

2018

# PROCEDURAL BY-LAW

## 2018-015

Township of Lake of Bays





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## THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS

### BY-LAW 2018-015 PROCEDURAL BY-LAW

#### A BY-LAW TO GOVERN THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS FOR THE TOWNSHIP OF LAKE OF BAYS

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

**NOW THEREFORE** the Council of the Corporation of the Township of Lake of Bays enacts as follows:

#### PART 1 - DEFINITIONS

1. **Agenda** means the written Order of Business.
2. **Chair** means the presiding officer at a Council or Committee meeting.
3. **CAO** means Chief Administrative Officer
4. **Civic or Public Holiday** means those listed as holidays in the *Interpretation Act*, R.S.O. 1990 c.l. 11 Section 29, as amended from time to time.
5. **Clerk** means the Clerk of the Corporation of the Township of Lake of Bays or his/her designate pursuant to section 228 of the *Municipal Act*, 2001.
6. **Closed Session** means a Council or Committee meeting or portion thereof, which is closed to the public in accordance with the *Municipal Act*, 2001.
7. **Committee** means a Standing Committee of Council which has been duly appointed to deal with a specific matter and provides advice and/or recommendations to Council. It shall include at least 2 Members of Council or a local board.
8. **Communications** includes but is not limited to the following: Letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, newspaper/magazine article, etc.



9. **Consent Agenda** means a list of items on the agenda that are repetitive or routine in nature which may be adopted by one motion of Council but any of which may be separated from the consent agenda and added to the regular agenda for consideration.
10. **Corporation** means the Township of Lake of Bays.
11. **Council** means the Council of the Corporation of the Township of Lake of Bays which is comprised of seven Members, and includes a Mayor and (4) four Ward Councillors and (2) two District Councillors representing the four Wards in the Municipality.
12. **Councillor** means a Member of Council of the Corporation of the Township of Lake of Bays, but does not include the Mayor.
13. **Delegation** means a person/group making a presentation to Council or Committee
14. **Deputy Mayor** means a Member of council appointed to act in the place of the head of council when the head of council is absent or refuses to act or the office is vacant.
15. **Improper Conduct** means conduct which offers any obstruction to the deliberations of proper action of Council.
16. **Mayor** means the Head of Council of the Corporation of the Township of Lake of Bays.
17. **Meeting** means any regular, special, committee or other meeting of Council, Committee or local board or of a committee of either of them, where,
  - a) A quorum of Members is present, and
  - b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee
18. **Member** means a Member of Council or a Committee, a person duly elected or appointed to serve on Council or a Committee for the Corporation of the Township of Lake of Bays.
19. **Municipality** means the Corporation of the Township of Lake of Bays.
20. **Municipal Election** shall mean a general, Township-wide municipal election.
21. **Notice of Motion** means an advance notice to Members on a matter which Council will be asked to take a position.





22. **Pecuniary Interest** means a direct or indirect interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50*, as amended.
23. **Point of Order** means a matter that a Member considers to be departure from or contravention of the rules, procedures or generally accepted practices of the Council.
24. **Prevailing Member** means any Member who voted with the majority on an issue or question that was dealt with by a resolution.
25. **Quorum** means the majority of the whole number of Members required to constitute Council or a Committee. For Closed Session and Council purposes four (4) Members of the seven (7) Members Council constitutes a quorum.
26. **Recorded Vote** means recording in the Council Minutes, the names of each Member present and the manner of their respective votes on a matter or question before the Council. In the case of a Member who has declared a conflict/pecuniary interest on the matter or question, the minutes shall so reflect that action.
27. **Regular Meeting** means a scheduled Council meeting held in accordance with the approved calendar/schedule of meetings.
28. **Resolution** means a motion that is carried or defeated and therefore represents the vote and will of Council.
29. **Rules of Procedure** means the applicable procedural rules and rules of conduct contained in this by-law.
30. **Special Meeting** means a meeting not scheduled in accordance with the approved calendar/schedule of meetings.
31. **Ultra Vires** means a subject or item that is outside the municipality's jurisdiction.



## **PART 2 - GENERAL PROVISIONS**

### **2.1 Protocol**

The rules and procedures contained in this by-law shall apply to all meetings of Council and Committees, unless otherwise prescribed;

- (1) Notwithstanding Section 2.1, these rules and procedures may be relaxed in a Committee meeting, if the subject matter so permits.
- (2) Unless a contrary intention appears in this By-law, words in the singular include the plural and words importing masculine gender include the feminine.
- (3) All Members, except the Mayor, are to be addressed as: "COUNCILLOR (surname inserted)".
- (4) The Mayor shall be addressed as: "MAYOR (surname inserted)" or as "YOUR WORSHIP".

### **2.2 Robert's Rules of Order**

For purposes of interpreting this By-law or determining a proper course of action for matters that may arise that are not specifically contemplated by this by-law, the most recent edition of *Robert's Rules of Order* in existence at the time shall be used as a reference.

## **PART 3 - MEETINGS - GENERAL**

### **3.1 Inaugural Meeting**

The first meeting in a new term of Council shall take place in the Council Chamber of the Municipal office, unless it is deemed necessary to change venue, on the first Tuesday in December in each election year, commencing at 10:30 a.m.

### **3.2 Regular Council Meetings - Time, Date, Location**

Regular meetings of Council shall be held on a Tuesday each month, beginning at 9:00 a.m. in the Council Chamber of the Municipal Office

### **3.3 Meeting - Time, Date, Location - Altered by Council**

Council may, by Resolution passed by a majority of the Members present, dispense with or alter the date, time or place of a meeting, provided that adequate notice of the change is posted at the Municipal Office or website and provided that the location be within the boundaries of the Municipality.

### **3.4 Meeting on Holiday**

If the designated meeting day falls on a public holiday, the Council shall meet at the designated time, the first day following which is not a public holiday, or at another date



and time set by Resolution of Council.

### **3.5 Cancellation of Meetings**

The Clerk, in consultation with the CAO and/or Mayor, may cancel any meeting; if it is determined there is not sufficient business to be conducted. The Council, public and media will be advised forthwith after the decision to cancel has been made.

### **3.6 Cancellation of Meetings – Inclement Weather**

The Clerk, in consultation with the CAO and/or Mayor/Chair, may, if it appears that storm or like occurrence will prevent the Members from attending a meeting may postpone a meeting by advising as many Members as they are able to reach. Postponement shall not be for any longer than the next regularly scheduled meeting of Council or Committee.

### **3.7 Schedule of Meetings**

The Clerk will prepare annually a schedule of the Committee Meetings, Regular Council Meetings, Library Board Meetings and Planning Council Meetings. The schedule will be posted on the municipal website and in the municipal office.

### **3.8 Notice of Meetings - In Form of an Agenda**

A meeting notice shall be in the form of an Agenda, which shall first make mention of the date, time, place for the meeting. The Agenda shall be posted on the municipal website for the public by 4:00 p.m. the Tuesday prior to the scheduled meeting unless extenuating circumstances arise.

### **3.9 Notice of Meetings - Clerk to Give Notice**

The Clerk shall give notice of each meeting to all Council Members, Members of the Committee associated with the meeting in question and such persons as the Chair of the meeting in question or the Clerk deems necessary.

### **3.10 Absent from Meeting/Leaves of Absence**

- a) The office of a Member of a Council or Committee will become vacant if the Member is absent from the meetings of Council or Committee for three (3) consecutive months unless the leave of absence is authorized by a resolution of Council.
- b) Section (a) does not apply to vacate the office of a Member of Council who is absent for twenty (20) consecutive weeks or less if the absence is a result of the Members' pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with subsection 259 of the *Municipal Act, 2001*. A resolution of Council is not required to authorize such a leave of absence. The Member shall provide the Clerk with written notice of the leave of absence for twenty (20) consecutive weeks or less.



### **3.11 Adjournment Hour – All Meetings**

All regular meetings shall stand adjourned when the Council has completed all items as listed on the Agenda or Council has been in session for four (4) hours. However, it is at the discretion of the Chair to extend the meeting beyond four (4) hours to complete the items on the agenda.

## **PART 4 - SPECIAL MEETING OF COUNCIL**

### **4.1 Special Meeting of Council – Summoned by Mayor**

The Mayor may, at any time, summon a special meeting of Council by providing written direction to the Clerk stating the date, time and purpose for the special meeting.

### **4.2 Special Meeting of Council - Summoned by Majority Petition**

Upon receipt of a petition of the majority of Members of Council, the Clerk shall summon a special meeting of Council by providing the written petition to the Clerk stating the date, time and purpose for the special meeting. Once received by the Clerk, no Member shall remove his/her name from a petition filed under this section.

### **4.3 Special Meeting of Council - Timing**

The special meeting shall be held not sooner than 24 hours following the Mayor's summons or receipt of the petition, as the case may be. A special/emergency meeting may be held as soon as practicable following receipt of the summons or petition upon a two-thirds of the Members present to suspend such requirement.

### **4.4 Special Meeting of Council - Notice**

The Clerk shall give notice to the Members of the Council, of all special meetings of Council, whenever required and such notice shall specify the date, time, place, and the purpose of the meeting. Such notice shall be delivered to each Member by any of the following means (phone call, personal delivery, facsimile transmission, electronic mail) so as to reach his residence or place of business at least 24 hours before the time fixed for the special meeting.

### **4.5 Special Meeting of Council - Public Notice**

Public Notices of special meeting of Council shall include a notice of the meeting to be posted at the municipal office and on the municipal website. If time permits the Clerk may advertise the special meeting. Due to the nature of the special meeting, a 24 hour notice period shall apply, but will not restrict the conduct of municipal operations under an emergency.



#### 4.6 Special Meeting of Council – Any Other Matter

At special meetings, the Council shall not consider or decide upon any matter not set forth in the notice calling the meeting, without the unanimous consent recorded in the minutes, of all the Members of Council.

#### 4.7 Special Meeting of Council – Urgent & Extraordinary Occasions

Notwithstanding this section, on urgent and extraordinary occasions, with the consent of two-thirds of all the Members of Council/Committee recorded in the minutes, an emergency special meeting of the Council may be called by the Chair and held to consider and deal with such urgent and extraordinary matters.

### PART 5 - CLOSED MEETINGS OF COUNCIL

#### 5.1 Meetings Open to the Public

Except as provided in this section, all meetings shall be open to the public.

#### 5.2 When Closed Meetings are Authorized

- (1) Council or a Committee may, by resolution, close a meeting or part of a meeting to the public in accordance with s. 239 of the *Municipal Act, 2001*, if the subject matter to be considered is:
  - a) The security of the property of the municipality or local board;
  - b) Personal matters about an identifiable individual, including municipal or local board employees;
  - c) A proposed or pending acquisition or disposition of land by the municipality or local board;
  - d) Labour relations or employee negotiations;
  - e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
  - f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - g) A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
  - h) 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;



- i) 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;
  - j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality of local board and has monetary value or potential monetary value; or
  - k) 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.
- (2) Council or a Committee may, by resolution, close a meeting or part of a meeting to the public in accordance with s. 239 of the *Municipal Act, 2001*, if the subject matter to be considered is:
- a) 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
  - b) An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman and/or Meetings Investigator.
- (3) 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 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.

### 5.3 Moving into Closed Session

Before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee of either of them shall state by resolution:

- a) The fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or



- b) In the case of a meeting under section 5.2(3), the fact of the holding of the closed meeting, the general nature of its subject-matter and that is it to be closed

#### 5.4 Chair

Closed Meetings shall be chaired by the Mayor, in the case of the absence of the Mayor during a Closed Session of Council, the Deputy Mayor shall assume the Chair.

#### 5.5 Voting

Voting shall take place in open session; however, Council may vote during a closed meeting pursuant to s. 239(6) of the *Municipal Act, 2001* if:

- (1) The meeting was permitted or required by s. 239(2) or (3) of the *Municipal Act, 2001*; and
- (2) The vote relates to:
  - (a) a procedural matter; or
  - (b) directions or instructions to officers, employees or agents of the Municipality, a Local Board, a Committee, or to persons retained by the Municipality or a Local Board.

#### 5.5 Agenda and Reports

Closed Meeting Agendas and Reports shall be distributed in a manner that ensures confidentiality.

#### 5.6 Resolution Required

All votes under s. 239(6) of the *Municipal Act, 2001* shall be taken in accordance with the voting process set out in this Bylaw, as applicable, including the requirement of a mover and seconder and a written resolution.

#### 5.7 Completion – Reconvene to Open Meeting

Upon completion of the Closed Session:

- a) the Members shall immediately reconvene in open session; and
- b) if applicable, the Members shall vote on any resolutions emanating from the closed meeting.

#### 5.8 Disclosure

No Member or staff shall disclose the content or deliberations of a closed meeting, unless:

- a) expressly authorized to do so by a majority vote of the meeting Members;
- b) such disclosure is required to execute the specific direction(s) provided in the closed meeting, and then only to the extent that is necessary in the circumstances; or
- c) as required by law.



## 5.9 Complaints about the appropriateness of a Closed Meeting

- (1) Any complaints made in relation to closed meetings made under section 239(1) of the *Municipal Act* must be directed to the Clerk who will forward them to the Investigator appointed by Council to undertake those duties. All complaints will be treated as confidential at all times and will be forwarded directly to the appointed Investigator without review by the staff of the Township of Lake of Bays.
- (2) Complaints must be submitted on the established complaint form. The complaint form may be printed from the website or can be obtained from the Clerk's Department. All complaints must be submitted in a sealed envelope marked 'private and confidential' and should contain the following information:
  - a) Name of municipality
  - b) Complainant's name, mailing address, telephone number and email address (if applicable)
  - c) Date of closed meeting under consideration
  - d) Nature and background of the particular occurrence
  - e) Any activities undertaken (if any) to resolve the concern
  - f) Any other relevant information
  - g) Original signature
- (3) Complaints may be submitted by mail or delivered directly to the Township of Lake of Bays, 1012 Dwight Beach Road, Dwight, ON P0A 1H0 Attention: Clerk
- (4) Where Council is in receipt of a report from the Ombudsman or an Investigator reporting his or her opinion that a meeting or part of a meeting appears to have been closed to the public contrary to the provisions of Section 239 of the *Municipal Act*, as amended or the Council Procedural By-law, Council shall pass a resolution stating how it intends to address the report and the recommendations contained within.

## PART 6 - RECORDING EQUIPMENT

### 6.1 Use of Mechanical and Electronic Devices

The use of audio recording equipment during a meeting that is not closed to the public is only permitted as long as it is not disruptive to the conduct of the meeting. Any and all audio recordings recorded other than by the municipality shall not, under any circumstances, be deemed to be official records.

The following are prohibited unless authorized in advance by the Mayor or Committee Chair as the case may be: cameras, electrical lighting equipment, flash bulbs, and television cameras.





## **6.2 Exercising Discretion**

When exercising the discretion to authorize the use of equipment such as described in 6.01 regard shall be had as to whether the use will be a distraction to the meeting and also as to whether there is a recording secretary of the Corporation present with the capability of providing a complete record of the meeting.

## **PART 7 - QUORUM**

### **7.1 Quorum - Call to Order**

Meeting shall be Called to Order as soon as there is a quorum after the time set for the start of the meeting, the Mayor shall take the chair and call the meeting to order.

### **7.2 Quorum Required**

A quorum for the Township of Lake of Bays Council shall be four (4) Members.

### **7.3 No Quorum - Automatic Adjournment**

In the event that a quorum is not present within 15 minutes after the designated start time of the meeting, the Clerk shall record the names of the Members present and the meeting shall stand adjourned.

### **7.4 Loss of Quorum**

If during the meeting there is no quorum (unless Members are dealing with a motion or subject that Members of Council have a pecuniary interest to declare), the meeting shall automatically be deemed to stand recessed until there is a quorum again in attendance. Should the lack of a quorum continue for 30 minutes, then the meeting shall automatically stand adjourned until the next regular meeting, or until a special meeting is called to deal with the matters still to be dealt with at the adjourned meeting.

### **7.5 Member Absent**

Members of Council are encouraged to notify the Clerk, or designate, when the Member is aware that he/she will be absent from any meeting of Council.

### **7.6 Roll Call**

Once the Chair has called the meeting to order, the Clerk shall record in the minutes those Members who were present, and those Members absent. If a Member arrives after the roll call, the clerk shall note the time of arrival in the minutes.

## **PART 8 – AGENDA**

### **8.1 Agenda Preparation**

The Clerk shall prepare in consultation with the Chief Administrative Officer (CAO), for the use of the Members, an Agenda in a form that best allows for the most efficient



conduct of business. Agendas shall generally follow the following formats, but modifications to the matters to be included in the Agenda may be effected without requiring amendment to this by-law:

#### Regular Council Meeting Agenda

1. Meeting Called to Order – Approval of Agenda
2. Disclosures of Pecuniary Interest & General Nature Thereof
3. Deputations/Delegations
4. Consent Agenda
5. Reports & By-laws
6. Communication Items & Petitions
7. Mayor and Municipal Councillors' Reports
8. Notice of Motion
9. Unfinished Business
10. Closed Session/Business Arising from Closed Session
11. Confirming By-law & Adjournment

#### **8.2 Items Submitted for Agenda**

The Clerk shall accept items for any agenda from Staff, the Mayor or Chair, and from Members of Council or Committee up to the agenda deadline.

#### **8.3 Items Submitted for Agenda from Public**

Receive correspondence and petitions from the public up to the Agenda deadline, 7 working days before the meeting date, and if, in the opinion of the Clerk and the CAO, the matter warrants the consideration of Council or Committee, place the correspondence or petition on the Agenda. When in the opinion of the Clerk and the CAO the correspondence or petition should be first dealt with at the staff level, it shall be directed to the appropriate department to investigate and provide information or a recommendation in a future agenda of Council.

#### **8.4 Agenda - Distribution**

Prepare and distribute the agenda along with supporting material for the Regular or Planning Council Meetings (as much as feasibly possible) to Council Members and to all Department Heads not less than six (6) working days before the meeting date and will be made available to the general public within the same manner. Committee Agendas (Heritage), insofar as practicable, shall be distributed two (2) working days prior to the meeting.

#### **8.5 Alteration of Agenda at a Meeting**

The items on the agenda of each meeting shall be taken in the order in which they stand on the agenda unless otherwise decided by verbally by a majority of the Members present.



### **8.6 Items Not Considered - Next Meeting**

All items on the agenda not dealt with at a meeting shall be placed on the agenda for the next meeting unless otherwise decided by resolution passed by a majority of the Members present.

### **8.7 Addendum Permitted After Deadline if Urgent**

An addendum may only be presented when one or more items arise after the closing of the deadline for preparation of the agenda and prior to the meeting. The Clerk or CAO will determine which items are of urgent nature and require the immediate consideration of Council at the meeting.

### **8.8 Addendum – Resolution Required**

Before any addendum may be dealt with, a resolution must be passed by majority of the Members present authorizing the Council or Committee to waive notice provisions and deal with all or any of the items on the addendum.

## **PART 9 - CONSENT AGENDA**

### **9.1 Definition**

For the purpose of convenience and for expediting the meeting, matters of repetitive or routine nature are included in the Consent Agenda, and all such matters of business contained in the Consent Agenda are voted on collectively.

A Member of Council can request an item to be singled out from the Consent Agenda to allow debate or for a separate vote. The remaining matters of business contained in the Consent agenda are voted on collectively.

### **9.2 Introduction by Motion**

The following procedure shall be applied for the introduction of consent agenda items:

- (1) The Clerk shall bring one consent agenda motion to pass and receive all of the items referred to in Part 8.1(3)
- (2) Each item referred to in Part 8 shall also require its own separate motion.
- (3) Each item for which a Member declares a pecuniary interest shall be introduced and voted on separately.

### **9.3 Invitation to Debate**

The Chair shall then invite debate on any item(s) set forth in the consent agenda motion.



#### **9.4 Member Wishing to Debate**

Any Member who wishes to debate any item(s) set forth in the consent agenda motion shall so advise the Chair, following which:

- (1) the item(s) shall be separated from the consent agenda motion without question or debate;
- (2) the consent agenda motion shall be voted and adopted separately;
- (3) amendments to the separated item(s) may be proposed during the course of the debate; and
- (4) each separated item shall be voted on individually.

#### **9.5 Debate Concluded - Vote**

At the conclusion of the debate:

- (1) if no amendments have been proposed to any item(s), the Chair shall call for a vote on each separated motion; or
- (2) if amendments have been proposed to any item(s):
  - (a) each amendment shall be voted on separately without further amendment or debate; and
  - (b) the Chair shall call for a vote on each item, as amended.

#### **9.6 Adoption of Minutes**

Council Minutes shall be adopted by Council. Should a Member wish to make changes to any decision made with respect to the related recommendations, a motion to reconsider pursuant to Section 15.18 shall be required.

#### **9.7 Correction or Errors or Omissions in Minutes**

Omissions in the recording of any action taken at the previous meeting may be corrected before adopting the minutes and may be made by Council.

### **PART 10 – DISCLOSURE OF PECUNIARY INTEREST**

#### **10.1 Disclosures of Pecuniary Interest**

- a) It is the responsibility of each Member to identify and disclose any pecuniary interests (as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, C. M.50) in any item or matter in question.
- b) When a Member, either on his/her own behalf or while acting, by, with or through another, has any 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:

1. Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
2. File a written statement of the interest and its general nature with the Clerk, or as soon as possible afterwards;
3. Remove themselves from the Council Chambers when the matter is under consideration;
4. Not take part in the discussion of, or vote on, any question in respect of the matter;
5. Not attempt in any way, whether before, during, or after the meeting, to influence the voting on any such question.

#### **10.2 Disclosures of Pecuniary Interest - Minutes to Reflect**

The minutes will reflect at what point the Member disclosed a pecuniary interest and for what reason.

#### **10.3 Disclosures of Pecuniary Interest - Closed Session**

Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration. The Member's disclosure of pecuniary interest during a closed meeting will be recorded in the minutes of the next meeting that is open to the public. This can be achieved when the Member makes a disclosure of pecuniary interest on the resolution adopting the minutes of the closed meeting in question, at which time, the Member is again prohibited from discussing or voting on the minutes related to the matter.

#### **10.4 Disclosures of Pecuniary Interest - Absent from Meeting**

Where the interest of a Member has not been disclosed, by reason of absence from the particular meeting, the Member shall disclose the interest and otherwise comply at the first meeting of Council, as the case may be, attended by the Member after the particular meeting.

#### **10.5 Disclosures of Pecuniary Interest - Chair**

If the Chair has made a disclosure of pecuniary interest on any matter before Council, the Chair shall withdraw from the chair during the deliberations on that matter and remove himself from the Council Chambers. The Acting Mayor will resume the seat of Chair.



### **10.6 Disclosures of Pecuniary Interest - Registry**

Council, local boards and committees shall establish and maintain a Registry of statements and declarations of interests of Members and the registry will be made available for public inspections.

## **PART 11 - COMMUNICATIONS ITEMS AND PETITIONS**

### **11.1 Communication Items**

The Clerk shall prepare an Information File of Communication Items for Members of Council. Items to be included in the folder shall include, but not be limited to, correspondence items from other levels of government, crown corporations, agencies, boards or provincial/federal associations engaged in municipal matters etc.

### **11.2 Communication Items for Action**

All communication items marked to Mayor and Council shall be legible and not contain any defamatory allegations and shall be signed by the author(s) and their return mailing address or email address must be noted thereon. All items will be available for public viewing. The Clerk shall not include any correspondence that does not meet the above requirements.

### **11.3 Communication Items - Protocol**

Members of Council will be governed by the following rules respecting questions relative to communications:

- (1) Council Members are strongly encouraged to contact the appropriate Department Head prior to the meeting to raise questions or clarify issues relevant to the matter and to secure additional information as may be required.
- (2) A motion directing administration to undertake certain action with respect to any item from Communication Items shall be in order, provided it is moved, seconded and carried by Council.
- (3) A motion to adopt the Communication Items will be in the order when all Council Members have concluded their questions.
- (4) Any issues of jurisdiction on any matter of communication before the Council shall be determined by the Chair. The decision of the Chair shall be final, without recourse to a challenge.
- (5) All correspondence identified "Confidential" which is received by Members of Council shall be returned to the Clerk's Office for proper disposal immediately following the meeting at which Council dealt with the matter.



#### **11.4 Petitions Submitted to Clerk or Member**

Petitions may be submitted by residents in accordance with the Municipality's Petition Policy.

### **PART 12 - DELEGATIONS**

#### **12.1 Which Body to Hear Delegations**

A delegation may be heard at a Council Meeting or Committee.

#### **12.2 Request for Delegation**

Any person who wishes to appear before Council shall, on the proper form make written application to the Clerk at least six (6) working days preceding the Meeting. A written submission, together with handouts or material must be submitted with the written application to appear and shall be copied and distributed as "delegation" submissions to Council Members. The CAO and the Clerk may make a determination as to deferral of delegations to subsequent meetings or referral to the appropriate Department Head.

#### **12.3 Reply to Request**

The Clerk in consultation with the CAO, shall reply to such delegation requests in writing or by telephone, as time permits, indicating approval, refusal, deferral or referral of the delegation and reasons thereof.

#### **12.4 Delegation - Time Limit for Speaking**

A maximum of ten minutes shall be allotted for each delegation to present his/her information or support or oppose a township matter. A maximum of two (2) persons shall be permitted to address the Members for each delegation representing a group or organization. Delegations are encouraged not to repeat information presented by an earlier delegation. The ten minute time line shall be strictly enforced. The Clerk shall observe the time at the commencement of the delegation presentation. The Chair shall, at the conclusion of the ten minutes, inform the delegation that the time limit has been exceeded and thank the delegation for the presentation. Only upon a verbal motion to extend the ten minute limit, adopted by a majority of the Members present, shall the ten minute limit be extended.

#### **12.5 Delegation - Limit per Meeting**

No more than four delegations shall be allowed at any meeting. Delegations will be provided in the order in which they were received by administration.

#### **12.6 Conduct for Delegation**

Delegations shall abide by the Rules of Conduct set out in Part 16 and shall:



- (1) not speak on any subject other than the subject for which they have received approval to address;
- (2) not enter into cross debate with other delegations, administration, Members or the Chair;
- (3) not appear for the purpose of publicly announcing a local event; and
- (4) refrain from public outbursts, shouting, or behavior intended to disrupt the discussion and/or general proceedings of the Meeting

### **12.7 Delegation Restrictions**

The Chair may restrict any delegation, any questions of a delegation or debate during a delegation, for disorder or any other breach of this by-law and, if the Chair rules that the delegation is not in compliance with Part 16 of this by-law, the person or persons appearing shall withdraw from the delegation table, and the decision of the Chair shall not be subject to challenge.

### **12.8 Completion of Delegation**

Upon the completion of a presentation by a delegation, any discourse 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 respecting the presentation.

### **12.9 Refusal of Delegation**

The Clerk is given authority to refuse delegations that are not permitted under the following circumstances:

- (1) The request is not submitted within the time required in Section 12.2;
- (2) No written submission together with handouts or materials is provided with the request to appear;
- (3) The subject matter is deemed to be beyond the jurisdiction of Council;
- (4) The issue is specific to a labour/managerial dispute, or other matter properly held in Closed Session;
- (5) Council has previously made a decision on the issue.

### **12.10 Refusal of Delegation - Clerk to give Reason**

In the event a delegation request is refused, the Clerk, in consultation with the CAO shall provide to the person(s) in writing, with a copy to Council, the reasons for the refusal.





### **12.11 Request for Delegation - Special Provision**

Despite Section 12.2 herein, any person may request to make a presentation to Council at a Meeting, respecting an item on the Agenda provided that:

- (1) The request is made to the Clerk prior to 12 noon prior to the day of the meeting, and
- (2) The request is approved by a majority of the Members present and if approved by Council such delegation shall be placed as the final delegation on the Agenda;
- (3) Not more than 1 delegation shall be added under the provisions of this article, unless the majority of Council approves an additional delegate;
- (4) The subject matter does not pertain to a matter dealt with by Council in Closed Session under the provisions of the *Municipal Act* 2001, S.O. 2001,c 25 as amended.

## **PART 13 – RULES OF DEBATE IN COUNCIL**

### **13.1 Member seniority**

No Member shall be deemed to have precedence or seniority over any other Member.

### **13.2 Chair - Speaking Before and/or Closure of Debate**

The Chair may speak on any matter either before the commencement of debate on any matter, or without entering into further debate, may speak to close the debate on any matter after all Members wishing to speak have spoken.

### **13.3 Chair - Participation in Debate**

If the Chair wishes to take part in the debate, the Chair must leave the chair and call on another Member to act in the Chair's place until the debate is closed and in such case the Chair waives his/her privilege to close the debate. The Member acting in the Chair's place may close the debate.

### **13.4 Mover of Motion - First Right to Speak**

After the Chair, the Member who moves a main motion has the first right of speaking on that motion, and the seconder has the right of speaking second on the motion.

### **13.5 Recognition by Chair - Acknowledgement of Speaker**

No Member shall speak to a question or motion until the Member has been recognized by the Chair. After being recognized by the Chair, all remarks shall be respectfully made through the Chair.

### **13.6 Doubt the Vote**

If a Member believes that a voice vote was too close to call, that a vote result announced by the Chair is wrong, or that the Member is confused regarding the taking



of the vote, the Member may demand that the vote be taken again for purposes of clarification, only after the vote is taken and before the Chair states the next motion.

### **13.7 Motion - Request for Reading**

Prior to the taking of a vote, a Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member who is speaking.

### **13.8 Motions Introduced Orally**

The following matters may be introduced orally, without written notice and without leave:

- a) a point of order
- b) a motion to amend
- c) a motion to refer, including to Closed Session
- d) a motion to table the question
- e) a motion to vote on the question
- f) a motion to suspend the rules of procedure
- g) a motion to recess
- h) a motion to adjourn

## **PART 14 - POINTS OF ORDER**

### **14.1 Points of Order**

The Chair shall preside over the conduct of the meeting, 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. The minutes will reflect the Point of Order, and the Chair's ruling.

### **14.2 Violation of Rules of Procedure**

When a Member wishes to call attention to what the Member believes to be a violation of the rules of procedure, the Member shall, when once recognized by the Chair, raise the point of order.

### **14.3 Member Speaking to Yield the Floor**

When a Point of Order is acknowledged by the Chair, any Member speaking at the time shall cease doing so until the point has been dealt with.

### **14.4 Brief Explanation - Ruling**

On raising the point of order, a Member shall state the point of order with concise explanation and the Chair shall rule upon the point of order.



#### **14.5 Appeal of Ruling**

The Chair's ruling shall be final, unless a Member immediately appeals the ruling of the Chair (challenges the Chair) as follows:

- a) the Member appealing shall state the reasons for the appeal;
- b) the Chair may offer reasons in favour of upholding his or her ruling; and
- c) the Members shall vote on the appeal without debate.

#### **14.6 Results of Appeal**

If the appeal is upheld, then the Chair shall change his/her ruling accordingly or if the appeal is rejected, then the Chair's ruling stands and no further avenues of appeal are allowed.

### **PART 15– VOTING**

#### **15.1 All Members to Vote - Exception**

Regardless of the method of voting:

- (1) every Member present at a meeting, including the Chair, shall vote on the issue at hand unless prohibited by statute or this by-law, if prohibited from voting, the Clerk shall record in the minutes the name of the Member and the reason that he or she is prohibited from voting; and
- (2) if any Member present refuses to vote or fails to vote, the Member shall be deemed to vote against the question.

#### **15.2 Method - Show of Hands**

Except where a recorded vote is requested pursuant to Section 15.8, voting shall be by a show of hands in favor or against, following which:

- (1) the Chair shall announce the result; and
- (2) the Clerk shall record only the result, and not whether Members voted for or against the question.

#### **15.3 Result of Vote - How Recorded**

The Clerk shall record the result of votes as follows:

- (1) if passed, "Carried";
- (2) if not passed, "Defeated";
- (3) if deferred, "Postponed" or
- (4) if tied, "Motion Lost".

#### **15.4 Chair Entitled to Vote**

The Chair, except where disqualified to vote, is entitled to vote on all questions and when it could affect the result of the vote, and when so doing, shall vote last.



### **15.5 Voting Commenced**

After the Chair commences to take a vote on a question, no Member shall speak to such question or present any other motion until a vote has been taken on such question.

### **15.6 Member not at Council Table at Time of Vote**

When the Chair calls for a vote on a question, each Member shall occupy his or her seat and shall remain in his or her seat until the result of the vote has been declared by the Chair. A Member who is not at the Council table when the Chair calls for a vote shall not be entitled to vote.

### **15.7 Request to Record a Members Vote**

If there is no request for a recorded vote, a Member may request the Clerk to record his/her vote only, either for or against the question, as the case may be.

### **15.8 Recorded Vote**

Any Member may request a recorded vote immediately before or after the taking of a vote, following which:

- (1) the Clerk shall call by name the Members present in alphabetical order except for the Chair whose name shall be called last;
- (2) each Member present who is not disqualified from voting by statute or this By-law shall announce his vote openly, in the order set out above; and the Clerk shall record each Member's vote in favour or against the question; and
- (3) after completion of the recorded vote the Clerk shall announce the results.

### **15.9 Motions**

- (1) Motions shall be debated in the order of their presentation on the Agenda.
- (2) Members of Council, the Clerk and other officers may introduce matters to be dealt with by motion, subject to the notice provisions in this By-law.
- (3) A motion for introducing a new matter shall not be presented without notice unless Council, without debate, dispenses with such notice by a two-thirds vote of the Members present.
- (4) Every motion, amendment to a main motion, or amendment to an amendment must be formally moved and seconded before the Chair can put the question to Council for a vote, and prior to any discussion on the question.
- (5) Any Member may require a motion under discussion to be read by the Chair at any time during the debate but not so as to interrupt another Member who is speaking.



- (6) A motion properly before the Council for consideration must receive disposition before any other motions can be received, unless it is a motion to amend, to refer to staff for report, to defer indefinitely or to a specified time, to adjourn the meeting or that the vote be now taken.

#### **15.10 Notice of Motion**

- (1) Notice of all new motions, except motions listed in Section 13.8, shall be given in writing and delivered to the Clerk prior to the seven (7) working days preceding the date of the Council meeting at which the matter is to be considered. Such notices shall be included in the Agenda for that meeting under the item "Notice of Motion".
- (2) A notice of motion, in writing, may also be received by the Clerk prior to the closing of the meeting and in this event, the Chair or Clerk shall read the notice of motion and it shall be duly recorded in the minutes without debate, and shall form part of the Agenda for the subsequent meeting under the item "Notice of Motion".
- (3) The presentation of a notice of motion does not require a mover or seconder until it comes before a meeting for debate.
- (4) A motion for which notice was given in accordance to this By-law must be moved or seconded at the meeting on which it appears on the Agenda for debate.
- (5) A notice of motion must be presented in the appropriate motion format on a "Notice of Motion Form". Forms are available at the municipal office or may be emailed upon request.

#### **15.11 Motion to Suspend Notice Requirements**

A motion may be introduced without notice, if Council, without debate, dispenses with notice, on the affirmative vote of a two-thirds of the Members present and voting.

#### **15.12 Motion to Withdraw**

Once the motion is proposed and seconded, but before the Chair states the motion, it belongs to the proposer, the motion may be withdrawn or modified without the permission of Council.

Once a motion has been stated, it shall be deemed to be in possession of Council, but at any time, the Member who moved a motion may request to withdraw the motion before a decision or an amendment. If there is no objection, the motion is withdrawn with general consent. If there is an objection, anyone may second the motion to withdraw and the Chair takes a vote.

#### **15.13 Motion to Amend**

Only one amendment at a time can be presented to a main motion, and only one amendment to an amendment can be presented. A motion to amend shall:



- (1) be made only to a previous question or to amend an amendment to the question;
- (2) be relevant to the motion;
- (3) be moved and seconded;
- (4) be put to a vote in the reverse order to that which it is moved;
- (5) not be in order if, in essence, it constitutes a rejection of the main question.

#### **15.14 Motion to Refer**

- (1) A motion to refer the question should include:
  - i) the name of the body or official to whom the question is to be referred;
  - ii) instructions respecting the terms upon which the question is to be referred.
- (2) A motion to refer the question shall not be debatable except where instructions are included, in which case, only the instructions shall be debatable.
- (3) A motion to refer a question may be amended in accordance with the provisions of Section 15.12.

#### **15.15 Motion to Postpone**

A motion to postpone shall:

- (1) include a fixed date for the question to come back before Council for consideration;
- (2) be made while the main motion or an amendment is on the floor, and takes precedence over that motion or amendment;
- (3) be debated; however, the debate must be limited to the advisability of the proposed postponement;
- (4) only be amended to change the length of the postponement;

#### **15.16 Motion to Adjourn**

A motion to adjourn the Council or to end the debate (Call the Question) shall always be in order, except:

- (1) when a Member is speaking;
- (2) during the taking of a vote;
- (3) immediately following the affirmative resolution of a motion that a vote on the question now be taken;
- (4) when a Member has already indicated to the Mayor or Chair, that he or she desires to speak on the question;
- (5) when resolved in the negative, cannot be made again until Council has conducted further proceedings.



### 15.17 Motion to Reconsider

- (1) A motion to reconsider a decided matter shall only be moved by the Member who voted with the majority on the original motion.
- (2) No motion to reconsider a decided matter shall be in order when the motion has been implemented resulting in a legally binding commitment that is in place on the date that a motion to reconsider is to be debated
- (3) A motion to reconsider a decided matter at the same meeting shall require the approval of two-thirds support of the whole Council that is present.
- (4) A motion to reconsider a decided matter at a subsequent meeting shall require the approval of a majority of Council that is present.
- (5) A motion to reconsider is not amendable and debate must be confined to reasons for or against reconsideration. However, the mover of a motion to reconsider may provide a brief and concise statement outlining the reasons for proposing such reconsideration.
- (6) If the action approved in the motion cannot be reversed, the motion cannot be reconsidered
- (7) Each Member of Council shall be responsible for making a determination on how the Member voted on a specific matter. The Clerk shall not record or note in the minutes how a Member votes unless a request for a recorded vote has been made.
- (8) Council may not reconsider a decision for a period of six (6) months following the decision.
- (9) In the event of a resolution that was defeated due to an equality of votes, both sides shall be considered as prevailing.
- (10) When a motion to reconsider is brought before a succeeding Council, it shall be deemed to be new business and not a matter of reconsideration

### 15.18 Order of Precedence

Where a motion is under consideration, no motion shall be received except a motion having precedence, in the following order:

- (1) to adjourn
- (2) to recess
- (3) to request information
- (4) to request that the vote be taken (call the question)
- (5) to limit or extend the debate
- (6) to postpone (to another meeting, date, indefinitely)
- (7) to refer (to another committee, administration)
- (8) to amend



### 15.19 Non-Debatable Motions

- (1) To adjourn
- (2) To close, limit or extend debate
- (3) To lay on the table (to table)
- (4) Questions of privilege
- (5) To suspend the rules

### 15.20 Motions Proposing Actions Beyond Jurisdiction of Council (*ultra vires*)

A motion in respect of a matter which is beyond the jurisdiction or legislative authority of Council shall not be in order.

## PART 16 – CONDUCT AT MEETINGS

### 16.1 Conduct of Members

In accordance to the Council Code of Conduct, Members shall:

- (1) act in accordance with their Declaration of Office;
- (2) refrain from speaking aloud, or address Members without first receiving permission of the Chair;
- (3) not use indecent, offensive, or insulting expressions, at any time, toward other Members, Members of the administration, delegations or Members of the public;
- (4) not use any electronic devices (cell phone, computer etc) to communicate to other Members or the Public during the course of the meeting;
- (5) not speak in a manner that is discriminatory in nature based upon an individual's race, ancestry, place of origin, ethnic origin, creed, gender, sexual orientation, age, colour, marital status or disability;
- (6) speak only to the subject under debate;
- (7) not criticize any decision of the Council except for the purpose of moving in accordance with the provisions of section 2.30 (r) (place in the number for "reconsideration" that the question be reconsidered; and
- (8) not leave their seat, or make any noise or disturbance while a matter is being considered or discussed by Council; while a vote is being taken or until the results are declared;
- (9) not enter a meeting while a vote is being taken;
- (10) not disturb another Member, staff or guest, or conduct themselves in a disorderly manner disturbing the speaker or the assembly;
- (11) not interrupt any Member while speaking by speaking out, making noise or creating a disturbance except to raise a point of order;
- (12) not leave a meeting without first obtaining permission from the Chair;
- (13) obey the rules of the Council or a decision of the Chair, or Council, on a Question of order, or upon the interpretation of the Rules of Council.





### **16.2 Consequence of Breach of Conduct - Members**

A Member who is called to order shall immediately cease to speak. Any Member persisting in a breach of this by-law may be ordered to leave the meeting by the Chair

### **16.3 Apology**

The Member will be permitted to retake his/her seat provided the Member has apologized to Council.

### **16.4 Conduct of Members of the Public**

No person at a meeting shall:

- (1) speak aloud at a meeting or address Members without first receiving permission of the Chair to do so;
- (2) speak disrespectfully of any persons;
- (3) use profane or offensive words or insulting expressions against the Council or Committee or against any Member, staff or guest;
- (4) resist the rules of Council or disobey the decisions of the Chair or of Council or Committee on questions of order or practice or upon the interpretation of the rules of Council;
- (5) leave his seat or make any noise or disturbance while a matter is being considered or discussed by Council while a vote is being taken and until the results of such vote are declared;
- (6) disturb another or the Council or staff or guest by any disorderly conduct disconcerting to the speaker or the assembly;
- (7) interrupt any Member while speaking through speaking out, noise or disturbance;
- (8) be permitted to attend another meeting of Council after being ordered to vacate, having committed a breach of any rule of Council, and without having first met with the Mayor or Chair and the Chief Administrative Officer, and having satisfied the Mayor that their conduct at future meetings will be in conformity to the rules of this By-law.

## **PART 17 – BY-LAWS**

### **17.1 By-laws - Agenda**

The proposed by-law title and reference shall be listed on the Council Agenda, and a copy of the By-law may be included in the Agenda.

### **17.2 Enactment of By-laws**

Every By-law:

- (1) When introduced, shall be in printed format and shall contain no blanks except such as may be required to conform to accepted procedures or to comply with the provision of any Act. Each by-law shall be complete with the exception of the date of passing of readings and signatures of the Mayor and Clerk.
- (2) Shall have three readings prior to being passed.



- (3) All readings of the by-laws may be introduced in the same motion, duly moved and seconded, specifying the number and title of the by-law, giving them a First Reading. The by-law may be debated and amended before Second and Third Reading. After the second and third reading of the motion the by-law shall be decided without debate or amendment
- (4) The Clerk shall set out on all by-laws enacted by Council, the date of the reading thereof.
- (5) Which has been enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Chair and the Clerk and shall be deposited by the Clerk for safe-keeping.
- (6) A draft by-law may be presented in writing to Council for discussion and amendments if required prior to its passing at a Council meeting.

### **17.3 Enactment of By-laws – Date**

The Clerk shall set out on all by-laws enacted by Council, the date of the reading thereof

### **17.4 Request to be Read**

A majority of Council present may request that the Chair read a by-law or by-laws for clarification or benefit of the public. If reading is not required, all by-laws will be considered to have been read.

### **17.5 Amendments to By-laws**

All amendments to a By-law shall be presented in the form of a resolution and shall be voted on before the By-law is ordered for the third reading. The Clerk shall be authorized to provide a copy of the By-law, as amended, and shall be responsible for its correctness when amended.

### **17.6 Adoption of By-laws**

Once the by-laws have been adopted, the by-laws shall be signed by the Mayor/Deputy Mayor or Chair/Acting Chair and the Clerk/Deputy Clerk, and the corporate seal shall be affixed to every by-law duly passed.

### **17.7 Notification of Enactment of a By-law**

Notwithstanding the foregoing, when the requirements of any Provincial legislation requires that notification be given of Council's intention to enact a by-law, the Chair shall notify persons who are present at the meeting that they may make representation on the proposed by-law during Council's hearing of Delegations.

### **17.8 Confirmation By-law**

The proceedings shall be confirmed by By-law at every Regular and Special Meeting so that every decision of the Council at that meeting and every Resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-law duly enacted.



## **PART 18 – COMMITTEES OF COUNCIL**

### **18.1 Establishment of Committees of Council**

Council may, from time to time, establish a special Committee of Council or Advisory Committee, in response to specific issues requiring immediate or long term attention.

### **18.2 Appointment and Operation of Committees of Council**

All policies and procedures for appointment and operation of special Committees of Council or Advisory Committees shall be at the discretion of the majority of Council.

### **18.3 Appointment of Chair**

The Mayor shall appoint the Chairs and alternate Chair of all Committees from amongst the Members, which appointments are to be reviewed and approved by Council. The appointed Chair shall remain for the full term of Council.

### **18.4 Composition of Committee**

May be comprised of electors, Council Members and employees of the Township. Standing Committees are to be created primarily for the purpose as approved by Council. The Mayor shall be an ex officio Member of each Committee

### **18.5 Vacancy on Committee**

Should there be any vacancy on a Committee during the Term; Council may fill that vacancy for the period remaining of the Term of Council.

### **18.6 Attending Committee as a Member of Council**

Members of Council other than Members of the Committee may attend the meetings of any committee, but shall not be allowed to vote; nor may they take part in any discussion or debate except by permission of the majority of the Members of the committee.

### **18.7 Discontinuation of Committee**

Council may, at any time, discontinue any Committee referred to in this section or replace any Committee Member by resolution.

### **18.8 Distribution of Agendas**

Agendas to be distributed at least 48 hours in advance of such meeting date.

### **18.9 Calling a Special Meeting**

The Chair of a committee may call a special meeting provided that the Members of the committee are given at least 1 (one) weeks notice of the date, time and place of the meeting and that a notice of the meeting be published in the newspaper and posted on the township website.



### **18.10 Committee Minutes**

The Minutes of the Committees of Council shall be received by each respective Committee and shall be forwarded to Council in a timely manner, to be received as information.

## **PART 19 - ROLE OF THE COUNCIL**

### **19.1 Role of Council (S 224, *Municipal Act, 2001, c 25 as amended*)**

It is the Role of Council:

- (1) to establish policies within the authority of enabling legislation, for the purpose of guiding the administration of municipal government in the Municipality;
- (2) to develop, subject to legislative restrictions, regulations to be adopted in by-laws and resolutions for the overall benefit of the community;
- (3) to appoint statutory officers and senior officials to ensure that an appropriate management system is in place to administer the Municipality within the adopted policies of Council;
- (4) through the Chief Administrative Officer, to oversee the administrative functions as carried out by appointed officials within delegated authority and the policies adopted by Council;
- (5) to be prepared to attend regular and special meetings of Council and committees to which a Member has been appointed by Council and to participate in the development and adoption of policies and directions for the Municipality;
- (6) to act as liaison between the citizens they represent and the Municipality, to ensure that the intention of the established policies and regulations are applied in a manner that is conducive to the citizens and community as a whole;
- (7) to oversee the financial affairs and delivery of municipal services through the adoption of policies and budget control guidelines and ensures that appropriate audit procedures and monitoring programs are in effect;
- (8) to collectively arbitrate matters where the procedural by-law is silent and the matter is placed before the Council for disposition;
- (9) to request reports from administration by Council motion;

## **PART 20 – ROLE OF THE MAYOR (HEAD OF COUNCIL)**

### **20.1 Chair - Council Meetings**

The Mayor shall be the Chair at Council meetings.



## 20.2 Mayor's Role

In addition to the responsibilities of Council as outlined in Section 19.1 of this by-law, it is the role of the Mayor as head of council pursuant to Section 225 of the *Municipal Act, 2001 c.25 as amended*:

- (1) to act as chief executive officer of the municipality;
- (2) to preside over council meetings so that its business can be carried out efficiently and effectively;
- (3) to provide leadership to the council;
- (4) without limiting clause (3), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1) *Municipal Act, 2001 c.25 as amended* or section 19.1 of this by-law;
- (5) to represent the municipality at official functions; and
- (6) to carry out the duties of the head of council under this or any other Act.

It is the role of the head of council as chief executive officer of a municipality pursuant to Section 226.1 of the *Municipal Act, 2001 c.25 as amended* to:

- (1) uphold and promote the purposes of the municipality;
- (2) promote public involvement in the municipality's activities;
- (3) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- (4) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

## 20.3 Ex- Officio - Committees

The Mayor shall be an ex-officio Member of all Committee of Councils and shall be entitled to vote as a Member of such Committees.

## 20.4 Absence of Mayor - Appointment of Deputy Mayor

From time to time, the Mayor may be absent from the Township of Lake of Bays or may be absent from office through illness. In such instances, it is desirable to have an alternate designated to act in the place of the Mayor. Council shall appoint a Deputy Mayor for the term of Council by by-law to act in the place of the head of council when the head of council is absent or refuses to act or the office is vacant and while so acting such Member has all the powers and duties of the head of council.

## 20.5 Temporary Replacement of Member of Upper-Tier Council

Council may appoint by by-law an alternate Member of lower-tier council who can temporarily replace a Member who is a Member of both the lower-tier and upper-tier



council if the Member is unable to attend an upper-tier council meeting pursuant to Section 269(1) of the *Municipality Act*.

Should the office of the alternate Member become vacant, the council may appoint another of its Members as alternate Member for the remainder of the council term.

#### **20.6 Absence of Mayor - Deputy Mayor to Chair**

In the case where a quorum is present and the Mayor has not attended within fifteen minutes after the time appointed, the Clerk shall call the Members to order, and the Member of Council who is appointed as the Deputy Mayor shall assume the Chair during the meeting for as long as the Mayor is absent.

#### **20.7 Absence of Deputy Mayor - Appointment of Chair**

In the event the Member designated as Deputy Mayor is also absent, the Members shall nominate and elect a Chair among the Members present who shall preside during the meeting for as long as the Mayor or Deputy Mayor is absent.

### **PART 21 - DUTIES OF THE CHAIR**

#### **21.1 Duties of the Chair**

It is the duties of the Chair:

- (1) To open the meeting by taking the Chair and calling the Members to order;
- (2) To announce the business before the Council in the order in which it is to be acted upon;
- (3) To receive and submit, in the proper manner all motions presented by the Members;
- (4) To put to a vote all questions which are moved and seconded or which necessarily arise in the course of the proceedings, and to announce the results of such vote;
- (5) To decline to put to a vote motions which infringe upon the rules of procedure;
- (6) To enforce on all occasions the observance of order and decorum among the Members and guests;
- (7) To call by name any person persisting in breach of the rules of order of the Council or Committee thereby ordering the person to vacate the Council Chamber or other place of meeting, as the case may be;
- (8) To authenticate by signature all By-laws, resolutions and minutes of the Council;
- (9) To inform the Council or Committee when necessary, or when referred to for the purpose, on a point of order;
- (10) To represent and support the Council, declaring its will and implicitly obeying its decisions in all things;



- (11) To ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of the Municipal Corporation and Committees;
- (12) To order any person or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting;
- (13) To expel from a meeting any person or group who continues to disrupt the meeting after being so warned and who engages in improper conduct;
- (14) To call a 5 minutes rest period when deemed appropriate;
- (15) To adjourn the meeting without question in the case of grave disorder arising in the Council Chamber or other place of meeting, as the case may be;
- (16) To adjourn the meeting without question in the case of any person or group who refused to vacate the place of meeting after being ordered to do so by the Chair.

## **PART 22 – DUTIES OF THE CHIEF ADMINISTRATIVE OFFICER**

### **22.1 Appointment of Chief Administrative Officer**

The Chief Administrative Officer is appointed by by-law and is responsible to Municipal Council for the efficient management of the administration of the Corporation's various administrative departments.

### **22.2 Reports Coordinated through Chief Administrative Officer**

All reports and recommendations of department heads shall be coordinated through the Chief Administrative Officer

### **22.3 Duties of the Chief Administrative Officer**

- 1) Assist the Council to discharge its responsibilities and, in a non-partisan manner, to aid Council Members to carry out their duties;
- 2) Attend Council and Closed Session meetings with the right, with the consent of the Chair, to speak but not to vote; and to attend meetings of any other Committees as he/she sees fit;
- 3) In the absence of the Clerk, to act as Deputy Clerk during Closed Session portions of Council meeting;
- 4) Exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality.

## **PART 23 – DUTIES OF THE CLERK**

### **23.1 Clerk**

- 1) Attend all meetings of Council/Closed Session and to record the proceedings of all such meetings, in addition to any required clerical support staff;



- 2) Cause notice of each regular and special meeting of Council or Committee, together with the agenda and all matters so far as are known to be sent to each Member of the said Council;
- 3) Record or cause to be recorded without note or comment all resolutions, decisions, and other proceedings of the Council and/or Closed Session meetings;
- 4) Keep in the office of the Clerk or in a place appointed for that purpose for the time period references in the Township's Records Retention By-law any recording made of Council and or Public Meeting proceedings;
- 5) Forward a copy of all resolutions, enactments and orders of the Council and Committees to those concerned in order to provide notice;
- 6) If requested by any Member present at a vote, to record the name and vote of every Member voting on any matter or question;
- 7) Keep the official records of the Township, including the minutes of the proceedings of Council and Committees;
- 8) Keep in the Office of the Clerk, or in a place appointed for that purpose, the originals or copies of all by-laws and all minutes of the proceedings of Council;
- 9) Make such minor clerical, typographical or grammatical deletions, additions or other changes in form to any by-law, motion, resolution and/or minutes as may be required for the purpose of ensuring correct and complete implementation of the actions of Council;
- 10) Forward, by way of delegated authority, housekeeping or consolidations by-laws directly to Council for consideration;
- 11) Perform such other duties as are prescribed by law or by direction of Council;
- 12) Be a Municipal Officer for the Corporation of the Township of Lake of Bays.

## **PART 24 – STAFF ATTENDANCE**

### **24.1 Staff Attendance at Meetings**

Staff Members shall attend meetings in order to present reports, assist and support the Members of Council.

## **PART 25 – COUNCILLORS/MAYOR REPORTS**

### **25.1 Announcements/Motions**

If a Member wishes to make Announcements or bring forth Motions they must be submitted to the Clerk's Department by no later than the 2<sup>nd</sup> Friday prior to the meeting. Such announcements generally shall consist of brief verbal reports (i.e.: conference attendance, meeting report, community event announcement). If the announcement or motion is detailed, a written report will be required by the Member for submission in the





Council agenda. All motions will appear under section 9 of the agenda "Notice of Motion".

## **PART 26 - AMENDMENTS AND ENACTMENT**

### **26.1 Amendments**

Any provision contained in this by-law may be amended, varied or repealed, and additions shall be made by two-thirds of the Members present.

### **26.2 Repeals**

Any other by-laws and or resolutions that are inconsistent with the provision of this by-law are hereby repealed or rescinded insofar it is necessary to give effect to the provisions of this by-law.

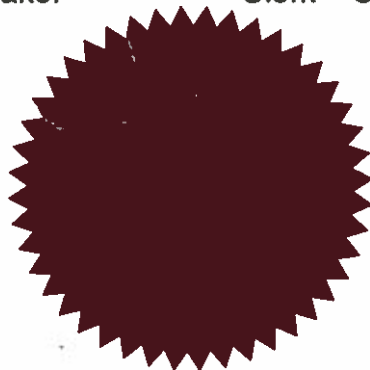
### **26.3 Enactment**

This by-law shall come into force and take effect immediately upon the final passing thereof.

READ a FIRST, SECOND, a THIRD time and finally passed time this 20<sup>th</sup> day of March, 2018.

  
Acting Mayor - Shane Baker

  
Clerk - Carrie Sykes





Appendix "A" - Request for Delegation Form

Person(s) to Appear: \_\_\_\_\_

Preferred Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

Name Title/Organization Telephone No.'s (Bus.) (Res.)

General Outline of Subject Matter (10 Minutes allotted for Delegation):

Written submission together with handouts or material submitted with request [ ]

Person requesting appearance (if different from those appearing):

Name Title/Organization Telephone No.'s (Bus.) (Res.)

Mailing address:

I would like to use [ ] projector [ ] laptop

\*\* Anyone that has submitted a Microsoft PowerPoint presentation with their request will be required to provide an electronic version 48 hours in advance of the meeting to the Clerk's Department as otherwise you will NOT be permitted to make a PowerPoint presentation.

Date Submitted

Signature of Person Requesting Appearance

Reminder: A written/signed letter, handouts or materials must be provided to the Clerk's Department six working days prior to the meeting. Additional material may be circulated / presented at the time of the delegation. Scheduling will be at the discretion of the Clerk, and will be confirmed. There are no guarantees that by requesting a certain date(s) that prior commitments may deem it necessary to look at an alternate date.

Disclaimer: Please note that submission of this form does not guarantee the approval of your request for a delegation. In addition, all information submitted will be considered to be public information and therefore subject to full disclosure, under the Municipal Freedom of Information and Protection of Privacy Act.



## **PART 12 - DELEGATIONS**

### **12.1 Which Body to Hear Delegations**

A delegation may be heard at a Council Meeting or Committee.

### **12.2 Request for Delegation**

Any person who wishes to appear before Council shall, on the proper form make written application to the Clerk at least six (6) working days preceding the Meeting. A written submission, together with handouts or material must be submitted with the written application to appear and shall be copied and distributed as “delegation” submissions to Council Members. The CAO and the Clerk may make a determination as to deferral of delegations to subsequent meetings or referral to the appropriate Department Head.

### **12.3 Reply to Request**

The Clerk in consultation with the CAO, shall reply to such delegation requests in writing or by telephone, as time permits, indicating approval, refusal, deferral or referral of the delegation and reasons thereof.

### **12.4 Delegation - Time Limit for Speaking**

A maximum of ten minutes shall be allotted for each delegation to present his/her information or support or oppose a township matter. A maximum of two (2) persons shall be permitted to address the Members for each delegation representing a group or organization. Delegations are encouraged not to repeat information presented by an earlier delegation. The ten minute time line shall be strictly enforced. The Clerk shall observe the time at the commencement of the delegation presentation. The Chair shall, at the conclusion of the ten minutes, inform the delegation that the time limit has been exceeded and thank the delegation for the presentation. Only upon a verbal motion to extend the ten minute limit, adopted by a majority of the Members present, shall the ten minute limit be extended.

### **12.5 Delegation - Limit per Meeting**

No more than four delegations shall be allowed at any meeting. Delegations will be provided in the order in which they were received by administration.

### **12.6 Conduct for Delegation**

Delegations shall abide by the Rules of Conduct set out in Part 16 and shall:

- (1) not speak on any subject other than the subject for which they have received approval to address;
- (2) not enter into cross debate with other delegations, administration, Members or the Chair;
- (3) not appear for the purpose of publicly announcing a local event; and
- (4) refrain from public outbursts, shouting, or behavior intended to disrupt the discussion and/or general proceedings of the Meeting

### **12.7 Delegation Restrictions**

The Chair may restrict any delegation, any questions of a delegation or debate during a delegation, for disorder or any other breach of this by-law and, if the Chair rules that the



delegation is not in compliance with Part 16 of this by-law, the person or persons appearing shall withdraw from the delegation table, and the decision of the Chair shall not be subject to challenge.

### **12.8 Completion of Delegation**

Upon the completion of a presentation by a delegation, any discourse 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 respecting the presentation.

### **12.9 Refusal of Delegation**

The Clerk is given authority to refuse delegations that are not permitted under the following circumstances:

- (1) The request is not submitted within the time required in Section 12.2;
- (2) No written submission together with handouts or materials is provided with the request to appear;
- (3) The subject matter is deemed to be beyond the jurisdiction of Council;
- (4) The issue is specific to a labour/managerial dispute, or other matter properly held in Closed Session;
- (5) Council has previously made a decision on the issue.

### **12.10 Refusal of Delegation - Clerk to give Reason**

In the event a delegation request is refused, the Clerk, in consultation with the CAO shall provide to the person(s) in writing, with a copy to Council, the reasons for the refusal.

### **12.11 Request for Delegation - Special Provision**

Despite Section 12.2 herein, any person may request to make a presentation to Council at a Meeting, respecting an item on the Agenda provided that:

- (1) The request is made to the Clerk prior to 12 noon prior to the day of the meeting, and
- (2) The request is approved by a majority of the Members present and if approved by Council such delegation shall be placed as the final delegation on the Agenda;
- (3) Not more than 1 delegation shall be added under the provisions of this article, unless the majority of Council approves an additional delegate;
- (4) The subject matter does not pertain to a matter dealt with by Council in Closed Session under the provisions of the *Municipal Act* 2001, S.O. 2001,c 25 as amended.



## Appendix "B" - Notice of Motion Form

In accordance with Section 15-10 – Notice of Motion of the Township of Lake of Bays Procedural By-law,

Member of Council \_\_\_\_\_ (please print)

Hereby files a Notice of Motion to be included on the Agenda for the Regular meeting of Council, which is scheduled to be held on:

\_\_\_\_\_ 20\_\_\_\_\_ under the following Agenda heading:

Subject: \_\_\_\_\_

And which Notice of Motion reads as follows:

COUNCIL MEMBER: \_\_\_\_\_

(Signature)

CLERK'S USE ONLY

Date received: \_\_\_\_\_, 20\_\_\_\_\_

Time received: \_\_\_\_\_

Notice of Motion Given, \_\_\_\_\_, 20\_\_\_\_\_



**Appendix "C" – Complaint Intake Form**

**COMPLAINT INTAKE FORM  
MUNICIPAL CLOSED MEETING INVESTIGATION**

IN ACCORDANCE WITH  
Section 239 of the *Municipal Act, 2001 (as amended)*

PLEASE FORWARD COMPLETED FORM IN A SEALED ENVELOPE MARKED "**PRIVATE AND CONFIDENTIAL**" TO:

Township of Lake of Bays  
1012 Dwight Beach Road  
Dwight, ON P0A 1H0  
Attention: Director of Corporate Services/Clerk



**The Corporation of the Township of Lake of Bays**  
**Council Procedural By-law 2018-015**  
**Page 46 of 48**

PLEASE PRINT

<b>Complainant's Name</b>		
<b>Address</b>		
<b>Telephone</b>	<b>Home</b>	
	<b>Work</b>	
<b>Email</b>		

**PLEASE NOTE:** PERSONAL INFORMATION IS COLLECTED UNDER THE AUTHORITY OF SECTION 239 OF *THE MUNICIPAL ACT, 2001 (AS AMENDED)* AND WILL BE USED BY THE MUNICIPAL INVESTIGATOR TO CARRY OUT AN INVESTIGATION UNDER THE ACT.

<b>Name of Municipality</b>	The Corporation of the Township of Lake of Bays
<b>Date of Closed Meeting</b>	
<b>Municipal Contact Name</b>	Carrie Sykes, Director of Corporate Services/Clerk
<b>Telephone</b>	(705) 635-2272 ext. 236

<b>Background</b>	This should provide as much information as is required to explain the nature and background of the particular occurrence (i.e. reason provided for closed meeting session; reason for complaint; Municipal Contact; Municipal Explanation).
<b>Action</b>	Note any actions you have taken to try to resolve the matter.




Summary/Additional Comments	

\_\_\_\_\_  
Signature of Complaint

\_\_\_\_\_  
Date of Signature





## Appendix "D" - Declaration of Interest Form

### Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50

**Agenda:**  Council  Committee  Other

**Dated:** \_\_\_\_\_

**Details:**

Subject Matter: \_\_\_\_\_

Item Title: \_\_\_\_\_

Item No. \_\_\_\_\_

**Applicant signature/certification:**

I, Member \_\_\_\_\_, herein declare a potential

deemed/  direct/  indirect pecuniary interest on the above noted Council/Committee

agenda item \_\_\_\_\_ for the following

reason:

Councillor Name: \_\_\_\_\_ Councillor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For an "indirect pecuniary interest" see Section 2 of the *Municipal Conflict of Interest Act*.

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