, time and place of the Special Meeting. No business other than that indicated in the written or verbal notice shall be considered at the Special Meeting. The Clerk shall post the agenda of a Special Meeting at the Township Office and/or post on the Township's website/portal and circulate to members of Council at least twenty-four (24) hours before the Special Meeting.

**d) Special Meeting – Creation of Agenda**

All agenda items for Special Council meetings shall be forwarded to the Clerk at least two (2) business days prior to the meeting insofar as practical. Person(s) wishing to make a delegation shall only do so for regular Council meetings. Delegations at Special Council meetings are only permitted if approved by the Mayor and CAO.

**4.4 Emergency Meeting – Notice Not Required**

Notwithstanding any other provision of this by-law, an Emergency Meeting may be held, without written notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk or her/his designate to notify the Members of the Meeting as soon as possible and in the most expedient manner available.

The Clerk will post notice of the meeting at the Township Office in a timely manner, before or immediately after the meeting. Posting may include posting the agenda of an Emergency Meeting at the Township Office and/or posting on the Township's website/portal.

**4.5 Committee of the Whole**

Committee of the Whole meetings may be called as required by Council or by the Clerk.

**4.6 Meeting to Consider Applications Under the Planning Act**

Meetings held to consider applications under the Planning Act or to obtain Public input may be called as required by Council, the Clerk or designate.

**4.7 Meetings to Consider Public Comment**

Where Council directs otherwise, a meeting for the purpose of receiving Public comments on any matter; or where Council directs a meeting shall be held pursuant to the provisions of the act or any other Act, a public meeting shall have a time limit of two hours unless extended, with the approval of the majority of all members of Council present at the meeting prior to the time limit; in any event the meeting shall adjourn within four hours.

**4.8 Notice of Meetings to the Public**

Insofar as practicable, notice to public of all Regular and Committee of the Whole meetings shall be posted on the Municipal Website/Portal by 12:00 PM on the Monday prior to the meeting.

**4.9 Location of Meetings**

All meetings of Council shall be held within the Council Chambers located at the Municipal Office, 19 Parnell Street, Calabogie, Ontario or at such place as Council may from time to time determine and give notice of. In the event of an Emergency declared by the Head of Council or any other Lead Agency as identified with the *Emergency Management Act* within the confines of a declared emergency, where the Municipal Office is not accessible, the Council shall be asked to meet at an identified location accessible by Members of Council.

Committee meetings may be held in Council Chambers or other locations within the Township as deemed appropriate by the Committee provided that proper notice is given.

**4.10 Meetings Open to Public**

**a) Record**

All Council Meetings open to the public and closed to the public shall be recorded by the Clerk without note or comment on all resolutions, decisions and other proceedings.

Audio recordings of open session of Council meetings shall be for the primary purpose of making the recordings available to the public through the Township YouTube Channel.

Audio recordings of closed session meetings of Council shall be for the primary purpose of making the recordings available to an investigator from the Ombudsman's office (or other official closed meeting investigator appointed by Council in accordance with the *Municipal Act*) in the event of a formal investigation of a closed meeting complaint.

**b) Livestream**

Public can attend in person meetings at 19 Parnell. In the event that the Public cannot attend in person meetings; all council meetings may be livestreamed to allow access.

**4.11 Closed to Public Meetings of Council and Committees – In Camera**

A meeting or part of a meeting of Council or its Committees of Council and Local Boards, where applicable may be closed to the public as provided for under section 239(2) and (3) and (3.1) of the *Municipal Act*.

**4.12 Confidential Matters**

No members and no staff shall disclose any confidential matters.

**4.13 Recording Equipment**

Members of the public, including accredited and other representatives of any news media, may use cameras, electric lighting equipment, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record proceedings. These devices may not be used in such a way as to obstruct the proceedings of the meeting.

**4.14 Communication devices – public meeting**

Every member of Council or Committee as well as staff and the public shall disable the audible signals of their communications devices during a Council or Committee meeting and refrain from usage of said devices while the meeting is in progress.

**4.15 Communication devices – closed meetings**

Every member of Council and every member of staff attending a closed meeting shall not communicate via email, text, telephone or other electronic method during a closed meeting and the provisions of 4.13 apply.



## **5. PUBLIC HEARING**

### **5.1 Public Hearings of Council - Agenda**

The Clerk, or designate, in accordance with the applicable Department, shall prepare the necessary agenda for the public meeting, which could include, but is not limited to, a hearing for an Official Plan or zoning amendment, requirements under the Notice By-law, or for the purpose of municipal licensing appeals.

The meetings may be scheduled for the second (2<sup>nd</sup>) Thursday of each month at 3:00 p.m., unless by direction of the CAO/Clerk another meeting date and time are required to meet the legislative time frames. Staff shall advise Council of a Public meeting in a timely manner.

### **5.2 Public Hearings of Council**

The Clerk, or designate, shall record the date, time, place, reason for meeting, and persons in attendance who provide comment, together with the following:

- (1) Chair to confirm reason for the convening of the public meeting;
- (2) Chair to confirm public notice of meeting;
- (3) Chair to request anyone wishing to receive notice of the adoption of the by-law is to leave their name and address with the Clerk or designate (if necessary);
- (4) Chair to outline the procedures for the meeting;
- (5) Chair to call on Clerk or designate for an explanation of the proposed amendment (if necessary);
- (6) Chair to call on the Clerk or designate to identify written correspondence received;
- (7) Chair to call on comments from staff;
- (8) Chair to call on comments from the public of those opposed or in favour;
- (9) Chair to call on comments from Council; and
- (10) Chair to declare the public meeting adjourned.

## **6. DISCLOSURE OF PECUNIARY INTEREST**

### **6.1 Disclosing - Member Responsibility**

All Members shall govern themselves at any Meeting in accordance with the current legislation respecting any disclosure of pecuniary interest they may have in accordance with the "*Municipal Conflict of Interest Act*". Each Member shall identify and disclose any pecuniary interest.

### **6.2 Member - Leave Meeting - Closed Meeting**

Where the meeting is not open to the public, the Member shall immediately leave the Meeting or the part of the meeting during which the matter is under consideration.

### **6.3 Member – Absent From Meeting**

Where a Member is absent from a meeting which includes a matter on which they have a pecuniary interest, the Member shall disclose this interest at the next public meeting attended and complete the Declaration of Pecuniary Interest Form found in Appendix A.

### **6.4 Declaration – Recorded - Minutes**

A member shall provide in advance of a meeting any declaration of pecuniary interest to the Clerk. The member will read from a written statement, on the form in Appendix A, the declaration of pecuniary interest and general nature thereof at the meeting and provide a copy of the declaration to the Clerk during the meeting. The Clerk shall record the declaration of pecuniary interest in the Minutes. The Clerk shall add the declaration to the

register and post the declaration on the Township website/portal, where the meeting is open to the public.

## **7. CALLING MEETINGS TO ORDER AND QUORUM**

### **7.1 Order and Quorum**

As soon after the hour fixed for holding of the meeting and with a quorum present, the Presiding Officer shall take the Chair and call the meeting to order.

If no quorum is present fifteen minutes after the time appointed for a meeting of the Council, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting of Council, either regular, special or emergency.

If during the course of a meeting a quorum is lost, the meeting will stand recessed, not ended to reconvene at the next regularly scheduled Council meeting or at such other time and place as the Presiding Officer shall announce.

### **7.2 E-Participation in Electronic Meetings**

Members of Council are permitted to participate in a meeting remotely, via electronic video conferencing means, in the event:

- i) the Township of Greater Madawaska is in a declared emergency as defined by the *Emergency Management and Civil Protection Act, R.S.O. 1990*.
- ii) the Township of Greater Madawaska has a significant weather event
- iii) the member is ill or injured.
- iv) the member has been duly appointed to an external advisory role such as AMO, ROMA, FCM or EORN, etc.
- v) the member is away from the Township for personal reasons, in which case Members of Council are limited to attending four (4) meetings per year via electronic participation.
- vi) the meeting is a Public Hearing meeting as described in section five (5) of this bylaw.
- vii) the meeting is a Special Council meeting as described in section four point three (4.3) of this bylaw.

Members of Council shall have all the same rights and responsibilities as if they were in physical attendance.

A Member of Council who is participating electronically in a meeting shall be counted in determining whether a quorum of members is present at any point in time, and may participate electronically in any portion of a meeting that is closed to the public, and shall be entitled to vote by show of hand as if they were attending the meeting in person.

An electronic meeting may include a Closed Meeting, which shall be conducted in the absence of the public and media and in accordance with this Section. All Members of Council participating electronically in a Closed Meeting of any meeting of Council shall declare to the Chair or Mayor and Clerk that they are in a private room, where:

- i) no other persons can overhear the deliberations;
- ii) the internet connection is secure and not publicly accessible; and
- iii) it is strongly recommended that Members of Council wear earbuds or headphones.

In the event of an interruption in connectivity for a member that is participating electronically, the meeting will continue without the participant as long as quorum remains present and their absence will be noted in the minutes.

A member shall inform the presiding officer and the clerk should they turn off their video but continue to be present. Otherwise, they will be identified as absent.

Any Members of Council intending to participate electronically in a meeting shall notify the Clerk and/or Deputy Clerk by email prior to the meeting.

Members must inform the Clerk/Deputy Clerk of their departure prior to leaving the meeting to ensure that there is quorum.

Should the Presiding Officer lose connectivity, the Clerk shall ask the members to appoint a Presiding Officer from among the members that are physically present.

Staff participation via electronic means at meetings is at the discretion of the Chief Administrative Officer.

The member of Council/staff/delegation seeking to participate in the meeting electronically must do so using Zoom technology and by invitation only.

An electronic meeting shall permit public delegations, in accordance with section 11.2. The persons wishing to make the delegation must be in attendance at the Council meeting except, in extenuating circumstances when the Clerk approves a delegation may be permitted to be made electronically.

### **7.3 Emergency Electronic Meetings**

During any period where an “emergency” has been declared to exist in all or part of the municipality under section 4 or section 7.0.1 of the *Emergency Management and Civil Protection Act*, electronic meetings may be held subject to:

- a) a member of a council, of a local board or of a committee of Council who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and
- b) a member of a council, of a local board or of a committee of Council can participate electronically in a meeting that is closed to the public; and
- c) An electronic meeting may include a Closed Session, which shall be conducted in the absence of the public and media and in accordance with this Section. All members will be asked to confirm that they are alone in the room to ensure confidentiality.
- d) An electronic meeting shall not permit public delegations, except, in extenuating circumstances, by way of electronic submission received in advance of the meeting, which shall be submitted to the CAO/Clerk-Deputy Treasurer prior to the start of the Electronic Meeting, and insofar as feasible will be provided to members prior to the meeting.

## **8. ORDER OF BUSINESS**

### **8.1 Agenda – Content**

Agendas shall be generally formatted as follows but modification to the matters to be included or the order of business may be affected without requiring amendments to this by-law;

- i. Call to Order
  - a. Call to Order
  - b. O Canada
  - c. Land Acknowledgement
- ii. Adoption of Minutes
- iii. Declaration of Pecuniary Interest and the General Nature Thereof
- iv. Delegations/ Presentations
- v. Reports to Council:

- a. Facilities
- b. Environmental Management
- c. Public Works
- d. Protection Services
- e. Planning
- f. Finance and Administration
- g. Committees
- h. Library
- vi. Other Business/Announcements
- vii. Motions and Notice of Motion
- viii. Closed Meeting, If Required
- ix. Open Meeting, If Required
  - x. By-laws (including Confirmatory By-law)
- xi. Adjournment

The agendas for Committee meetings shall follow a similar order with necessary modifications.

The business of Council shall be considered in the order set forth on the agenda. The Presiding Officer, with the approval of Council, may vary the order in which the items are presented to better deal with matters before Council.

Every member of Council, all Department Heads, and any other municipal employee, as directed by the Chief Administrative Officer, shall attend each meeting of Council or shall advise the Clerk of his/her inability to attend.

## **8.2 Creation of Agenda**

The Clerk shall prepare and provide the agenda for Council and Committee of the Whole. All agenda items for Council and Committee of the Whole meetings shall be forwarded to the Clerk by 8:30 AM the Monday the week prior to the meetings.

Individuals or groups wishing to appear before a Regular Council or Committee of the Whole meeting shall advise the Clerk in writing by submitting a completed Delegation Request Form no later than 8:30am on the Thursday of the week prior to the meeting date.

## **8.3 Delivery of Agenda**

Insofar as practicable, Regular Council and Committee of the Whole agendas, along with supporting documentation shall be prepared and made available to members by 12:00 PM on the Friday prior to the meeting. The Clerk shall post the agenda of the Council Meeting at the Township Office and/or post on the Township's website/portal, insofar as practicable by 12:00 PM on Monday prior to the meeting for the public.

## **9. CONDUCT**

### **9.1 The Conduct of Proceedings at a Meeting**

It shall be the duty of the Head of Council or other Presiding Officer,

- a) to open the meeting by taking the chair and calling the members to order;
- b) to announce the business before Council in the order in which it is to be acted upon;
- c) to receive and submit, in the proper manner, all motions presented by members;
- d) to put to a vote all questions which are moved and seconded or necessarily arise in the course of the proceedings and to announce the result;
- e) to decline to put to vote motions which infringe upon the rules of procedure;
- f) to call by name any member persisting in breach of the rules or order of the Council thereby ordering the member to vacate the Council Chamber;
- g) to authenticate by signature all by-laws, resolutions and minutes of the Council;
- h) to enforce on all occasions the observance of order and decorum among the members;

- i) to recommend, appointment of Deputy Mayor, and the appointment of Members to services on Committees, for Council confirmation and approval, during the first Regular Council Meeting;
- j) to represent and support the Council, declaring its will and implicitly obeying its decisions on all things; to ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the municipal corporation;
- k) to adjourn the meeting without question in the case of grave disorder arising in the Council Chambers;
- l) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chamber where such behaviour persists;
- m) to adjourn the meeting when the business is concluded.
- n) may speak and/or vote on any question, but if the Presiding Officer wishes to make a motion, he/she shall first leave the Chair by designating the Acting Mayor, and if the Acting Mayor is absent, by designating another Member to act in their stead until they resume the Chair.

## **9.2 Conduct of Members of Council**

- (1) No Member shall:
  - a) Use offensive words or unparliamentary language in or against Council or against any member, staff or guest;
  - b) Disturb another, or the Council, staff, or guest, by any disorderly conduct disconcerting to the speaker or the assembly;
  - c) Speak on any subject other than the subject in debate;
  - d) Criticize any decision of Council except for the purpose of moving that the question be reconsidered;
  - e) Resist the rules of Council or disobey the decision of the Mayor or presiding officer or of Council on questions of order or practice or upon the interpretation of the rules of Council, subject to an appeal of the decision of the chair;
  - f) Leave a meeting without first obtaining permission from the Mayor or presiding officer;
  - g) Be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of the Council; until the next meeting and without making an apology to Council;
  - h) Pass between the member who has the floor and the Chair or interrupt him/her except to raise a point of order.
  - i) Not speak disrespectfully of the reigning sovereign or of any of the royal family or the Governor-General, the Lieutenant-Governor of any province, or any member of the Senate, the House of Commons of Canada, or the Legislative Assembly of the Province of Ontario.
  - j) Not be allowed to address Council or speak in debate without the permission of the Mayor or presiding officer.
  - k) Bring food into the Council Chambers or meeting unless so authorized by the Mayor and/or CAO
- (2) Every member prior to speaking to any questions or motion shall raise his/her hand and address the Presiding Officer. When two or more members indicate simultaneously that they wish to speak, the Mayor shall name the member who is to speak first.
- (3) Every member present shall vote unless prohibited by statute.
- (4) When a member is speaking to a motion, he/she shall confine his/her remarks to the motion and in speaking shall be limited to a maximum of five minutes.
- (5) A member may request the motion under debate to be read at any time during the debate but shall not interrupt a member who is speaking.

### **9.3 Conduct of Persons in Attendance**

No person in attendance at a meeting shall:

- (1) Address Council or Committee without permission from the Mayor or Chair;
- (2) Bring signage, placards or banners into such meetings or on the premises of Township Office;
- (3) Engage in any activity or behaviour that would affect the deliberations; nor
- (4) Bring food into the Council Chambers or meeting unless so authorized by the Mayor and/or CAO
- (5) Use offensive words or unparliamentarily language in or against Council or against any member, staff or guest;
- (6) Disturb another, or the Council, staff, or guest, by any disorderly conduct disconcerting to the speaker or the assembly;
- (7) Speak disrespectfully of the reigning sovereign or of any of the royal family or the Governor-General, the Lieutenant-Governor of any province, or any member of the Senate, the House of Commons of Canada, or the Legislative Assembly of the Province of Ontario.

### **9.4 Appointment of Deputy Mayor/ Alternate Member for Renfrew County Council**

Council shall appoint a member as Deputy Mayor by resolution, passed at the first Regular Council meeting of the new Council and the position is for the full term of Council.

Council shall appoint a member as the Alternate Member for Renfrew County Council representative of Greater Madawaska by resolution passed at the first Regular Council meeting of the new Council and the position is for the full term of Council.

### **9.5 Address of Councillors**

At meetings, members of Council shall be addressed as "Councillor (surname inserted)."

### **9.6 Address of Mayor**

At meetings, the Mayor shall be addressed as "Mayor (surname inserted)" or as "Your Worship."

### **9.7 Address of Staff**

At meetings, the Staff shall be addressed by their position title.

## **10. MINUTES**

### **10.1 Content**

Minutes shall record:

- a) the place, date and time of the meeting;
- b) the names of the Presiding Officer or Officers, and record the attendance of the members;
- c) the reading, if requested, correction and adoption of the minutes of prior meetings;
- d) all other proceedings of the meeting without notice or comment.

### **10.2 Included in Agenda**

Minutes of the last regular Council meeting of Council, all Special Council Meetings and all Public Meeting minutes held subsequent to the last regular meeting, shall be included in

the agenda and may be adopted by Council without having been read at the Meeting at which the question of their adoption is considered.

Should a Special meeting be held during or after final preparation of an agenda for an upcoming regular meeting, the minutes of those special meetings shall be scheduled at the next regularly scheduled meeting.

## **11. PRESENTATIONS/DELEGATIONS**

### **11.1 Presentation**

Persons requested by Council to present information verbally on matters. Presentations will be listed on agendas for Council or Committee of the Whole and shall be limited to speaking not more than thirty (30) minutes. This time limit may be expanded subject to approval by Council.

### **11.2 Delegation**

Persons wishing to address Council shall make application in writing to the Clerk, by completing the Delegation Information Sheet and Delegation Request Form found in Appendix B. Such application shall contain the subject matter to be discussed and the name, address and telephone number of a spokesperson chosen by the delegation to make the delegation.

The request will be reviewed by the Clerk and by the Head of the Department with which the request applies. The person making the request may be contacted to determine if the concern or issue can be resolved at a staff level. If necessary, the person making the request will be contacted for any additional follow up information and for scheduling the delegation date and time.

During the delegation comments from members of the delegation, other than the spokesperson, shall be prohibited unless and until the Presiding Officer has authorized such additional speakers. The delegation shall be permitted a maximum of (10) minutes to make the delegation unless and until the Presiding Officer has extended such time allotment. Any person addressing Council as a presenter shall state their name, and make their presentation. Following the delegation, the Presiding Officer may ask for questions for clarification from Council which shall be addressed by the spokesperson to the best of their ability.

The inclusion of a presentation on the Council Agenda shall be determined on a first come, first serve basis and regard shall be given to the length of the Agenda.

### **11.3 Number of Presentation/Delegation**

In consideration of time restraints, the number of Presentations and/or Delegations shall be limited to a maximum of three.

## **12. BY-LAWS**

### **12.1 Description - number of readings - listed on agenda**

All by-laws, together with a brief description and the notation of the number of readings required, shall be listed on the agenda for the meeting at which they are to be read.

### **12.2 Introduction - upon motion - title read**

Every by-law shall be introduced upon motion of a Member specifying the title of the by-law.

**12.3 Form – writing compliance - relevant Act**

Every by-law when introduced shall be in writing and shall comply with the provisions of any relevant Act.

**12.4 Readings - three - prior to passing**

Every by-law caption shall be read a first, second and final third time prior to it being passed and endorsed by the Council

**12.5 Purpose - effect - explained upon request**

Any Member may request that the purpose and effect of any particular by-law be explained, and the Clerk or any other Township Official having knowledge thereof may provide such explanation.

**12.6 Debate - amendment**

A by-law may be debated or amended before final adoption by Council.

**12.7 Passed - numbered - dated - signed - seal affixed**

Every by-law passed by the Council shall be numbered and dated and shall be sealed with the Seal of the Municipal Corporation and signed by the Mayor and the Clerk and shall be kept by the Clerk in the Clerk's office or any other place appointed for that purpose.

**12.8 Confirmation - conclusion of meeting**

At the conclusion of all regular and special meetings of the Council and prior to adjournment, a by-law shall be brought forward to confirm the actions of the Council at that meeting in respect of each motion, resolution and other action taken. A motion shall be put forward to Council to endorse all the by-laws presented including the Confirmatory by-law.

**12.9 Confirmation - introduction - voted on - without debate**

A Confirmatory by-law when introduced shall be taken as read and finally adopted upon debate and vote.

**13. MOTIONS/RESOLUTIONS**

**13.1 Notice of Motion**

Notice of all new motions shall be given by a Member in writing and delivered to the Clerk by noon on the Thursday of the week preceding the meeting at which the motion is to be introduced and a motion shall be printed in the agenda for the meeting of Council.

**13.2 Seconding**

A motion must be formally seconded before the Presiding Officer can record the question or the motion in the minutes.

**13.3 Call for a Vote**

When the Presiding Officer calls for a vote on a question, each member shall occupy his seat and shall remain in his place until the result of the vote has been declared by the Presiding Officer, and during such time no member shall walk across the room to speak to any other member or make any noise or disturbance. For members attending virtually there shall be no side conversations and/or side interactions between members.



#### **13.4 Unrecorded Vote**

The manner of determining the decision of the Council on a motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing or otherwise.

#### **13.5 Recorded Vote**

Where a vote is taken for any purpose and a member present requests a recorded vote before or immediately after the vote, all members present at the Council or committee meeting shall vote by voice or show of hands, unless otherwise prohibited by statute. Failure to vote by a qualified member shall be deemed a negative vote. The names of those who voted for and others who voted against shall be noted in the minutes. The Clerk will call the vote in the following manner:

- Member who called the vote will vote first
- Alphabetical order of Council by last names
- The Mayor shall vote last

The Clerk shall announce the results to the Council.

#### **13.6 Voting**

The Presiding Officer, unless otherwise disqualified to vote, may vote with the other members on all questions.

Except where expressly provided in statute, any question on which there is an equality of votes shall be deemed to be defeated.

Subject to Section 244 of the *Municipal Act*, no vote shall be taken by ballot, or any other method of secret voting and every vote so taken is of no effect.

#### **13.7 Motions Introduced Orally**

The following matters and motions with respect thereto may be introduced orally without leave, except as otherwise provided by these Rules of Procedure:

- a) a point of order or personal privilege;
- b) presentation of petitions;
- c) to move the previous question.

#### **13.8 Motions in Writing and Signed**

The following motions may be introduced without leave, but such motions shall be in writing and signed.

- a) to refer;
- b) to adjourn;
- c) to amend;
- d) to suspend the Rules of Procedure.

#### **13.9 Motions**

Except as provided by Clause 13.2 above, all motions shall be moved and seconded;

#### **13.10 Other Motions When Motion Under Debate**

When a motion is under debate, no other motion shall be in order except a motion:

- (1) To adjourn;
- (2) To proceed beyond the hour of 6:00 p.m.;
- (3) To put the question (to close the debate);

- (4) To postpone (defer);
- (5) To refer; or
- (6) To amend.

#### **13.11 Motion to Adjourn**

A motion to adjourn shall:

- (1) Not be amended;
- (2) Not be debated; and
- (3) Always be in order, except when a member is speaking, or the members are voting

#### **13.12 Motion to Proceed Past 6: 00 p.m.**

A motion to proceed beyond the hour of 6:00 p.m. shall:

- (1) Not be amended;
- (2) Not be debated;
- (3) Always be in order, except when a member is speaking, or the members are voting; and
- (4) Shall require a majority vote of those members present for the first hour and a unanimous vote for every hour thereafter; and should this not occur, the meeting shall automatically be adjourned.

#### **13.13 Motion to Defer to Subsequent Meeting**

This motion enables the deliberation of a substantive issue to be put off to a subsequent meeting and shall:

- (1) State the substantive issue and the date and/or time of the postponement;
- (2) Be debatable only with respect to the date and time;
- (3) Have a seconder;
- (4) Have amendments to the motion deferred restricted to the stated date/and or time; and
- (5) Be approved by majority.

#### **13.14 Motion to Amend**

A motion to amend, add to, delete from, or substitute words in the main motion shall:

- (1) Be presented in writing and seconded;
- (2) Be open to debate;
- (3) Not propose a direct negative to the main motion;
- (4) Be relevant to the main motion;
- (5) Have only one motion to amend the main motion at one time;
- (6) Have only one motion to amend a motion to amend the main motion at one time

#### **13.15 Motion to Refer**

A motion to refer is used to allow closer study of the subject. It is used to require a committee or staff to examine the matter under consideration in greater detail. A motion to refer a matter should include the name of the committee or official, etc. to whom the matter is to be referred and instructions respecting the terms upon which the matter is to be referred; and shall:

- (1) Be debatable (debate is restricted to the pros and cons of making the referral);
- (2) Be amendable; and
- (3) Be relevant to the main motion.
- (4) Have a seconder;

**13.16 Motion Not Within Jurisdiction**

A motion relating to a matter not within the jurisdiction or beyond Council's power of authority is not in order and shall not be entertained by the Chair.

**13.17 Disposition of Motion**

Every motion in Council must be voted on and either carried, defeated, withdrawn, or deferred before any other motion (other than a motion to amend) can be introduced, deferred, amended, etc. If a motion is to be withdrawn it must be done so with the permission of Council or Committee as the case may be.

**14. MOTION FOR RECONSIDERATION**

**14.1 Reconsideration**

- (a) The purpose of a Motion for Reconsideration is to suspend all action that the original motion would have required until the reconsideration is acted upon. Any resolution, by-law, or matter that has previously been adopted by Council may be reconsidered by Council subject to:
  - (i) a Notice of Motion must be introduced according to the procedures for notices of motion;
  - (ii) debate on the question must be confined to reasons for or against;
  - (iii) such motion must be supported by a majority vote of the Members of Council before the matter to be reconsidered can be debated;
  - (iv) a motion to reconsider shall not be considered more than once in any twelve-month period.

(b) Voting on prevailing side can on request Motion for Reconsideration

**15. NOTICE OF MOTION**

- (a) A Notice of Motion shall:
  - (i) be in writing;
  - (ii) include the name of the mover;
  - (iii) advise Council that the motion described therein shall be an agenda item at the next Council meeting unless stipulated for an alternate date.
- (b) When a Member’s notice of motion has been called from the Presiding Officer and it has not been seconded, it shall be dropped from the agenda and it shall be deemed to have been withdrawn.

**16. EFFECTIVE DATE**

This by-law shall become effective upon the date of enactment.

Where any by-law passed prior to this by-law conflicts with this by-law, the terms of this by-law shall prevail.

By-law No. 17-2023 is hereby repealed.

**READ** a first and second time this 20th day of April, 2023.

**READ** a third time and passed this 20th day of April, 2023.

\_\_\_\_\_  
Rob Weir  
Mayor

\_\_\_\_\_  
Robin Emon  
Deputy Clerk

**APPENDIX A  
BY-LAW 24-2023**

**Declaration of Pecuniary Interest**

I, Mayor/Councillor \_\_\_\_\_, declare a pecuniary interest on

the Council/Committee Agenda of

\_\_\_\_\_, Item Number \_\_\_\_\_, Item

Title \_\_\_\_\_ for the following

reason:

---

Mayor/Councillor Signature

Date of Declaration: \_\_\_\_\_

For an “indirect pecuniary interest” see Section of the *Municipal Conflict of Interest Act*.

For a “deemed” direct or indirect pecuniary interest see Section 3 of the *Municipal Conflict of Interest Act*.

**APPENDIX B  
BY-LAW 24-2023**



**DELEGATION INFORMATION SHEET**

Council welcomes the opportunity to hear from citizens and community groups. If you wish to address Council, you are welcome to submit a request for review.

**HOW DO I BECOME DELEGATION?**

Send a letter/fax/email to the Clerk outlining the reason and topic of your request to speak to Council. Include a completed Delegation Request Form (see attached). Your request will be reviewed by the Clerk and by the Head of the Department with which your request applies. You may be contacted to determine if your concern or issue can be resolved at a staff level. If necessary, you will be contacted for any additional follow up information and for scheduling your delegation date and time. Please note that information contained on the form, including any attachments, will become public documents as part of the Council agenda package and meeting recordings.

**MEETING TIMES/LOCATIONS**

Council meetings are held on the third Thursday of the month at 3:00. Council meetings are formal meetings, covered by the media and open to the public.

No delegations will take place at Special Council Meetings or Emergency Electronic Meetings unless approved by the Mayor and CAO.

Meetings are held in Council Chambers and/or via Zoom and live streamed on the Township's YouTube Channel. If Zoom participation is required as a result of Council Protocols, or at your request, you will be provided with a link to the Zoom meeting, prior to the scheduled meeting.

**RULES FOR DELEGATION**

You will be given up to ten minutes to address Council. Council may ask questions after the delegation. Groups are asked to have one appointed speaker. Parliamentary procedure will be followed, and coarse language or criticism of individuals will not be tolerated (there is no "parliamentary immunity" against slanderous or libelous statements). Further details are provided on the next page, as per By-law 24-2023 Section 11.2

**HOW DO I GET INFORMATION TO COUNCIL?**

Information provided to the Clerk will be circulated to members of Council prior to the meeting as part of the agenda package. Information can also be shared during the meeting through zoom screen sharing if required.

**HOW MANY TIMES CAN I BE A DELEGATION?**

You may appear once before Council on any given issue. If there is significant new information or lapse of time, exceptions may be permitted by submitting a request to the Clerk.

**HOW WILL MY CONCERN BE ADDRESSED?**

If you are requesting action of Council, the issue will be considered at the time or at a subsequent Council meeting. If required, staff will conduct research and prepare information for review by Council at a subsequent meeting. You will be notified of any decisions regarding your concerns.

Please contact the Clerk for further information – we look forward to hearing from you!

**Excerpt from By-law 24-2023 (Procedural By-law) which provides more details on the delegation procedure:**

**11.2 Delegation**

Persons wishing to address Council shall make application in writing to the Clerk, by completing the Delegation Information Sheet and Delegation Request Form found in Appendix B. Such application shall contain the subject matter to be discussed and the name, address and telephone number of a spokesperson chosen by the delegation to make the delegation.

The request will be reviewed by the Clerk and by the Head of the Department with which the request applies. The person making the request may be contacted to determine if the concern or issue can be resolved at a staff level. If necessary, the person making the request will be contacted for any additional follow up information and for scheduling the delegation date and time.

During the delegation comments from members of the delegation, other than the spokesperson, shall be prohibited unless and until the Presiding Officer has authorized such additional speakers. The delegation shall be permitted a maximum of (10) minutes to make the delegation unless and until the Presiding Officer has extended such time allotment. Any person addressing Council as a presenter shall state their name, and make their presentation. Following the delegation, the Presiding Officer may ask for questions for clarification from Council which shall be addressed by the spokesperson to the best of their ability.

The inclusion of a presentation on the Council Agenda shall be determined on a first come, first serve basis and regard shall be given to the length of the Agenda.

**Please fill out and return to the Clerk at:**  
**Township of Greater Madawaska, 19 Parnell St, Calabogie, ON, K0J 1H0**  
**Fax: 613-752-2617**  
**Email: [clerk@greatermadawaska.com](mailto:clerk@greatermadawaska.com)**

- I have read and understand the contents of the Delegation Information Sheet.
- I have read and understand the "Rules for Delegations" as included on the Delegation Information Sheet.
- I understand that the information contained on this form, including any attachments, will become public documents, as part of the Council agenda package and meeting recordings.

Name of Organization/Person: \_\_\_\_\_

Name of Speaker(s): \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Topic: \_\_\_\_\_

Is there a specific request that Council will be asked to consider? If yes, please provide the request.

\_\_\_\_\_  
\_\_\_\_\_

Do you require any special equipment (ie: PowerPoint Projector/Screen)?  Yes  No

If yes, please specify: \_\_\_\_\_

Have you submitted information to be shared with Council?  Yes  No

If yes, please specify: \_\_\_\_\_

**For office use only:**

Date Delegation Request Form was Submitted: \_\_\_\_\_

Confirmed Meeting Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_