The Corporation of the
Township of South-West Oxford

By-law No. 71-2026

A By-law to Provide Rules to Govern the Calling, Place and Proceedings of Meetings of Council and Committees (Procedural By-law)

WHEREAS section 238(2) of the *Municipal Act, 2001, c. 25*, as amended, requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

Now Therefore the Council of the Township of South-West Oxford enacts as follows:

1.0 Short Title

1.1 This By-law shall be known and referred to as the "Procedural By-law" or "Procedure By-law".

2.0 Definitions

2.1 **"Act"** means the *Municipal Act, 2001, c. 25*, as amended, from time to time.

2.2 **"Acting Mayor"** means the Councillor acting in the absence of the Mayor in accordance with this By-law.

2.3 **"Chair"** means the person presiding at a meeting, and includes the Mayor, Acting Mayor, or Committee Chair or such other person as may be authorized to preside in their absence, and who is charged with the responsibility to decide questions and points of order, preserve order and maintain decorum in the proceeding. The Chair, except where disqualified, shall vote on all questions.

2.4 **"Clerk"** means the Clerk of the Corporation of the Township of South-West Oxford, or their designate.

2.5 **"Closed Session"** means a meeting or part of a meeting not open to the public in accordance with section 239 of the Act.

2.6 **"Conflict of Interest"** means a direct or indirect pecuniary interest in accordance with the Municipal Conflict of Interest Act or a non-pecuniary interest in accordance with the Code of Conduct for Members of Council.

2.7 **"Committee"** means any advisory committee, or other committee, subcommittee or similar entity established and appointed by Council.

2.8 **"Council"** means the Council of the Corporation of the Township of South-West Oxford.

2.9 **"Decorum"** means behaviour that, in the opinion of the Chair, promotes an atmosphere of respect during a meeting.

2.10 **"Delegation"** means an appearance before Council or a Committee by an individual, group, organization, or representative to address a matter within its jurisdiction. The individual, group, organization, or representative making the Delegation may also be referred to as a Delegate.

2.11 **"Electronic Meeting"** means a meeting called and held in full or in part via electronic means (including, but not limited to teleconference, video teleconference, or via means of the internet), and with or without in person attendance.

2.12 **"Electronic Means"** means the method and technology used for an electronic meeting, which shall be determined by the Clerk.

2.13 **"Force Majeure"** means an event beyond the reasonable control of the Township that materially prevents or impairs the ability to hold or conduct a meeting in accordance with this By-law, including an emergency, natural disaster, severe weather event, fire, flood, power or telecommunications failure, cyber incident, evacuation, pandemic, labour disruption or another comparable event.

2.14 **"Grave disorder"** means conduct or circumstances occurring during a meeting that materially disrupt, or create a reasonable risk of materially disrupting, the orderly, safe, or effective conduct of the meeting, including, but not limited to:

a) actual or threatened violence, intimidation, or harassment;
b) persistent disruptive conduct after direction from the Chair to cease;
c) conduct that prevents Council or the Committee from continuing its business;
d) refusal to comply with a lawful direction to leave after being expelled for improper conduct; or
e) circumstances creating an immediate safety or security concern in or near the meeting place.

Grave disorder does not include respectful disagreement, criticism of Council or staff, or the expression of an unpopular view, unless accompanied by other conduct that meets the threshold for grave disorder.

2.15 **"Mayor"** means the Head of Council and the Mayor of the Township of South-West Oxford.

2.16 **"Meeting"** means any regular, special or other meeting of Council or a Committee, 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 or the Committee.

2.17 **"Member"** means a Member of Council or of a Committee of the Township of South-West Oxford and shall include the Mayor.

2.18 **"Motion"** means a resolution of Council or a recommendation of a Committee that is under debate by Council or a Committee. The term motion may be used interchangeably with the term resolution.

2.19 **"Notice of Motion"** means a motion provided to the Clerk, in writing, by a Member, requesting the inclusion of the motion on a meeting agenda.

2.20 **"Point of Order"** means a Member calling attention to any breach of the rules of order or conduct pursuant to this Procedural By-law; any defect in the constitution of a meeting; the use of improper, offensive, or abusive language; the fact that a matter under discussion is outside the scope of the proposed motion; or any other informality or irregularity in the proceedings of the meeting.

2.21 **"Point of Privilege"** means a Member calling attention to a matter relating to statements that challenge the integrity of Council, a Committee, or an individual Member; matters affecting an individual Member, including statements made during a meeting that specifically name the Member, comments regarding the Member's character, or an incorrect record of the Member's participation in a meeting contained in minutes approved in the Member's absence; or matters affecting the rights and privileges of Council or a Committee, including the accuracy of published reports of its proceedings, the conduct of officers, employees, or visitors, and the comfort of Members with respect to heating, ventilation, lighting, or noise.

2.22 **"Presentation"** means an informational address, report, briefing, or ceremonial acknowledgement made to Council by an invited or authorized representative of a government body, public agency, board, commission, stakeholder organization, association, or other organization, for the purpose of providing information, recognizing an event or achievement, or supporting a Council agenda item. A

Presentation is not a Delegation and is not subject to the delegation request process unless otherwise directed by the Clerk or Council.

2.23 **"Quorum"** means a majority of the whole number of Members of Council or of a Committee.

2.24 **"Recorded Vote"** means the recording of the name and vote of every Member voting on any matter or question during a Council meeting.

2.25 **"Resolution"** means a formal decision or a carried motion voted on by council.

2.26 **"Township"** means the Corporation of the Township of South-West Oxford.

3.0 General Provisions

3.1 The rules and procedures contained in this By-law shall be observed in all proceedings of Council and of Committees.

3.2 If not provided for in this By-law, resort shall be had to Robert's Rules of Order (latest edition) for guidance, in the absence of which the decision of the Chair shall be final subject to an appeal at the time of the ruling by a majority of Members present.

3.3 The rules and procedures of this By-law may be waived by a two-thirds vote, with the exception of rules or procedures that are required to be followed by law.

3.4 Any reference to a Member of Council in this By-law shall include the Mayor. Any reference to the Mayor shall also include, where context requires, the Acting Mayor, or the Chair.

3.5 Despite any other provisions of this By-law, where Council or a Committee convenes for the purpose of holding a hearing, the provisions of the statute and the Statutory Powers Procedure Act, as amended or re-enacted from time to time, shall govern the hearing, as applicable.

3.6 In the event of a conflict between the provisions of this By-law and the provisions of a Provincial or Federal statute or other legislation, the applicable legislation shall prevail, to the extent of the conflict.

4.0 Meetings

Inaugural Meeting

4.1 The inaugural meeting of the Council of the Township of South-West Oxford after a regular election shall be held on November 15 at 6:30 p.m. in the year of the

election and should November 15 fall on a Friday, Saturday, or Sunday, the inaugural meeting shall be held on the following Tuesday.

4.2 The agenda for the Inaugural Meeting of Council shall include, (a) Filing of Certificates and Declarations (Oaths) of Office, and (b) Address by the Mayor, and (c) Confirmatory By-law.

4.3 The inaugural meeting shall be held in the Council Chambers at the Township of South-West Oxford Municipal Office.

Regular Meetings of Council

4.4 Council shall meet in Regular Session in Council Chambers at the Township of South-West Oxford Municipal Office on the first Tuesday of each month commencing at 9:00 a.m., and on the third Tuesday of each month commencing at 6:30 p.m.

4.5 In July and August of each year, there shall only be one meeting per month, and shall take place on the second Tuesday of the month at 9:00 a.m.

4.6 Council may, by resolution, alter the date and/or time, and/or location of a regular meeting.

4.7 The Clerk shall, on or before the first meeting in December of each year, present to Council the schedule of Regular Council Meeting dates for the following year.

Special Council Meetings

4.8 Special Council Meetings may be called by the Mayor at any time, with forty-eight (48) hours' notice to the Clerk and Members of Council, and may be open or closed in accordance with the Municipal Act and this By-law.

4.9 Special Council Meetings may be called by the Clerk upon receipt of a petition of majority of Members of Council, not less than forty-eight hours after the petition has been received.

4.10 A petition may be received by way of electronic communication by a majority of Members of Council.

4.11 The calling of a Special Council Meeting, whether by the Mayor, or through a petition of majority of Members of Council, shall state the business to be considered at the Special Meeting and no business other than that stated in the notice or petition shall be considered at the meeting.

4.12 Despite any other provision of this By-law, a Special Council Meeting may be held without notice to deal with an emergency, provided that attempts have been made to reach all Members and notice has been placed on the Township website.

Closed Meetings

4.13 Closed Meetings may be held in accordance with the rules and procedures set out in the *Municipal Act.*

4.14 No use of recording functions or devices of any kind are permitted during a Closed Meeting except those operated by the Township.

4.15 The response of Members to inquiries about any matter dealt with at a Closed Meeting, prior to it being reported publicly, shall be "no comment", or words to that effect.

4.16 Despite section 4.15, upon the public reporting of any Closed Meeting agenda item, by motion or resolution in open session, an individual Member may express their own personal position on the item but shall not refer to or discuss the specific positions or opinions (written or verbal) of any other Members or Township staff.

4.17 Agendas and any agenda items including staff reports, correspondence or materials supplied to the Township to accompany any agenda items for a Closed Meeting shall not be released to the public, unless authorized by resolution of Council.

4.18 Council shall not hear Delegations, or meet with any individual, group, organization, or representative in a Closed Meeting.

4.19 Despite section 4.18, any individual, group, organization, or representative retained or requested by Township staff may attend a Closed Session.

4.20 Closed Meetings may be referred to as 'in-camera meeting(s)' or 'in-camera sessions'.

Electronic Meetings

4.21 Meetings, including a Closed Meeting, may be conducted electronically.

4.22 A Member of Council attending and present during a meeting, who participates via electronic means, shall be counted for the purposes of quorum at the

commencement and at any point in time during the meeting and shall be entitled to vote as if they were attending the meeting in person.

4.23 Council Members must have their video enabled while participating via electronic means. No virtual backgrounds are permitted for Members of Council. Except for where disqualified, during voting, Members of Council shall raise their hand clearly when appearing by video to show their vote when called for by the Mayor.

4.24 A Member of Council that declares a pecuniary or conflict of interest shall disable their audio and video during the discussion of the relevant item and shall enable their audio and video once the item has been addressed.

4.25 Except during a declared emergency, or where otherwise permitted under this By-law, a Member of Council shall not participate in meetings via electronic means for a period exceeding three consecutive months without prior authorization by resolution of Council.

4.26 Delegations, planning applicants, participating staff, and Members of the public may attend meetings via electronic means by notifying the Clerk no later than 12:00 p.m. on the day prior to the meeting to obtain access details.

4.27 The Clerk, or their designate, shall have authority to remove any unauthorized person(s) who attempt to join a meeting via electronic means.

4.28 A Member of Council participating via electronic means during a Closed Meeting, shall take all reasonable steps to ensure the confidentiality of their surroundings.

4.29 In the event of a technical failure during a meeting, including the disconnection of a Member participating via electronic means, Council may recess for a reasonable period of time to permit staff to attempt to restore the Member's electronic participation. Where the Member is unable to rejoin the meeting, the inability of the Member to continue participating shall not affect the validity of the meeting or any decision made, provided that quorum is maintained. Where quorum is lost as a result of one or more Members disconnecting via electronic means or leaving the meeting, the Chair shall recess the meeting for up to fifteen (15) minutes to allow quorum to be restored. If quorum is not restored within that time, the meeting shall stand adjourned to the next regular meeting date, unless otherwise provided by resolution.

Livestream and Recording of Meetings

4.30 If the livestream of a Council meeting is interrupted, Council may recess for up to fifteen (15) minutes to allow staff to restore the livestream. If the livestream

cannot be restored within that time, the meeting may proceed, and a recording of the meeting may be made available following adjournment.

4.31 Meetings conducted solely for the purposes of holding a closed session, may not be livestreamed.

4.32 In certain circumstances, the ability to livestream or record a meeting may not be possible.

Quorum

4.33 The Chair shall call the meeting to order as soon as there is a Quorum present at the time appointed to commence the meeting.

4.34 If a Quorum is not present within fifteen (15) minutes after the time appointed, the meeting shall stand adjourned until the time appointed for the next meeting and the Clerk shall record the name of the Members present at the expiration of fifteen (15) minutes.

Responsibilities of the Chair at a Meeting

4.35 The Chair shall:

a) Preside at all Meetings.
b) Preserve order and decorum.
c) Rule on Points of Order subject to an appeal at the time of the ruling and, if requested, cite the rule or authority applicable.
d) Rule on Points of Privilege subject to an appeal at the time of the ruling, and shall cite the applicable rule or authority upon request.
e) Announce the business according to the order of business listed on the agenda.
f) Put to vote all resolutions which have been moved and seconded, and to announce the result by noting whether the resolution was 'Carried' or 'Lost'.
g) Decline to put to vote all resolutions which infringe the rules of procedure or are beyond the jurisdiction of Council or Committee of Council.
h) Adjourn the meeting when business is concluded, or, in the event of force majeure, or, where necessary because of grave disorder arising in the Council Chamber, without question.
i) Hold the authority to recess a meeting at any time, and if recessed, provide a set time to reconvene.

4.36 If the Chair wishes to present or move a motion, the Acting Mayor shall assume the Chair for the period necessary for the Chair to present or move the motion.

Curfew

4.37 Meetings commencing at 9:00 a.m. shall have a curfew of 4:00 p.m., however with a simple majority vote of Council, business may be conducted until 4:30 p.m. Under no circumstances shall any business be dealt with after 4:30 p.m.

4.38 Meetings commencing at 6:30 p.m. shall have a curfew of 10:00 p.m., however with a simple majority vote of Council, business may be conducted until 10:30 p.m. Under no circumstances shall any business be dealt with after 10:30 p.m.

Public Notice of Meetings

4.39 Public notice of meetings shall be provided by publishing the meeting schedule on the Township website at the beginning of each calendar year. The meeting schedule shall include the date, time, and location of the meeting and shall be subject to change, as necessary.

4.40 Where possible, public notice of a meeting shall be published in the form of an agenda, on the Township website by 12:00 p.m. on the Friday prior to the meeting date.

4.41 Despite section 4.40, an emergency meeting may be held, without written notice, to deal with an emergency situation, provided that an attempt has been made by the Clerk, or their designate, to notify the Members about the meeting as soon as possible and in the most expedient manner available. No business, except business dealing directly with the emergency situation shall be transacted at an emergency meeting.

4.42 Despite section 4.40, the failure to post an agenda on the Township's website shall not affect the validity of the meeting or any actions lawfully taken during the meeting.

4.43 Public Notice of an electronic meeting shall include sufficient information as to provide the public with the ability to reasonably access and/or otherwise observe, by such means identified in the notice, the open session of the electronic meeting.

5.0 Agendas

Regular Meeting Agendas

5.1 Agendas for regular meetings of Council shall be provided to Members of Council by 12:00 p.m. (noon), four (4) days preceding the meeting. Should four (4) days preceding the meeting fall on a public holiday, or a day where the Township is closed for business, the agenda shall be provided to Council by 5:00 p.m., five (5) days preceding the meeting.

Special Meeting Agendas

5.2 Agendas for special meetings of Council, shall be provided to Members of Council at a time to be determined by the Clerk, and shall provide as much time as reasonably possible after the calling of a special meeting.

Order of Business

5.3 The order of business shall be listed on the Regular Meeting Agenda as follows, if applicable:

1. Call to Order

   Once a quorum is present after the scheduled meeting time, the Chair shall call the meeting to order, and the Clerk shall record the Members in attendance.

2. Approval of Agenda
3. Disclosures of Pecuniary Interests and General Nature Thereof

   A Member who has a direct or indirect pecuniary interest in a matter before Council shall declare the interest and comply with the Municipal Conflict of Interest Act, as amended.

4. Minutes of the Previous Meeting(s)

   Draft minutes of each Council meeting shall be included with the regular agenda for Members' review. Council may approve the minutes as presented or amended. Once approved, the minutes shall be signed by the Mayor and Clerk.

5. Business Arising

The Clerk, or their designate, shall prepare a report highlighting the Council decisions from the previous meeting, and the actions taken to by staff on the decisions.

6. Delegations, Presentations, and Public Meetings

   Any person may provide written notice to the Clerk or their designate to request an opportunity to address Council on a matter within the Township's jurisdiction that requires action or provides information relevant to Township business.
   Public Meetings shall be held in accordance with the applicable legislation.

7. Staff Reports

   Staff reports shall be submitted to the Clerk no later than 12:00 p.m. (noon), six (6) days preceding a regular Council meeting.

8. Information Items and Correspondence

   Includes information brought forward by a Member for discussion or consideration, and any resolution from another municipality in which has been requested by a Member to be placed on the agenda.

9. Accounts Payable Report

   Accounts Payable report shall be presented and include any expenditures exceeding $50,000.

10. Notices of Motion

11. By-laws and Agreements

    A copy of each proposed by-law shall be included with the Council agenda.

12. Items of Community Interest

    An opportunity for Members to announce happenings or events taking place in their respective ward, or that of which they plan to participate.

13. Closed Session

    Council may move into a closed meeting session in accordance with section 239 of the Municipal Act.

14. Report from Closed Session

15. Confirmatory By-law

16. Adjournment

At this point in the meeting, the Chair may call for a motion to adjourn.

5.4 Despite section 5.3, the Mayor and/or Chair may vary the order of business to better deal with matters before Council.

5.5 Despite section 5.3, the order of business for a special meeting of Council may be limited to the agenda sections necessary to consider the matter or matters for which the special meeting was called.

Information and Correspondence Items

5.6 Upon receiving resolutions from other municipalities, the Clerk, or their designate, shall prepare a list for circulation to Members bi-weekly.

5.7 A Member may request any resolution from a municipality to be placed on the agenda at the next Regular Meeting for discussion or informational purposes and Council may consider any item by way of resolution.

5.8 Resolutions or correspondence received from any municipality located within Oxford County, including the County of Oxford, shall be automatically added to the agenda under 'Information Items and Correspondence'.

6.0 Delegations

6.1 Any person wishing to appear as a Delegation regarding a matter on the agenda shall submit a Delegation Request Form to the Clerk not later than 12:00 p.m. (noon) on the day preceding the regular meeting.

6.2 Any person wishing to appear as a Delegation regarding a matter that is not on the agenda shall submit a Delegation Request Form to the Clerk not later than 5:00 p.m. on the Wednesday preceding the regular meeting.

6.3 Despite sections 6.1 and 6.2, the Clerk shall give due consideration to the length of the agenda and number of Delegation requests and may postpone a Delegation to a subsequent meeting.

6.4 The Clerk may require additional information to be submitted by the Delegation prior to confirming their placement on the agenda.

6.5 Delegations shall not be heard at special meetings of Council, Closed Meetings of Council and/or training sessions.

6.6 The Clerk shall refuse a delegation where:

a) The matter falls outside the scope of responsibility and scope of jurisdiction of Council.
b) The request was submitted by a candidate nominated for an upcoming federal, provincial, local municipal, or local school board election.
c) The request was submitted for the sole purpose of generating publicity, or marketing for a private event for a business or commercial enterprise. Events that are sanctioned for or by the Township of South-West Oxford shall be exempt.
d) There has been, or will be, at least one (1) public meeting held to give the public an opportunity to make a delegation in person or provide written submissions on the matter.
e) The matter has been before or is to be considered by Council for the County of Oxford, or a Committee of Council for the County of Oxford.
f) The matter has previously been decided by Council during its current term.
g) An existing By-law, policy, or legislation provides a process to deal with the matter.
h) The individual has previously addressed Council on the same matter during the current term of Council.

6.7 No Delegations shall be permitted on the following topics:

a) Labour management disputes or personnel issues.
b) Tenders, Requests for Proposals, or other procurement issues.
c) Claims or potential claims against the municipality.
d) Litigation or potential litigation, including matters which are before or under the jurisdiction of any court or any administrative tribunals affecting the municipality unless the matter is referred to Council by the said court or administrative tribunal.

6.8 In the event that Delegation request is refused, the Clerk shall provide to the person(s) in writing the reason(s) for refusal with a copy provided to Council.

6.9 By way of a Notice of Motion, a Member of Council has the right to request that a Delegation that has been refused by the Clerk be authorized to appear before Council at the next regular meeting.

6.10 Delegations are limited to a time period of under fifteen (15) minutes, including the time required to respond to questions of Council, except in the case of statutory public hearings where procedural rules or guidelines are otherwise set forth.

6.11 Any Delegation wishing to show an electronic presentation at a meeting shall submit the presentation material to the Clerk by 5:00 p.m. six (6) days preceding

the meeting. Materials submitted by the required deadline are subject to review by the Clerk and shall be included in the agenda package distributed to Council and made available to the public as part of the published agenda. Any presentation material submitted to the Clerk or displayed at a meeting shall form part of the public record, subject to applicable privacy, confidentiality, and access to information legislation.

6.12 The Clerk may review all presentation material in advance and may recommend to Council that the presentation not be shown publicly, be modified or redacted, or be postponed to a later meeting or deferred indefinitely where the Clerk determines that the material is inappropriate, confidential, contains personal information, is defamatory, discriminatory, offensive, unrelated to the matter before Council, outside the jurisdiction of the municipality, or may expose the municipality to legal risk.

6.13 Delegations shall not:

a) Speak disrespectfully of or to any person(s).
b) Use offensive words or profanity.
c) Speak on any subject other than the subject for which they have received approval to address Council.
d) Disobey a decision of Council.
e) Enter into cross debate with other Delegations, staff or Members of Council.

6.14 At the discretion of the Clerk, written delegations may be placed on the agenda to accommodate an individual who is unable to attend a Council meeting. Where a written delegation is accepted, and placed on the agenda, the written delegation shall consist of a defined request of Council on behalf of the delegate.

7.0 Notices of Motion

7.1 A Notice of Motion shall be given by a Member of Council in writing to the Clerk prior to 5:00 p.m. six (6) days preceding the date of the meeting at which it will be introduced.

7.2 A Notice of Motion shall include the proposed motion and a brief explanation supporting it. A Notice of Motion introduced by a Member of Council during a meeting shall be deemed to have been given and shall be placed on the agenda for the next regular meeting. This allows the Notice of Motion to be published in advance, providing Members of Council and the public with an opportunity to review and consider the matter and raise any questions before it is considered.

7.3 A Member of Council may introduce a motion without notice if granted by Council resolution with two-thirds majority.

7.4 A Member of Council may withdraw a Notice of Motion orally before the motion is read or introduced.

8.0 Proceedings

Conduct and Decorum of Members

8.1 No Member shall:

a) Speak disrespectfully of any Member, member of staff, or any other person.
b) Use indecent, offensive, or insulting language.
c) Speak to issues of no importance to the motion being debated.
d) Disobey or resist the rules and procedures.
e) Criticize a decision of Council, except for the purpose of moving reconsideration.

8.2 A Member who is called to order shall immediately cease to speak.

8.3 The Chair may expel a Member for improper conduct at a meeting, subject to an appeal at the time of the ruling. If appealed by a Member, Council shall decide the matter, without debate, by majority vote, and its decision shall be final.

8.4 A Member that has been expelled shall not retake their seat until the next meeting.

8.5 The Chair may unilaterally suspend the meeting until order is restored.

Conflict of Interest

8.6 Members shall declare Conflicts of Interest in accordance with the Municipal Conflict of Interest Act and the Code of Conduct for Members of Council.

8.7 Subject to any exceptions contained within the Municipal Conflict of Interest Act, where a Member has a Conflict of Interest in any matter and is present at a meeting at which the matter is the subject of consideration, the Member shall:

a) Prior to any consideration of the matter at the meeting, disclose the interest and general nature thereof.
b) Not take part in the discussion of, or vote on, any motion in respect of the matter.

c) Not attempt in any way whether before, during, or after the meeting to influence the voting on any such question.

8.8 Where a Member has a Conflict of Interest in any matter and is absent at a meeting at which the matter is the subject of consideration, the Member shall disclose the Conflict of Interest at the next meeting attended by the Member.

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

Motions and Rules of Debate

8.10 An agenda item may be presented prior to a motion being read for consideration, but the Chair shall call for a motion to be moved and seconded before being discussed or debated by Council.

8.11 After a motion is seconded, the mover of the motion shall be assigned the floor to offer the rationale for the motion.

8.12 When more than one Member signifies an intention to speak, the Chair shall designate the order of speaking and the Member who has the floor.

8.13 When speaking, Members shall address the Chair.

8.14 Members are encouraged to speak only once on the same motion and no Member shall speak to any motion for longer than ten (10) minutes.

8.15 After a motion is seconded, it may be withdrawn by the mover at any time before the decision with the permission of Council or the Committee.

8.16 A motion to defer is debatable and shall include instructions respecting the terms upon which it is to be postponed.

Amendments to Motions

8.17 An amendment to a motion may be made, provided it is germane to and not contrary to the intention of the main motion.

8.18 Only one motion to amend an amendment to the question will be allowed and any further amendment must be to the main motion.

8.19 No more than two amendments may be outstanding at any one time.

8.20 With the consent of the mover and seconder, a substitute motion may be used to streamline the meeting and avoid the need to formally amend the original motion.

8.21 Where the motion under consideration contains separate propositions, they shall, at the request of any Member, be put to vote separately.

8.22 Amendments shall be put to the vote in the reverse order to that in which they are moved, and every amendment shall be decided or withdrawn before the main motion is put to vote.

8.23 If the Chair is of the opinion that a motion is contrary to these rules, they shall so inform the Member, and shall cite the rule or authority applicable in ruling the matter out of order.

8.24 Any Member may require a motion under discussion to be read at any time during debate, but not so as to interrupt a Member.

8.25 After the motion is put to vote, no Member shall speak to the motion nor shall any other motion be made until the result of the vote has been declared.

8.26 When the Chair is putting a motion to the vote, no Member shall leave their seat or make any noises or disturbances.

Reconsideration of a Motion

8.27 A motion to reconsider is required to bring back for further consideration a motion or report which has already been voted on during the term of Council.

8.28 A motion to reconsider shall only be in order when a Member who previously voted in the majority moves the motion to reconsider.

8.29 Where the original motion was defeated as a result of a tie, a motion to reconsider may be made by any Member.

8.30 A motion to reconsider shall be adopted by two-thirds majority of the Members present.

8.31 No motion or report shall be reconsidered more than once at any Meeting.

8.32 A motion to reconsider is not debatable, although the mover of the motion may express their rationale for the motion to reconsider, without debating the merits of the issue to be reconsidered.

8.33 If a motion to reconsider is adopted, the original motion shall be the next item of business and shall be treated as if it had not been previously voted on, unless the motion to reconsider specifies a future date for debate.

8.34 A motion shall not be reconsidered more than once during the current term of Council, and a motion to reconsider shall not be reconsidered.

Points of Order

8.35 The Chair shall preserve order and decide all questions of order. If appealed by a Member, Council shall decide the matter, without debate, by majority vote, and its decision shall be final.

Voting

8.36 Every Member present when a motion is put to vote shall vote thereon, unless disqualified from voting thereon due to a Conflict of Interest or by any Act.

8.37 The Chair, except where disqualified from voting, shall vote with the other Members on all motions.

8.38 Any motion on which there is a tie vote, shall be deemed a negative vote.

8.39 A Member may request at any time before the taking of the vote that the vote be recorded, and each Member present, except a Member who is disqualified from voting, shall announce their vote openly and the Clerk shall record each vote. The order of voting shall be determined and called for by the Clerk.

8.40 A recorded vote may not be requested if Council has moved to another item on the agenda.

8.41 A failure to vote by a Member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

8.42 No vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.

8.43 The Chair shall announce the result of every vote.

Adjournment

8.44 A motion to adjourn shall always be in order and shall be decided without debate.

Conduct and Decorum of Members of the Public

8.45 Members of the public attending a Meeting shall respect decorum and refrain from outbursts, shouting, or behaviors intended to disrupt the debate, discussion and/or general proceedings of the Meeting.

8.46 Members of the public shall not speak unless called upon and addressed to speak by the Chair.

8.47 The Chair may expel any person for improper conduct at a Meeting.

8.48 The Chair may unilaterally suspend the meeting until order is restored.

9.0 Minutes

9.1 The Clerk, or their designate, shall prepare the minutes for all Council and Committee Meetings, and shall record:

a) The date, time, and location of the meeting.
b) The name of the Chair and the names of the Members in attendance.
c) Any Conflicts of Interest that have been declared.
d) All resolutions, decisions, and other proceedings without note or comment.
e) Any recorded votes.
f) The time of adjournment.

9.2 The minutes of each Meeting shall be presented at the next regular Meeting for approval. In the event that corrections are considered to be in order for the minutes of the previous meeting(s), it shall be considered appropriate to adopt the minutes as amended.

9.3 The minutes of Closed Session Meetings shall be presented at the next Closed Session Meeting for approval. In the event that corrections are considered to be in order for the minutes of the previous Closed meeting(s), it shall be considered appropriate to adopt the minutes as amended.

9.4 It shall not be necessary to read the minutes where a copy of the minutes from the previous meeting(s) have been provided to Members with the circulation of the agenda.

9.5 When the minutes have been adopted, they shall be signed by the Chair for the meeting, and the Clerk or their designate.

10.0 Alternate Mayor for Upper-Tier Council and Acting Mayor

10.1 At the first meeting following the Inaugural Meeting, Council may appoint, by By-law, a Member of Council (to be referred to as the Alternate Mayor) to serve on the upper-tier council in the absence of the Mayor, in accordance with the *Municipal Act.*

10.2 The Alternate Mayor shall serve for the duration of the Council term unless the appointment is revoked or the seat becomes vacant.

10.3 The process for selecting the Alternate Mayor shall be as follows:

a) The Clerk shall include an item on the agenda for the first meeting of Council following the inaugural meeting, specifying the need to appoint an Alternate Mayor.
b) Members of Council may nominate themselves or another eligible Member of Council for the role of Alternate Mayor. Nominations shall be moved and seconded and adopted by a majority of Members present.
c) Should there be more than one nominee, Council shall vote to select the Alternate Mayor. The Clerk shall administer the voting process, and the Member receiving the majority of votes shall be appointed as the Alternate Mayor.
d) The Member nominated to serve as the Alternate Mayor shall also be appointed to serve as Acting Mayor for the term of Council.
e) The Acting Mayor shall be appointed to act in place of the Mayor to preside at meetings when the Mayor is absent, refuses to act, or the office is vacant. While so acting, the Acting Mayor has all the powers and duties of the Mayor with respect to the role of presiding at meetings.
f) If the Acting Mayor does not wish to Chair, then the duty shall be assigned to a Member through a motion of Council, and shall be adopted by a majority of Members present.
g) Upon arrival of the Mayor at a meeting, the Acting Mayor shall immediately relinquish the Chair.

10.4 If the position of Alternate Mayor becomes vacant during the term of Council, Council may appoint a new Alternate Mayor in accordance with the procedure outlined in section 10.3. The appointment shall take effect immediately upon the passing of the by-law appointing the new Alternate Mayor.

11.0 Committees of Council

11.1 Council may, from time to time, establish special-purpose advisory committees to consider matters within specified areas of interest or jurisdiction. Each advisory committee shall act under the authority and direction of Council and shall not be established until Council has approved its Terms of Reference.

11.2 The Mayor shall be considered 'ex-officio' on all Committees, and shall be able to vote, but shall not be counted towards quorum.

11.3 Unless otherwise provided by law, By-law, or Council policy, the appointment of non-Council Members to an advisory committee or board shall be made by Council using one or more of the following methods:

a) Upon the recommendation of Council, staff, or another authorized body;
b) Through a public call for applications; or
c) By any other process Council considers appropriate

11.4 All non-Council appointments shall be subject to final approval by Council.

11.5 All appointments of Members to external agencies, boards and/or committees shall be by resolution of Council, and an appointment by-law shall be prepared where necessary.

12.0 Effective Date and Repeal

12.1 This By-law shall come into force and take effect on the final date of passing.

12.2 By-law No. 25-2025 is hereby repealed.

READ a First and Second time this 3rd day of November, 2026

READ a Third time and finally passed this 3rd day of November, 2026.

Mayor: David Mayberry

Clerk: Denny Giles