



**THE CORPORATION OF THE TOWNSHIP OF CHAPPLE
BY-LAW NUMBER 1801**

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF CHAPPLE

WHEREAS, The *Ontario Municipal Act, 2001*, authorizes the Council of every municipality to pass By-laws for governing the proceedings of its Council, the conduct of its Members and the calling of meetings: and

WHEREAS, Section 238 (2) of the Municipal Act, 2001, further indicates that every municipality and local board shall pass a Procedures By-law for governing the calling, place and proceedings of meetings;

NOW THEREFORE BE IT RESOLVED, THAT THE COUNCIL OF THE CORPORATION OF TOWNSHIP OF CHAPPLE ENACTS AS FOLLOWS;

**ARTICLE I
SHORT TITLE**

1. Citation

This By-law may be referred to as "THE PROCEDURAL BY-LAW".

**ARTICLE II
INTERPRETATION/DEFINITIONS**

1. In addition to this by-law, Members of Council are governed by the following documents and legislation:

Municipal Act, 2001

Municipal Conflict of Interest Act, RSO 1990

Municipal Elections Act, 1996

Accessibility for Ontarians with Disabilities Act, 2005

Occupational Health and Safety Act, RSO 1990

Municipal Freedom of Information and Protection of Privacy Act

Planning Act, RSO 1990

Human Rights Code, RSO 1990

Council Code of Conduct Policy

Municipal Code of Conduct Policy

Workplace Anti-Violence, Harassment, Sexual Harassment Policy

Council-Staff Relations Policy

Social Media Policy

Accountability and Transparency Policy

Members of Council shall be familiar with the above-noted legislation and documents and shall rely upon them when making decisions and exercising their powers.

2. Definitions

Abstention

"Abstention" means a refusal to vote either for or against a proposal.

Act

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

Acting Reeve

"Acting Reeve" means the Member of Council appointed by resolution to act from time to time in the place and stead of the Reeve.

Adjourn

"Adjourn" in an unqualified manner, means that the adjournment is effective immediately.

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 their recommendations upon the specified initiative or matter have been provided, and dealt with by Members of Council and further recommendations are no longer required.

Advisory Committee

"Advisory Committee" means a committee appointed by Council to act in an advisory capacity to Council on operational and strategic issues during the full term of Council.

Agenda

"Agenda" means the list of business to be conducted at a meeting.

Amendment

"Amendment" means a change in the form of a Main Motion. An amendment is designed to alter or vary the terms of the main motion without materially changing its meaning. It may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be inserted or added. Every amendment must be strictly relevant to the question being considered.

Chair

"Chair" means the Reeve or Acting Reeve or Chairman is the person in a meeting who is actually presiding at the time the meeting is being held.

Chief Administrative Officer

"Chief Administrative Officer" is a combined position and means the Chief Administrative Officer (CAO) of the Township of Chapple designated by By-law.

Clerk

"Clerk" means the Clerk of the Township of Chapple authorized by the *Municipal Act* and appointed by By-law.

Committee

"Committee" – An Advisory, Statutory, Special Project/Task Force, Ad Hoc Committee established by Council to advise on specific matters which Council has deemed appropriate to be considered.

Completely Virtual

"Completely Virtual" can either mean Members attend a meeting in-person but it is broadcast to the public, over the internet or all Members attend via video/teleconference and the meeting is broadcast to the public, over the internet.

Council

"Council" means Elected Members of Council of the Township of Chapple whom were elected by registered voters or who have been appointed by virtue of a vacancy.

Debate

"Debate" means a discussion to put forth reasons for or against, in which a difference of opinion may be expressed.

Delegation

"Delegation" means a person(s) making a verbal presentation to Council or Committee.

Electronic Participation

"Electronic Participation" shall mean participation in a meeting from a location other than that at which the meeting is physically being held by means of telephone, internet or other electronic as may be decided by Council from time to time. Members participating electronically count towards quorum, can vote and can participate in a closed meeting.

Inaugural Meeting

"Inaugural Meeting" means the first meeting of Council held after a municipal election in a regular election year.

In-Camera Meeting

"In-Camera Meeting" means a meeting or portion of a meeting closed to the general public pursuant to Section 239 of the Act or other legislation.

Local Board

"Local Board" means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board commission, committee, or body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding school board and a conservation authority.

Meeting

"Meeting" means any regular, special or other meeting of a Council, of a local board or of a committee of either of them where a quorum of members is present and members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.

Members

"Members" means a member of Council of the Township of Chapple or a member of a local board or committee of the municipality.

Municipal Corporation

"Municipal Corporation" means the Corporation of the Township of Chapple.

Point of Information

"Point of Information" means a request through the Chair, for information relevant to the business at hand, but not related to parliamentary procedure.

Point of Order

"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.

Quorum

"Quorum" means a majority of the Members of the Municipal Council or local board or committee, subject to the provisions of the of the *Municipal Conflict of Interest Act, RSO 1990*, as amended.

Recorded Vote

"Recorded Vote" means the making of a written record of the names and the vote of each Member who votes on a formal question.

Seal

"Seal" means the authenticating seal of the Township of Chapple.

Video or Teleconference

"Video or Teleconference" means any system or hardware (eg. Zoom, Microsoft Teams, etc.) that the Township may employ, from time to time, that allows for electronic participation in Council meetings by Members and broadcasts the meeting to the public over the internet

ARTICLE III GENERAL PROVISIONS

3.1 Suspension – Rules Regulations – applicable two-thirds vote

The rules and regulations contained in this By-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business of all Council meetings and in Committees, provided that the rules and regulations contained herein may be suspended by a two-thirds (2/3) vote of members present and voting, in any case for which provision is not made herein and shall not be debatable or amendable.

3.2 Calculation – two-thirds vote

The Calculation of two-thirds (2/3) shall be rounded upwards to the next highest (full) decimal (4 votes on 5-member Council).

3.3 Parliamentary Authority

The governing legislation, the Procedural By-law, or any standing or special rules of order adopted by the Township of Chapple *shall* govern the procedures of the Council. Where procedural inconsistencies exist which are not addressed by the governing legislation, "Robert's Rules of Order, latest Edition" shall be the parliamentary authority, which governs the proceedings of the Township of Chapple.

3.4 Severability

If any provision or provisions of this By-law shall be held to be invalid, illegal, un-enforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

3.5 Applicability

The rules and regulations contained within this By-law shall be observed in all proceedings of the Council of the Corporation of the Township of Chapple, local boards and committees, and shall be the rules and regulations for the order and conduct of business therein.

3.6 Proclamations

The Township of Chapple does not accept requests for Proclamations.

3.7 Cell Phones/Electronic Devices

All cell phones and electronic devices not required for conducting a meeting shall be either turned off or otherwise set so as not to emit any audible sound during a meeting.

ARTICLE IV MEETINGS

4.1 Inaugural – time – place – held

The Inaugural Meeting of Council shall take place at **9:00 a.m.** on the first Tuesday of November following the election in Council Chambers located at 54 Barwick Road, Barwick, Ontario (unless otherwise posted) in accordance to the *Municipal Elections Act, sec. 6*. The next and each succeeding regular meeting of Council shall be held the second Tuesday of each month at 9:00 a.m. unless the Council by resolution passed at the regular meeting directs otherwise.

4.2 Public -Regular – schedule – designated – time

Public - regular meetings, shall be hold on the second Tuesday of each month commencing at 9:00 a.m. at such place within the Township of Chapple designated for such purpose by the Council and shall be held in accordance with the schedule of meetings of Council and the Committees of Council as prepared by the Clerk.

4.3 Meetings – holidays – by resolution

When the Public meeting scheduled for its regular day and time falls on a Statutory or civic holiday, in which case the Council shall meet at the same hour on the next following day, which is not a Statutory or civic holiday, unless otherwise provided by resolution of the Council.

4.4 Notice – Public Meeting

Notice shall be given of all public meetings of the Council on the previous agenda unless the day of the meeting is other than that provided under Sections 4.1, 4.2 and 4.3.

4.5 Special Meetings

4.5.1 Special meeting – Reeve

In addition to Public meetings, the Reeve 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.

4.5.2 Special meeting – Members of Council

Upon receipt of the petition of the majority of the Members, the Clerk shall summon a special meeting for the purpose and at the date and time mentioned in the petition.

4.5.3 Notice – by Clerk

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

4.5.4 Delivery Notice

Notice may be given by delivering a notice to Member(s), by electronic mail or by telephone. Notice to the public shall be by way of website/portal via agenda publication.

4.5.5 Nature of Business – Notice

The written or verbal notice shall indicate the nature of the business to be considered, date, time and place of the Special Meeting.

4.5.6 No other business

No business other than that indicated in the written or verbal notice shall be considered at the Special meeting.

4.5.7 Special meeting – place

All Special meetings of Council shall be held at the Chapple Municipal Office, 54 Barwick Road, unless an alternative location is specified in the notice of meeting.

4.6 Emergency meeting – written notice not required

Notwithstanding any other provision of the 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 about the meeting as soon as possible and in the most expedient manner available.

4.7 Location – Council Meeting

All Council meetings shall be held within the Council Chambers located at the Municipal Office unless otherwise posted. In the event of an Emergency being declared by the Head of Council or any other Lead Agency as identified within the "*Emergency Management and Civil Protection 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 all Members of Council.

4.8 Open – to public - Council - Committees – exception

Meetings of the Council and its standing committees shall be open to the public with the exception of those meetings as provided within Section 4.9 and as provided for under *Section 239 (2, 3, and 3.1) of the Municipal Act, 2001.*

4.8.1 **Meetings open to public – Record**

All Council meetings open to the public shall be recorded without note or comment on all resolutions, decisions and other proceedings and kept for archival purposes.

4.9 Closed – to public – In Camera – meeting subject matters

A meeting or part of a meeting of the Council or its committees may be closed to the public if the subject matter being considered is:

- 4.9.1 The security of the property of the municipality or local board;
- 4.9.2 Personal matters about an identifiable individual, including municipal or local board employees;
- 4.9.3 A proposed or pending acquisition or disposition of land by the municipality or local board;
- 4.9.4 Labour relations or employee negotiations;
- 4.9.5 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- 4.9.6 Advice that is subject to solicitor-client privilege, including communication necessary for that purpose;
- 4.9.7 A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- 4.9.8 Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- 4.9.9 A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- 4.9.10 A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- 4.9.11 A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c.25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Other Criteria

- 4.9.12 A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission, or other body is the head of an institution for the purposes of that Act, or
- 4.9.13 An ongoing investigation respecting the municipality, a local board or a municipality-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c.13, Sched. 9, s.22.

Educational or training sessions

- 4.9.14 A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

- a) The meeting is held for the purpose of educating or training the Members.
- b) At the meeting, no Member(s) discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c.32, Sched. A, s. 103(1).

4.10 Closed – to public – resolution

Prior to holding a meeting, which is closed to the public, Council for the Committee shall pass a resolution stating the purpose of the holding of the closed meeting and including the general nature of the matter to be considered at the closed meeting as required in section 239 (4) of the *Municipal Act, 2001*.

4.11 In Camera Meeting – meeting records

All In-Camera meetings closed to the public shall be recorded without note or comment on all resolutions, decisions and other proceedings.

4.12 Confidential Matters

Members are to ensure that confidential matters disclosed to them during meetings closed to the public, are kept confidential. No member, officer or employee of the Corporation shall disclose the content of the matter or substance of the deliberations of a Closed Meeting, unless expressly authorized to do so by Council as required by law or to respond or make disclosures to the extent necessary in respect of any legal proceeding or requirement.

Any Member, who contravenes the confidentiality clause, may be subject to penalties in accordance with the previously adopted **"Code of Conduct"** by-law.

4.13 Orientation Meeting

Orientation meetings of the Council, shall be considered as an information meeting to newly elected Members of Council in order to provide members with the general process of what an elected Member could reasonably expect such as but not limited to the Inaugural meeting process; how many committees they may be appointed to; process of a council meeting; protocol; corporate policies; code of conduct; payroll; overview of the budget process, and any other matter the Administration may deem required.

4.14 Electronic Meetings

Electronic Participation at meetings may be conducted, pursuant to Section 238 of the *Municipal Act, 2001* as amended and in accordance with this by-law and as set out in Appendix A.

4.14.1 Electronic Meeting – completely virtual

Meetings may be held completely Virtual only when there is a declared local or Provincial emergency under the "Emergency Management and Civil Protection Act and provided they are open to the public.

4.14.2 Electronic Meetings – closed to the public

No member shall participate in a meeting, through electronic means, when the meeting is closed to the public unless there is a declared local or Provincial emergency under the "Emergency Management and Civil Protection Act".

4.14.3 Electronic Meeting Participation – Quorum and Voting

Members participating electronically shall count towards quorum and be entitled to vote as if they were attending in person at a meeting that is open to the public or closed to the public.

4.14.4 Electronic Meeting Participation – Publishing of Link

The link to access the electronic meeting will be published on the applicable meeting Agenda.

4.14.5 **Electronic Participation – Delegations/Deputations permitted to participate electronically**

Delegates/Deputations may be permitted to participate electronically if circumstances do not allow a delegate or deputation to appear in person in accordance with section 4.14.1

4.15 Meetings – Termination Hour

No item of business shall be considered at a meeting of the Council, after the hour of 11:00 p.m. local time.

4.16 Meetings – Continuation – Suspend the Rules

Should the Members of Council reach the hour of 11:00 p.m. local time and they wish to continue the ongoing meeting until additional items listed on the Agenda have been dealt with, a Motion to *Suspend the Rules of Order (Sec. 3.1)* of this by-law shall be introduced and a two-thirds (2/3's) vote of the Members present and voting shall be required.

**ARTICLE V
ROLES**

5.1 Council and Head of Council

Details relating to the role of Council and the Head of Council are contained within the *Municipal Act, 2001*, sections 224 and 225 respectively.

5.1.1 Individual Authority – not provided

No individual Council Member may direct any member of staff to perform such duties that have not been authorized by resolution of Council.

5.1.2 Established Policies – Members – respect

Members of Council shall respect and adhere to the Policies set by the Council and under no circumstances take it upon themselves individually to circumvent established policies.

5.1.3 Council – liaison with CAO/Clerk Treasurer

Council Members will liaise with the Chief Administrative Officer on any given matter concerning the municipality.

5.1.4 Information – by Staff – Members of Council

Council members may request information from Members of staff who have been assigned the responsibility of providing standard operating procedures.

5.1.5 Questions – operational concerns – complaints

Questions or issues surrounding operational concerns or complaints, excluding basic issues covered in Section 5.1.3 shall be directed to the CAO/Clerk Treasurer, who will then direct the questions or issues to the appropriate member of the management team.

5.2 Chief Administrative Officer, Clerk and Municipal Administration

Details relating to the roles of the Chief Administrative Officer (CAO), Clerk and Municipal Administration are contained within the *Municipal Act, 2001*, sections 229, 228 and 227 respectively.

ARTICLE VI

DUTIES

6.1 Council

6.1.1 Preparation of Members to Council Meetings

Members of Council shall come prepared to every meeting where their participation is required, by having read all the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action at the meeting. Whenever possible, the Members(s) shall obtain clarification from Management regarding materials supplied in advance of the meeting.

6.1.2 Interference – directed to Administration

No Members(s) shall have the authority to direct or interfere with the performance of any work by Administration of the municipality. All inquiries shall be directed through the office of the CAO.

6.2 Reeve and Committee Chair(s)

6.2.1 Open Meeting – call to order

The Mayor or Committee Chair shall preside over the conduct of meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council or Committee, as the case may be.

6.2.2 Speakers – recognized

The Reeve or Committee Chair shall recognize any Member of Council or Committee (as the case may be) who wishes to speak and determines the order of the speakers.

6.2.3 Motions – received – submitted – results announced

The Reeve or Committee Chair shall receive and submit in the proper manner, all motions presented by the Members and to put to vote all questions, which are duly moved, and to announce the result.

6.2.4 Reeve/Chair – Participating - Introduction of a motion and debate

The Reeve or Committee Chair may speak and/or vote on any question, but if they wish to make a motion, they shall first leave the Chair by designating a Vice Chairperson to Chair the meeting until such time as the motion(s) and any amending motion to the main question have been decided upon and after which they shall resume the Chair.

6.2.5 Debate – enforcing the rules – restrains Member

It shall be the duty of the Reeve or Committee Chair to restrain the Members, within the rules and procedures when engaged in debate.

6.2.6 Decorum – order – enforced

It shall be the duty of the Reeve or Committee Chair to enforce on all occasions the observance of order and decorum among the Members.

6.2.7 By-laws – resolutions – minutes – authentication

It shall be the duty of the Reeve or Committee Chair to authenticate, by her/his signature when necessary, all By-laws, resolutions and minutes approved by the Council.

a) **Authentication – refusal by Reeve or Chair**

In the event that the Chair refuses or is unable to authenticate any document as identified in section 6.2.7, the Acting Reeve/Chair shall have the authority to sign on her/his behalf.

ARTICLE VII

CONDUCT DURING MEETINGS

7.1 Sovereign – other Officials – to be respected

No Member shall speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor or any Provincial representative or any Members of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

7.2 Members of Council – Municipal Administration

No Member shall speak disrespectfully, nor shall they use offensive words in or against Members of the Council or any Member thereof including Municipal Employees

7.3 Decisions of Council – criticized – reconsideration

No Member shall criticize any decision of the Council except for the purpose of moving that the question be reconsidered.

7.4 Breach of Rules – expel from meeting

Members shall refrain from harmful conduct to the Municipality or its purposes. No Member shall breach the rules of the Council, or a decision of the Reeve or Chair or of the Council as a whole on questions of order or practice, or upon the interpretation of the rules of Council; and in the case where a Member persists in any such breach after having been called to order by the Reeve or Chair, the Reeve or Chair may order that such Member leave her/his seat for the duration of the meeting of the Council; but if the Member apologizes, they shall be permitted to retake their seat.

7.5 Disorder of Meeting – adjourn – suspend – recess meeting

It shall be the duty of the Reeve or Chair to adjourn the meeting without the question being put or to suspend or recess the sitting for a time to be named if considered necessary because of grave disorder arising in the meeting.

7.6 Power to Expel

The Reeve or other Presiding Officer may expel any person for improper conduct at a meeting.

7.7 Code of Ethic – Confidentiality

7.7.1 In-Camera subjects – public interest

Upon completion of any "In-Camera" council meetings, the decisions of the Council with respect to any of the enumerated items listed in Section 239 (2) of the *Municipal Act, 2001*; and direction to municipal Administration in accordance therewith, shall then be reported publicly by Council, to the extent that the *Municipal Act, 2001* public interest permits.

7.7.2 Council Response – In-Camera enquiries

The response of Council Members to enquiries about any matter dealt with during an "In-Camera" closed meeting, prior to it being reported publicly, shall be "This matter is still under advisement" "no comment", or words to that effect.

a) **Violation of regulation**

Any violation of process to this regulation will result in exclusion of the offending Council Members, requiring a two-thirds vote, from future closed meetings of Council and that Member(s) shall no longer be provided with correspondence, materials or information proposed to be dealt with by Members of Council at a closed meeting.

b) **Exclusion – closed meetings**

The determination of whether or not a violation of process to the closed meeting provisions of this By-law and the length of the exclusion from closed meetings, if so determined, shall be made by Council at a closed meeting and the issues shall be considered by Council prior to the affected Members being excluded from any closed meeting by a two-thirds vote. The results of Council's deliberation shall be reported out publicly.

c) **Separate Resolution – per Member**

If the purported violation of the process to the closed meeting provisions of this By-law by more than one Member is to be considered, a separate resolution of Council with respect to each affected Members is to be considered.

d) **Member not permitted to vote**

Notwithstanding Section 7.7.2 sub-section (c), the Member affected shall not be permitted to vote on a motion respecting her/his purported violation of the closed meeting provision of the Procedural By-law, her/his exclusion from closed meetings, or the length of any such exclusion.

e) **Release of Information**

The release of any information about matters dealt with by Council at a closed meeting shall be by the Reeve or her/his delegate only upon direction of the majority of Council.

f) **Members – expressing personal position**

Notwithstanding Section 7.7.2 (b), unless Council by vote determines otherwise, upon the public disclosure of any report discussed at an "In-Camera" meeting, (closed to the public), any 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 other Members or of municipal administration.

g) **No public release – documents**

Agendas or any items thereon for consideration by Council at a meeting closed to the public shall not be released to the public.

h) **Obligation – confidentiality**

It is the obligation of each Member of Council to keep information confidential and this obligation continues even after the Member ceases to be an elected Member of Council.

ARTICLE VIII

RULES OF DEBATE

8.1 Chair – preserve order

The Reeve/Chair shall preserve order and decorum and decide questions of order subject to an appeal to the Council/Committee by any Member.

8.2 Addressing the Chair

Any Member, previous to speaking on any motion, shall indicate their desire to speak by the raised hand and shall not rise to speak until recognized by the Chair.

8.3 Order – of speaking – determination

The Chair shall recognize the Members in the order they indicate their desire to speak; be acknowledged by the Reeve or Chair; and shall address all questions “Through the Chair”.

8.4 Voting – Members – seated – disturbance – prohibited

When the Reeve or Chair calls for the vote on a motion, each Member shall occupy their seat and shall remain there until the Reeve or Chair has declared the result of the vote, and during such time, no Members shall speak to any other Members or make any noise or disturbance.

8.5 Speaking – Interruption

When a Member is speaking, no Member shall interrupt the speaker except to raise a question of privilege, appeal from the decision of the Reeve or Chair or raise a point of order.

8.6 Point of Order – Inform Members

It shall be the duty of the Reeve or Chair to inform the Members on any point of order.

8.7 Speaking – subject of debate

No Member shall speak on any subject other than the subject that is currently being debated.

8.8 Speaking – motion read – upon request

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

8.9 Speaking – duration – time limit

No Member of Council may speak to the same matter more than once or in reply for any longer than three (3) minutes except to give an explanation to the motion that may have been interpreted incorrectly or with permission of the Chair and only after all other members so desiring have spoken.

8.9.1 Speaking – duration – Council Committee – representative

Members of Council who wish to provide brief remarks on matters relating to a Boards/Committee to which they have been appointed, shall at the appropriate time within the Agenda and upon recognition by the Chair speak no more than five (5) minutes maximum. For Committees in which more than one member is appointed, only one member shall provide an update. There shall be no debate on the information provided. As the spokesperson for Council, the Reeve has more latitude respecting speaking length and topics.

8.10 Question – motion under discussion –through the Chair

A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion.

8.11 Question – Integrity of Employees

A Member, while asking questions through the Chair, shall at no time, put into question the municipal employee’s personal or professional integrity.

8.12 Motion – seconded – before debate

All motions shall be seconded before it is debated and voted on.

ARTICLE IX
ORDER OF BUSINESS - AGENDA

9.1 Agenda – Content

The Business of the Council shall in all cases, be taken up in the following order (when applicable), once the Chair has brought the meeting to order, unless otherwise decided by a vote of two-thirds of the Members present and voting.

- a) Call to Order
- b) Adoption of Agenda
- c) Declaration of Interest
- d) Delegations
- e) Meeting Minutes
- f) Business Arising
- g) Accounts Financial Statement
- h) Reports
- i) Adoption of Reports
- j) In-Camera (if required)
- k) Resolutions and By-laws
- l) Correspondence
- m) Miscellaneous Correspondence and Minutes of Other Boards and Committees
- n) Adjournment

9.2 Delivery of Agenda

The agenda shall be delivered by electronic transmission (e-agenda) to each Member of Council by the Clerk's Office no later than 10:00am the Friday, preceding the scheduled Regular Council Meeting.

9.3 Reading – By-laws

It shall not be necessary to have the By-laws read in their entirety unless Council Members, by a majority vote require that such By-laws be read or a particular By-law be read.

9.4 Late Additions

Late additions to the agenda shall only be permitted if they are time sensitive and only via Council resolution under the "Adoption of Agenda" portion of the meeting.

ARTICLE X
QUORUM

10.1 Call to Order – quorum present

As soon after the hour fixed for holding the meeting of the Council, as there is a quorum present, the Reeve or Chair shall call the Members to order.

10.2 Quorum

A majority of the Members elected (50% +1 or 3 Members) shall constitute a quorum.

10.3 Quorum – not present – time limit

If there should be no quorum present within fifteen (15) minutes after the time fixed for holding the meeting of the Council, the Reeve shall call the roll and the Clerk shall take down the names of the Members present.

10.4 Permitted motion – no quorum

Should there be no quorum at a duly called meeting, **one** of the following three motions can be legally called:

a) **Motion to Adjourn**

By calling this motion, all matters listed on the Agenda shall be brought forward at the next regularly scheduled meeting.

b) **Motion to Recess**

The Chair may call for a recess and request that the Members missing be called to inquire as to their attendance.

c) **Motion to Set the time to which to re-adjourn the meeting**

The Chair may request to re-set the meeting to another date and time set before the next regular meeting to deal with matters listed on the Agenda.

There can be no other motion that would advance the business of the Municipality or Committee legally permitted.

10.5 Reeve – Absence from Meeting

In the case of the Reeve not attending within fifteen (15) minutes after the hour fixed for holding the meeting of the Council, and provided that a quorum is present, an Acting Reeve will be appointed by resolution and shall take the Chair and call the Members to Order; and he/she shall preside until the arrival of the Reeve.

10.6 Quorum – Municipal Conflict of Interest – remedy for lack

Where the number of Members who, by reason of the provisions of the Municipal Conflict of Interest Act, are disabled from participating in a meeting is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then despite any other general or Special Act, the remaining number of Members shall be deemed to constitute a quorum, provided that such a number is not less than two (2).

ARTICLE XI

MINUTES

11.1 Contents – recorded by Clerk

The Clerk shall prepare and cause the minutes to be taken of each meeting of Council and which shall include:

- a) The place, date and time of the meeting;
- b) The name of the presiding officer or officers and the record of the attendance of the Members.
- c) Members who enter after the commencement of a meeting or leave prior to adjournment, the time shall be so noted in the minutes.
- d) To record, without note or comment, all resolutions, decisions and other proceedings of the Council.

- e) To record all publicly declared conflict of interests made by Members and identify that the Member has recused itself from discussion or vote on the declared matter when the subject matter is brought up for debate.
- f) If required by any Members present at a vote, to record the name and vote of every Member voting on any matter or question.

11.2 Included in Agenda

Minutes of the last regular meeting of Council and of all Special or Emergency Council meetings held subsequent to the last regular meeting, shall be included in the agenda and may be adopted by Council without having been publicly read at the meeting at which the question of their adoption is considered. By prior distribution of the minutes to all Members, it is understood that the minutes have been read.

11.3 Minutes – In-Camera (closed) meeting

Minutes of Closed meetings shall be added to the next regular meeting for adoption where an in-camera session is to be held. The contents of the minutes need not be disclosed.

11.4 Minutes – confirmation – signing

Once the minutes have been adopted, they shall be signed by the Reeve/Chair and the Clerk.

ARTICLE XII

PRESENTATIONS / DELEGATIONS / DEPUTATIONS

12.1 Heard – request submitted – deadline – items on agenda

Persons desiring to address Council for the purpose of making a verbal presentation with respect to items for Council consideration that fall under the council’s mandate shall be heard at the Council meeting, with those delegations having submitted their request in writing to the Clerk by Thursday at Noon (12:00pm) preceding the meeting of Council, being heard first, in the order in which such requests are received by the Clerk in the form attached here to as Appendix B.

12.2 Material – written – submitted for Council – deadline

Written material to be distributed to Council shall be submitted to the Clerk by Thursday at Noon (12:00pm) preceding the meeting of Council.

12.2.1 Presentations – budget or financial statements

Presentations (including those of a ceremonial nature) or the annual budget presentation or presentation of Consolidated Financial Statements by the municipal Auditor shall be heard at the beginning of a Council meeting.

12.2.2 Presentations – time limit

Council shall hear any delegation for information purposes only, and presentations shall be limited to a maximum of ten (10) minutes. Only a majority vote by Council may extend the time limit.

- a) **Exceptions** of the ten (10) minute time frame are provided to the Township’s Auditor upon its annual presentation of The Corporation’s Financial Statement. The Auditor’s presentation is permitted a maximum of thirty (30) minutes due to the detailed nature of the information.

- b) **Spokesperson – presentation and/or delegation**

An organized body wishing to address Council as a presentation and/or delegation, regardless of the number of spokespersons shall be limited to a maximum of ten (10) minutes.

- c) **Persons/delegations shall be permitted to speak on a matter only once.**

12.2.3 Restrictions and permission

Presentations and/or Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity for an event, or to promote their business.

- a) **Number of Presentations and/or Delegations – meetings**

On any given scheduled Council meeting, there shall be a maximum of three (3) combined presentation(s) and/or delegation(s) permitted to speak for a maximum time allotment of 30 minutes – (10 minutes maximum each).

- b) **Time Schedule – questions**

Council Members shall be permitted a question period for each presentation and/or delegation of a maximum five (5) minutes. Members shall be permitted to ask questions of delegates but shall not make statements nor enter into debate with such persons.

12.3 Delegations – requests for action – referred

Delegations, which request action to be taken by the Council, shall be referred to Administration, by majority vote, for a report that shall be presented to Council at an ensuing Council Meeting.

- 12.3.1 **Delegations – no immediate decision**

Under no circumstances, shall a decision from Members of Council be made on a request by a Delegation at the same meeting the Delegation has been heard.

12.4 Delegation – deemed – inappropriate for Council

When it is deemed inappropriate that a delegation address Council, the Clerk shall so notify the delegation and Council with a supporting explanation.

12.5 Delegation – statements – unsubstantiated

Whenever a delegation in its deputation, offers comments or statements that are deemed to be erroneous and unsubstantiated, any Member of Council, or Administration, may be recognized by the Chair on a "Point of Order" whereby the Members of Council or Administration so recognized by the Chair may bring necessary corrections or clarifications to the comments or statement said by the delegation.

ARTICLE XIII

BY-LAWS

13.1 Description – number of readings – listed on Agenda

All By-laws, together with a brief description, shall be listed on the agenda for the meeting at which they are to be read.

13.2 Form – typewritten – compliance – relevant Act

Every By-law when introduced shall be in typewritten form and shall comply with the provisions of any relevant Act.

13.3 Readings – three – prior to passing

Every By-law caption shall be read prior to it being passed and endorsed by the Council.

13.4 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 member of Administration having knowledge thereof may provide such explanation.

13.5 Debate – amendment

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

13.6 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 Reeve and CAO/Clerk Treasurer and shall be kept in the Clerk’s office or any other place appointed for that purpose.

ARTICLE XIV

CORRESPONDENCE/PETITIONS

14.1 Communications

Every communication, including a petition designed to be presented to the Council, shall be legible and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk.

14.2 Items for discussion – routine

All items listed under Correspondence shall contain routine matters which are not controversial in nature and do not require further discussion.

14.3 Items for discussion – Request to separate

Should a member of Council wish to discuss any matter listed under Correspondence, the member shall ask the Reeve (Chair) that the item be separated and dealt with independently.

ARTICLE XV

RESOLUTIONS / NOTICE OF MOTION

15.1 Resolutions – Notice of Motions – debated separately

Every matter listed under Resolutions or Notice of Motions, introduced at a previous meeting shall be dealt with individually.

15.2 Resolutions – consecutively numbered

All resolutions presented to the Council shall be consecutively numbered, on a yearly basis.

ARTICLE XVI
REPORTS / COMMUNICATION

16.1 Written – legible – signed

Every administrative report to be presented to the Council shall be prepared under the approved submission process electronic agenda (e-agenda) program, with an identifiable recommendation (where appropriate).

16.2 Deadline – material submitted to Clerk

Every report, which deals with a matter on the Agenda, shall be delivered to the Clerk no later than Noon (12:00pm) on the Thursday preceding the date of the next regular meeting, in order to be included to the final Agenda.

ARTICLE XVII
DISCLOSURE OF INTEREST

17.1 Disclosing – Members responsibility

All Members shall govern themselves at any meeting in accordance with the current legislation respecting any disclosure of interest they may have in accordance to the *Municipal Conflict of Interest Act, RSO 1990*. It is further the responsibility of all Members to identify and publicly disclose any interest.

17.2 Disclosing – no influencing

The Members shall disclose the interest including the general nature thereof, prior to any consideration of the matter and shall not take part (with the exceptions as noted under Sec.5.2 (1) of the *Municipal Conflict of Interest Act, RSO 1990*) in the discussion of or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

17.3 Members – leave of meeting – In Camera

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.

17.4 Members – absent from meeting

Where a Member is absent from a meeting, which includes a matter on which they have an interest, the Member shall disclose this interest at the next public meeting they attend.

17.5 Declaration – recorded – minutes

The declaration of interest shall be provided in a written statement to the Clerk or the Secretary of Committee or local board (as the case may be) and shall be recorded in the minutes or report of the meeting and where the meeting was opened to the public, the general nature of such declaration.

17.6 Declaration – record – meeting closed to the public

Where the declaration of interest is made on a matter that is not open to the public, the Members shall provide in a written statement to the Clerk or the Secretary of Committee or local board (as the case may be), declare the interest, but not the general nature of that interest and shall be recorded in the minutes of the next meeting that is open to the public.

17.7 Maintaining Registry

A Registry shall be kept by the Clerk on every written statement made by Members of the general nature of the declared interest, the Registry shall be available for public inspection.

ARTICLE XVIII

COMMITTEES

Committees

18.1 Appointment

Members of the Committee shall be appointed by a resolution of Council.

18.2 Appointment – Chair

Members of the Committee shall appoint the Chair and Vice-Chair.

18.3 Meetings – Notice of Delivery

Minutes of the last meeting of the Committee, together with an agenda containing items to be considered, are to be made available to each member a minimum of 48 hours preceding the day of the holding of any called meeting.

18.4 Rules – observed in all meetings

The rules governing the procedures of the Council and the conduct of its members shall be observed in meetings of the Committees in so far as they are applicable.

Special Committees

19.1 Special Committee - Appointment

At the start of every new term of Council, the Head of Council, in consultation with elected Members of Council, shall determine and appoint individual Councilors to sit on various Special Committees as a representative of Council. The appointments shall be endorsed by Resolution.

19.1.1 Special Committee – Procedures

All Committees, recognized as a Special Committee of Council through By-law and where a Member of Council sits on the Committee, shall conduct their meetings in accordance to the adopted "Procedures" By-law governing Members of Council.

19.1.2 Special Committee – change in Membership

Occasionally throughout the mandate of a current term of Council, the need may arise where a change of Members of Council is required. Any change shall be reported to the Head of Council, who shall have the authority to recommend an alternate Member of Council to the Committee.

ARTICLE XIX

GENERAL RULES / ALL COUNCIL COMMITTEES

20.1 Committees - Defined

Committees of Council shall be defined as meeting all of the following criteria:

- a) Committee must be appointed by Council in accordance with its Procedural By-law;
- b) Committee shall report as required to and/or be responsible to Council as a governing body; and
- c) Committee must be part of the Township's budget with finances subject to Township policies (i.e.) not an outside body with its own bank account, purchasing policies etc.

20.2 Committee appointments of Members of Council

Members of Council shall be selected to sit on various Boards and Committees of Council by the Head of Council and appointed by resolution at its Inaugural meeting held at the beginning of a new term of office. Appointments shall be for the term of Council unless the By-law specifies a shorter time and where a re-appointment may be made.

20.3 Appointment – Committees

Committees of Council may be appointed by the Council or by the Reeve with approval of Council, at any time of the year as deemed necessary for consideration to a special matter(s).

- a) Upon the appointment of a Committee, Administration will be directed to prepare the draft term of reference necessary for the Committee to understand its mandate and begin its work.

20.4 Lay Appointments – Committees

Appointments to any Committee, from non-council Members, shall be made following these criteria:

- a) Public notice soliciting individual applications from citizens of the community shall be conducted;
- b) All applications shall then be presented to Council, who may make its determination, during a meeting closed to the public (In-Camera) for endorsement;
- c) Following approval by Members of Council, a resolution detailing the appointments, shall be presented at a public meeting for final approval.

20.5 Majority – Quorum

A majority (50% +1) of all Members of a Committee shall constitute a quorum.

20.6 Absence – Chairperson

In the absence of the Chairperson, the Vice-Chairperson shall preside, and in the absence of both the Chairperson and the Vice-Chairperson, one of the other Member shall be elected to preside pro-temp, who shall discharge the duties of the Chairperson during the meeting or until the arrival of the Chairperson.

20.7 Committee matters – referred to Council

No order or authority to do any matter or thing shall be recognized as emanating from any Committee, and all Committee matters shall be referred to the Council and approved before becoming effective.

ARTICLE XX

VOTING

21.1 Chair need not vote

The Chair (or Reeve) shall vote as any other Member when the vote is to be recorded. In all other cases, the Chair, may (but is not obliged to) vote whenever his/her vote will affect the result – that is, he/she may vote either to break or to cause a tie; or, in the case of a two-thirds vote requirement, he/she may vote either to cause or to block the attainment of the necessary two-thirds vote.

21.2 All questions – exception – disqualified

Every Member present at a meeting, with the exception to Section 21.1, when a question is put, may vote thereon unless disqualified to vote on the question.

21.3 Failure to vote – deemed negative

Failure to vote by a Member present at the meeting at the time of the vote and who is not disqualified to vote shall be deemed to be a negative vote.

21.4 Motion – simple majority – required exception

The vote required to pass a motion shall be a majority (50% +1) except as otherwise provided in this By-law or by Statute or by *Robert's Rules of Order, latest Edition*.

21.5 Equal – motion deemed negative

In the case of an equal division of votes on a motion, the motion shall be deemed to have been decided in the negative and defeated for want of a majority.

21.6 Show of hands – exception – recorded vote

The manner of determining the desire of the Council on a motion shall be by show of hands.

21.7 Recorded – by request – vote announced openly

Where a vote is taken for any purpose and a Member requests' immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting, shall announce her/his vote openly; and any failure to vote by a Member who is not disqualified shall be deemed to be a negative vote, and the Clerk shall record each vote.

21.8 Division – Separate Vote – each proposal

At the request of a Member of Council, a motion containing distinct proposals that can be acted upon individually may be divided, and a separate vote shall be taken upon each individual proposal.

21.9 Members not in their seat – deemed absent

A Member not in their seat when the question is called by the Chair is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent.

21.10 Chair stating the question

Immediately preceding the taking of the vote, the Chair shall state the question in the form introduced.

21.11 Calculations of 2/3's vote

A two-thirds vote means that two thirds (2/3) of the votes cast determine the vote. (example) Multiply 2 times the number of Members present and voting and then divide by 3.

The result is ALWAYS rounded up.

21.12 Announcing – results

The Chair shall announce the result of every vote.

ARTICLE XXI

PARLIAMENTARY PROCESS - MOTIONS

22.1 Motions in writing

Except as provided elsewhere in this by-law, all motions shall be in writing and shall be signed by the mover and the seconder.

22.2 Procedural Motions

In Council, the following procedural motions may be introduced verbally, without notice and without leave, except as otherwise provided by this by-law;

- a) A point of order;
- b) To close debate;
- c) To adjourn;
- d) To suspend the rules of procedure;
- e) To table;
- f) To postpone definitely (deferral motion with a specified date/meeting);
- g) To refer;
- h) To amend;
- i) To postpone indefinitely (deferral motion without specifying a date/meeting);
- j) Any other procedural motion.

22.3 Withdraw a Motion

The mover and the seconder may withdraw a motion at any time prior to it being read by the presiding officer.

22.4 Motion in Possession of Council

After a motion has been read or stated by the Presiding Officer, it shall be deemed to be in possession of Council, but may be withdrawn by the mover and seconder any time before being voted on with the concurrence of Council.

22.5 Motion under Consideration

When a motion is under consideration, no other motion shall be received except a procedural motion or a motion to amend.

22.6 Motion put to the vote

After a motion has been put to vote by the Presiding Officer, no member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result has been declared.

Motion for Reconsideration

22.7 Reconsideration – majority of Council – same meeting

Any matter decided upon by the Council, may be reconsidered at the same meeting that it was originally dealt with, by majority vote of Members present and voting.

22.7.1 Any member voting on the prevailing side of the original vote, or one who did not vote may introduce a motion for reconsideration.

22.7.2 There shall be no discussion on the main question permitted until the motion for reconsideration is adopted.

22.8 Motion to reconsider adopted

If a motion to reconsider has been adopted, it temporarily nullifies the previous decision and places the meeting back at the point prior to taking the vote on the original motion as adopted.

22.8.1 If a motion to reconsider has been adopted at a meeting, then consideration of the original main motion (as adopted) shall become the next order of business.

22.8.2 The main motion originally voted on is once again pending; procedurally, it is considered a newly made motion.

22.9 Reconsideration – 2/3 vote – previous decision at subsequent meeting

If a motion to reconsider a previous decision of Council at a subsequent meeting, requires an affirmative vote of 2/3's of the members present.

22.9.1 Any member who was present at the meeting and who voted in the majority (prevailing side) when the decision was made or who was not present at the meeting when the decision was made.

22.9.2 There shall be no discussion on the main question permitted until the motion for reconsideration is adopted.

22.9.3 If a motion to reconsider has been adopted, follow steps outlined in 22.8.

22.10 Reconsideration – only once

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

22.11 Reconsideration – may not be permitted

A matter may not be reconsidered in the event that Council is made aware that the motion or by-law has been implemented resulting in legally binding commitments as of the date of the motion to reconsider is moved.

22.12 Succeeding Council – not reconsideration

When a question or matter is brought before a succeeding Council, it shall be deemed to be new business and not a matter of reconsideration.

ARTICLE XXII

RESIGNATION / MEMBERS / VACANCIES

23.1 Resignation – file in writing – Clerk

A Member of Council may resign from office by providing a written notice, filed with the Clerk of the Corporation within which they were elected, subject to provisions under Section 260 of the Ontario Municipal Act.

23.2 Filling Vacancy

If a vacancy occurs in the office of a Member of Council, the Council shall, fill the vacancy in the manner selected, subject to section 263 of the *Municipal Act, 2001*.

23.3 Appointments to vacancies

Subject to Section 263 of the *Municipal Act, 2001* where a vacancy occurs amongst a seat of the Reeve and/or Councillor, the Council at its next meeting, shall declare the office to be vacant (except if a vacancy occurs as a result of death, then permitted two meetings to declare.)

23.4 Members – not attending – removal

The office of any Member of Council of the municipality becomes vacant if the Member is absent from the meetings of Council for three (3) successive months, without being authorized to do so by a resolution of Council.

ARTICLE XXIII

REPEAL / ENACTMENT

24.1 By-laws – previous

All previous by-laws or sections thereof and any/all adhering amendments regulating the proceedings of Council shall be and are hereby repealed.

24.2 Effective date

This By-law shall come into effect on the 18th day of October 2022.

Read a first, second and third time and finally adopted this 18th of October 2022

Rilla Race/Reeve

Peggy Johnson/ CAO Clerk Treasurer

APPENDIX A

Electronic Participation at Meetings

1. Where the Rules of Procedure conflict with the need to facilitate electronic participation, the Chair, in consultation with the Clerk shall have the authority to modify the Rules of Procedure to ensure members can effectively participate in the meeting.
2. Notices to members shall be provided electronically via e-mail and/or agenda publication. Notice may also be provided by telephone or personal contact. Public notice shall be deemed delivered upon completion of the agenda publication.
3. The meeting shall begin with a roll call to determine who is participating.
4. Should a delegation request be received during an emergency and the Clerk believes that the request can be facilitated, their presentation will be provided to the Clerk to be included on the agenda.
5. Electronic participation of Staff may also be facilitated.
6. Members should dress (if video conference) and act as though in attendance in person. Members are responsible for ensuring there is no background noise at their location that would interfere with the meeting – we encourage the member to source a quiet location to connect from. Additionally, microphone shall be muted when member is not speaking.
7. The Chair (and Reeve) will attend on site in order to sign minutes.
8. Members attending electronically with the Municipality no later than 15 minutes prior to the commencement of the meeting. If unable, there is no guarantee that we may be able to facilitate your connection.
9. Members attending electronically may leave a meeting early, however, it is expected that members will attend a sufficient length of time to warrant the additional effort required by the Municipality to facilitate electronic attendance.
10. Members must announce their departure prior to leaving the meeting. If electronic connection is lost during a meeting, no effort will be made by the Municipality to reconnect and the member attending electronically shall be considered to have left the meeting at the point of disconnection.
11. The Chair shall be cognizant of all members whether attending in person or electronically and may establish provisions as to order of members speaking to facilitate flow and pace of meeting.
12. Members attending electronically shall verbally announce their vote when called upon by the Chair.
13. Members attending electronically may not be able to see all other members, presentations by delegations, etc. and the Municipality is not responsible for trying to accommodate this.
14. Members are responsible for providing their own method of transmission to the Municipality. The Municipality will make a virtual meeting link and phone number available for meetings.
15. Requests to participate in a meeting by electronic means must be made to the Clerk at least three (3) hours before end of day on the business day prior to the meeting.

16. A maximum of two (2) members may participate in the same meeting by electronic means. Where more than two Members request to participate in the same meeting by electronic means, the requests will be granted to the first two Members who made the request.
17. Electronic participation shall be limited to situations that prevent physical attendance at meetings and not be used as the primary method of meeting.

APPENDIX B

Request to speak to Council (How to request a delegation)

Local government is open and inclusive to the community. Would you like to share your thoughts, ideas, and views with your Council?

All Delegations are required to provide a written submission prior to the agenda deadline. All written or electronic submissions and background information for consideration by Council must be submitted to the CAO/Clerk Treasurer by 12:00 noon on the Thursday preceding the meeting. Electronic submissions should be submitted in Microsoft Power Point, Microsoft work or PDF format. As per the Procedural By-Law, there is a maximum of three (3) delegations allowed per meeting and delegates are given ten (10) minutes to make their presentation.

Please complete the following form if you would like to request to speak/present at an upcoming Council meeting. Once approved, you will be contacted by the CAO/Clerk Treasurer and provided with further information on what to expect when speaking to Council.

Please state what agenda item you would like to speak about:

If you would like to speak to Council about another topic not associated with an agenda item, please state topic here (if applicable).

Will you be providing an electronic formatted presentation?

Yes No

What are you requesting from Council?

Describe below the subject matter of the requested delegation in sufficient detail to provide Council a means to determine its content and define how the matter aligns with Council’s mandate/strategic priorities.
(Use a separate sheet of paper if not enough space allowed here)

Have you already been in contact with Municipal Administration regarding the subject matter of your delegation request?

Please circle: YES or NO

Date of meeting you wish to attend _____, 20_____.

About You

Please note that your name and organization's information will become part of the public record for the meeting you wish to speak at.

Please indicate how you would prefer to be addressed at the Council meeting:

For example, Mr. Smith, Ms. Smith, Debutant Smith

Please choose:

Mr.	Ms.	Dr.	Debutant
-----	-----	-----	----------

First Name:

Last Name:

--	--

Email:

Phone:

--	--

Organization you represent: (optional):

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Please note the names of the presenters that will be attending with you:

Signature of Presenter:

Scheduling will be at the discretion of the CAO/Clerk Treasurer and will be confirmed prior to the meeting deadline. There are no guarantees that by requesting a certain date(s) your delegation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the CAO/Clerk Treasurer.

Any collection of personal information is made under the authority of the Municipal Act, 2001. Personal information is collected in compliance with the Municipal Freedom of Information and Protection of Privacy Act.

CAO/Clerk Treasurer Contact:

Peggy Johnson, CMO
CAO/Clerk Treasurer
Township of Chapple
www.chapple.on.ca
phone: 807-487-2354 x 223
fax: 807-487-2406
email: cao@chapple.on.ca