

**The Corporation of the  
Township of South-West Oxford**

**By-law No. 25-2025**

**A By-Law to govern the calling,  
place and proceedings of meetings  
of Council and Committees  
(Procedural By-law)**

**Whereas**, pursuant to subsection 238(2) of the *Municipal Act, 2001, c. 25*, as amended, every municipality is required to pass a Procedural By-law to govern the calling, location, and proceedings of its meetings;

**And Whereas**, in accordance with subsection 238(2.1) of the *Municipal Act, 2001, c. 25*, a Procedural By-law must also provide for public notice of meetings;

**Now Therefore the Council of the Corporation 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 “Township of South-West Oxford Procedural By-law”.

**2.0 Definitions**

- 2.1 “**Act**” means the Municipal Act, 2001, c. 25, as amended from time to time;
- 2.2 “**Advisory Committee**” means a committee appointed by Council to provide recommendations to Council on a specific project or issue, as directed by Council. These advisory committees may be legislatively mandated and/or include a significant financial component. The composition of the advisory committee shall be comprised of community members/stakeholders and up to two (2) Township of South-West Oxford Councillors. The Mayor is an ex-officio member of all Advisory Committees. Once the project is completed the Advisory Committee is automatically dissolved.
- 2.3 “**Chair**” means the person presiding at a meeting and who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceeding. The Chair, except where disqualified, may vote on all questions. The Chair may also be referred to as the Presiding Officer.

- 2.4 **“Clerk”** means the Clerk of The Corporation of the Township of South-West Oxford.
- 2.5 **“Closed Session”** means a meeting or part of a meeting of Council or Committee that is not open to the public pursuant to Section 239 of the Act;
- 2.6 **“Committee”** means a Committee established by the Council.
- 2.7 **“Council”** means the Council of the Corporation of the Township of South-West Oxford.
- 2.8 **“Mayor”** means the Head of Council and the Mayor of the Township of South-West Oxford.
- 2.9 **“Meeting”** means any regular, special or other meeting of a Council or a local board or Committee of either of them, where,
- a) A quorum of members is present, and
  - b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.
- 2.10 **“Member”** means a member of the Council and shall include the Mayor.
- 2.11 **“Motion”** means a Resolution of Council or a Recommendation of a Committee that is under debate by Council or a Committee.
- 2.12 **“Point of privilege”** means a matter that a member considers to challenge their integrity or the integrity of Council.
- 2.13 **“Point of order”** means a matter that a member considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council.
- 2.14 **“Quorum”** means a majority of the Members of Council or Committee.
- 2.15 **“Recorded Vote”** means the recording of the name and vote of every member voting on any matter or question during a Council meeting.
- 2.16 **“Rules of Procedure”** means the rules and regulations provided in this By-Law.

### 3.0 **General Provisions**

- 3.1 The rules and regulations contained within this by-law shall be observed in all proceedings of Council. These rules and regulations shall govern the order and

dispatch of business for the Council and, where applicable and with necessary modifications, for all Committees of Council, unless otherwise prescribed.

- 3.2 Any provision of this by-law may be suspended during a meeting by a majority vote of Members present, except where the provision is prescribed by statute or law.
- 3.3 In cases not addressed by this by-law in the proceedings of Council or its Committees, *Robert's Rules of Order* shall serve as a guiding authority. The decision of the Mayor or other presiding officer in such cases shall be final and shall not be subject to debate.
- 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, the Presiding Officer, or the Chair.

#### 4.0 **Council and Committee Meetings**

##### Regular Council Meetings

- 4.1 Council shall meet in Regular Session in the Council Chamber at the Township of South-West Oxford Municipal Office building located at 312915 Dereham Line in Dereham Centre 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., except when the first or third Tuesday is a statutory holiday in which case the Council shall meet on such day and time as may be fixed by Council upon adjournment at the previous session.
- 4.2 In July and August of each year, Council meetings shall take place on the second Tuesday of the month at 9:00 a.m., except when the second Tuesday is a statutory holiday in which case the Council shall meet on such day and time as may be fixed by Council upon adjournment at the previous session.
- 4.3 Council may, by Resolution, alter the date and/or time and/or location of a regular meeting.
- 4.4 The Clerk shall, before the first meeting in December of each year, present to Council the schedule of Regular Council Meeting dates for the upcoming calendar year.

Inaugural Meeting

- 4.5 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. This Inaugural Meeting will be only for the purposes of filing of certificates, presenting Declarations of Office and Oaths of Allegiance.
- 4.6 The location of the Inaugural Meeting shall be in the Council Chambers of the Township of South-West Oxford Municipal Office.
- 4.7 The Inaugural Agenda shall include, but is not limited to include:
- i. Filing of Certificates and Declaration of Office and Oath of Allegiance in accordance with the provisions of the Act;
  - ii. Address by the Mayor;
  - iii. Confirmatory By-law.
- 4.8 Any Inaugural meeting of a Committee of Council shall follow the Inaugural Meeting of Council, at another date to be determined.

Special Council Meetings

- 4.9 The Mayor may, at any time, call a Special Meeting of Council or Committee of Council with forty-eight hours (48) notice to the Clerk and Members of Council or Committee of Council.
- 4.10 The notice for calling a Special Meeting of Council or Committee of Council shall state the business to be considered at the Special Meeting and no business other than that stated in the notice shall be considered at the meeting.
- 4.11 A Majority of the Members may at any time petition the Clerk to call a Special Meeting by providing a written petition to the Clerk. The Clerk shall summon the Special Meeting for the purpose requested within the petition and at the time stated within the petition, not less than forty-eight (48) hours from the date of the submission of the petition.
- 4.12 Notwithstanding any other provision of this by-law, a Special 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's website.

- 4.13 Whenever the Council adjourns the special meeting, the adjournment shall be until the next Regular Meeting unless a day and hour for such adjourned meeting is set forth in the resolution to adjourn.

#### Quorum

- 4.14 A quorum shall be consistent with the definition contained in the Municipal Act and is a majority of the members of Council or committee not prevented from voting by having a pecuniary interest under any Act.
- 4.15 Unless there is a Quorum present within thirty (30) minutes after the time appointed for the Meeting, the Council or Committee of Council shall stand adjourned until the next regular meeting date, and the Clerk shall record the names of the Members present at the expiration of thirty (30) minutes.
- 4.16 As soon as a Quorum is present following the scheduled start time of the Meeting, the Mayor shall assume the Chair and call the Members to order. In the absence of the Mayor and Acting Mayor, the Clerk shall call the Meeting to order, and the Members present shall select a Chair from among themselves to preside over the Meeting until the arrival of the Mayor or Acting Mayor.

#### Electronic Meetings

- 4.17 Members of council may participate electronically in a meeting which is open or closed to the public. Members participating/voting electronically will count towards quorum. Members will be permitted to attend meetings electronically by notifying the Clerk by no later than noon the day before the meeting or, at the discretion of the Mayor or Clerk if the situation arises on short notice where a member is unable to attend a meeting in person.
- 4.18 Council Members must have their video enabled while participating in the meeting. No virtual backgrounds are permitted for Council members. During voting, Council members will raise their hands clearly when appearing by video to show their vote when called for by the Mayor.
- 4.19 Except for periods where there are declared emergencies and circumstances cited herein, a member may not attend Council meetings virtually for three consecutive months without being authorized to do so by resolution of Council.

#### Electronic Meetings - Delegations

- 4.20 Delegations, planning applicants, participating staff, and members of the public may attend meetings electronically by notifying the Clerk no later than 12:00 p.m. on the day prior to the meeting to obtain access details. The Chair shall canvass Members participating remotely regarding their intention to speak on matters

under discussion and shall recognize each Member in turn to ensure orderly participation.

- 4.21 The Clerk shall have the authority to remove any unauthorized person(s) who attempt to join the electronic Council meeting.

Electronic Meetings – Declaration of Pecuniary Interest

- 4.22 When a Member declares a conflict of interest, the Member may choose to disable their audio and video during the discussion of the relevant item. Once the item has been addressed, staff will notify the Member that they may rejoin the meeting.

Electronic Meetings – Closed Session

- 4.23 A secure virtual meeting link shall be provided to all Members participating electronically in a closed session.
- 4.24 When Members of Council participate electronically in closed sessions, they shall take all reasonable steps to ensure the confidentiality of their surroundings.

Electronic Meetings – Technical Failure

- 4.25 In the event of a technical failure (e.g., a Council Member disconnects) during the meeting, Council may take a recess to allow staff to restore the Member's electronic participation. If the Member is unable to rejoin, it will not affect the validity of the meeting or decisions made. However, if quorum is lost due to a Council Member(s) disconnecting or leaving the room, the Chair shall wait up to fifteen (15) minutes for the Member to reconnect. If quorum is not restored within that time, the meeting shall be adjourned to the next regular meeting date.
- 4.26 If the Council meeting livestream is interrupted at any point, Council may take a recess of up to fifteen (15) minutes to allow staff to restore the livestream. If staff are unable to reconnect the livestream, the meeting shall proceed, and a recording of the meeting will be uploaded following its adjournment.

**5.0 Public Notice of Meetings**

- 5.1 Public notice of meetings shall be provided by posting the meeting schedule on the Township's official website at the beginning of each calendar year. The meeting schedule shall include the dates, times, and locations of Council and Committee meetings and shall be subject to change as necessary.
- 5.2 The agenda for an upcoming meeting shall be posted on the Township's official website, where possible, by 5:00 p.m. on the Thursday or Friday prior to the meeting date.

- 5.3 Notwithstanding section 5.2, the failure to post an agenda on the Township's official website shall not affect the validity of the meeting or any actions lawfully taken during the meeting.
- 5.4 Notice of a Special Meeting of Council or Committee, or a rescheduled meeting, shall be provided by the Clerk no less than twenty-four (24) hours prior to the meeting's scheduled start time by posting notice on the Township's official website.

**6.0 Duties of the Presiding Officer or Chair:**

- 6.1 It shall be the duty of the Presiding Officer or Chair,
- i. To open the meeting by taking the Chair and calling the members to order;
  - ii. To announce the business in the order in which it is to be acted upon;
  - iii. To receive and submit, in the proper manner all motions presented by the members;
  - iv. To put to vote all questions which are moved and seconded, or necessarily arise in the course of proceedings, and to announce the result by noting whether motions were "Carried" or "Lost".
  - v. To decline to put to vote motions which infringe the rules of procedure or are beyond the jurisdiction of the Council or Committee of Council;
  - vi. To restrain the members, within the rules of order, when engaged in debate;
  - vii. To enforce on all occasions the observance of order and decorum among the members;
  - viii. To call by name any member persisting in breach of the rules of order, thereby ordering them to vacate the meeting place;
  - ix. To receive all messages and other communications and announce them;
  - x. To authenticate, by their signature when necessary, all by-laws, resolutions and minutes;
  - xi. To inform, when necessary or when referred to, for the purpose on a point of order usage;
  - xii. To represent and support the Council or Committee, declaring its will, and implicitly obeying its decisions in all things;
  - xiii. To ensure that the decisions of Council or Committee are in conformity with the laws and by-laws governing activities;
  - xiv. To name the member entitled to speak first when more than one member wishes to address the Chair at the same time;

- xv. To call on the Acting Mayor, or other Member, to assume the role of Presiding Officer/Chair if desiring to take part in debate or otherwise. The Presiding Officer who presides over any part of a Meeting may state relevant facts and the Chair's position on any matter before the Council or Committee without leaving the Chair, which may take place immediately prior to the vote, but it shall not be permissible for the Chair to move a motion or debate a question without first leaving the Chair. The Chair does not need to vacate the Chair to simply state support or opposition to a motion on the floor;
- xvi. To adjourn the meeting when business is concluded, or if considered necessary because of grave disorder arising in the Council Chamber, without question.

## 7.0 **Closed Meetings**

- 7.1 Except as otherwise provided for herein, all Council and Committee meetings shall be open to the public.
- 7.2 In accordance with the Act, a meeting or a part of a meeting may be closed to the public pursuant to Section 239 (2), (3) and (3.1) of the Municipal Act, as amended.
- 7.3 The Clerk shall provide members with all updates and amendments to Section 239 of the Act.
- 7.4 Before holding a meeting or part of a meeting that is to be closed to the public, Council or Committee shall state by resolution:
  - i. the fact of the holding of the closed meeting; and
  - ii. the general nature of the matter to be considered at the closed meeting or part thereof.
- 7.5 Despite Section 244 of the Act, a meeting may be closed to the public during a vote if,
  - i. subsection 239 (2) or (3) permits or requires the meeting to be closed to the public; and
  - ii. the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.
- 7.6 Meetings or sessions which are closed to the public may be referred to as in camera meetings or sessions.



- 7.7 All deliberations while in Closed Session shall remain confidential unless otherwise approved by Council in Open Session.

8.0 **Minutes:**

- 8.1 The Clerk, or their designate, shall prepare the minutes for all Council and Committee of Council meetings.
- 8.2 The minutes of a meeting shall be recorded, without note or comment, and shall include:
- i. The place, date and time of the meeting;
  - ii. The name of the Presiding Officer and the names of the members in attendance at the meeting;
  - iii. The reading, if required, correction and adoption of the minutes of prior meetings;
  - iv. All proceedings of the meeting.
- 8.3 The minutes of the previous Meetings not yet adopted, shall be presented by the Clerk for adoption. It shall not be necessary to have the minutes read where copies thereof have been provided to Members of Council or Committee of Council with the Agenda.
- 8.4 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.
- 8.5 When the minutes have been adopted, they shall be signed by the Mayor and Clerk or their designate.

9.0 **Rules of Debate in Council or Committee:**

Duties of the Chair

- 9.1 The Chair shall preside over the conduct of the meeting, maintaining good order and decorum, ruling on points of order, and deciding all questions related to the orderly procedure of the meeting. No Member shall:
- i. Disturb the Council through disorderly conduct;
  - ii. Use profane, offensive, or insulting language;
  - iii. Disobey the rules of the Council or Committee, or a decision of the Chair or Council regarding points of order or the application of procedural rules;

- iv. Leave their seat, make noise, or cause a disturbance while another Member is speaking or while a vote is being taken until the result of the vote is declared;
- v. Interrupt a Member who is speaking, except to raise a point of order or a question of privilege.

#### Recognition by the Chair

- 9.2 Before speaking on any question, a Member shall first raise their hand for recognition by the Chair and, upon being recognized, shall address the Chair.
- 9.3 When two or more Members seek to speak, the Chair shall designate who has the floor, prioritizing, in their opinion, the Member who sought recognition first.
- 9.4 While a Member is speaking, no other Member shall pass between them and the Chair, nor interrupt except to raise a point of order.

#### Speaking on a Matter

- 9.5 Any Member may request that the question or motion under discussion be read at any time during the debate, provided it does not interrupt another Member who is speaking.
- 9.6 Members are encouraged to speak only once on the same question. No Member, without leave of the Council, shall speak to the same question or in reply for longer than ten (10) minutes.
- 9.7 A Member may ask a question solely to obtain information relating to the matter under discussion. Such questions must be concise and directed only to the previous speaker.
- 9.8 Notwithstanding Section 9.7, when a Member is recognized as the next speaker, they may, before speaking, ask a question of the Chair or a Township official for the purpose of obtaining information related to the matter under discussion.
- 9.9 In all cases not provided for by these rules, the Chair shall decide the matter, subject to an appeal to Council upon a point of order.

#### Points of Order and Privilege

- 9.10 The Chair shall preserve order and decide all questions of order. If appealed to, Council shall decide the matter without debate, and its decision shall be final.

#### Conduct of Members

- 9.11 No Member shall:

- i. Use offensive or unparliamentary language towards Council, its Members, or staff;
  - ii. Speak on a topic unrelated to the subject under debate;
  - iii. Criticize a decision of Council except for the purpose of moving reconsideration;
  - iv. Disobey the rules of Council or a decision of the Chair or Council on procedural matters.
- 9.12 If a member persists in such disobedience after being called to order by the Chair, the Chair may propose a motion that the Member be ordered to leave their seat for the remainder of the meeting.

#### Voting

- 9.13 All votes shall be by show of hands, except when a Recorded Vote is requested. The manner of determining the decision of the Council on a Motion shall not be by secret ballot or by any other method of secret voting.
- 9.14 Every Member of Council present at a Council Meeting when a question is put shall vote thereon, except where he/she is disqualified to vote by reason of a pecuniary interest or is absent from the Council Chamber when the question is put.
- 9.15 No member shall walk out of or across the Chamber when a motion is being put.
- 9.16 Every Member of Council who is not disqualified from voting by reason of a declared pecuniary interest shall be deemed to be voting against the Motion if he/she declines or abstains from voting.
- 9.17 The Chair shall announce the result of every vote. Upon the taking of any vote, if all of the members present when the vote is taken vote unanimously, the Chair may direct the Clerk to record the vote accordingly.
- 9.18 On any question before Council, any member may request a recorded vote immediately prior to or immediately after the question is put in which case the names of those voting 'yes' and those voting 'no' shall be entered in the Minutes. The order of voting shall be determined by the Clerk.

#### Disclosure of Pecuniary Interest

- 9.19 Each Member is responsible for identifying and disclosing any pecuniary interest in any matter before Council or a Committee of Council.
- 9.20 If a Member has a direct or indirect pecuniary interest in a matter under consideration at a meeting of Council or a Committee of Council, they shall:

- i. Disclose the interest and its general nature before any discussion or consideration of the matter;
- ii. Leave the room and refrain from participating in any discussion or vote on the matter; and
- iii. Not attempt to influence the discussion or vote on the matter at any time, whether before, during, or after the meeting

9.21 Disclosures of pecuniary interest shall be publicly announced and recorded in the meeting minutes and in the registry of statements and declarations maintained by the Clerk or their designate.

9.22 If a Member was absent from a meeting where they had a pecuniary interest in a matter, they shall disclose the interest at the next meeting of Council or Committee of Council they attend.

#### 10.0 **Council Motions and Resolutions:**

10.1 The Presiding Officer may not move or second any Motion nor enter into debate on any question while in possession of the Chair. However, if the Presiding Officer wishes to propose a Motion or enter into debate, he or she must step down and shall not resume the Chair until the vote is taken.

10.2 All Motions shall be read aloud and duly moved and seconded before being debated. Upon request, the Motion may be read or stated by the Presiding Officer or Clerk at any time during the debate.

10.3 When a question is under debate, no motion shall be received unless it be:

- i. A motion for adjournment;
- ii. For the previous question;
- iii. To lay on the table;
- iv. To postpone the question to a certain day;
- v. To refer; or
- vi. To amend, which shall severally have precedence in the order in which they are named and the first three of which shall severally be decided without debate.

10.4 A motion for adjournment shall always be in order except:

- i. When a member is in possession of the floor;
- ii. When the members are voting;

iii. When the adjournment was the last preceding motion.

- 10.5 A motion for the previous question ends all debate and amendments to the main motion.
- 10.6 If a motion to lay something on the table passes, the matter can be brought back for discussion at a future meeting as unfinished business.
- 10.7 A motion to postpone must specify a future date for further discussion of the item.
- 10.8 Once a motion is seconded, the Mayor or Chair must formally receive and put the motion forward, except where these Rules allow otherwise.
- 10.9 If a motion does not follow the Rules of Procedure or is not relevant to the topic, the Mayor or Chair may rule it out of order.

#### Amendment to Motions

- 10.10 Only two amendments can be made to a motion at a time. Amendments take priority over the original motion and are voted on in the reverse order they were made.
- 10.11 Amendments to amendments can be proposed and discussed.
- 10.12 Each motion and amendment must be voted on separately. If an amendment is rejected, it does not mean the original motion is approved. A motion or amendment is only passed if it gets a majority vote from members present.
- 10.13 Once a motion or amendment has been decided, similar motions or amendments cannot be made during the same meeting.

#### Motion to Reconsider

- 10.14 After a motion has been decided, any member who voted in the majority can move to reconsider the decision at a later meeting. The motion for reconsideration must be seconded by a member who also voted in the majority.
- 10.15 No discussion on the original motion is allowed unless the motion to reconsider is approved by a two-thirds (2/3) majority.
- 10.16 If the motion to reconsider passes, the original motion will be the next item of business. It will be treated as if it had not been voted on before, unless the reconsideration motion specifies a future date for debate.
- 10.17 If a member was absent when the original vote was taken, they are treated as having voted with the majority for the purposes of this by-law.

- 10.18 A question cannot be reconsidered more than once during the term of Council, and a motion to reconsider cannot be reconsidered.

11.0 **Committees**

- 11.1 At the first sitting of the Council-elect, or so soon thereafter as may be practical, each member of Council shall indicate in writing their preferences for appointments to Committees. The Clerk shall then take these preferences into consideration and shall fairly and as impartially as possible recommend the respective Committee memberships to Council at its next regular meeting. Such appointments to Committees shall be for the term of Council unless otherwise agreed to by the majority of the members of Council.
- 11.2 Council may establish special purpose advisory Committees from time to time to address specific areas of interest or jurisdiction. These committees shall operate under the authority and direction of Council, and must have Terms of Reference prepared and approved by Council prior to their formation.
- 11.3 Non-Council membership on any advisory committee or board shall, unless otherwise provided for, be determined and made by one of the following procedures:
- i. recommendation to Council;
  - ii. solicitation for applications;
  - iii. such other manner deemed appropriate with final approval as made by Council
- 11.4 All committees shall consist of the following executive structure:
- i. Chair
  - ii. Vice-Chair
  - iii. Recording Secretary.
- 11.5 Unless otherwise provided for, all Committee executive members shall be sitting members of the respective Committee. The Mayor shall sit “ex officio” on all Committees of the Township and may attend all meetings and shall have full voting privileges but shall not be counted for the purposes of quorum. Where applicable, employees and staff members may be requested, from time to time, to serve the Committees in a resource and advisory role.

12.0 **By-laws**

- 12.1 Motions to amend proposed By-laws need not be submitted in writing unless the amendment substantially alters the intent of the By-law.

- 12.2 Every proposed By-law shall be introduced by motion and undergo three readings before final passage.
- 12.3 Following the passage of By-laws, the Clerk shall ensure their accuracy, including any amendments made during the meeting.
- 12.4 Every By-law passed by Council shall be signed by the Mayor and Clerk, or their designates, and sealed with the corporate seal. The By-law shall indicate the final date of passage and shall be numbered and filed by the Clerk.

### 13.0 **Consent Agenda**

- 13.1 The Consent Agenda is intended to streamline meeting procedures by allowing routine and non-controversial items to be approved collectively without discussion unless a Member requests that an item be removed for separate consideration.
- 13.2 Items Eligible for the Consent Agenda include:
- Routine correspondence and informational external reports shared with Council;
  - Receipt of approved Committee of Council meeting minutes;
  - Other non-controversial matters identified by the Clerk and CAO during the agenda preparation process.
- 13.3 Process for Consent Agenda:
- i. The Clerk shall prepare a list of Consent Agenda items for each Regular Council Meeting.
  - ii. When the Consent Agenda is introduced, the Mayor or Chair shall ask if any Member wishes to remove an item for separate discussion.
  - iii. Any item removed from the Consent Agenda will be considered separately under the appropriate section of the agenda.
  - iv. The remaining Consent Agenda items shall be approved by a single motion, without debate.
- 13.4 Removal of Items from the Consent Agenda:
- i. Any Member of Council may request that an item be removed from the Consent Agenda for separate discussion before the vote on the motion to approve the Consent Agenda.
  - ii. Items removed from the Consent Agenda shall be placed under the relevant section of the agenda for individual consideration.
- 13.5 Approval of the Consent Agenda:
- i. A motion to approve the Consent Agenda shall be made and seconded.

- ii. The motion to approve the Consent Agenda requires a majority vote of the Members present

14. **Notices of Motions**

- 14.1 Submitting a Notice of Motion Before the Meeting: Members of Council are encouraged to provide notice of motion in writing to the Clerk no later than 4:30 p.m. on the Wednesday prior to the next Regular Council Meeting to ensure its inclusion in the meeting agenda package.
- 14.2 Submitting a Notice of Motion During the Meeting: A Member may submit a notice of motion in writing to the Clerk during a meeting, and the Mayor or Chair will read the notice aloud. The notice of motion will be recorded in the meeting minutes and added to the agenda for the next Regular Council Meeting. Alternatively, a motion may be introduced and considered at the same meeting without prior notice, provided it is duly moved and seconded, and Council waives the notice requirement with a two-thirds vote.
- 14.3 Withdrawing a Notice of Motion: A Member may withdraw a notice of motion orally before the motion is read or introduced.

15. **Order of Business (Council)**

- 15.1 The Clerk shall prepare and circulate for the use of members at Regular Council meetings an agenda with the following order of business:

- Call Meeting to Order

*As soon after the hour fixed for the meeting as there is a quorum present, the Chair shall call the members to order and the Clerk shall record the names of members in attendance.*

- Motion to Accept Agenda
- Declaration of Pecuniary Interest

*Where a member has any declaration of pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council, at which the matter is the subject of consideration, the member shall act in accordance with the Municipal Conflict of Interest Act, 1990, as amended and declare a pecuniary interest.*

- Minutes of the preceding Meeting or Meetings

*A copy of the minutes of each meeting of Council shall be made available to each member of Council with the regular agenda.*

*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.*



*The approved minutes shall be signed by the Mayor and by the Clerk.*

- Business Arising from Minutes

*Following each Council meeting the Clerk will prepare a report for Council's information to be presented at the following meeting to advise Council of any action that has been taken as a result of their decisions and direction.*

- Delegations and Appointments

*Any person may, by written or verbal notice to the Clerk, or their designate, make application to address Council or Committee of Council on a matter which requires specific action and/or provides Council or Committee with information to advance the business of the Township and falls within the jurisdiction of the Township in accordance with Section 14 of this By-law.*

- Staff Reports

*Reports from staff shall be deposited with the Clerk by 4:30 p.m. on the Wednesday prior to the regular meeting of Council.*

- Discussion Items

- Accounts Payable Report

- Consent Agenda

*Items appearing not to require action of Council or Committee and presented as information may be placed on the Consent agenda. All items shall be deposited with the Clerk by 4:30 p.m. on the Wednesday prior to the regular meeting of Council. Any Member of Council may request that an item be removed from the Consent Agenda for separate discussion before the vote on the motion to approve the Consent Agenda.*

- By-Laws and Agreements

*A copy or an explanation of every by-law shall be listed or circulated with the Council agenda.*

- Notice of Motion

- New Business

- Council Round Table

- Closed Session (if any)

*Council may move into a closed meeting session under Section 239 of the Municipal Act.*

- Confirmatory By-law

- Adjournment

*At this time in the meeting, a standard motion to adjourn shall be in order at the request of the Chair.*

- 15.2 Any member of Council may request that the above order of business be varied to meet special circumstances.

16.0 **Delegations**

- 16.1 Any person may, by written or verbal notice to the Clerk, or their designate, make application to address Council or Committee of Council on a matter which requires specific action and/or provides Council or Committee with information to advance the business of the Township and falls within the jurisdiction of the Township.
- 16.2 Requests to be a delegation shall be submitted to the Clerk no later than 4:00 p.m. on the Wednesday immediately preceding the Regular Council meeting. Requests to be a delegation must include the person's name and contact information and a summary of the presentation and/or what action is being requested by Council or Committee of Council.
- 16.3 If any audio/visual materials are required to assist the delegation in their presentation to Council or Committee of Council, they must be provided to the Clerk no later than 4:00 p.m. on the Wednesday immediately preceding the Regular Council meeting. Any materials that are provided will be included and circulated as part of the agenda package for the open portion of the meeting.
- 16.4 A person who is unable to attend a Council or Committee of Council Meeting but who has registered with the Clerk as a delegation, may arrange for another person to appear as a Delegation on such person's behalf and to read aloud a prepared statement, adhering to the time allotment and the provisions of this By-law.
- 16.5 Individuals wishing to address Council regarding an item on a public agenda must submit a written request to the Clerk by 12:00 p.m. on the day before the Council meeting. The request must include the agenda item they wish to speak to and any supporting written materials. A maximum of four (4) public comment delegations will be permitted per Council meeting, and each delegate will have up to five (5) minutes to speak. Any written materials received will be forwarded to Council upon receipt, and the Clerk will circulate public comment forms to Council prior to the start of the meeting. Council will not ask questions, engage in debate, or discuss the subject matter of the delegation with the delegate.
- 16.6 Other Delegations will be permitted from the gallery without prior registration only during the appropriate time at a Public Meeting pursuant to other Acts or by resolution of Council or Committee of Council.

- 16.7 A person wishing to appear as a delegation may address Council or Committee of Council for a period of time not exceeding ten (10) minutes. The ten (10) minute period may be extended by Council or Committee of Council by resolution.
- 16.8 In the case of a group of individuals wishing to address Council or a Committee of Council, the Clerk will encourage the group to appoint one or two persons to address Council or the Committee of Council on behalf of the group. The group is limited to fifteen (15) minutes for their delegation. The fifteen (15) minute period may be extended by Council or Committee of Council by resolution.
- 16.9 The Clerk has the authority to evaluate the request for delegation and determine whether the request complies with the criteria set out in this By-law. Delegations will not be permitted to appear before Council or Committee of Council for the sole purpose of generating publicity or personal attacks.
- 16.10 Upon the completion of a Delegation to Council or Committee of Council, any communication between Members and the Delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter into debate with the Delegation. Once a Motion has been moved and seconded, no further presentation or questions of the Delegation shall be permitted.
- 16.11 If a staff report is required to provide further information, the matter shall be referred to the appropriate staff to report back to Council or Committee of Council.
- 16.12 No person shall be permitted to address Council or Committee of Council on a matter of litigation or potential litigation, including matters which are before any court or tribunal or relates to a recommendation of any tribunal or court that has conducted a hearing under the Statutory Powers Procedure Act.

17.0 **Appointment of Alternate Mayor for Upper-Tier Council**

- 17.1 In accordance with Section 268 of the Municipal Act, 2001, as amended, the Council of the Township of South-West Oxford may appoint, by by-law, an alternate member (referred to as the "Alternate Mayor") to serve on the upper-tier council in the absence of the Mayor.
- 17.2 Only members of the Township of South-West Oxford Council, other than the Mayor, shall be eligible for appointment as the Alternate Mayor. The Alternate Mayor shall serve for the duration of the Council term unless the appointment is revoked or the seat becomes vacant.

17.3 The Alternate Mayor shall be selected at the first meeting of Council following the inaugural meeting each term. The process for selecting the Alternate Mayor shall be as follows:

- i. 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.
- ii. Members of Council may nominate themselves or another eligible member of Council for the role of Alternate Mayor. Nominations must be seconded.
- iii. If there is only one nominee, Council shall proceed to appoint the nominee by resolution.
- iv. If there is more than one nominee, Council shall vote by secret ballot 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.
- v. In the event of a tie, the Clerk shall draw the name of one of the tied nominees to break the tie, and that member shall be appointed as the Alternate Mayor.

17.4 If the position of Alternate Mayor becomes vacant during the term of Council, Council shall appoint a new Alternate Mayor in accordance with the procedure outlined in Section 15.3. The appointment shall take effect immediately upon passage of the by-law appointing the new Alternate Mayor.

18.0 **Effective Date and Repeal**

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

18.2 By-Laws No. 07-2018 and 41-2020 are hereby repealed.

**READ a First and Second time this 1<sup>st</sup> day of April, 2025.**

**READ a Third and Final time this 1<sup>st</sup> day of April, 2025.**

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Mayor: David Mayberry

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Clerk: Julie Middleton