

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 25-1807

Being a By-law to establish rules governing the meetings and proceedings of Council and its committees, including the calling of meetings and the conduct of Members, Staff, and the Public.

WHEREAS

1. A Municipality is a level of government that operates under formalized procedures in Meetings to provide clear direction, make informed decisions, and adopt Resolutions and By-Laws; and
2. Subsections 238 (2) and (2.1) of the Municipal Act, 2001, as amended, (the Act) require every municipality to pass a Procedural By-law to govern the calling, place, and proceedings of meetings, including provisions for public notice of meetings; and
3. Subsection 238 (4) of the Act permits a Procedural By-law to designate, with the consent of the head of Council, a member of Council other than the head of Council to preside over council meetings;

SHORT TITLE

This By-law may be cited as the "Procedural By-Law."

NOW THEREFORE

The Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. Members of Council are governed by this By-law and other relevant legislation, including, but not limited to:
 - Accessibility for Ontarians with Disabilities Act, 2005;

- Municipal Act, 2001;
 - Municipal Conflict of Interest Act, 1990;
 - Municipal Elections Act, 1996;
 - Municipal Freedom of Information and Protection of Privacy Act, 1990;
 - Occupational Health and Safety Act, 1990;
 - Planning Act, 1990;
 - Environmental Protection Act, 1990.
2. For matters not explicitly named or mentioned in this By-law or the above Acts, or for those already addressed but not explicitly named or mentioned in this By-Law, the Municipality of Temagami shall enact additional By-Laws and Policies under its legislative authority, or rely on existing By-Laws and Policies, ensuring compliance with applicable legal principles and operational requirements.
 3. Members of Council shall be familiar with the above-noted documents and legislation and shall rely on them to make decisions and exercise their powers effectively.

1. Definitions

1.1. Act

"Act" means the Municipal Act, 2001, S.O. c.25, as amended.

1.2. Acting Mayor

"Acting Mayor" shall mean a Member of Council appointed to fulfill the duties of the Mayor or Deputy Mayor in their absence or when they are unable or unwilling to act.

1.3. Ad-Hoc Committee

"Ad-Hoc Committee" means a Committee established for a specific purpose, issue, or project within a defined timeframe. Such a Committee shall advise Council and operate under clear Terms of Reference, formalized through a Resolution or By-law. These Terms of Reference shall include the Committee's mandate, scope, and criteria for dissolution, which shall occur upon the completion of its purpose or at a specified time.

1.4. Agenda

"Agenda" refers to the list of business items to be considered at a Meeting.

1.5. Chair

"Chair" refers to the person presiding over a Council or Committee Meeting.

1.6. Chief Administrative Officer (CAO)

"Chief Administrative Officer (CAO)" refers to the individual appointed by the Municipality pursuant to Section 229 of the Act.

1.7. Clerk

"Clerk" refers to the individual appointed by the Municipality pursuant to Section 228 of the Act, or their designate.

1.8. Closed Meeting

"Closed Meeting" refers to a Meeting of Council or a Committee that is not open to the public pursuant to Section 239 of the Municipal Act or other applicable legislation.

1.9. Consent Agenda

"Consent Agenda" refers to a list of routine items that do not require substantial discussion or debate at a Council Meeting and are approved by a single Resolution.

1.10. Committee

"Committee" refers to the Committee of Adjustment, as established and appointed by Council under the Planning Act, R.S.O. 1990, or an Ad-Hoc Committee established by Council for specific purposes, in accordance with Section 2.3 of this By-law.

1.11. Council

"Council" refers to the elected Members of the Municipality's Council.

1.12. Council Package

"Council Package" refers to a compilation of the Agenda, Closed Meeting Agenda, Reports, and all other relevant information provided to Members in advance of a Meeting.

1.13. Council Information Package (CIP)

"Council Information Package (CIP)" refers to a compilation of correspondence, municipal resolutions, reports, and other informational materials that are circulated to Members of Council bi-weekly, separate from regular meeting agendas, for their information and consideration.

1.14. Delegation

"Delegation" refers to a member or members of the public who have been granted permission to address Council or a Committee as an Agenda item in accordance with the provisions of this By-law.

1.15. Deputy Mayor

"Deputy Mayor" refers to a Member of Council appointed, in accordance with the Deputy Mayor Appointment By-law, to act in the place of the Mayor when the Mayor is absent.

1.16. Electronic Meeting

"Electronic Meeting" refers to a Meeting in which one or more Members participate through electronic means of communication rather than being physically present.

1.17. Electronic Participation

"Electronic Participation" refers to participation in a Meeting through electronic means of communication, including but not limited to telephone, video conferencing, or other synchronous communication methods.

1.18. Emergency Meeting

"Emergency Meeting" refers to a Meeting convened to address an urgent matter affecting the Municipality, where the usual notice requirements for a Special Meeting cannot be met.

1.19. Head of Council

"Head of Council" refers to the Mayor, or in the absence of the Mayor, the Deputy Mayor.

1.20. Meeting

"Meeting" refers to any Regular, Working Session, Special, or other Meeting of Council or a Committee where a Quorum of Members is present and where matters are discussed in

a manner that materially advances the business or decision-making of Council or a Committee, as stated in Subsection 238 of the Act.

1.21. Member

"Member" refers to a Member of Council or a Committee.

1.22. Motion

"Motion" refers to a written proposal moved by a Member and seconded by another Member at a Meeting, submitted for the consideration of Council or a Committee. A Motion may be documented in print or electronic format.

1.23. Municipality

"Municipality" refers to the Corporation of the Municipality of Temagami.

1.24. Notice

"Notice" refers to the formal communication specifying how and when public notice of Meetings shall be provided, in accordance with the Act.

1.25. Notice of Motion

"Notice of Motion" refers to prior notification to Members regarding a matter on which Council will be requested to take a position."

1.26. Officer(s)

"Officer(s)" refers to an individual holding a position of responsibility with specific rights and duties prescribed by statute or By-law, including but not limited to the Chief Administrative Officer (CAO), Clerk, Treasurer, Chief Building Official, Fire Chief and Integrity Commissioner.

1.27. Order of Business

"Order of Business" refers to the prescribed sequence in which business shall be introduced and considered at a Meeting.

1.28. Point of Order

"Point of Order" refers to an issue raised by a Member regarding a perceived departure from or contravention of the rules or procedures established in the Procedural By-law.

1.29. Point of Personal Privilege

"Point of Personal Privilege" refers to a Motion raised by a Member concerning the health, safety, rights, or integrity of a Member, Council, a Committee, Staff, or any individual present at a Meeting.

1.30. Presentation

"Presentation" refers to the formal delivery of information to Council by an individual or group invited by Council, which may include the presentation of awards or recognitions.

1.31. Public Meeting

"Public Meeting" refers to a Meeting open to the public, as distinct from a Closed Meeting, and conducted in accordance with prescribed provisions.

1.32. Quorum

"Quorum" refers to the minimum number of Members required to be present for a Meeting to proceed, as outlined in Section 237(1) of the Act.

1.33. Recorded Vote

"Recorded Vote" refers to a vote taken in Council or Committee in which the names of the Members and their position either in favour or against a Motion are recorded in the minutes.

1.34. Regular Meeting

"Regular Meeting" refers to a scheduled Meeting convened at fixed intervals in accordance with the approved schedule of Meetings.

1.35. Report

"Report" refers to a written or oral submission from the CAO, Staff, or a Committee, approved by the CAO or their designate.

1.36. Resolution

"Resolution" refers to a formally approved Motion of Council.

1.37. Special Meeting

"Special Meeting" refers to a Meeting convened at a specified time for a defined purpose to address an urgent matter arising between Regular Meetings.

1.38. Unfinished Business

"Unfinished Business" refers to items on the Agenda that were not fully addressed at a previous Meeting.

1.39. Urgent Matter

"Urgent Matter" refers to, for the purposes of calling an Emergency Meeting, a matter that is occurring or imminent and, if not brought forward immediately, could result in or cause:

1.39.1. Danger to the life, health, or safety of individuals;

1.39.2. Damage to property;

1.39.3. An interruption of the essential services provided by the Municipality;

1.39.4. Immediate and significant loss of revenue by the Municipality;

1.39.5. Legal issues; or

1.39.6. Prejudice to the Municipality.

1.40. Working Session

"Working Session" refers to a session involving all Members of Council wherein Council convenes collectively as a Committee to deliberate collaboratively on matters.

2. SCOPE

2.1. Council Meetings

The rules and procedures established in this By-law shall apply to all meetings of Council, including Regular, Special, and Working Sessions.

2.2. Committee Meetings

2.2.1. By-law Application

The rules set forth in this By-law shall apply to all meetings of Committees that meet the definition of Committee as set out in Section 1.10 of this By-law.

2.2.2. Designation of Secretary

The Secretary of a Committee shall be the Clerk or Clerk a designated for the purposes of this By-law.

2.3. Ad-Hoc Committees

2.3.1. By-law Application

The provisions of this By-law shall apply to all Ad-Hoc Committees to the extent specified in their Terms of Reference, provided they meet the definition of an 'Ad-Hoc Committee' as set out in Section 1.3 of this By-law.

2.3.2. Terms of Reference

The Terms of Reference for an Ad-Hoc Committee shall, at a minimum, include:

2.3.2.1. Membership;

2.3.2.2. Roles and responsibilities;

2.3.2.3. Purpose or mandate;

2.3.2.4. Timeframe or conditions for dissolution upon completion of the assigned project; and

2.3.2.5. The specific provisions of this By-law that apply to the Committee.

2.3.3. Ongoing Ad-Hoc Committees

For Ad-Hoc Committees that operate on an ongoing basis, the Terms of Reference shall be established and adopted by Council through a By-law.

2.3.4. Designation of Secretary

The Secretary of an Ad-Hoc Committee shall be deemed to be the Clerk or a designate of the Clerk for the purposes of this By-law.

2.4. Open Houses

2.4.1. Description

Open Houses, which are not formal meetings and do not follow a set agenda but serve primarily to disseminate information to the public and respond to inquiries, shall not be considered Meetings for the purposes of this By-law.

2.4.2. Notice Requirements

Notwithstanding Section 2.4.1, notice provisions may still apply if required by legislation.

2.5. Suspending Procedural By-law

2.5.1. Suspension in Council Meetings

2.5.1.1. A provision of this By-law may be suspended during a Council meeting, unless it is mandated by legislation.

2.5.1.2. Suspension requires a motion under Section 10.2.18 and must be approved by a majority vote.

2.5.2. Waiver and Suspension Requirement

No provision of this By-law shall be suspended except by a motion brought under Section 10.2.18 of this By-law and approved by a separate vote for each instance of suspension.

2.5.3. Timing of Suspension

A suspension of procedural rules may be enacted at any point during a meeting, including at the commencement or while the meeting is in progress.

2.5.4. Scope of Suspension

A suspension shall apply only to the specified rule(s) or procedure(s) and shall remain in effect solely for the duration stipulated in the motion, not exceeding the meeting in which it was introduced.

2.5.5. Suspension by Committees

Committees shall not have the authority to suspend procedural rules unless explicitly authorized by Council.

2.5.6. Legislative Restrictions

This By-law may only be suspended in circumstances permitted by legislation and shall not override statutory rules or regulations.

3. CALLING OF MEETINGS

3.1. First (Inaugural) Meeting

At the First (Inaugural) Meeting, the Clerk shall administer the declarations of office, oaths of allegiance, and the Code of Conduct for all Members.

3.2. Regular Meetings

3.2.1. Submission of Meeting Schedule

The Clerk shall submit a schedule of Regular Meetings for the following calendar year to Council for consideration and adoption before the end of the current year.

3.2.2. Public Meetings Requirement

In accordance with Section 239(1) of the Municipal Act, 2001, all Regular Meetings of Council shall be open to the public, ensuring transparency and accountability in municipal governance. Exceptions to this requirement are outlined in Section 3.3.2 of this By-law.

3.2.3. Exceptions to Public Meetings

A meeting or portion of a meeting may be closed to the public if the subject matter being considered falls within the exceptions specified in Section 239(2) of the Act.

3.3. Closed Meetings

3.3.1. Authorization

A meeting or portion thereof may only be closed to the public in accordance with Section 239(2) of the Act.

3.3.2. Commencement

3.3.2.1. A Closed Meeting shall commence in an open session for roll call and to address preliminary matters.

3.3.2.2. Council shall then move into a Closed Meeting by resolution, specifying:

- a.** The specific reason for entering a Closed Meeting.
- b.** The applicable subsection of the Municipal Act, 2001 authorizing the closure.

3.3.3. Permissive Closed Meetings

A meeting may be closed to the public if:

3.3.3.1. The subject matter falls under the provisions of Section 239(2) of the Act.

3.3.3.2. The meeting is held for educational or training purposes, provided that no business or decision-making occurs.

3.3.4. Mandatory Closed Meetings

3.3.4.1. A meeting must be closed if the subject matter falls under Section 239(3) of the Act.

3.3.4.2. A meeting must also be closed if it involves harassment, complaints, or investigations under the Occupational Health and Safety Act.

3.3.5. Transitioning Items Between Open and Closed Meetings

3.3.5.1. Council may move any item from a Closed Meeting agenda to a Public Meeting, provided it is not mandated by legislation to remain in closed session.

3.3.5.2. Council may pass a motion to consider any authorized matter in a Closed Meeting, even if initially listed on the Public Meeting agenda.

3.3.6. Rise and Report

3.3.6.1. After adjourning the Closed Meeting, Council shall reconvene in an open session, and a resolution shall be passed confirming that Council has risen from the Closed Meeting.

3.3.6.2. The Chair shall provide a summary in the open session regarding:

- a.** The general nature of matters discussed in the Closed Meeting, without disclosing confidential details, in accordance with Section 239 of the Act.
- b.** This summary shall be provided no later than at the next Regular Meeting of Council.

3.3.7. Confidentiality of Discussions

3.3.7.1. No Member, officer, or employee shall disclose any additional details beyond those included in the motion or report.

3.3.7.2. Disclosure is only permitted if expressly authorized by Council or the Committee.

3.4. Working Session Meetings

3.4.1. Purpose

Working Session Meetings may be convened following a Regular Meeting of Council to facilitate informal discussions and the in-depth exploration of matters before Council.

The purpose of Working Sessions is to:

3.4.1.1. Foster open, collaborative discussions among Council Members.

3.4.1.2. Provide a forum for in-depth exploration of issues before formal decision making.

3.4.1.3. Gather input from the public and stakeholders to ensure transparency and inclusiveness.

3.4.1.4. Develop recommendations or directions for motions to be presented at future Regular or Special Council Meetings.

3.4.2. Public or Closed Meetings

Working Sessions of Council shall be open to the public unless the subject matter falls within the exceptions outlined in Section 239(2) of the Act, allowing the meeting or part of it to be closed.

3.5. Special Meetings

3.5.1. Calling a Special Meeting

3.5.1.1. The Mayor may call a Special Meeting at any time by informing the Clerk, who shall provide notice in accordance with Section 5 of this By-law.

3.5.1.2. The Clerk may call a Special Meeting upon receipt of a petition signed by the majority of Council Members, specifying the purpose and time of the meeting.

3.5.2. Petition Process for Special Meetings

The petition may be submitted in any of the following forms:

3.5.2.1. A formal Resolution of Council.

3.5.2.2. A single signed document from the majority of Members.

3.5.2.3. Separate written confirmations from each concurring Member, submitted via email or paper document.

3.5.3. Agenda Limitation

Only the business listed in the Notice of the Special Meeting shall be addressed during the meeting.

3.5.4. Public or Closed Meetings

Special Meetings of Council shall be open to the public unless the subject matter being considered falls within the exceptions specified in Section 239(2) of the Act, allowing the meeting or part of it to be closed.

3.6. Public Input Meetings

3.6.1. Special Meetings for Public Input

Public meetings may be held to hear representations on Official Plan Amendments, Zoning By-law Amendments, or other matters requiring public consultation under applicable legislation.

3.6.2. Alternative Format

At Council's discretion, public input meetings may be incorporated into a Regular Council Meeting by resolution.

3.7. Emergency Meetings

3.7.1. Authorization

An Emergency Meeting may be called by the Mayor or Clerk without written notice to address an Urgent Matter, as defined in this By-law.

3.7.2. Distinction from Emergency Control Group Meetings

This shall not be confused with Meetings of the Emergency Control Group, established through the Municipal Emergency Plan.

3.7.2. Meeting Procedure

Only matters directly related to the Urgent Matter shall be discussed and decided upon during the Emergency Meeting.

4. PLACE, DATE, AND TIME OF MEETINGS

4.1. Place

4.1.1. Scheduled Council Meetings

Unless otherwise authorized by Council, all scheduled meetings of Council, including Regular and Working Sessions, shall be held in the Council Chambers of the Municipal Building, located at 7 Lakeshore Drive, Temagami, Ontario, Canada, and shall also be accessible virtually through an approved Electronic Meeting platform.

4.1.2. Special and Other Meetings

Special Meetings, as well as any other Council meetings outside the regular schedule, may be held at a location determined by Council.

4.1.3. Committee Meetings

Committee meetings may be held in the Council Chambers or another Municipal facility, as specified in the notice of the meeting.

4.1.4. Electronic Meetings

If at least one staff member is physically present in the Council Chambers or another designated location, as specified in the Notice of Meeting, and other participants join electronically, the meeting shall be considered to have taken place at the designated physical location.

4.1.5. Emergency Provisions for Fully Electronic Meetings

Pursuant to Section 236(1) of the Act and the *Emergency Management and Civil Protection Act*, Council may conduct meetings entirely through electronic means during a declared emergency, with no requirement for in-person attendance by any Member, the Clerk, or Staff.

4.2. Date and Time

4.2.1. First (Inaugural) Meeting

The First (Inaugural) Meeting of a newly elected or acclaimed Council shall take place within 31 days following the election, preferably on the second Thursday of December at 6:30 P.M.

4.2.2. Regular Meetings

Regular Meetings of Council shall be scheduled for the second Thursday of each month at 6:30 P.M., unless otherwise directed by Council.

4.2.3. Working Session Meetings

Working Session Meetings shall be scheduled for the fourth Thursday of each month at 6:30 P.M., except in August and December, unless otherwise directed by Council.

4.2.4. Special and Other Meetings

Special Meetings and any other Council meetings that fall outside the regular schedule, as referenced in Sections 4.2.2 and 4.2.3 of this By-law, may be convened by the Mayor or Council at any date and time.

4.2.5. Election Year

Following a regular election, Council shall convene only when deemed necessary by the Head of Council and the Clerk until the new Council term begins.

4.3. Changes to Meeting Schedule

4.3.1. Notice Requirements

Any modifications to the meeting schedule shall comply with the notice requirements outlined in Section 5 of this By-law.

4.3.2. Published Schedule of Regular Meetings

The published schedule of annual Regular Council Meetings, as per Section 3.2.1 of this By-law, may be amended by a Resolution of Council.

4.3.2. Mayor's Request

The Mayor may request a modification to the meeting schedule by notifying the Clerk.

4.3.3. Majority Request

A majority of Council Members may request a change to the meeting schedule by submitting their request to the Clerk in writing, via paper document or email.

4.3.4. Clerk's Amendment

The Clerk may adjust the meeting schedule, under the direction of Council, to accommodate scheduling conflicts, statutory holidays, or unforeseen circumstances.

4.3.5. Agenda Integrity

Modifications to the date, time, or location of a meeting shall not alter the agenda or the intended purpose of the meeting.

5. NOTICE OF MEETINGS

5.1. Content Requirements

5.1.1. Public Meeting

The notice of any Public Meeting shall specify the date, time, location, and Clerk's contact details.

5.1.2. Closed Meeting

In addition to the requirements outlined in Section 5.1.1 of this By-law, if any portion of the meeting is to be held in a Closed Meeting, the notice shall include the following details:

5.1.2.1. Pursuant to Section 239(3) of the Act, the notice shall outline the general nature of the matters to be discussed in Closed Session.

5.1.2.2. In accordance with Section 239(2) of the Act, the notice shall reference the specific legal provision that permits the Closed Session.

5.1.3. Posting Date and Time

All notices shall include the date of their posting. If a notice must be provided at least 24 hours in advance, it shall also indicate the precise time of posting.

5.2. Distribution Method

The Clerk shall publish notice of all Meetings on the municipal website, which shall serve as official public notice.

5.3. Regular Meetings

Following Council's adoption of the annual Meeting schedule, as per Section 3.2.1 of this Bylaw, and no later than January 1st of the applicable calendar year, the Clerk shall post the schedule on the municipal website, thereby providing public notice of all Regular Meetings.

5.4. Special Meetings

5.4.1. The Clerk shall notify each Council Member of a Special Meeting via, email, telephone, or text message at least 24 hours prior to the scheduled start.

5.4.2. A minimum of 24 hours' public notice, including the purpose of the meeting, shall be posted on the municipal website.

5.5. Emergency Meetings

5.5.1. The Clerk shall make reasonable efforts to notify all Members, the CAO, and relevant staff of an Emergency Meeting using the most expedient means available.

5.5.2. The Clerk shall also attempt to inform the public; however, due to the urgent nature of such meetings, no minimum notice period is required.

5.6. Cancelled Meetings

5.6.1. The Clerk shall make reasonable efforts to promptly notify all Council Members, the CAO, and relevant staff of meeting cancellations.

5.6.2. Notice of the cancellation shall be posted on the municipal website at the earliest opportunity.

5.7. Agenda Amendment

If amendments to the agenda occur after the Council package has been published, as outlined in Section 6.7 of this By-law, the Clerk shall notify all Council Members and the public after republishing the amended agenda.

5.8. Changes to Scheduled Meetings

5.8.1. The Clerk shall notify all Council Members and the public of any modifications to the time or location of a scheduled Regular or Working Session Council Meeting.

5.8.2. These amendments shall be posted on the municipal website at the earliest opportunity.

5.9. Comprehensive Notice

The notice provisions set out in this By-law establishes the minimum requirements. The Clerk may extend the notice period or employ additional notification methods as deemed appropriate.

6. MEETING AGENDAS

6.1. Preparation

6.1.1. Clerk's Duty

The Clerk shall be responsible for preparing the agenda for all Council Meetings in consultation with the Mayor, the CAO, and other relevant persons, as outlined in the Council Agenda Setting Policy.

6.1.2. Dispute Resolution

In the event of a dispute regarding the inclusion or exclusion of an item from the agenda, the Clerk's decision shall be final. Refer to Section 6.4 of this By-law for valid reasons to decline an agenda item.

6.2. Format

All Council Agendas shall be documented in writing and made available in electronic format.

6.3. Items Submission Deadlines

6.3.1. Regular and Working Session Meetings

6.3.1.1. Agenda items from Members of Council or the Public shall be submitted to the Clerk at least eight (8) calendar days before the meeting, no later than 4:30 P.M.

6.3.1.2. Staff Reports shall be submitted to the CAO at least ten (10) calendar days before the scheduled meeting.

6.3.1.3. The CAO shall provide the finalized Staff Reports to the Clerk at least seven (7) calendar days before the meeting.

6.3.1.4. Late submissions may be deferred to the next applicable meeting unless deemed urgent by the Clerk in consultation with the Mayor or CAO.

6.3.2. Special or Emergency Meetings

The Clerk shall determine the deadline for submitting agenda items, based on the urgency and nature of the Special or Emergency Meeting.

6.4. Declining Items

The Clerk, Mayor, or CAO may refuse to include items and/or reports in an agenda for the following reasons, including but not limited to:

6.4.1. Additional time is needed to prepare Staff Reports for Council review.

6.4.2. The Delegation Request was either not submitted by the deadline or is incomplete.

6.4.3. The item pertains to a subject matter that falls outside the jurisdiction of Council.

6.4.4. The subject matter is scheduled for discussion in another agenda or has already been considered and decided by Council.

6.4.5. The issue is deemed to be frivolous or vexatious.

6.4.6. The agenda for the meeting is already excessively long.

6.4.7. The matter has already been or is scheduled to be reviewed by the Committee of Adjustment.

6.4.8. A Delegation has already appeared before Council regarding this matter, or Council has determined that no further submissions from the Delegation will be heard

6.4.9. The issue shall be referred to the Administration for appropriate action."

6.4.10. Council has already reconsidered this matter, and the required waiting period for further reconsideration has not yet elapsed.

6.5. Correspondence and Communications

6.5.1. Receipt of Correspondence

All correspondence addressed to the Municipality, including letters, petitions, and communications from other municipalities, shall be received by the Clerk or CAO.

6.5.2. Correspondence Classification

The Clerk or CAO shall review all correspondence and categorize it as follows:

6.5.2.1. For Information

Items requiring no action or response from Council.

6.5.2.2. Action Required

Items requiring Council consideration, response, or decision (e.g., petitions, inquiries from residents, businesses, or organizations).

6.5.2.3. Resolutions from Other Municipalities

- a.** Resolutions requiring no formal support.
- b.** Resolutions explicitly seeking Council endorsement.

6.5.3. Council Information Package (CIP)

All categorized correspondence under Section 6.5.2.1 and 6.5.2.3 shall be compiled into a monthly Council Information Package (CIP) and distributed to Council members.

6.5.4. Consideration of Correspondence

6.5.4.1. All correspondence identified under Section 6.5.2.2 shall be placed on the next applicable Council agenda under the Correspondence section.

6.5.4.2 Resolutions Requesting Support

- a.** The Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), and other relevant municipal organizations shall be recognized as the primary forums for advocacy and response on inter-municipal matters.
- b.** Council members may request the inclusion of any correspondence item identified under Section 6.5.2.3 on an agenda by submitting a Notice of Motion in writing to the Clerk, in accordance with Section 10.2.20 and Section 6.3 of this Bylaw.

6.6. Council Package

6.6.1. Format

The Council Package shall be made available to Council and the public in electronic format.

6.6.2. Distribution to Council

6.6.2.1. For Regular, Special, and Working Session Meetings where notice is provided more than seven (7) calendar days in advance, the package shall be distributed to Council no later than five (5) calendar days before the meeting.

6.6.2.2. For Special Meetings where notice is provided seven (7) or fewer calendar days in advance, the package shall be distributed to Council immediately following the notice posting and as soon as practicable.

6.6.3. Closed Meeting

6.6.3.1. The Clerk shall prepare a separate agenda and Council Package for Closed Meeting matters, making them available only to Members of Council and necessary staff.

6.6.3.2. The Clerk shall implement internal security measures to protect electronically produced agendas and materials.

6.6.3.3. The Closed Meeting Council Package shall be provided within the same timeframe as the Public Meeting package for that meeting.

6.6.4. Public Posting

6.6.4.1. Council Packages for meetings, or portions thereof open to the public, shall be published on the municipal website.

6.6.4.2. The package shall be posted at least three (3) calendar days before a Regular or Working Session Meeting.

6.6.4.3. For Special Meetings, the package shall be published as soon as practicable.

6.6.4.4. A failure in public access to the package, in whole or in part, shall not invalidate the proceedings of the meeting.

6.6.5. Protection of Privacy

Correspondence items shall include the name and address of the submitter. However, in compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information shall be redacted before publication in the online agenda package to uphold privacy protection standards.

6.7. Agenda Amendments

6.7.1. Council Meeting

The Clerk may amend the agenda for a Regular or Working Session Council Meeting in consultation with either the Mayor or the CAO and shall notify the other if not consulted.

6.7.2. Committee Meeting

The Secretary may amend the agenda for a Committee Meeting in consultation with the Committee Chair, provided such amendments do not conflict with any legislative requirements.

6.7.3. Amendment Deadline

Agenda amendments may be made up to and including the day of the meeting, provided they are finalized before the meeting commences.

6.7.4. Giving Notice

Amendments to the agenda must be communicated in accordance with Section 5.7 of this By-law.

6.7.5. Republishing

The Clerk shall republish the amended agenda prior to the meeting. The revised Council Package, including all modifications, shall be distributed to Council Members and made publicly available at the earliest opportunity.

6.7.6. Adoption

A motion to adopt the agenda shall acknowledge any amendments made after its initial publication, including any changes reflected in the republished agenda.

6.8. Order of Business

6.8.1. Initial Order

Council and Committee meetings shall proceed in the order established in the adopted agenda.

6.8.2. Amendments to Order of Business

6.8.2.1. The order of business set forth in the agenda may only be changed by a motion passed by a majority of the Members present.

a. This motion shall not be subject to amendment.

b. This motion shall not be open for debate.

6.8.2.2. If the motion is defeated, the order of business originally adopted shall remain unchanged.

6.9. Timing of Amendments

6.9.1. Prior to Adoption of Agenda

6.9.1.1. Amendments to the order of business may be made before the agenda is adopted.

6.9.1.2. If amendments are made under Section 6.8.1.1 of this By-law, the revised agenda must be formally adopted.

6.9.2. During a Meeting

6.9.2.1. Once the agenda is adopted, a Member may propose a motion to modify the order of business, despite its prior approval.

6.8.2.2. If amendments to the order of business are approved during the meeting, re-adoption of the agenda is not required.

6.10. Consent Agenda

6.10.1. Contents

6.10.1.1. The Consent Agenda includes routine matters that do not necessitate extensive discussion or debate and may be approved collectively through a single resolution.

6.10.1.2. Items in the Consent Agenda are for Council's information or involve noncontroversial matters.

6.10.2. Procedures for Handling Items

6.10.2.1. Removal of Items Due to Disagreement

- a.** A Member may request the removal of an item from the Consent Agenda if they oppose the proposed motion and do not want it approved as part of a single resolution.
- b.** Any removed item shall be moved to the "Items Pulled from Consent Agenda" section for separate consideration.

6.10.2.2. Discussion Without Removal

- a.** A Member may discuss or inquire about a Consent Agenda item without requesting its removal.
- b.** Any discussion or questions about Consent Agenda items must occur before the collective vote on the Consent Agenda.

6.11. Unaddressed Items

6.11.1. Identification as Unfinished Business

Any agenda item not addressed before adjournment shall be identified as "Unfinished Business. "

6.11.2. Scheduling for Consideration

Unless addressed under Section 6.11.4, Unfinished Business shall be placed on the agenda of the next applicable meeting, as follows:

6.11.2.1. Unfinished Business from adjourned Regular, Working Session, or Special Council Meetings, held as public meetings, shall be placed on the agenda of the next Regular Council Meeting.

6.11.2.2. Unfinished Business from adjourned Closed Council Meetings shall be placed on the agenda of the next Closed Council Meeting.

6.11.2.3. Unfinished Business from adjourned Committee Meetings shall be placed on the agenda of the next Committee Meeting.

6.11.3. Placement in the Agenda

Any item identified as Unfinished Business, as outlined in Section 6.11.1 of this By-law, shall be placed in the designated "Unfinished Business" section of the applicable meeting agenda.

6.11.4. Convening Special Meetings

Notwithstanding Section 6.11.2, Council or a Committee may convene a Special Meeting to address Unfinished Business before the next scheduled meeting.

6.12. New Council Term

No business shall be conducted at the First (Inaugural) Meeting until all Members have taken their declarations of office, oaths of allegiance, and acknowledged the Code of Conduct.

7. ROLES AND RESPONSIBILITIES

7.1. Mayor

7.1.1. Head of Council

In the Municipality of Temagami, the Head of Council is the Mayor and fulfills the responsibilities outlined in Sections 225 and 226(1) of the Act.

7.1.2. Seating Arrangements

7.1.2.1. For the duration of the Council term, seating at the Council table shall be arranged by the Mayor for all Members before the First (Inaugural) Meeting.

7.1.2.2. The Mayor may adjust the seating arrangement at their discretion throughout the term.

7.1.2.3. If the Mayor is not presiding over the meeting, the designated Chair shall occupy the Mayor's seat at the Council table.

7.1.3. Chairing the Council Meetings

7.1.3.1. The Mayor shall chair all Council Meetings unless circumstances require otherwise, as outlined in Sections 7.1.3.2 and 7.1.3.3 of this By-law.

7.1.3.2. Absence of the Mayor

- a.** If the Mayor is absent, refuses to act, or the office is vacant, the Deputy Mayor shall assume the Mayor's duties with full authority as Head of Council.
- b.** If both the Mayor and Deputy Mayor are unavailable, the Clerk shall call the Meeting to order. Council shall then appoint a present Member as Acting Mayor, who shall exercise all rights, powers, and authority of the Head of Council for that Meeting.

7.1.3.3. Temporary Replacement During a Meeting

- a.** If the Chair must leave the room due to a declared Conflict of Interest, as outlined in Section 8.4 of this By-law, they shall delegate their authority to another Member. If the Deputy Mayor is present, they shall assume the Chair's role; otherwise, another Member shall be designated.
- b.** If the Mayor arrives after the Clerk has called the Meeting to order and a temporary Chair has been appointed, the Mayor may assume the Chair's role at the start of the next item of business.
- c.** If the Chair vacates their seat, as outlined in Section 10.2.19, they shall delegate their authority to another Member. If the Deputy Mayor is present, they shall assume the Chair's role; otherwise, another Member shall be designated for the duration of the discussion and decision on that item. Once the item has been addressed, the Chair may resume their role.

7.1.4. Chair's Responsibilities

The Mayor, or any replacement as provided in Section 7.1.3, shall act as the Chair and is responsible for the following:

7.1.4.1. General Responsibilities

- a.** Perform all roles and responsibilities as outlined in the Act.
- b.** Preside over Meetings in an objective and impartial manner, in accordance with this Procedural By-law.

- c.** Ensure compliance with the Rules of Procedure set out in this Procedural By-law.
- e.** Uphold order, decorum, and respectful conduct among all attendees at a Meeting.
- f.** Call Members to order as needed.

7.1.4.3. Voting and Decision-Making

- a.** Call for a vote on all Motions that have been moved and seconded.
- b.** Refuse to call a vote on any Motion that violates this Procedural By-law or applicable legislation.
- c.** Announce all voting results, including non-recorded votes.

7.2. Members of Council

7.2.1. Responsibility

Members of Council are responsible for serving their constituents by participating in decision-making on municipal policies and services.

7.2.2. Statutory Obligations

Members of Council shall meet their statutory obligations and fulfill their roles in accordance with Section 224 of the Act. They are expected to:

- 7.2.2.1.** Review all materials provided in the Council Package.
- 7.2.2.2.** Participate actively in discussions and debates on matters before Council.
- 7.2.2.3.** Make well-informed decisions in the Municipality's best interest.

7.3. Clerk

7.3.1. Responsibility

In addition to the responsibilities assigned to the Clerk under Section 228 of the Act, the role of the Clerk at a Meeting shall include:

7.3.1.1. Conducting recorded votes in accordance with Section 10.7.4 of this By-law.

7.3.1.2. Offering procedural guidance upon request from the Mayor or Chair.

7.4. CAO

At a Meeting, the CAO's role includes the following, in addition to the responsibilities outlined under Section 229 of the Act:

7.4.1. The CAO shall attend Council Meetings to facilitate coordination and ensure the presence of necessary staff.

7.4.2. In collaboration with Department Heads, the CAO shall be prepared to respond to inquiries regarding departmental reports.

7.5. Staff

In addition to the duties assigned under Section 227 of the Act, the role of staff during a Meeting includes:

7.5.1. Staff shall conduct research and provide advice on municipal policies and programs to support informed decision-making.

7.5.2. The CAO shall ensure appropriate staff attendance at Meetings based on the agenda.

7.5.3. Any questions directed to staff shall be addressed through the CAO, who may delegate the response to the appropriate staff member.

8. GENERAL MEETING RULES

8.1. Clerk Must Be Present

A Clerk or a designated Clerk representative shall be present at all Council Meetings, including Regular, Working Session, Special, Emergency, and other meetings where a quorum of Council is present.

8.2. Notice Must Be Given

Notice of a Meeting must be provided in accordance with Section 5 of this By-law

8.3. Quorum

8.3.1. Quorum Requirement

A quorum is required for all Council and Committee Meetings to proceed, including Emergency Meetings.

8.3.2. No Quorum Within 15 Minutes

If a quorum is not present within fifteen (15) minutes of the scheduled start time:

8.3.2.1. The Meeting shall be adjourned automatically.

8.3.2.2. The Clerk or Designate shall:

- a.** Record the names of Members present at the fifteen (15) minute mark.
- b.** Ensure those names are included in the Minutes for the adjourned Meeting.
- c.** Ensure that the Minutes are added to the Agenda for the next Meeting

8.3.3. Loss of Quorum During a Meeting

If a quorum is lost at any point during the Meeting:

8.3.3.1. The Meeting shall be recessed automatically.

8.3.3.2. The recess shall continue until quorum is restored or the Chair adjourns the Meeting.

8.4. Declarations of Conflict

8.4.1. Member Responsibility

Each Member is responsible for determining whether they have a pecuniary interest in any matter before Council or a Committee, as defined under the *Municipal Conflict of Interest Act, 1990*. Members shall familiarize themselves with the definitions and obligations outlined in the Act to ensure accurate self-assessment.

8.4.2. Disclosure Requirements

When a Member identifies a pecuniary interest, they shall:

8.4.2.1. Verbally disclose the pecuniary interest and its general nature at the Meeting, in accordance with Section 5.1(a) of the *Municipal Conflict of Interest Act, 1990*. This disclosure shall be made before any discussion or deliberation on the matter.

8.4.2.2. Submit a written statement of interest to the Clerk using the form attached as "Schedule A" to this By-law. This statement shall be submitted promptly after the declaration is made, either via email or in person.

8.4.3. Participation Restrictions

A Member with a declared pecuniary interest shall:

8.4.3.1. Abstain from participating in any discussion or vote on the matter, as required under Section 5.1(b) of the *Municipal Conflict of Interest Act, 1990*.

8.4.3.2. Refrain from influencing decisions by avoiding any direct or indirect attempt to affect any decision or recommendation related to the matter, as outlined in Section 5.1(c) of the *Municipal Conflict of Interest Act, 1990*. This includes informal discussions, written communications, or lobbying of other Members or staff.

8.4.3.3. If the matter is being considered in a closed meeting, the Member shall leave the meeting for the duration of the discussion, as required under Section 5.2 of the *Municipal Conflict of Interest Act, 1990*.

8.4.4. Absence from Meeting

If a Member is absent from a Meeting where a matter involving their pecuniary interest is discussed, they shall:

8.4.4.1. Declare the conflict of interest at the next Meeting they attend, as required under Section 5.3 of the *Municipal Conflict of Interest Act, 1990*, and provide the Clerk with a written statement of the interest and its general nature at that time.

8.4.4.2. If a Member is aware in advance that they will be absent from a Meeting where they have a pecuniary interest, they may notify the Clerk and submit a written declaration before the Meeting.

8.4.6. Documentation and Record-Keeping

8.4.6.1. In Closed Meetings, only the declaration of interest shall be recorded, excluding its general nature, in compliance with Sections 5.1 and 5.2 of the *Municipal Conflict of Interest Act, 1990*.

8.4.6.2. In public meetings, the general nature of the interest shall be disclosed, as required under the *Municipal Conflict of Interest Act, 1990*.

8.4.7. Compliance and Enforcement

8.4.7.1. Members shall comply with the *Municipal Conflict of Interest Act, 1990*, the Act, and all relevant regulations governing municipal operations. Non-compliance may result in investigations, penalties, or judicial actions.

8.4.7.2. In cases of non-compliance, enforcement mechanisms may include:

- a.** An inquiry by the Integrity Commissioner into alleged contraventions of the *Municipal Conflict of Interest Act, 1990*, including the provision of advice and educational information regarding Members' obligations.
- b.** A judicial proceeding that may result in penalties imposed by a judge, including removal from office, disqualification from holding office for up to seven years, or restitution of financial gains obtained through non-compliance.

8.5. Attendance Protocol

8.5.1. Recording Attendance

If a Member arrives after the Meeting has commenced or leaves before adjournment, the Clerk shall record the time of arrival or departure in the Minutes.

8.5.2. Notifying the Chair

If a Member must leave before adjournment, they shall notify the Chair and request to be excused.

8.5.3. Best Practice

Members are encouraged to inform the Chair at the start of the Meeting if they anticipate leaving early.

8.6. Curfew

8.6.1. Automatic Adjournment

A meeting shall automatically adjourn at 9:00 P.M. or two (2) hours after its scheduled start time, whichever occurs first, unless extended by resolution of Council.

8.6.2. Meeting Extension

8.6.2.1. A meeting shall automatically adjourn at 9:00 P.M. or two (2) hours after its scheduled start time, whichever occurs first, unless extended by resolution of Council.

8.6.2.2. A motion to extend the meeting may be introduced before the scheduled adjournment and shall require a majority vote of Members present to pass.

8.6.2.3. If the motion to extend is approved:

- a.** The meeting shall be extended for up to one (1) additional hour beyond the automatic adjournment time.
- b.** The maximum total meeting duration shall not exceed three (3) hours from the scheduled start time.

8.6.2.4. Only one motion to extend the meeting shall be permitted per meeting.

8.6.2.5. If the motion to extend is defeated, the meeting shall adjourn immediately.

8.7. Cancelling Meetings

8.7.1. Authority to Cancel

The Head of Council, in consultation with the CAO and/or Clerk, may cancel a Meeting under the circumstances outlined in Section 8.7.2 of this By-law.

8.7.2. Conditions for Cancellation

Authority to cancel a Meeting is granted in the following situations:

8.7.2.1. Quorum cannot be achieved.

8.7.2.2. By Council Resolution.

8.7.2.3. The Meeting is no longer required.

8.7.2.4. In the event of an unforeseen, significant event, including but not limited to:

- a.** Safety concerns for Meeting participants, including Members, Staff and the public (e.g., snowstorm, highway closure).
- b.** Loss of heat, electricity, or water.
- c.** Inability of the Clerk or designated Clerk representative to attend.
- d.** A declared state of emergency.
- e.** Inability of a required participant to attend.
- f.** The Meeting is deemed redundant.

8.8. Delegations

8.8.1. Registered Delegations

8.8.1.1. Hearing Limits

- a.** Council shall hear a maximum of two (2) registered delegations per Regular Council Meeting.

- b.** If more than two (2) delegation requests are received, the Clerk or CAO shall determine which delegations will proceed, and the remaining requests shall be deferred to the next Regular Council Meeting.

8.8.1.2. Registration

- a.** Delegates wishing to speak shall register with the Clerk no later than 12:00 P.M. (noon), at least seven (7) calendar days prior to the Meeting.
- b.** The registration request shall include the delegate's name and a brief description of the topic to be discussed.

8.8.1.3. Presentation Guidelines

- a.** Registered delegations may request to proceed with or without a presentation.
- b.** Delegates who wish to present shall submit all content and supporting materials to the Clerk no later than 4:30 P.M., at least seven (7) calendar days before the Meeting.
- c.** If a delegate fails to submit all presentation materials by the deadline, the delegation shall proceed without a presentation.
- d.** Delegations proceeding without a presentation shall not introduce new materials or content during the Meeting.

8.8.1.4. Time Allocation

- a.** Each registered delegation shall be allotted a maximum of ten (10) minutes for their presentation.
- b.** For delegations consisting of more than two (2) individuals, only two (2) speakers may present, with a combined total time not exceeding fifteen (15) minutes.

8.8.1.5. Meeting Minutes Documentation

- a. For delegations with a presentation, the Meeting Minutes shall include the submitted presentation and the name(s) of the presenter(s).
- b. For delegations without a presentation, the Meeting Minutes shall include the name(s) of the presenter(s) and a summary of key discussion points.

8.8.1.6. Content Restrictions

- a. Delegations shall limit their remarks to the topic outlined in their request.
- b. Delegations shall not discuss matters outside the Municipality of Temagami's jurisdiction, solicitor-client privileged matters, or ongoing legal proceedings.
- c. Delegations shall not revisit issues already decided by Council during the current term, unless new and significant information is presented.

8.8.1.7. Following a registered delegation, Members may ask questions for clarification.

8.8.1.8. Council Decisions

- a. Council may receive the delegation by resolution and defer decisions by referring the matter to municipal staff for a report or recommendation, or by scheduling it for discussion at a future Meeting.
- b. Alternatively, Council may decide on matters presented by a delegation during the same Meeting through resolution.

8.9. Presentation by Invitation

8.9.1. Receipt of Information

8.9.1.1. Council, by resolution, may direct staff to invite an individual or group to provide information on a specific matter.

8.9.1.2. The Clerk or designate shall coordinate with the invitee to schedule the presentation at the next available Regular Council Meeting, unless a specific date is set by resolution. If a specific date is set, the following provisions shall apply:

- a. The presentation may be scheduled for the next available Working Session.
- b. Council may choose to receive invited presentations at a Special Council Meeting convened for that purpose.

8.9.1.3. The Clerk or designate may adjust the start time of a Regular or Working Session Council Meeting to accommodate the presentation.

8.9.1.4. Once the date is set, the Clerk or designate shall send an invitation including the following details:

- a. The specific matter, as stated in the Council resolution.
- b. A deadline for submitting supporting materials for inclusion in the Meeting Agenda, which shall be at least seven (7) calendar days prior to the Meeting.
- c. A notice stating that if supporting materials are not received by the deadline, the presentation shall be deferred to the next Regular Council Meeting.
- d. A statement that any additional materials received after the deadline shall not be included in the presentation at the Council Meeting.
- e. The presentation time shall be limited to a maximum of thirty (30) minutes.

8.9.1.5. The time allotted for invited persons or groups shall be limited to a maximum of thirty (30) minutes. However, Council may extend the time limit by a majority vote.

8.9.1.6. Following the presentation, Members of Council may ask questions for clarification.

8.9.1.7. Council shall receive the presentation by resolution and may refer the information to municipal staff for further consideration.

8.9.1.8. The Meeting Minutes shall record the name(s) of the presenter(s) and any supporting materials submitted.

8.9.2. Recognition and Award Ceremonies

8.9.2.1. Council may, by resolution, hold recognition and award ceremonies to acknowledge contributions and achievements of staff, residents, and other individuals or groups within the Municipality.

8.9.2.2. Recognition and award ceremonies shall be held at the next available Regular Council Meeting, unless a specific date, Special Council Meeting, or separate event is specified by Council resolution.

8.9.2.3. The Clerk or designate shall coordinate the scheduling of the presentation and may direct staff to assist in the planning and execution of the ceremony.

8.9.2.4. A certificate, plaque, or other appropriate symbol of recognition shall be presented to the recipient.

8.9.2.5. The award shall be presented by the Mayor or designate in the presence of Council and the public during the ceremony.

8.10. Questions from the Public

8.10.1. Period Procedures

8.10.1.1. Before the Confirmatory By-law is passed at Regular and Working Session Council Meetings, members of the public shall have an opportunity to ask questions directly related to items discussed on the agenda for that Meeting.

8.10.1.3. Questions from the public shall be addressed on a first-come, first-served basis, at the discretion of the Chair.

8.10.2. Time Limits

8.10.2.1. Each member of the public may ask up to two (2) questions and shall be allotted a maximum of five (5) minutes to speak.

8.10.2.2. Once the total time limit of fifteen (15) minutes has been reached, no further questions from the public shall be permitted. However, members of the public may submit their questions in writing to the Clerk.

8.10.3. Recording in Minutes

The Minutes of the Regular or Working Session Council Meeting shall list the name of the member of the public asking the question, a summary of the question, and the agenda topic addressed.

8.10.4. Council Response

8.10.4.1. Council may respond to questions asked by the public.

8.10.4.2. Alternatively, Council may refer the question to staff for further consideration.

8.11. Recording of Minutes

8.11.1. Required Information

The Clerk or Clerk designate shall document the following information in the Minutes:

8.11.1.1. Meeting Details

- a.** The location, date, and time of the Meeting.
- b.** The type of Meeting (Council or Committee – Regular, Working Session, Special, or Emergency – Public or Closed).

8.11.1.2. Attendance

- a.** The names of Members present and absent.
- b.** The name of the Chair.
- c.** The arrival and departure times of Members during the Meeting.
- d.** The mode of participation (in-person or electronic).

8.11.1.3. Declarations of pecuniary interest as required under Section 8.4.6 of this Bylaw.

8.11.1.4. Meeting Proceedings

- a.** Approval of Minutes from previous Meetings.

- b.** All motions, including the mover, seconder, and whether the motion was carried or defeated.
- c.** All vote results as outlined in Section 10.7.12 of this By-law.
- d.** All points of order and points of personal privilege, along with the Chair's rulings and rationale, recorded without note or comment.
- e.** Any challenges to the Chair's rulings and the outcomes.

8.11.1.5. Public Input

- a.** Delegations, as required under Sections 8.8.1.5 and 8.8.2.6 of this By-law.
- b.** Public questions, as required under Section 8.10.3 of this By-law.

8.11.1.6. The time of adjournment.

8.11.2. Approval and Amendments

8.11.2.1. The draft Minutes of Regular Meetings, Special Meetings, and other Meetings shall ideally be presented for final approval at the next regularly scheduled Meeting of Council; however, delays may occur.

8.11.2.2. The Minutes of Closed Meetings shall only be adopted in a subsequent Closed Meeting.

8.11.2.3. Disputing the Draft Minutes

- a.** If a Member disputes any item in the Minutes, they shall state their objection and provide a reason via email to the Clerk before the Meeting or orally during the Meeting.
- b.** The Clerk shall record both the original text and the requested changes.
- c.** The Members shall review the objection and determine the accuracy of the Minutes.
- d.** If amendments are required, the necessary changes shall be made, and the motion shall then be to adopt the Minutes as amended.

8.11.2.4. Limitations on Changes

- a.** During the adoption process, amendments to the Minutes shall be limited to correcting clerical errors, typographical mistakes, or omissions.
- b.** No changes shall be made that alter the intent, decisions, or actions taken by Council as recorded in the Minutes.

8.11.2.5. The Clerk is authorized to correct technical or typographical errors before signing, provided such corrections do not alter the intent of the Minutes.

8.11.2.6. The Chair and the Clerk shall authenticate the Minutes with their signatures.

9. MEETING ETIQUETTE

9.1. Conduct of Members

9.1.1. Respectful Speech

Members shall not speak in a disrespectful manner about the Mayor, Deputy Mayor, fellow Members, Staff, or any member of the public.

9.1.2. Private Conversations

Members shall refrain from engaging in private conversations in the Council Chambers if such conversations disrupt the proceedings of Council.

9.1.3. Speaking to the Subject

Members shall confine their remarks to the subject under debate, except when raising a point of order or privilege.

9.1.4. Confidential Matters

Members shall not disclose or discuss matters from a Closed Meeting in a Public Meeting unless expressly authorized by Council.

9.1.5. Interruptions

Members shall not interrupt another Member who has the floor by speaking out, making noise, or causing a disturbance, except to raise a point of order.

9.1.6. Compliance with Rules and Decisions

Members shall adhere to all procedural rules and comply with the rulings of the Chair of Council or a Committee.

9.2. Conduct of All Persons at a Meeting

9.2.1. Addressing the Chair

All remarks made during the Meeting shall be directed to the Chair to ensure order and clarity. Participants, including Members, Staff, and members of the public, shall not address one another directly.

9.2.2. Approaching Members

No individual, other than Members, the Clerk, or the Secretary of a Committee, shall approach a Member without the Chair's permission.

9.2.3. Use of Electronic Devices

Electronic devices shall be silenced during Meetings and shall not be used in any manner that disrupts proceedings.

9.2.4. Prohibited Behaviors

No individual shall:

9.2.4.1. Speak aloud or address Members without first obtaining permission from the Chair.

9.2.4.2. Speak in a disrespectful manner about the Mayor, Deputy Mayor, other Members, Staff, or any member of the public.

9.2.4.3. Use offensive language.

9.2.4.4. Disobey procedural rules or decisions made by the Chair, Council, or Committee.

9.2.4.5. Leave their seat during a vote until the results are declared.

9.2.4.6. Make disruptive noise or cause a disturbance.

9.2.4.7. Enter the Meeting room while a vote is in progress.

9.2.4.8. Walk between a Member who is speaking and the Chair.

9.2.4.9. Display signs, placards, or engage in any activity (such as applauding or conversing) that disrupts debate.

9.3. Conduct of Members of the Public

9.3.1. Attendance and Decorum

9.3.1.1. Members of the public may attend Public Meetings either in person or electronically.

9.3.1.2. They shall conduct themselves respectfully and in accordance with the rules of decorum.

9.3.2. Providing Input

Members of the public may provide input and information to Council only during designated portions of Meetings, such as Unregistered Delegations or Question Period, or as otherwise permitted by Council.

9.3.3. Recognition to Speak

Members of the public shall not be routinely recognized during debates. Recognition requires:

9.3.3.1. Majority approval of Council.

9.3.3.2. The subject matter must be listed on the Agenda.

9.4. Misconduct at Meetings

9.4.1. Definition of Misconduct

Any individual who fails to adhere to these rules shall be considered in misconduct.

9.4.2. Warning for Misconduct

The Chair shall issue an initial warning to any individual engaging in misconduct and advise them that they may be removed from the Meeting if the behavior continues.

9.4.3. Expulsion for Continued Misconduct

If an individual continues to engage in misconduct after a warning, the Chair may order their expulsion. If the individual refuses to leave, the Chair has the authority to call a recess or adjourn the Meeting until compliance is achieved.

9.4.4. Reinstatement of Members

A Member who has been expelled for misconduct may be reinstated through a majority vote of Council, provided that they issue an apology and commit to adhering to procedural decorum.

9.4.5. Electronic Device Misuse

All electronic devices shall be silenced. Any use of electronic devices that disrupts the Meeting is strictly prohibited.

10. RULES OF DEBATE AND PROCEDURE

10.1. Chair's Duties

The Chair shall preside over the Meeting, ensure order and decorum, and rule on procedural matters in accordance with this By-law.

10.2. Motions

10.2.1. Required for Agenda Items

All agenda items for discussion shall be introduced by a Motion.

10.2.2. Format

10.2.2.1. Written Motions

- a.** All Motions shall be submitted in writing.
- b.** A Motion may be prepared electronically and does not require printing.

10.2.2.2. Oral Motions

Despite Section 10.2.2.1 of this By-law, the following Motions may be introduced orally without prior written notice or leave of Council:

- a.** A motion to Suspend the Procedural By-law;
- b.** A motion to extend the meeting;
- c.** A motion to recess;
- d.** A motion to adjourn;
- c.** A motion to refer the motion under consideration;
- d.** A motion to defer the motion under consideration;
- e.** A motion to amend the motion under consideration;
- d.** A motion to call the question for the motion under consideration;
- e.** A motion to withdraw the motion under consideration.

10.2.3. Reading

Upon direction from the Chair, the Clerk shall read the Motion aloud before it is considered by Council.

10.2.4. Calling for Mover and Seconder

10.2.4.1. After each Motion is presented, the Chair shall call for a mover (who introduces the Motion) and a seconder (who supports it, allowing it to be discussed).

10.2.4.2. In the case of a Notice of Motion, the mover shall be the Member who gave the Notice.

10.2.5. Be Moved and Seconded

10.2.5.1. Each Motion shall require a mover and a seconder to be considered by Council or Committee. **10.2.5.2.** Despite Section 10.2.5.1, the following Motions may be introduced without a seconder:

- a.** A motion to recess;
- a.** A motion to extend the meeting;
- a.** A motion to adjourn;
- a.** A motion to call the question on the motion under consideration.

10.2.5.3. The Chair shall not permit debate on a Motion or put a Motion to a vote until the Motion has been formally seconded.

10.2.5.4. If no Member agrees to move or second a Motion, the item shall be struck from the agenda and shall not be subject to debate.

10.2.6. Request to Re-read Motion

10.2.6.1. Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair.

10.2.6.2. A Member may only make such a request once and may not interrupt another Member while they are speaking.

10.2.7. Splitting the Motion

10.2.7.1. Where a Motion under consideration contains two or more distinct propositions, any Member may request that the Motion be divided into separate Motions.

10.2.7.2. Upon receiving such a request, the Chair shall have sole authority to determine whether the Motion shall be divided.

10.2.7.3. If the Chair determines that the Motion shall be divided, they shall also determine the manner in which it shall be divided.

10.2.7.4. Each divided portion of the Motion shall be debated separately and voted upon individually.

10.2.7.5. No separate Motion, debate, or vote shall be required to divide a Motion.

10.2.7.6. Where the Chair determines that the Motion shall not be divided, it shall remain as one Motion and be debated and voted upon as a whole.

10.2.8. Withdrawal of the Motion

10.2.8.1. Any Member may request the withdrawal of a Motion that has been duly moved and seconded.

10.2.8.2. A Motion may be withdrawn at any time prior to the vote.

10.2.8.3. Withdrawal of a Motion is subject to the consent of the majority of Members present.

10.2.8.4. If consent for withdrawal is not granted, the Motion shall remain on the floor for debate and decision.

10.2.9. Friendly Amendments to the Motion

10.2.9.1. A friendly amendment is a minor modification, including rewording or clarification, that does not alter the intent, purpose, or substance of the Motion under consideration.

10.2.9.2. Any Member may propose a friendly amendment to the Motion under consideration at any time before the vote is taken.

10.2.9.3. A friendly amendment may be adopted with the consent of both the mover and seconder, without requiring a formal Motion to amend.

10.2.9.4. Upon agreement of the mover and seconder, a friendly amendment shall be incorporated into the Motion under consideration without requiring further approval by Council.

10.2.9.5. If a proposed friendly amendment is not agreed upon by either the mover or seconder, the amendment may only proceed as a formal amendment in accordance with Section 10.2.13 of this By-law.

10.2.10. Permissible Motions During Debate

When a Motion is under debate, no other Motions shall be entertained, except those pertaining to the following matters, and in accordance with the priorities set forth below:

10.2.10.1. To adjourn;

10.2.10.2. To extend the meeting;

10.2.10.3. To recess;

10.2.10.4. To refer the Motion under consideration;

10.2.10.5. To defer the Motion under consideration;

10.2.10.6. To amend the Motion under consideration;

10.2.10.7. To withdraw the Motion under consideration;

10.2.10.8. To call the question for the Motion under consideration.

10.2.11. Motion to Refer

10.2.11.1. A Motion to Refer shall specify the body (e.g., staff or a committee) to which the matter is referred and the deadline by which the body shall report back.

10.2.11.2. The Motion shall include the reasons for the referral, clearly articulating the rationale.

10.2.11.3. Council may specify the terms of the referral, including conditions under which the matter shall be returned for further consideration.

10.2.11.4. The Motion shall not be debatable, except with respect to the appropriateness and terms of the referral.

10.2.11.5. The Motion shall not be amendable, except with respect to the terms of the referral.

10.2.11.6. If the Motion to Refer is defeated, the Motion under consideration shall remain on the floor for debate and decision.

10.2.11.7. A Motion to Refer that has been defeated shall not be reintroduced.

10.2.12. Motion to Defer

10.2.12.1. A Motion to Defer shall clearly set forth the reasons for the deferral, including the rationale for postponing the matter.

10.2.12.2. Council may establish the terms of the deferral, including conditions under which the matter shall be reconsidered.

10.2.12.3. If no specific date or condition for reconsideration is provided, the deferral shall be deemed indefinite and shall remain deferred until Council determines when or if it will be reconsidered.

10.2.12.4. A Motion to Defer shall not be debatable, except with respect to the appropriateness and terms of the deferral.

10.2.12.5. A Motion to Defer shall not be amendable, except with respect to the terms of the deferral.

10.2.12.6. If a Motion to Defer is defeated, the Motion under consideration shall remain on the floor for debate and decision.

10.2.12.7. A Motion to Defer that has been defeated shall not be reintroduced.

10.2.13. Motion to Amend

10.2.13.1. A Motion to Amend may be proposed to modify the question under consideration if the change cannot be implemented as a Friendly Amendment under Section 10.2.9 of this By-law.

10.2.13.2. Any Member may move or second a Motion to Amend.

10.2.13.3. An amendment shall be directly related to the subject matter of the Motion under consideration and shall not introduce a separate or unrelated issue.

10.2.13.4. An amendment shall not directly contradict the Motion or introduce a negation of its purpose.

10.2.13.5. An amendment to a Motion is debatable.

10.2.13.6. A Motion to Amend shall itself be amended only once by a Motion to "Amend an Amendment."

10.2.13.7. A Motion to Amend an Amendment:

- a.** May be moved or seconded by any Member;
- b.** Shall be debatable;
- c.** Shall not be amendable; and
- d.** If defeated, shall not be reintroduced.

10.2.13.8. Only one amendment, whether a Motion to Amend or a Motion to Amend an Amendment, may be under consideration at any given time.

10.2.13.9. Motions to Amend shall be voted on in reverse order of introduction as follows:

- a.** A Motion to Amend an Amendment to the main Motion;
- b.** A Motion to Amend the main Motion;
- c.** The main Motion, as amended.

10.2.13.10. If an amendment is carried, the Motion under consideration shall be deemed amended accordingly.

10.2.13.11. If the Motion to Amend is defeated, no further amendment shall be reintroduced, and the Motion under consideration shall be voted on in its original form.

10.2.13.12. The original mover and seconder of the Motion shall remain unless they withdraw their support.

10.2.14. Motion to Call the Question

10.2.14.1. Any Member may move a Motion to Call the Question to end debate and proceed directly to a vote.

10.2.14.2. A Motion to Call the Question may only be introduced after all Members who wish to speak have had one opportunity to do so.

10.2.14.3. Once the Motion has been moved, all debate shall cease immediately.

10.2.14.4. The Motion shall not be amendable.

10.2.14.5. The Motion shall not be debatable.

10.2.14.6. The Motion shall be put to a vote immediately upon being moved.

10.2.14.7. A two-thirds majority vote of the Members present is required for passage.

10.2.14.8. If the Motion is carried, an immediate vote shall be taken on the Motion under consideration, including all amendments.

10.2.14.9. If the Motion is defeated, it may not be reintroduced for the same matter.

10.2.15. Motion to Recess

10.2.15.1. A Motion to Recess shall be permitted when there is business for consideration.

10.2.15.2. A Motion to Recess must specify the duration of the recess.

10.2.15.3. The Motion shall not be debatable, except regarding the length of the recess.

10.2.15.4. The Motion shall be amendable only regarding the length of the recess.

10.2.15.5. The Motion shall not be in order when a Member is speaking or during a vote.

10.2.16. Motion to Extend the Meeting

10.2.16.1. A Motion to Extend the Meeting shall take precedence over all other Motions.

10.2.16.2. The Motion shall not be debatable.

10.2.16.3. The Motion shall not be amendable.

10.2.16.4. The Motion shall be put to a vote immediately.

10.2.17. Motion to Adjourn

10.2.17.1. The motion shall take precedence over all other motions.

10.2.17.2. A motion to adjourn may not be introduced during the following:

- a.** When another Member has been recognized by the Chair and is speaking on a matter.
- b.** During the taking of a vote.

10.2.17.3. The motion shall not be debatable.

10.2.17.4. The motion shall not be amendable.

10.2.17.5. The motion shall be put to a vote immediately.

10.2.17.6. If a motion to adjourn is defeated, the Member who moved the motion may not introduce another motion to adjourn until:

- a.** The agenda has been completed.
- b.** The Chair determines that sufficient business has been conducted in the intervening time.

10.2.18. Motion to Suspend Rules

10.2.18.1. Any Member may move or second a motion to suspend a rule or procedure.

10.2.18.2. The motion must clearly specify:

- a.** The rule or procedure to be suspended.
- b.** The rationale for the suspension.
- c.** The duration of the suspension, which shall not extend beyond adjournment of the Meeting.

10.2.18.3. The motion shall not be debatable.

10.2.18.4. The motion shall not be amendable.

10.2.18.5. Approval of the motion requires a majority vote of the Members present.

10.2.18.6. The suspended rule or procedure shall automatically be reinstated upon expiration of the stated duration, prior to or upon adjournment, or earlier by resolution of the Members present.

10.2.19. Motion by the Chair

10.2.19.1. Should the Chair wish to propose a motion or actively support a position on a motion, they shall first vacate the Chair.

10.2.19.2. The process for appointing a temporary replacement shall adhere to Section 7.1.3.3 of this By-law.

10.2.20. Notice of Motion

10.2.20.1. The purpose of a Notice of Motion is to enable Members of Council to introduce new business and include items of interest on the Council Meeting Agendas that are not already listed.

10.2.20.2. Submitting a Notice of Motion

- a.** At any Regular Meeting, the Chair shall inquire whether any Member wishes to bring forward a Notice of Motion. Members intending to introduce a Motion shall specify the topic and provide a brief synopsis.
- b.** Alternatively, a Member may submit a written Notice of Motion, including the proposed wording, to the Clerk in accordance with the submission timeline outlined in Section 6.3 of this By-law. Submissions may be made in hardcopy or by email.

10.2.20.3. A proposed Notice of Motion submitted in accordance with Section 10.2.20.2 of this By-law shall be included on the agenda for the next Regular Meeting of Council for consideration.

10.2.20.4. Drafting the Resolution

- a.** Staff shall prepare a draft resolution based on the Notice of Motion before inclusion in the Council package.
- b.** The draft resolution shall be provided to the submitting Member for review and approval of wording.

10.2.20.5. The motion shall be non-debatable, except that the mover and seconder may provide a brief statement outlining the reasons for the Motion.

10.2.20.6. The motion shall not be amendable.

10.2.20.7. If approved by Council, Staff shall conduct the necessary research and prepare a report. If not approved, the matter shall not proceed further.

10.2.20.8. If a Notice of Motion is not approved by Council, it may be brought forward only once within twelve (12) months from the date it was first decided and shall be considered a new Notice of Motion.

10.2.20.9. While every effort shall be made to address Notices of Motion promptly, additional time may be required to complete the process.

10.2.21. Administrative Amendments

10.2.21.1. The Clerk is authorized to correct grammatical, typographical, and syntactical errors in motions to ensure clarity and consistency.

10.2.21.2. Corrections shall maintain the original intent of the motion and may be made before or during the meeting.

10.3. Speaking on an Item

10.3.1. Recognition to Speak

10.3.1.1. After being recognized by the Chair, every Member wishing to speak on a matter shall indicate their desire by raising a hand.

10.3.1.2. No Member shall speak until recognized by the Chair as having the floor.

10.3.2. Order

10.3.2.1. The Chair may, at their discretion, alter the order of speaking for themselves. This decision shall take precedence over all other speaking orders, following the process outlined in Section 10.2.19.1 of this By-law.

10.3.2.2. The mover shall have the first right to speak on the Motion.

10.3.2.3. The seconder shall speak next, after the mover.

10.3.2.4. After the mover and seconder have spoken, the Chair shall call on each remaining Member to provide their opinion on the Motion.

10.3.2.5. When multiple Members raise their hands to speak, the Chair shall designate the first Member and determine the order for subsequent speakers.

10.3.2.6. The Chair's decision on the order of speaking shall be final and not subject to appeal.

10.3.3. Second Time Speaking

A Member shall not speak a second time on a matter until all Members have had an opportunity to speak, except:

10.3.3.1. With permission of Council;

10.3.3.2. If questioned by another Member;

10.3.3.3. To clarify comments which the Member believes have been misunderstood;

10.3.3.4. In the case of the mover, in reply just before the Chair, after all other Members have spoken.

10.3.4. Time Limit

10.3.4.1. No Member shall speak on an item, either initially or for a second time, for more than five (5) minutes without the permission of the Chair.

10.3.4.2. The Clerk shall monitor speaking times and notify Members accordingly.

10.3.4.3. The Chair shall enforce these limits to maintain order during the meeting by calling a Member to order if they exceed the permitted time and directing them to conclude their remarks.

10.3.5. Right to Speak Before Voting

10.3.5.1. The Chair shall not entertain a motion to take the vote until each Member has had the opportunity to speak on the matter at least once.

10.3.5.2. Before considering a motion to end debate and proceed directly to a vote, the Chair shall adhere to the requirements outlined in Section 10.2.14.2 of this By-law.

10.4. Asking Questions During Debate

10.4.1. Questions on Remarks

A Member may, through the Chair, ask a question or request an explanation of the previous speaker's remarks.

10.4.2. General Questions During Agenda Discussion

A Member may, through the Chair, ask questions related to any item on the Agenda.

10.4.3. Questions Directed to Staff

All questions directed to staff during the discussion of any Agenda item shall be addressed through the CAO (or designate if the CAO is not in attendance). The CAO or designate may respond directly or delegate the question to the appropriate staff member in attendance.

10.5. Point of Order

10.5.1. Raising a Point of Order

10.5.1.1. When a Member believes there is a violation of this By-law, they shall state their intention to raise a Point of Order.

10.5.1.2. Once recognized by the Chair, the Member may raise the Point of Order.

10.5.1.3. A Point of Order may only be raised during the Meeting.

10.5.2. Explanation of Violation

Upon being recognized by the Chair, the Member shall explain the violation, and the Chair shall rule on the Point of Order.

10.5.3. Resumption of Debate

Once the Point of Order is dealt with, debate shall resume unless the ruling alters the procedures.

10.5.4. Appealing the Chair's Ruling

10.5.4.1. Any Member may appeal a ruling of the Chair by announcing their appeal to the Members.

10.5.4.2. The appeal must be made immediately following the Chair's ruling.

10.5.4.3. If the appeal is not made immediately, the Chair's ruling shall be final.

10.5.5. Explanation for Appeal

Upon appeal, the Member shall state the reasons for the appeal. The Chair may then indicate why the appeal should be rejected.

10.5.6. Voting on the Appeal

The appeal shall be voted on without debate, with all Members, except for the Member making the appeal and the Chair, participating in the vote.

10.5.7. Outcome of Appeal

If the appeal is upheld by the majority, the Chair shall change their ruling. If the appeal is rejected, the ruling stands.

10.5.8. Disobedience of Rules

10.5.8.1. No Member shall disobey the rules of Council or a decision of the Chair or Council on questions of order or interpretation.

10.5.8.2. Any disobedience shall be considered misconduct and dealt with as outlined in Section 9 of this By-law.

10.6. Point of Personal Privilege

10.6.1. Raising a Point of Personal Privilege

10.6.1.1. If a Member believes their rights, integrity, or those of Council, a Committee Member, Staff, or any individual present have been jeopardized, they shall declare their intention to raise a Point of Personal Privilege.

10.6.1.2. Once recognized by the Chair, the Member may formally raise the Point of Personal Privilege.

10.6.1.3. A Point of Personal Privilege may only be raised during the Meeting.

10.6.2. Explanation of Concern

Upon being recognized by the Chair, the Member shall explain the concern, and the Chair shall rule on the Point of Personal Privilege.

10.6.3. Resumption of Debate

Once the Point of Personal Privilege has been addressed, debate shall resume unless the ruling alters the procedures of the Meeting.

10.6.4. Appealing the Chair's Ruling

10.6.4.1. Any Member may appeal the Chair's ruling by formally announcing their appeal to the Members.

10.6.4.2. The appeal must be made immediately following the Chair's ruling.

10.6.4.3. If the appeal is not made immediately, the Chair's ruling shall be final.

10.6.5. Explanation for Appeal

The Member appealing shall state their reasons, after which the Chair may provide justification for their ruling.

10.6.6. Voting on the Appeal

10.6.6.1. The appeal shall be voted on without debate.

10.6.6.2. All Members, except for the Member making the appeal and the Chair, shall participate in the vote.

10.6.6.3. If a majority of the Members present uphold the appeal, the Chair shall amend their ruling. If the appeal is rejected, the ruling stands.

10.6.7. Consequences of a Breach of Privilege

10.6.7.1. If the Chair rules that a breach of personal privilege has occurred, they shall require the offending Member or individual to apologize.

10.6.7.2. If no apology is given, the Chair shall order the offending Member or individual to vacate the Meeting for its remainder.

10.6.8. Disobedience of Rules

10.6.8.1. No Member shall act in contravention of the rules of Council or disregard a decision of the Chair or Council on matters of privilege or interpretation.

10.6.8.2. Any disobedience shall be considered misconduct and shall be addressed in accordance with Section 9 of this By-law.

10.7. Voting Procedures

10.7.1. Duty to Vote

Every Member of Council, including the Mayor, shall vote unless disqualified due to a pecuniary interest under the Municipal Conflict of Interest Act or absent from the Council Chamber when the vote is called.

10.7.2. Calling the Vote

Once the vote is called by the Chair, no Member shall speak to any issue, ask any question, or present any other motion until the vote has been taken, except that the Chair may speak briefly prior to calling the vote or immediately after announcing the result.

10.7.3. Default Voting Method

10.7.3.1. Voting shall be conducted by a "show of hands" for routine or procedural matters unless a Recorded Vote is requested.

10.7.3.2. If the result is unclear or disputed, a Recorded Vote shall be conducted in accordance with Section 10.7.4 of this By-law.

10.7.4. Recorded Vote

10.7.4.1. Any Member may request a Recorded Vote at the following times:

- a.** Before the vote is called;
- b.** Immediately after the vote is called or while the vote is in progress, but before the result is announced.

10.7.4.2. Order of voting:

- a.** The Clerk shall call each Member's name in alphabetical order, based on their last name, and record their vote.
- b.** Notwithstanding Section 10.7.4.2(a), the Chair shall vote last.

10.7.5. No Secret Voting

No vote may be taken by ballot or any other method of secret voting.

10.7.6. Abstaining from Vote

A Member who is present but abstains or declines to vote shall be deemed to have voted against the motion.

10.7.7. Tie Vote

When a tie vote occurs on any motion, the motion shall be deemed defeated.

10.7.8. Counting Members for Voting Purposes

In any vote requiring full Council participation, the total number of Members shall exclude:

10.7.8.1. Members disqualified from voting due to a pecuniary interest under the Municipal Conflict of Interest Act; and

10.7.8.2. Vacant Council seats, as defined in Section 259 of the Act.

10.7.9. Announcing Result of Vote

10.7.9.1. When voting is conducted by a show of hands, the Chair shall announce the result immediately upon completion.

10.7.9.2. When a Recorded Vote has been requested, the Clerk shall announce the result immediately upon completion of the vote.

10.7.10. Correction of Vote

10.7.10.1. If a Member identifies an error in their vote before the result is announced, they may request a correction.

10.7.10.2. The Chair shall allow the correction, and the Clerk shall amend the record accordingly.

10.7.10.3. No corrections shall be permitted after the result has been officially announced.

10.7.11. Disagreement with Result

If a Member disagrees with the announcement of the Chair that a motion is carried or defeated by Show of Hands, the Member may, but only immediately after the declaration by the Chair, object to the declaration and a Recorded Vote shall be taken.

10.7.12. Recording of Vote Results

10.7.12.1. For votes conducted by a show of hands, the Clerk shall record only the final outcome in the Minutes, without attributing individual votes to Members.

10.7.12.2. For a Recorded Vote, the Clerk shall record in the Minutes the names of Members who voted in favor, against, or abstained.

10.7.12.3. In the event of a unanimous vote, the Chair may direct the Clerk to record the vote as unanimous in the Minutes.

10.8. Council Decision Amendment Procedures

10.8.1. Motion to Reconsider

A resolution or defeated motion previously decided by Council, whether during the current or a previous term, may be reconsidered through a "Motion to Reconsider."

10.8.2. Eligibility to Move Reconsideration

The motion may be made by any Member who:

10.8.2.1. Voted on the prevailing side of the original motion;

10.8.2.2. Was absent during the original vote; or

10.8.2.3. Was not a Member of Council during the term in which the original decision was made.

10.8.3. Chair's Verification of Eligibility

The Chair may request that the Member affirm their eligibility under Section 10.8.2 of this By-law before proceeding with the Motion to Reconsider.

10.8.4. Vote Requirement

A motion to reconsider a matter shall require a majority vote of the Members present at the meeting.

10.8.5. Prohibited Circumstances

A motion to reconsider shall not be in order if legally binding commitments have been made by the time Council considers the motion, including but not limited to:

10.8.5.1. Execution of agreements or legally binding documents;

10.8.5.2. Any expenditure of funds in accordance with the decision;

10.8.5.3. Actions significantly impacting Council operations, financial position, or liability.

10.8.6. Time Restriction

No resolution shall be reconsidered more than once during a twelve (12) month period.

10.8.7. Reconsideration of Entire Resolution

10.8.7.1. Only the entire resolution may be reconsidered; reconsideration of a portion is not permitted.

10.8.7.2. Upon reconsideration, Council may either:

a. Amend the previous decision; or

b. Rescind the previous decision, nullifying it and resulting in a new resolution.

10.8.7.3. If a motion to reconsider is amendable, a Council decision to rescind shall not be permitted.

10.8.8. Irreversible Motions

The following motions shall not be reconsidered:

10.8.8.1. To adjourn;

10.8.8.2. To recess;

10.8.8.3. To suspend the rules;

10.8.8.4. To reconsider.

10.8.9. Same-Meeting Reconsideration Process

A motion to reconsider at the same meeting as the original motion:

10.8.9.1. May be introduced following the conclusion of any agenda item;

10.8.9.2. May be made orally but must be moved, seconded, produced in writing by the Clerk, and read before voting;

10.8.9.3. If carried, consideration of the original matter becomes the next order of business unless a future date is specified.

10.8.10. Reconsideration of Prior Meeting Decisions

A motion to reconsider a decision made at a previous meeting shall:

10.8.10.1. Be introduced by filing a written motion for reconsideration with the Clerk in accordance with the timing set out in Section 6.3 of this By-law;

10.8.10.2. Include a copy of the original motion and may state the reason for reconsideration;

10.8.10.3. Be submitted to the Clerk in hardcopy or by email;

10.8.10.4. Be placed on the agenda under "Items Pulled from Consent Agenda";

10.8.10.5. Require the requesting Member's presence and a seconder to be considered.

10.8.11. Non-Amendable Motion

A motion to reconsider shall not be amendable.

10.8.12. Debate Limitations

10.8.12.1. Debate on a motion to reconsider is limited to the rationale for reconsideration.

10.8.12.2. Debate on the original motion occurs only if the motion to reconsider is carried.

10.8.13. Outcome of Successful Reconsideration

If a motion to reconsider is carried:

10.8.13.1. The Council reverts to the status immediately preceding the original decision;

10.8.13.2. The original decision is treated as though it had not been made;

10.8.13.3. The matter may be reconsidered, and a new decision may be made.

10.8.14. Reconsideration of Resolutions Adopted by By-Law

10.8.14.1. If Council passed the original resolution and later adopted it by By-law, only the resolution may be reconsidered.

10.8.14.2. If the reconsideration outcome warrants, the By-law shall be amended or repealed accordingly.

10.9. By-laws

10.9.1. Readings of By-laws

10.9.1.1. Requirement for Readings

a. Every By-law shall receive three readings before final passage.

b. A By-law may be read more than once in a single motion unless otherwise required by this By-law.

10.9.1.2. By-laws eligible for expedited readings, including those that are administrative in nature and not subject to reconsideration, may receive all three readings at the same meeting. This includes, but is not limited to:

- a. By-laws authorized by a prior Council Resolution;
- b. By-laws related to tax levies, interim tax levies, annual tax rates, and part-lot control under the *Planning Act*;
- c. Housekeeping amendments or consolidations that do not alter intent or policy;
- d. Other administrative By-laws as deemed appropriate by the CAO.

10.9.1.3. Any By-law not qualifying under 10.9.1.2 shall not receive more than two readings at the same meeting unless:

- a. Council confirms that adequate public notice has been provided and all applicable statutory requirements have been met; or
- b. The By-law is urgent, and Council passes a resolution waiving additional notice requirements.

10.9.2. Approval and Adoption of By-laws

10.9.2.1. Approval

- a. By-laws shall be approved by Council through a formal motion.
- b. A By-law shall be considered duly enacted once it has been read three times, formally adopted by Council, and signed by both the Clerk and the Mayor.

10.9.2.2. Unless a Member requests that a specific By-law be considered separately, all By-laws listed on an agenda may receive first, second, and third readings in a single motion.

10.9.3. By-laws Without Staff Reports

The following By-laws may be presented directly to Council without an accompanying staff report:

- 10.9.3.1.** By-laws directed to Council by General Committee or a prior resolution;
- 10.9.3.2.** By-laws for the appointment of:
 - a. Statutory officers;

- b.** By-law enforcement officers;
- c.** Staff responsible for municipal law enforcement or provincial offences administration.

10.9.3.3. By-laws consolidating existing By-laws or making housekeeping amendments that do not substantively alter intent or policy;

10.9.3.4. By-laws for public road assumptions and public highway changes;

10.9.3.5. Other administrative By-laws as determined appropriate by the CAO.

10.9.4. Finalization of By-laws

10.9.4.1. Amendments to By-laws

- a.** Any amendments to a By-law before final passage shall be incorporated into the final version.
- b.** The Clerk shall ensure that all approved amendments are properly recorded in the By-law before it is signed and sealed.

10.9.4.2. No meeting shall adjourn until all By-laws scheduled for approval have been considered and voted upon by Council.

11. ELECTRONIC PARTICIPATION IN MEETINGS

11.1. Guidelines

11.1.1. Legislative Reference

Pursuant to Section 238(3.3) of the Act, Members of Council, Committees, or Local Boards may participate electronically in meetings. Additional by-laws or regulations shall apply to ensure full compliance.

11.1.2. Meeting Types

Electronic participation shall be permitted for all Regular, Working Session, Special, and Committee meetings of Council.

11.1.3. Public Participation

Members of the public may attend Council or Committee public meetings electronically and may ask questions during Regular and Working Session Council meetings.

11.1.4. Delegations and Presentations

Delegations and invited presenters may participate electronically in Regular and Working Session Council meetings.

11.2. Methods and Technologies

11.2.1. Determination of Technology

The Clerk, in consultation with the Mayor, shall determine the appropriate technology for electronic meetings based on available resources and security considerations.

11.2.2. Consideration of Resources

Decisions regarding electronic participation shall be based on available resources and prevailing circumstances at the time of the meeting.

11.2.3. Alternate Forms of Communication

11.2.3.1. Members may participate via video/audio conferencing or telephone.

11.2.3.2. Other electronic communication methods, such as email or text messaging, are not permitted unless formally approved by Council.

11.3. Performing Roles Electronically

11.3.1. Electronic Chairing

The Chair or a delegate may participate and perform their duties electronically.

11.3.2. Electronic Clerking

The Clerk or Clerk designate may participate and fulfill their duties electronically.

11.4. Quorum and Voting

11.4.1. Validation and Maintenance of Quorum

11.4.1.1. Quorum must be established at the start of the meeting and maintained throughout.

11.4.1.2. Members participating electronically shall be counted toward quorum.

11.4.1.3. If quorum is lost due to technical issues, the meeting shall be adjourned.

11.4.2. Voting Rights & Procedures

11.4.2.1. Members participating electronically are entitled to vote and have the same privileges, rights, and obligations as if they were physically present.

11.4.2.2. If a Member loses connection before or during a vote, the vote shall be paused for up to five (5) minutes to allow reconnection.

11.4.2.3. If reconnection is unsuccessful, the vote will proceed, and the Member will be considered absent for that vote.

11.5. Closed Meeting Participation

11.5.1. Private Location Requirement

Members participating electronically in a Closed Meeting must do so from a private, secure location, ensuring no unauthorized individuals can hear, see, or observe the proceedings.

11.5.2. Confirmation of Privacy

The Member shall confirm to the Clerk that no unauthorized persons are present or able to observe their participation.

11.6. Service Interruption

11.6.1. Recess Procedure

11.6.1.1. In case of service interruption, the Chair may call a recess of up to ten (10) minutes to resolve the issue.

11.6.1.2. If unresolved after ten minutes, the Chair may extend the recess by five (5) minutes or adjourn the meeting if quorum is lost.

11.6.2. Continuation of Meeting

If a Member can no longer participate electronically, the meeting shall continue unless quorum is lost, in which case the meeting shall be adjourned.

11.6.3. Rejoining After Disruption

A disconnected participant may rejoin the meeting, provided it does not disrupt proceedings, and the Clerk shall provide a separate briefing afterward.

11.7. Meeting Order and Conduct

11.7.1. Requirements for Order

The Chair may establish specific requirements to maintain order in meetings with both physical and electronic participants.

11.7.2. Opportunity to Speak

The Chair shall ensure that Members participating electronically are given the same opportunity to speak on each question as they would have been given if physically present.

11.7.3. Procedural By-law Compliance

All privileges, rights, and obligations contained in the Procedural By-law apply whether a Member is physically present or participating electronically.

11.8. Conflict of Interest Declarations

11.8.1. Electronic Declaration

Members participating electronically may declare a conflict of interest by emailing the declaration form to the Clerk in advance of the meeting.

11.8.2. Verbal Confirmation

Members must verbally state their conflict when the Chair calls for declarations.

11.8.3. Leaving the Meeting for Conflicted Items

11.8.3.1. A Member who has declared a conflict of interest shall leave the electronic meeting entirely or be electronically suspended from the meeting by the Clerk or Clerk designate for the duration of the discussion.

11.8.3.2. The Clerk or Clerk designate shall document the time of the Member's exit and re-entry in the minutes.

11.9. Retention

11.9.1. Recording of Meetings

Meetings conducted electronically shall be audio and video recorded and retained in accordance with the Audio Recording of Council and Committee Meetings By-law.

11.9.2. Public Access to Recordings

Retained recordings may be made available to the public upon request, subject to the provisions of the Audio Recording of Council and Committee Meetings By-law.

11.10. Costs and Restrictions

11.10.1. Municipal Responsibility

The Municipality shall bear the costs associated with conference calling required for electronic participation.

11.10.2. Attendance Limits

There is no restriction on the number of meetings that an individual Member of Council may participate in through electronic means.

11.11. Virtual Access in Notices

Virtual access for Members, Staff, and the public to attend meetings electronically shall be included with the published notice or agenda for the meeting.

11.12. Compliance and Privacy

11.12.1. Rules Compliance

Members participating electronically are responsible for ensuring compliance with all meeting rules and procedures.

11.12.2. Safeguarding Confidentiality

Members must take necessary precautions to safeguard the privacy and confidentiality of sensitive discussions, particularly during Closed Meetings.

12. ADJOURNING THE MEETING

12.1. Confirmation By-law

12.1.1. Adoption

At the conclusion of each Regular, Working Session, Special, or other Meeting of Council, a Confirmation By-law shall be presented to confirm all resolutions, motions, and actions taken by Council during the meeting.

12.1.2. Presentation and Enactment

The Confirmation By-law shall be presented for three readings and enacted before adjournment.

12.1.3. Legal Effect

The Confirmation By-law shall ensure that all decisions made by Council carry the same legal effect as if enacted through separate By-laws.

12.1.4. Exception for Statutory By-laws

The Confirmation By-law shall not apply where a specific By-law is required by statute for a particular matter. In such cases, the required By-law shall be enacted separately in accordance with applicable legal provisions.

12.1.5. Signing and Recording

The Clerk shall ensure that the Confirmation By-law is signed by the Mayor and the Clerk and duly recorded in the municipal records.

12.1.6. Vote Before Adjournment

No Council Meeting shall adjourn until the Confirmation By-law has been duly considered and voted upon by Council, in accordance with Section 10.9.4.2 of this By-law.

12.3. Adjournment Procedures

12.3.1. Motion to Adjourn

A meeting shall be adjourned by a motion in accordance to Section 10.2.17 of this By-law.

12.3.2. Chair's Authority to Adjourn

The Chair may adjourn the meeting at any time under the following circumstances:

12.3.2.1. Loss of quorum.

12.3.2.2. Persistent disorder or misconduct that cannot be resolved.

12.3.2.3. Reaching the scheduled adjournment time without a motion to extend.

12.3.2.4. Emergency situations jeopardizing the health or well-being of those present.

12.3.3. Resolution for Adjournment

A resolution to adjourn must specify a proposed time for reconvening the meeting, if applicable.

13. BROADCASTING AND RECORDING OF MEETINGS

13.1. Public Access

13.1.1. Broadcasting of Meetings

Public Council Meetings may be broadcast and recorded for public access; however, such recordings are not mandatory.

13.1.2. Purpose of Broadcasting

Broadcasting and recording serve to enhance transparency and accessibility but shall not replace the public's right to attend in person.

13.1.3. In-Person Attendance Rights

The absence of a broadcast or recording shall not restrict or limit the public's right to attend Council meetings in person.

13.2. Regulation of Meeting Recordings

Meeting recordings shall be governed by the Audio Recording of Council and Committee Meetings By-law.

13.3. Use of Recording Equipment by the Public

13.3.1. General Prohibition

The use of cameras, recording devices, or any electronic transcription equipment by the public is prohibited unless expressly authorized under this By-law.

13.3.2. Authorization for Public Recording

The Council may, by resolution, grant prior authorization for the public use of recording equipment, provided that:

13.3.2.1. The recording does not cause a disruption to the meeting; and

13.3.2.2. Municipal recording staff are present to ensure an accurate record.

13.3.3. Exception for Recognition and Award Ceremonies

13.3.3.1. Notwithstanding Sections 13.3.1 and 13.3.2, recording and photography by the public shall be permitted without prior authorization during Recognition and Award Ceremonies, as outlined in Section 8.9.2 of this By-law.

13.3.3.2. This exception shall apply only for the duration of the award presentation and shall not extend to any other portion of the meeting, which remains subject to the restrictions outlined in this section.

14. AMENDMENT AND REVIEW

14.1. Minor Corrections

The Clerk is authorized to make minor grammatical, typographical, or formatting corrections without altering the intent of this By-law. A record of such corrections shall be maintained, and an updated version shall be circulated to Council.

14.2. Amendments to Schedules

Council may amend schedules attached to this By-law by resolution.

14.3. Legislative Updates

14.3.1. Update of References

The Clerk may update legislative references within this By-law to reflect amendments to the Municipal Act or other cited legislation.

14.3.2. No Substantive Change

Updates made under section 14.3.1 shall not alter the substantive provisions of this Bylaw.

14.3.3. Council Notification

Council shall be notified of these updates through an information report or memo at the next Regular Meeting.

14.4. Formatting Adjustments

The Clerk may adjust formatting in this By-law and its Schedules to enhance accessibility and readability, provided the content remains unchanged.

14.5. Amendments

Council may amend, repeal, or vary any provision of this By-law, or add new provisions, by majority vote.

14.6. Mandatory Review

This By-law shall be reviewed at least once per Council term, or every four (4) years, to ensure compliance with current legislation and municipal policies.

15. Matters Not Provided for in This By-law

In the absence of specific provisions in this By-law, the Chair shall have the authority to determine procedural matters in accordance with the most recent edition of *Bourinot's Rules of Order*, provided such determination does not contravene any provisions of this By-law.

SEVERABILITY

If any section, subsection, clause, paragraph, or provision of this By-law is declared invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining provisions, which shall continue in full force and effect.

REPEAL

By-law 23-1659, together with all amendments thereto, is hereby repealed in its entirety. Any other By-law or provision thereof inconsistent with this repeal is likewise deemed null and void to the extent of such inconsistency.

EFFECTIVE DATE

This By-law shall come into force and take effect immediately upon its final passage.

FINAL PASSING

Taken as read a first, second, and third time, and finally passed this 27th day of March, 2025.

Mayor: _____

Clerk: _____

SCHEDULE A – DECLARATION OF CONFLICT OR PECUNIARY INTEREST FORM

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

DECLARATION OF INTEREST

In Compliance with *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*

MEETING DATE

_____ - _____ - 20__

MEETING DETAIL

- Council Meeting of ☐ Regular ☐ Working Session ☐ Special ☐ Emergency
- Committee Meeting of _____
- Other (please specify): _____
- ☐ Public Meeting ☐ Closed Meeting

ITEM DETAILS

Item (s) Number: _____

MEMBER'S WRITTEN DECLARATION OF INTEREST

I, _____, declare a potential ☐ direct ☐ indirect ☐ deemed pecuniary interest in the subject matter detailed above for the following reason(s):

Member's Signature: _____

Date: _____