



**PROCEDURE BYLAW NO. 2017 – 20**

**ADOPTED BY THE COUNCIL  
ON THE 17<sup>th</sup> DAY OF MAY, 2017**

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**BYLAW # 2017-020**

**BEING A BYLAW TO GOVERN THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF HASTINGS HIGHLANDS**

**WHEREAS** The Ontario Municipal Act, 2001, authorizes the Council of every Municipality to pass Bylaws for governing the proceedings of its Council, the conduct of its Members and the calling of Meetings; and

**WHEREAS** every Municipality and Local Board shall pass a Procedure Bylaw for governing the calling, place and proceedings of Meetings; and

**WHEREAS** The Council of The Corporation of The Municipality of Hastings Highlands considers it advisable to pass such a Bylaw; and

**WHEREAS** The Council shall also follow the regulations as set out within the *Municipal Conflict of Interest Act*; and the parliamentary authority of *Robert's Rules of Order*, Newly Revised, 11<sup>th</sup> Edition;

**NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE MUNICIPALITY OF HASTINGS HIGHLANDS ENACT AS FOLLOWS:**

**ARTICLE 1  
SHORT TITLE**

**1. Short Title**

This Bylaw may be referred to as the "Procedure Bylaw" or the "Rules of Procedure".

**ARTICLE 2  
INTERPRETATION**

**2. Defined:**

**2.1 Act**

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

**2.2 Agenda**

Means the order in which business is taken up within a Meeting.

**2.3 Chair**

Means the Mayor or Deputy Mayor or Presiding Officer or Chairperson at a Meeting.

**2.4 Chief Administrative Officer**

Means the CAO of The Corporation of The Municipality of Hastings Highlands, designated by Bylaw and as referred to under Section 229 of the *Municipal Act*.

**2.5 Clerk**

Means the Clerk of The Corporation of The Municipality of Hastings Highlands, or his/her designate, appointed by Bylaw and as referred to under Section 228 of the *Municipal Act*.

**2.6 Closed Meeting**

Means a Meeting of the Council or a Committee, which is not opened to the public and which is provided for under Section 239 of the *Municipal Act*. See Item 4.15

**2.7 Committee**

Means any Standing, Ad Hoc, or Statutory Committee or similar entity which has been duly appointed by the Council of The Corporation of the Municipality of Hastings Highlands.

**2.7.1 Standing Committee**

Means a Committee constituted to perform a continuing function, and remain in existence permanently or for the life of the Council that establishes them and are appointed by Bylaw or Resolution.

**2.7.2 Ad Hoc Committee**

Means a Special Purpose Committee of limited duration, created by Council to inquire into and report on a particular matter or concern and which dissolves automatically upon submitting its final report unless otherwise directed by Council. One or more Members of Council to be appointed.

**2.7.3 Statutory Committee**

Means Committees established pursuant to a specific enabling statute such as a Committee of Adjustment established pursuant to the *Planning Act*, a Municipal Election Compliance Audit Committee established pursuant to the *Municipal Elections Act* and any other body established pursuant to enabling legislation which services in an arms-length (quasi-judicial) capacity on behalf of or in cooperation with the Municipality.

**2.8 Communications**

Includes but is not limited to the following: Letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, media release, newspaper/magazine article, etc.

**2.9 Committee Chair or Chair**

Means the Chair of a Standing, Ad Hoc or Statutory Committee appointed by Council.

**2.10 Council**

Means the Council of The Corporation of The Municipality of Hastings Highlands which was elected by registered voters or appointed by virtue of a vacancy.

A group of elected people gathered together in one place for a common purpose to make laws or decisions for the Corporation of The Municipality of Hastings Highlands.

**2.11 Council Chambers**

Means the Council Chambers located in the Hastings Highlands Centre Municipal Office at 33011 Highway 62 in Maynooth, Ontario.

**2.12 Days**

Means seven consecutive days of a week, taking into account working days, Monday to Friday and weekend days, Saturday and Sunday.

**2.13 Debate**

Means a discussion to put forth reasons for or against, in which a difference of opinion is expressed.

**2.14 Decorum**

Means dignified propriety of behaviour and speech. An observance or requirement of polite and appropriate behaviour.

**2.15 Deputy Clerk(s)**

Means the Deputy Clerk(s) of the Municipality of Hastings Highlands, appointed by Bylaw and as referred to under Section 228 of the *Municipal Act*.

**2.16 Deputy Mayor**

Means the Member of Council elected at-large to act from time to time in the place and stead of the Mayor.

**2.17 Hours**

Means consecutive hours that follow each other, during the course of Twenty-four (24) hours in a seven (7) day period.

**2.18 Local Board**

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

**2.19 Majority**

Means more than half of the Members present (see 3.2).

**2.20 Mayor**

Means the Head of Council and Chief Executive Officer of The Corporation of the Municipality of Hastings Highlands or the Deputy Mayor in his/her absence.

**2.21 Meeting**

Means any Regular, Special or other Meeting of a Council, of a Local Board or of a Committee of either of them, when a majority of the Members of Council are present.

**2.22 Member**

Means a Member of the Council of The Corporation of the Municipality of Hastings Highlands.

**2.23 Municipal Office**

Means the Municipal Office located at 33011 Highway 62 in Maynooth, Ontario.

**2.24 Municipality**

Means The Corporation of The Municipality of Hastings Highlands.

**2.25 Notice of Motion**

Means a written notice, including the name of the mover, advising Council that the motion described therein is to be brought to the next Regular Meeting of Council.

**2.26 Point of Privilege**

Means a matter that a Member considers to question their integrity or the integrity of Council, which relates to the rights and privileges of the assembly or any of its Members to be brought up for possible immediate consideration because of its urgency.

**2.27 Point of Information**

Means a request directed to the Mayor or through the Mayor to another Member or to members of administration for information relevant to the business at hand, but not related to a point of order.

**2.28 Point of Order**

Means a matter that a Member considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council.

**2.29 Position or Opinion**

Means something believed or accepted as true by a person.

**2.30 Presiding Member**

Means the Mayor or Deputy Mayor or Chair of the Meeting.

**2.31 Quorum**

Means a majority of Members of Council or Committee present at the Meeting for business to be validly transacted. – *Municipal Act* Section 225(a)

**2.32 Recorded Vote**

Means the recording of the name and vote of every Member voting on any matter or question.

**2.33 Resolution**

Means a formal determination made by the Council or a Committee on the basis of a motion, duly placed before a regularly constituted Meeting of the Council or a Committee for debate and decision, duly passed and therefore represents the vote and will of Council.

**2.34 Rule or Rules of Procedure**

Means the rules and special rules and regulations as provided for within this Procedure Bylaw.

**2.35 Time**

Means that the “Time Act” shall govern the time within this Procedure Bylaw.

**ARTICLE 3  
GENERAL PROVISIONS**

**3.1 Suspension – Rules Regulations – Applicable – Majority**

The rules and regulations contained within this Bylaw shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business of all Council Meetings and in Committees, provided that the rules and regulations contained herein may be suspended by majority vote of Members of the Council in any case for which provision is not made herein and shall not be debatable or amendable.

**3.1.1 Committee – Relaxed**

Notwithstanding Article 3.1, these rules and procedures may be relaxed in a Committee Meeting, if the subject matter so permits.

**3.1.2 Addressing Council Members**

All Members, except the Mayor, are to be addressed as: “COUNCILLOR (surname inserted)” and/or “DEPUTY MAYOR (surname inserted)”.

### **3.1.3 Addressing the Chair**

The Chair and/or Mayor shall be addressed as “CHAIR (surname inserted)” or “MAYOR (surname inserted)” or as “YOUR WORSHIP”.

## **3.2 Calculation – Majority**

Majority means more than half of the Members present, or:

If 7 Members present: 4

If 6 Members present: 4

If 5 Members present: 3

If 4 Members present: 3

If 3 Members present: 2

## **3.3 Parliamentary Authority**

In relation to the proceedings of Council and Committees and for which Rules of Procedure have not been provided in this Bylaw, *Robert’s Rules of Order, Newly Revised*, 11th Edition shall be referenced where practicable.

## **3.4 Official Language of Business**

Any person participating in a Meeting of the Council or Committee may address themselves in English after the Chair has recognized them.

## **3.5 Seating of Council Members – Chambers**

The seating of elected Members of Council, at the Council table, shall be selected as follows from the most recent election:

- The Mayor shall be seated in the Centre
- To the immediate Right of the Mayor sits the CAO/Clerk
- To the immediate Left of the Mayor sits the Deputy Clerk
- To the Right of the CAO/Clerk sits the Deputy Mayor
- The rest of Council will sit around the remaining seats in alphabetical order, starting to the Left of the Mayor with three (3) Members, then to the Right of the Mayor with Two (2) Members; or at the discretion of the Mayor

## **3.6 Severability of Bylaw**

If a court or tribunal of competent jurisdiction declares any portion of this Bylaw to be

illegal or unenforceable, that portion of this Bylaw shall be considered to be severed from the balance of the Bylaw, which shall continue to operate in full force and effect.

## **ARTICLE 4 MEETINGS**

### **4.1 Inaugural – time – place – location**

The Inaugural Meeting of the newly elected Council, following a regular election, shall be considered the Council's first Meeting and shall be held no later than the 1<sup>st</sup> day of December (or) the 1<sup>st</sup> Wednesday in December of an election year, beginning at Seven (7:00 P.M.) in the evening in the Council Chambers of The Corporation of The Municipality of Hastings Highlands.

#### **4.1.1 Inaugural Meeting**

The Clerk shall be responsible for the Agenda of the Inaugural Meeting and the arrangements for the Inaugural proceedings. The contents of the Agenda shall be as follows:

##### **AGENDA**

- a) Opening of the Meeting (opening ceremonies)
- b) Mayor's Declaration of Office and Oath of Allegiance
- c) Deputy Mayor's Declaration of Office and Oath of Allegiance
- d) Councillors' Declaration of Office and Oath of Allegiance
- e) Councillors' Inaugural Address
- f) Deputy Mayor's Inaugural Address
- g) Mayor's Inaugural Address
- h) Adjournment

#### **4.1.2 Declaration of Office**

At the first Meeting in December of an election year, pursuant to Section 232(1) of the *Municipal Act, 2001*, a Member of Council shall not take his or her seat until the person has taken the Declaration of Office in the official language of the English version of the established form provided by the Ministry of Municipal Affairs specifically for that purpose.

### **4.2 Meetings – location**

Unless extenuating circumstances dictate otherwise (Section 4.4) all Meetings of the Council of The Corporation of The Municipality of Hastings Highlands shall be held in the Council Chambers of The Corporation of The Municipality of Hastings Highlands.

**4.3 Regular – schedule – designated – time**

Regular Meetings of Council shall be held on the First (1<sup>st</sup>) and Third (3<sup>rd</sup>) Wednesday(s) or Thursday(s) (in the case of schedule conflicts) of every month, commencing at Nine o'clock (9:00 a.m.) with the exception of the months of January, July, August, September and December when there will be one (1) Regular Meeting held with the date to be approved by Council. The Clerk or Deputy Clerk will prepare annually a schedule of Regular Council Meetings and bring to Council for approval. The schedule will be posted on the Municipal Website and in the Municipal Office.

**4.4 Extenuating Circumstances or Inclement Weather – changes to Meeting times**

In the event of extenuating circumstances or inclement weather, the date, place and time of any Meeting may be postponed or changed by the Clerk, in consultation with the Mayor and CAO, if applicable, by advising as many Members as he/she is able to reach. Postponement shall not be for any longer than the next regularly scheduled Meeting of Council or Committee.

**4.5 Cancellation of Meetings**

The Clerk, in consultation with the Mayor and CAO, if applicable, may cancel any Meeting if it is determined there is not sufficient business to be conducted. The Council, public and media will be advised forthwith after the decision to cancel has been made. Adequate notice of the change shall be provided by posting a notice of cancellation on the Municipality's Website as well as posting the notice on the entrance window of the main lobby and rear of building of the Municipal Office.

**4.6 Statutory Holidays**

In the event that a Meeting is scheduled on a public or civic holiday, Council shall meet at the same hour on the next following day, which is not a public or civic holiday.

**4.7 Attendance at Regular Meetings of Council, Operations**

Every Member of Council, Clerk, Deputy Clerk and every Municipal Department Head, as directed by the CAO, shall attend each Operations Meeting of Council or shall advise the Clerk of his/her inability to attend.

**4.8 Attendance at Regular Meetings of Council, Planning**

Every Member of Council, Clerk, Deputy Clerk, Building/Planning Clerk and selected Department Heads as directed by the CAO, shall attend each Planning Meeting of Council or shall advise the Clerk of his/her inability to attend.

**4.9 Absent from Meeting**

The office of a Member of Council or Committee becomes vacant if the Member is absent from the Meetings of Council or Committee for three (3) consecutive months without being authorized to do so by a resolution of Council.



**4.10 Notice – Public Meeting**

Notice shall be given of all Regular public Meetings of the Council on the previous Agenda immediately following the “Confirming Bylaw”.

**4.11 Special Meetings**

**4.11.1 Special Meeting – Mayor**

In addition to Public Meetings, the Mayor, in consultation with the CAO and/or Clerk, may at any time summon a Special Meeting of Council by giving direction to the Clerk or Deputy Clerk stating the date, time and purpose of the Special Meeting.

**4.11.2 Special Meeting – Members of Council**

Upon receipt of the petition of the majority of the Members of Council, the Clerk shall summon a Special Meeting for the purpose and at the date and time mentioned in the petition. Once received by the Clerk, no Member shall remove his/her name from the petition.

**4.11.3 Notice by Clerk**

The Clerk shall give all Members and Public notice of a Special Meeting of Council not less than Forty-eight (48) Hours in advance of the appointed time for such a Meeting.

**4.11.4 Delivery – Notice**

Notice of the Meeting shall be provided to Members of Council, by electronic mail or as otherwise practicable within the circumstances, in addition, notice of all Meetings of Council shall be posted on the Municipality’s website and posted on the entrance window in the main lobby and rear of building of the Municipal Office not less than Forty-eight (48) Hours in advance of the time fixed for the Meeting.

**4.11.5 Nature of Business – Notice for Special Meeting**

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

**4.11.6 No Other Business**

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

**4.11.7 Special Meeting – Place**

All Special Meetings of Council shall be held in the Council Chambers unless an alternative location is specified in the notice of Meeting as provided for under Section 4.4.

**4.12 Emergency Meeting – notice not required**

Notwithstanding any other provision of this Bylaw, an Emergency Meeting may be held, without written notice to deal with an emergency or extraordinary situation provided that an attempt has been made by the Clerk or the Deputy Clerk to notify the Members about the Meeting as soon as possible and in the most expedient manner available.

**4.13 Emergency Council Meeting – Location**

In the event of an emergency declared by the Head of Council or any other Lead Agency as identified in the “Emergency Management Act” within the confines of a declared emergency where The Corporation of The Municipality of Hastings Highlands Municipal Office is not accessible, the Municipal Office may be relocated and Council Meetings may be held at any other convenient location, within or outside the geographical boundaries of the Municipality which is accessible to Members of Council and staff.

**4.14 Open to Public – Council – Committees – exception**

Meetings of the Council and its Committees shall be opened to the public except as provided for in Sections 4.15 of this Bylaw.

**4.14.1 Meetings Open to Public – Record**

All Council Meetings opened to the public shall be recorded without note or comment on all resolutions, decisions and other proceedings and may also be electronically recorded (see Section in General Provisions) and kept for archival purposes.

**4.15 Closed to Public – Closed Meeting**

A Meeting or part of a Meeting of the Council or its Committees may be closed to the public, by Resolution, if the subject matter being considered is:

- a) The security of the property of the Municipality or Local Board
- b) Personal matters about an identifiable individual, including municipal or Local Board employees
- c) A proposed or pending acquisition or disposition of land by the municipality or Local Board
- d) Labour relations or employees negotiations
- e) Litigation or potential litigation including matters before administrative tribunals, affecting the Municipality or Local Board
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- g) A matter in respect of which a Council, Board, Committee or other body may hold a Closed Meeting under another Act

- h) A matter relating to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if Council is designated as Head of the institution for the purposes of the Act
- i) Educational or training session;
  - a) A Meeting of a Council or Local Board or of a Committee of either of them may be closed to the public if the following conditions are both satisfied:
    - i) The Meeting is held for the purpose of educating or training the Members; and
    - ii) At the Meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee. – Section 239, *Municipal Act*

**4.16 Closed to Public – Resolution**

Prior to holding a Meeting which is closed to the public, Council or the Committee shall pass a resolution stating the purpose of the holding of the closed Meeting and including the general nature of the matter to be considered at the closed Meeting, including a closed Meeting for educational or training purposes.

**4.17 Closed to Public – Leave of Meeting**

Where a Meeting or part of a Meeting is closed to the public, all persons not specifically invited to remain by the Council shall take leave from the Council Chambers. When in closed session, no one shall leave or re-enter the Meeting room without the approval of the Mayor or Committee Chair.

**4.18 Closed Meeting – Records**

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

**4.19 Confidential Matters**

Members are to ensure that confidential matters disclosed to them during Meetings closed to the public are kept confidential. Any Member, who contravenes the confidentiality clause, may be subject, by majority vote of the Council, to penalties in accordance with ARTICLE 9 - Code of Ethics.

**4.20 Curfew – Meeting Adjournment**

Meetings of the Regular Meeting of Council shall stand adjourned at the hour of Three o'clock (3:00 p.m.) Should Members of Council wish to continue dealing with business beyond the hour of Three o'clock (3:00 p.m.), a motion of a majority of Members present and voting shall be required to suspend the rule and to continue the Meeting.

**4.21 Leave of Chambers**

Members shall not leave their place within the Council Chambers, until the Chair has declared the Meeting adjourned.

**ARTICLE 5  
ROLES**

**5.1 Council**

It is the role of Council to:

- a) Represent the public and to consider the well-being and interests of the Municipality.
- b) Develop and evaluate the policies and programs of the Municipality.
- c) Determine which services the Municipality provides.
- d) Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council.
- e) Ensure the accountability and transparency of the operations of the Municipality and the activities of the senior management of the Municipality.
- f) Maintain the financial integrity of the Municipality; and
- g) Carry out the duties of Council under this or any other Act.

- Section 224, *Municipal Act*

**5.1.1 Individual Authority – not provided**

No individual Council Member may direct any Member of the Administration and/or staff, to perform such duties that have not been authorized by Resolution of the Council.

**5.1.2 Established Policies – Members – respect**

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

**5.1.3 Questions – Operational Concerns – Members of Council**

Questions or issues surrounding operational concerns or complaints, excluding basic

issues covered shall be directed to the Chief Administrative Officer, who will then direct the questions or issues to the appropriate Manager.

## 5.2 **Head of Council – Mayor**

It is the role of the Head of Council to:

- a) Act as Chief Executive Officer of the Municipality.
- b) Preside over Council Meetings so that its business can be carried out efficiently and effectively.
- c) Provide leadership to the Council.
- e) Maintain decorum in Council Chambers.
- d) Without limiting clause (c), to provide information and recommendations to the Council with respect to the role of Council described in Section 5.1(d) and (e) of this Bylaw.
- e) To represent the Municipality at official functions.
- f) To carry out the duties of the Head of Council under this or any other Act;

- Section 225, *Municipal Act*

It is the role of the **Head of Council as Chief Executive Officer** of a Municipality to uphold and promote the purposes of the Municipality;

- a) Promote public involvement in the Municipality's activities;
- b) Act as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally; and;
- c) Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.

-Section 226.1 of the *Municipal Act*

## 5.3 **Chair of Meetings**

It is the role of the Chair to perform the following duties:

- a) To open all Meetings of the Council by taking the Chair and calling the Members to order.
- b) To preside at all Council Meetings.
- c) To announce the business before the Council and the order in which it is to be acted upon.
- d) To receive and submit, in the proper manner, all motions presented by the Members of Council.
- e) To put to a vote all motions, which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result of the vote.
- f) To sit *ex officio* as Member of all standing and other Committees of the Council and be entitled to participate and vote at Meetings.

- g)** To select Members of all standing Committees, Boards and Commissions and to appoint Committee Chairs and vice-Chairs when deemed necessary.
- h)** To decline to put to a vote, motions which infringe upon the Rules of Procedure.
- i)** To enforce the Rules of Procedure.
- j)** To ensure that the decisions of Council are in conformity with the laws and bylaws governing the activities of the Municipal Corporation and Committees.
- k)** To restrain Members when engaged in debate, to remain within the Rules of Procedure.
- l)** To enforce on all occasions the observance of order and decorum among the Members.
- m)** To call by name any Member persisting in a breach of the Rules of Procedure and order the Member to vacate the Council Chambers (see Article on Code of Ethics).
- n)** Permit questions to be asked through the Chair of any officer of the Municipality in order to provide information to assist any debate.
- o)** To call a Five (5) minute rest period when deemed appropriate.
- p)** Provide information to Members of Council on any matter touching on the business of the Municipality.
- q)** Receive all messages and other communications and announce them to the Council.
- r)** Authenticate by signature, when necessary, all bylaws and resolutions of Council.
- s)** Rule on any points of order raised by the Members of Council.
- t)** Inform the Members of Council of the proper procedure to be followed.
- u)** Represent and support the Council, declaring its will and implicitly obeying its decisions in all matters.
- v)** Where it is not possible to maintain order, the Chair, may without any motion being put, (put to a vote) adjourn the Meeting to a time to be fixed by the Chair.
- w)** To order any individual or group in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the individual or group to vacate the council chamber where such behavior persists.
- x)** Answer questions and enquiries from the public; and
- y)** Adjourn the Meeting when the business is concluded.

*- Robert's Rules of Order*

#### **5.4 Role of Municipal Administration**

It is the role of the officers and employees of the Municipality to:

- a)** Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions.
- b)** Undertake research and provide advice to Council on the policies and programs of the Municipality; and

- c) Carry out other duties required under this or any other Act and other duties assigned by the Municipality.

- Section 227, *Municipal Act*

## **5.5 Clerk**

It is the role of the Clerk to:

- a) Record, without note or comment, all resolutions, decisions and other proceedings of the Council.
- b) If required by any Member present at a vote, to record the name and vote of every Member voting on any matter or question.
- c) Keep the originals or copies of all bylaws and of all Minutes of the proceedings of the Council.
- d) Perform the other duties required under this Act or under any other Act; and
- e) Perform such other duties as are assigned by the Municipality.

-Section 228, *Municipal Act*

## **5.6 Deputy Clerk(s)**

A Municipality may appoint Deputy Clerk(s) who have all the powers and duties of the Clerk under this and any other Act.

-Section 228, *Municipal Act*

## **5.7 Chief Administrative Officer**

It is the role of the Chief Administrative Officer to:

- a) Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality;
- b) Perform such other duties as assigned by the Municipality.

-Section 229, *Municipal Act*

# **ARTICLE 6 DUTIES**

## **6.1 Council**

### **6.1.1 Preparation of Members to Council Meeting**

It is the responsibility of every Member of Council to come prepared to every Meeting by having read all the material supplied, including Agendas and staff reports, to facilitate discussion and the determination of action at the Meeting.

**6.1.2 Requests for substantive reports**

All requests for substantive reports shall be by Council Resolution, which shall identify the appropriate Department or Manager and objectives of the report.

**6.1.3 Interference – direct**

No Member(s) shall have the authority to direct or interfere with the performance of any work by Administration of The Corporation of The Municipality of Hastings Highlands. All inquiries shall be directed through the office of the Chief Administrative Officer.

**6.2 Mayor and Committee Chair**

**6.2.1 Public Meeting – call to order**

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

**6.2.2 Recognize speakers**

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

**6.2.3 Motions – received – submitted – results announced**

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

**6.2.4 Mayor may speak or vote – participation in debate**

The Mayor or Committee Chair may speak and/or vote on any question but if they wish to speak to a motion or to make a motion they shall first leave the Chair by designating the Deputy Mayor, and if the Deputy Mayor is absent, by designating another Member to act in their stead until the issue has been fully resolved, after which the Mayor may resume the Chair. (Also see Section 8.13)

**6.2.5 Debate – enforces rules – restrain Members**

It shall be the duty of the Chair to restrain the Members within the rules of procedure when engaged in debate.

**6.2.6 Decorum – order – enforced**

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



**6.2.7 Bylaws – resolutions – Minutes – authentication**

It shall be the duty of the Chair to authenticate, by his/her signature, when necessary, all Bylaws, resolutions and Minutes of the Council.

**6.2.8 Point of Order – inform Members**

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

**6.2.9 Disorder – adjourn – suspend – recess – Meeting**

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

**6.3 Head of Council – Deputy Mayor**

**6.3.1 Elected – Act in place and stead of Head of Council**

Through election of the Deputy Mayor, he/she will act in the place and stead of the Head of Council, when the Head is unable to act.

**6.3.2 Duties – powers – authority**

The Deputy Mayor while performing the duties in the place of the Head of Council shall have all of the duties, rights, powers and authority of the Head of Council during the absence, illness or refusal to act by the Head of Council.

**ARTICLE 7  
CONDUCT DURING MEETINGS – DECORUM**

The following rules of conduct and decorum shall be adhered to at all times during all Meetings:

**7.1 Council Floor – encroachment**

No person, with the exception of a Member of Council or an authorized employee of the Municipality shall be allowed to come on the Council floor within the Council's seating area during a Meeting of the Council, without permission of the Chair.

**7.2 Distribution of information – handouts**

No person except a Member of Council or an authorized employee of the Municipality shall before or during a Meeting of the Council, place on the desks of Members or otherwise distribute any material whatsoever. All material without exception shall be submitted to the Clerk for distribution to Members of Council, upon the approval of the Chair.

**7.3 Sovereign – Royal Family – to be respected**

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

**7.4 Members of Council – Municipal Staff**

No Member shall speak disrespectfully or shall use offensive words against Members of the Council or any Member thereof including municipal employees.

**7.5 Speaking – subject of debate only**

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

**7.6 Criticize – decision – exception – reconsideration**

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

**7.7 Profane Remarks – expelled**

Any individual (Member of Council or other), making personal impertinent, slanderous and profane remarks, against a Member of Council, Administration or other, may be expelled from the Meeting room by the Chair.

**7.8 Rules of Procedure – Disobey**

No Member shall disobey the Rules of Procedure or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the Rules of Procedure.

**7.9 Breach – seat vacated**

Where a Member has been called to order by the Chair for failing to observe the provisions of the Rules of Procedure and the Member persists in any disobedience after having been called to order by the Chair, the Chair may immediately put the question, no amendment, adjournment or debate being allowed, that such Member be ordered to leave his/her seat for the duration of the Meeting of the Council. But if the Member apologizes he/she may, by vote of the Council be permitted to retake his/her seat.

**7.10 Dress Code– Regular Meeting of Council**

All Members of Council shall wear proper business attire (ties optional) during regularly scheduled Meetings.

**7.11 Members of the Public – Code of Conduct – shall:**

**7.11.1** Remain seated, except for the person who has been given permission to speak, through the Chair.

- 7.11.2 Refrain from making noise or engage in a conversation between one another.
- 7.11.3 Listen to the person who is speaking and shall not interrupt said person.
- 7.11.4 Respect the fact that no person shall address Council without having been recognized by the Chair.
- 7.11.5 Address questions and remarks to the Chair.
- 7.11.6 Any Member of the public, found to be disrespecting Article 7 during a Meeting, shall be removed from the ongoing Meeting.

## **ARTICLE 8 RULES OF DEBATE**

### **8.1 Chair Preserve Order**

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

### **8.2 Addressing the Chair**

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

### **8.3 Mover and Seconder**

After the Chair, the Member who moves a main motion has the first right of speaking on that motion, and the seconder has the right of speaking second on the motion; the mover also has the last right to speak on the motion.

### **8.4 Order of Speakers**

When two or more Members wish to address the Chair, the Chair shall recognize the Member, who in his/her opinion was first recognized followed by the second Member.

### **8.5 Disturbance by Member**

No Member shall disturb another Member or the Council itself by any disorderly behavior disconcerting to any Member speaking.

### **8.6 Offensive Words**

No Member shall use offensive words during any Meeting of Council or Committee Meeting against any Member of Council or staff.

### **8.7 Voting – Members – seated**

When the Chair calls for the vote on a motion, each Member shall occupy their seat and

shall remain there until the Chair has declared the result of the vote, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

**8.8 Speaking Interruption**

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

**8.9 Speaking – motion read upon request**

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

**8.10 Speaking – Duration Time Limit – Five (5) Minutes**

No Member shall speak to the same question or in reply for longer than Five (5) Minutes and no Member shall speak more than once to the main question without approval of the Council, except in explanation of a material part of his/her speech which may have been misunderstood but they may not introduce new matter. A right of reply shall be allowed to a Member who has made a substantive motion to Council.

**8.11 Question – motion under discussion**

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

Questions may be asked only of:

- i) The Chair;
- ii) Staff;
- iii) A previous speaker; and,
- iv) A delegation/presentation

**8.12 Question –Integrity of Staff**

A Member, while asking questions through the Chair, shall at no time put into question the Municipal Employee's personal or professional integrity.

**8.13 Chair Participation – step down – other designated**

If the Chair desires to leave the Chair for the purpose of debate or moving a motion, the Chair shall designate the Deputy Mayor or if not available another Member to Chair the Meeting until such time as the motion(s) and any subsidiary motion(s) applicable to the main motion are disposed.

**8.14 Motion – seconded – before debate**

All motions shall be seconded before they are debated or voted on.

**8.15 Motion – stated by the Chair**

After the Chair puts any motion, (puts to a vote) no Member shall speak to the motion nor shall any other motion be introduced until the result of the motion has been declared, and the Chair has stated as to whether the motion has been carried or defeated.

**ARTICLE 9  
CODE OF ETHICS – CONFIDENTIALITY**

**9.1 Closed Meetings – subjects – public interest**

Upon completion of Council Meetings that are closed to the public the decisions of the Council with respect to any of the enumerated items listed in Section 4.15, and directions to Municipal administration in accordance therewith, shall then be reported publicly by Council to the extent that the public interest permits.

**9.2 Council response – Closed Meeting enquiries**

The response of Council Members to enquiries about any matter dealt with during a closed Meeting, prior to it being reported publicly, shall be ***“this matter is still under advisement”***, ***“no comment”***, or words to that affect.

**9.2.1 Violation of Article 9**

Any violation to this regulation “Article Nine (9)” may result in exclusion of the offending Council Member, requiring a majority vote, from future closed Meetings of Council and that Member shall no longer be provided with correspondence, materials or information proposed to be dealt with by Members of Council at a Closed Meeting.

**9.2.2 Exclusion–closed Meetings**

The determination of whether or not a violation to the closed Meeting provisions of this Bylaw and the length of the exclusion from closed Meetings, if so determined, shall be made by Council at a closed Meeting and the issues shall be considered by Council prior to the affected Member being excluded from any closed Meetings by a majority vote. The results of Council’s deliberation shall be reported publicly.

**9.2.3 Separate Resolution – per Member**

If the purported violation to the closed Meeting provisions of this Bylaw by more than one Member is to be considered, a separate resolution of Council with respect to each affected Member is to be considered.

**9.2.4 Member not permitted to vote**

Notwithstanding Section 9.2.1 the Member affected shall not be permitted to vote on a motion respecting his purported violation of the closed Meeting provision of the Procedure Bylaw, his exclusion from closed Meetings or the length of any such exclusion.

**9.2.5 Release of Information**

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

**9.2.6 No release – public**

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

**9.2.7 Obligation – confidentiality**

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

**ARTICLE 10  
GENERAL ORDER OF BUSINESS**

**10.1 Agenda – content**

The business of the Council shall be considered in the order set forth on the Agenda for the Operations Meetings. The Planning Meetings will differ in that they will not contain Monthly Staff Reports, Mayor and Municipal Councillors Reports or Resolutions from Other Municipalities/Levels of Government, unless required by the Clerk.

The Chair with the approval of the majority of the Members of Council present may vary the order in which the items are presented prior to beginning Municipal business to better deal with matters before the Council.

**10.2 Modifications to Agenda**

Agendas shall be generally formatted in the following manner; however modifications to the business items to be included on the Agenda or the order of business may be temporarily modified without requiring an amendment to the Procedure Bylaw.

**10.2.1 Call to Order**

The Clerk or Deputy Clerk shall record and include in the Minutes, all Members of Council, present or absent as well as Members of Administration who are present at all Council Meetings.

**10.2.2 Opening Ceremonies – National Anthem**

- i) Played at every Regular Council Meeting

**10.2.3 Deletions to the Agenda**

**10.2.4 Disclosure of Pecuniary Interest**

- i) Members of Council shall disclose any possible conflict of interest, with

explanation, dealing with any business item on the Agenda or with a matter discussed at a previous Meeting from which a Member was absent. (Conflict of Interest Act) (see ARTICLE 19)

**10.2.5 Delegate Alternate Chair Authority**

Near the beginning of every Meeting of Council, Regular or Special when the Deputy Mayor is the Chair for that Meeting, a motion will be put before Council to delegate an Alternate Chair Authority for the purpose of the Chair, should Deputy Mayor wish to participate in debate during the Meeting.

**10.2.6 Delegate Alternate Deputy Chair Authority**

Near the beginning of every Meeting of Council, Regular or Special, when the Deputy Mayor is absent for that Meeting, a motion will be put before Council to delegate an Alternate Deputy Chair Authority for the purpose of the Chair, should Mayor wish to participate in debate during the Meeting.

**10.2.7 Minutes**

Approval of Draft Minutes from previous Council Meetings (see ARTICLE 12)

**10.2.8 Announcements and Community Events**

Members may speak for no more than Three (3) Minutes each on announcements and/or community events. No action shall be taken on these items.

**10.2.9 Presentations – Delegations – Petitions – Deadline**

Schedule A1 and A2, forming part of this Bylaw provide the Template form detailing the manner in which requests for Presentations/Delegations/Petitions shall be filed with the Municipality in order to have such matter included in the Agenda for Council's review. (See 13.1.1 for form submission and deadline).

**10.2.10 Tenders/Requests for Quotation/Requests for Proposal**

Tenders RFQ and RFP's will be presented to Members of Council by report from Department Managers. Recommendations and Bylaws contained in the report shall be submitted to Council for adoption under the heading of Tenders and/or Requests for Quotation/Proposal.

**10.2.11 Reports and Bylaws from Departments**

Reports shall be presented to Members of Council by Department Managers at the request of the Mayor or the Chief Administrative Officer. Any Recommendations and Bylaws contained in the report shall be submitted to Council for adoption under the headings of each Department eg. Planning, Building, Bylaw Enforcement, Fire, Library/Cultural, Finance, Operations, Clerk, and Management.

- a) Planning;
  - i) Public Meetings-Hearings

Public Meetings are to be held in accordance with *The Planning Act*, or other relevant legislation or Bylaw. The Public Meeting is acknowledged within the body of the Regular Meeting Agenda when the Planning Item is placed on the Agenda. The Chair acknowledges the item with the calling for submission from the Public.

- ii) Committee of Adjustments Minutes

- b) Building
- c) Bylaw Enforcement
- d) Fire
- e) Library/Cultural
- f) Finance
- g) Operations
- h) Clerk
- i) Management

**10.2.12 Mayor and Municipal Councillors Reports/Committee Minutes**

Committee Meetings of Council (other than Committee of Adjustments) shall appear in this Section.

**10.2.13 Motions (for which notice has been given)**

**10.2.14 Resolutions From Other Municipalities/Levels of Government**

Staff may prepare recommendations related to the matter for Council's consideration.

Correspondence related to Resolutions from other Municipalities already decided on by Council will form a part of the Clerk's records, but not placed on an Agenda.

The Council's receipt of motions from other municipalities does not constitute endorsement by the Municipality of any recommendations or actions they may contain.

**10.2.15 Communications**

Correspondence must be legible and not contain any defamatory statements. Anonymous correspondence will not be acknowledged, circulated, or placed on an Agenda.

Correspondence related to items already decided on by Council will form a part of the Clerk's records and be circulated to Members of Council, but not placed on an Agenda.



The Council's receipt of correspondence does not constitute endorsement of the correspondence by the Municipality of any recommendations it may contain or actions it may advocate.

**10.2.16 Pending Municipal Items**

**10.2.17 Future Municipal Events**

**10.2.18 Strategic Plan Audit**

**10.2.19 Notice of Motions (see ARTICLE 15)**

Notice of Motions shall not be discussed or deliberated.

**10.2.20 Question Period**

Members of the public may ask questions, through the Mayor/Chair, without debate or criticism, regarding any matter on the Agenda. This portion of the Agenda should not exceed a total of Fifteen (15) Minutes that day. ***Notice of Motion items to be discussed only at the next Regular Meeting of Council.***

**10.2.21 Closed Session – If Needed**

**10.2.22 Confirmatory Bylaw**

At the conclusion of all Regular Council Meetings and prior to adjournment, a Bylaw shall be brought forward to confirm the proceedings of the Council at that Meeting in respect of each motion, resolution and other action taken. A Confirming Bylaw then introduced shall be passed without debate.

**10.2.23 Adjournment**

When all business listed on the Agenda has been completed and disposed of, the Chair may declare the Meeting Adjourned, until the next Regular Meeting.

**10.3 Items Submitted for Agenda**

The Clerk or Deputy Clerk shall accept items for any agenda from Staff and from Members of Council or Committee up to the agenda deadline of Four o'clock (4:00 p.m.) on the Wednesday **before** the scheduled meeting of Council.

**10.4 Delivery of Agenda**

The Clerk or Deputy Clerk shall prepare and make available by Twelve o'clock (12:00 p.m.) on the Friday preceding a scheduled Council Meeting (as is practicable) an Agenda for Members of Council. If a statutory holiday falls during the week of preparation of the Agenda, the day and pick up time shall be at the discretion of the

Clerk. The Agenda shall be picked up or may be obtained via the link on the Municipal web-site for all Members of Council and Department Managers. Public notice of all Meetings of Council shall be posted on the Municipality's website and posted on the entrance window in the main lobby and rear of building of the Municipal Office not less than Forty-eight (48) Hours in advance of the time fixed for the Meetings.

#### **10.4.1 Public Availability**

Where practicable, Agendas are to be made available for public viewing by Twelve o'clock (12:00 p.m.) on the Friday before each scheduled Regular Meeting, at the Municipal office, for a subscription fee set out in the User Fees Bylaw (the subscription includes Regular Meetings of Council Agendas only) and on the Municipal website at [www.hastingshighlands.ca](http://www.hastingshighlands.ca) and/or <https://hastingshighlands.civicweb.net>.

Public notification shall be deemed to have been given by the publishing of the Council Agenda (Special Meetings -48 hours prior to meeting) with a link on the Municipal website as noted above and by posting notice of meeting on the entrance window in the main lobby and rear of building of the Municipal Office not less than Forty-eight (48) Hours in advance of the time fixed for the Meetings.

#### **10.4.2 Delivery of Special Agenda to Council**

The Agenda for a Special Meeting, where practicable, shall be sent to all Members of Council at least Forty-Eight (48) Hours prior to the scheduled Meeting by email or available for pick up by the Council Member.

#### **10.4.3 Preparation of Special Agenda**

For Special Meetings, called by the Mayor or by a petition of the majority of the Members of Council, the Agenda shall be prepared by the Clerk or Deputy Clerk for the purpose stated by the Mayor or within the petition.

## **ARTICLE 11 QUORUM**

### **11.1 Call to Order – Quorum Present**

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

### **11.2 Quorum**

A majority of Members of the Council shall constitute a quorum.

### **11.3 Quorum – not present – time limit**

If there is no quorum present within Fifteen (15) Minutes after the time fixed for holding

the Meeting of the Council, the Clerk shall take down the names of the Members present and the Meeting shall stand adjourned until the next Regular Meeting, or at the call of the Chair.

**11.4 Rescheduled Meeting**

Where required, the Clerk shall attempt to provide notice of any re-scheduled Meeting to Members of Council by email, telephone or as is otherwise practicable within the time available.

**11.5 Unfinished Business – resume**

All business listed on the Agenda, where the Meeting has been adjourned for lack of a quorum, shall be added to the next regularly scheduled Meeting.

**11.6 Mayor – absent**

In the case of the Mayor/Chair not attending within Fifteen (15) Minutes after the hour fixed for holding the Meeting of the Council, and provided that a quorum is present, the Deputy Mayor shall take the Chair and call the Members to order; and he/she shall preside until the arrival of the Mayor/Chair.

**11.7 Mayor and Deputy Mayor – absent**

In the absences of the Mayor and Deputy Mayor, and if a quorum is present, the Clerk shall call the Members to order. A Chairperson shall be chosen by majority vote from among the Members present who shall preside over the Meeting until the arrival of the Mayor or Deputy Mayor.

**11.8 Quorum – Municipal Conflict of Interest – remedy for lack**

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

**ARTICLE 12  
MINUTES**

**12.1 Contents – recorded by Clerk or Deputy Clerk**

The Clerk or Deputy Clerk shall prepare and cause the Minutes to be taken of each Meeting of Council, which shall include:

- a) The place, date and time of the Meeting(s)
- b) The name(s) of the Chair or elected official and the record of the attending Members

of Council and Administration. Should a Member enter after the commencement of a Meeting or leave prior to adjournment, the time shall be noted by the Member's name

- c) All declared pecuniary interest and the reason it was declared
- d) The reading, if requested, correction and adoption of the Minutes of prior Meetings
- e) All other proceedings of Council without note or comment
- f) The time the Meeting is adjourned

## **12.2 Included in Agenda**

Draft Minutes of the last Regular Meeting(s) of Council and of all Special Council Meetings held subsequent to the last Regular Meeting, shall be included in the Agenda and may be adopted by Council without having been read at the Meetings at which the question of their adoption is considered.

### **12.2.1 Minutes – Special Meetings**

Should a Special Meeting be held during or after final preparations of an Agenda for an upcoming Regular Meeting, the Draft Minutes of those Special Meetings shall be scheduled at the next regularly scheduled Meeting.

## **12.3 Adoption – without reading**

The Council may adopt the Draft Council Minutes without being read.

## **12.4 Closed Meeting – Minutes – adoption**

All Draft Minutes generated by a Meeting closed to the public shall be presented to Council Members for adoption at the next scheduled Meeting closed to the public.

## **12.5 Minutes – confirmation – signing**

When the Minutes have been adopted, the Mayor/Chair who presided the Meeting and the Clerk shall sign them, and in their absence, the Deputy Mayor and/or Deputy Clerk.

## **12.6 Administrative Authority of Clerk**

The Clerk or Deputy Clerk is authorized to amend bylaws, Minutes and other Council and Committee documentation for technical, typographical or other administrative errors and omissions for the purpose of ensuring an accurate and complete record of proceedings.

## **ARTICLE 13 PRESENTATIONS/DELEGATIONS/PETITIONS**

### **13.1 Heard – request submitted – deadline**

Persons desiring to address Council for the purpose of making a Presentation or Delegation or Petition with respect to items for Council consideration that fall under the Council's mandate shall be heard at each Regular Meeting of Council, to a maximum of

Three (3) Presentations/Delegations/Petitions per Meeting, or at the discretion of the Clerk.

**13.1.1 Form submission and deadline**

Any person desiring to address the Council shall complete the Form prescribed for Presentation/Delegation/Petition under Schedule A1 or Presentation Form under Schedule A2, and submit to the Deputy Clerk of The Municipality of Hastings Highlands, no later than Wednesday (7 days prior) at Four o'clock (4:00 p.m.), preceding final preparations of the Agenda. If an application form is received after the deadline date or if the Agenda is deemed full, the application may be considered at the next scheduled Regular Meeting. The form shall be legibly written or printed; shall not contain any defamatory allegations, or impertinent or improper matter; shall be dated and signed by at least one person and shall include their name with appropriate contact information such as a current municipal and email address and shall include any material that is to be distributed or displayed to the Council.

Related or background information shall also be provided at the time of submitting the application, and all such material shall be included in Council's package for their review before the Meeting.

**13.1.2 Late submissions**

All requests received after the deadline time of Four o'clock (4:00 p.m.) on Wednesday as provided for in Article 13.1.1 above, or if the Agenda is deemed full, shall be considered at the next scheduled Regular Meeting.

**13.1.3 Requests Denied**

Requests for Delegation, who have previously addressed Council on a topic already dealt with or has been deemed a decided topic shall not be granted, unless they can prove that they have new information not previously presented to Council.

**13.2 Presentation Defined**

A request made for a presentation may be made by the Council to an individual, group or organization or it may be made to the Council by individuals, groups or organizations for matters that fall under the Council's mandate. Should the request for presentation be made where it requires that the Council take action, the request shall be addressed at the next Regular Meeting of Council.

**13.2.1 Presentations – Time Limit**

Council shall hear any presentation for information purposes only, and presentations shall be limited to a maximum of Fifteen (15) Minutes, but can be extended at the discretion of the Chair.

### **13.3 Delegations Defined**

A request made for a Delegation may be made to the Council by individuals, groups or organizations for matters that fall under the Council’s mandate. Delegations that request action to be taken by the Council may be brought forth by a notice of motion included in the Agenda at a subsequent Meeting.

#### **13.3.1 Delegations – Heard**

Except for points of order or privilege, Members of Council shall not interrupt a delegate while he or she is addressing Council or Committee. Members may address a delegate only to ask questions of clarification and not to express opinions or enter into debate or discussion.

#### **13.3.2 Delegations or Petitions –Time Limit**

Council shall hear Delegations for information purposes only, unless the Chair deems that a decision due to time constraints needs to be made at that Meeting. The Delegation shall be limited to a maximum of Ten (10) Minutes, but can be extended at the discretion of the Chair.

### **13.4 Delegation/Presentation statements – unsubstantiated**

Whenever a Delegation/Presentation in its presentation, offers comments or statements that are deemed to be erroneous and unsubstantiated, any Member of Council, or municipal official, may be recognized by the Chair on a “Point of Order” whereby the Member of Council or municipal official so recognized by the Chair, may bring necessary corrections or clarifications to the comments or statement said by the individual(s).

## **ARTICLE 14 MOTIONS IN GENERAL**

### **14.1 Motions in General**

All motions and resolutions shall be in writing and signed by the mover and seconder and given to the Clerk or Deputy Clerk.

### **14.2 One motion at a time**

There shall not be more than one main motion before Council at one time.

### **14.3 Motions Read**

#### **14.3.1 Debate on Motion – Mover speaks first**

No Member shall speak on any motion until it has first been read. The mover of the motion, once recognized by the Chair, may speak first and/or last if the Member so wishes.

**14.4 State the Question**

Immediately prior to voting on a motion, the Chair shall state the question in its precise form as it is to be recorded in the Minutes, including any amendments (if any) to the question.

**14.5 Withdrawal of the Motion**

Before the Chair states the motion, it belongs to the mover of the motion and they may ask to withdraw or modify the motion without the permission of the assembly. The Chair shall either repeat the motion in its modified version or state that the motion has been withdrawn.

**14.5.1 Withdraw the motion – in order anytime during debate**

After debate has begun on a motion, a request by the mover to withdraw the motion may be in order. However permission by the Council by majority vote shall be given to do so.

**14.5.2 Objection to withdrawal**

If any Member objects to the withdrawal of the motion, a motion to maintain the question may be entertained and become a main motion.

**14.5.3 No objection to withdrawal**

If no Member objects to the withdrawal of the motion, the motion shall be considered withdrawn without the necessity of a seconder or a vote.

**14.5.4 Modification to Motion –prior to stating the question**

Prior to the Chair stating the motion, another Member may ask the Chair if the mover of the motion will accept a change to the motion. The mover may either accept or reject the proposed change. If the mover rejects the proposed change, the Member suggesting the change, may propose an amendment after the motion has been read by the Chair.

**14.5.5 Second withdraws**

If the person who seconds the motion withdraws as seconder from the modified motion the Chair may ask for another seconder.

**14.5.6 Recording of withdrawal**

A withdrawn motion shall be recorded in the Minutes.

**14.6 Reading of the motion**

Any Member, during debate, may require that the question, or proposed motion under discussion be read a second time, however the Member may not interrupt another Member speaking.

**ARTICLE 15**  
**MOTIONS – CONSIDERATION – INTERPRETATION**

**15.1 Point of Order – Rules of Procedure – breached**

A point of order may be called by a Member to bring attention to any breach of the Rules of Procedure of the Council.

**15.1.1 Language – improper offensive**

A point of order may be called by a Member to bring attention to the use of improper offensive or abusive language.

**15.1.2 Discussion – not valid – outside proposed motion**

A point of order may be called by a Member to bring notice of the fact that the matter under discussion is not within the scope of the proposed motion.

**15.1.3 Proceedings – other – informality – irregularity**

A point of order may be called by a Member to bring attention to any other informality or irregularity in the proceedings of the Council.

**15.1.4 Member – speaks – decision announced**

When a Member speaks on a point of order, he/she shall state the point of order with concise explanation and the Chair shall recognize the Member and address the point of order and rule on the point of order. No further business shall be conducted until the Chair has ruled on the point of order.

**15.2 Point of Information**

Where a Member is uncertain of a particular issue being discussed, the Member may ask the Chair to clarify, or if the Chair is unsure of the answer, may direct the question to another Member. All requests for information shall be on the business pending.

**15.3 Point of Privilege – integrity of Member**

Where a Member considers that the integrity of a Member of Council has been called into question, the Member may, as a matter of privilege, speak at any time, with the consent of the Chair, no debate being allowed, for the purpose of drawing attention of the Council to the question.

**15.3.1 Motion – receives disposition – main motion**

A motion resulting from a point of privilege shall receive disposition by the Council forthwith, and following such disposition, the motion so interrupted shall immediately be considered at the point where it was suspended.



#### **15.4 Amend – Motion to**

A motion to Amend is a proposal to alter the information contained within the Main Motion, by changing its wording.

##### **15.4.1 Debatable or un-debatable**

A motion to amend is debatable, unless the motion to which it adheres to is un-debatable.

##### **15.4.2 Written – when requested**

A motion to amend shall be presented in writing when requested by the Chair.

##### **15.4.3 Relevant – to Main Motion**

A motion to amend shall be relevant to the main motion.

##### **15.4.4 Amended – Primary – Secondary**

A main motion may have a Primary and Secondary amendment applied to it.

##### **15.4.5 Amendment – disposition**

A Secondary motion to Amend the Primary motion to amend shall receive the disposition of the Council, before dealing with the main motion in its amended form or not.

#### **15.5 Commit or Refer – Motion to**

A motion to Commit or Refer may be introduced to send a pending motion to a relatively small group of selected persons – a Committee.

##### **15.5.1 Debate on Motion to Commit or Refer**

The debate can extend only to the desirability of committing the main motion.

#### **15.6 Postpone to a Certain Time – Definitely (motion to Defer)**

The motion to postpone is the motion by which action on a pending motion can be put off, within limits, to a definite day, Meeting, or hour, or until after a certain event. A motion to postpone is applied to a motion because debate has shown reasons for holding off a decision until later.

#### **15.7 Lay on the Table – Motion to**

The motion to Lay on the Table is used to interrupt the pending business to permit doing something else immediately. It enables the Members to lay the pending question aside temporarily when something else of immediate urgency has arisen or when something else needs to be addressed before consideration of the pending question is resumed.

#### **15.8 Recess – Motion to**

A motion to recess is made when a Member(s) wishes to have a short intermission of

the Council's proceedings, commonly for only a few Minutes. A recess does not close or adjourn the Meeting. Once the recess is completed, business resumes at exactly the point where it was interrupted. Time of recess shall be noted in the Minutes of the Meeting.

**15.9 Reconvene – Motion to**

The motion to reconvene is made after the Member(s) have had a short intermission of the Council's proceedings, commonly for only a few minutes. Once reconvened, business resumes at exactly the point where it was recessed. Time of reconvening shall be noted in the Minutes of the Meeting.

**15.10 Adjourn – Motion to**

The motion to adjourn means to close the Meeting. This motion is generally used at the end of a detailed and prepared Agenda when business has been completed.

**15.11 Reconsideration – Notice of Motion to**

The notice of motion to reconsider enables Council, within a limited time with notice, to bring back for further consideration a motion that has already been voted on. The purpose of reconsideration of a vote is to permit correction of a hasty decision or to take into account added information or changed situation that has developed since the taking of the vote. (All the same rules apply as a Motion to Reconsider, outlined in article 15.12.1 - 15.12.6).

**15.12 Reconsideration – Motion to**

The motion to reconsider enables Council, within a limited time and without notice, to bring back for further consideration a motion that has already been voted on. The purpose of reconsideration of a vote is to permit correction of a hasty decision or to take into account added information or changed situation that has developed since the taking of the vote.

**15.12.1 When can Reconsideration be moved**

A motion to reconsider cannot be reconsidered more than once during a period of twelve (12) months following the date on which the question was decided; unless a regular election has occurred following the decision. The motion to reconsider can be debated. Time limits on a motion do not apply to Special Committees.

**15.12.2 Member – move to reconsider**

A motion to reconsider resolution (a decided matter) can only be made by a Member who voted on the prevailing side or a Member who did not vote. If the motion is brought forward at the same Meeting or at a subsequent Meeting, the motion shall require the approval of a majority of Council that is present. A motion to reconsider is not

amendable and debate must be confined to reasons for or against reconsideration. However, the mover of a motion to reconsider may provide a brief and concise statement outlining the reasons for proposing such reconsideration.

**15.12.3 Reconsider Adopted**

If a motion to reconsider has been adopted, it temporarily nullifies the previous decision and places the Meeting back at the point prior to taking the vote on the original motion, and consideration of the original matter shall become the next order of business.

**15.12.4 Discussion on Motion of Reconsideration**

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

**15.12.5 Reconsideration only once**

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

**15.12.6 Reconsideration – not permissible**

A motion to reconsider a resolution (a decided matter) shall be out of order and cannot be reconsidered under the following conditions:

- a) When the provisions of the resolution has been partially carried out.
- b) If the action approved in the resolution cannot be reversed.
- c) When a legally binding agreement, commitment and/or contract have been made and are in place on the date that a motion to reconsider is to be debated.
- d) If the motion to reconsider is brought before a succeeding Council. It shall then be deemed to be new business and not a matter of reconsideration.

**15.12.7 Reconsideration – Previous Votes**

Each Member of Council shall be responsible for making a determination on how the Member voted on a specific matter. The Clerk shall not record or note in the Minutes how a Member votes unless a request for a recorded vote has been made.

**15.13 Notice of Motion**

A Notice of Motion may be introduced by a Member at a Meeting regarding a matter that would not otherwise be considered by Council at such Meeting, by delivering a written copy of the motion signed by the mover to the Clerk by Four o'clock (4:00 p.m.) on the Wednesday prior to the date of the next Regular Meeting in order to be included in the Agenda package. The Chair shall read the Notice of Motion during the segment on the Agenda for Notices of Motion.

**15.13.1 Notice of Motion – Consideration**

Notice of Motion for which notice was given shall be considered at the Council's next Regular Meeting.

**15.13.2 Notice of Motion – no debate**

Notice of Motions introduced at a Council Meeting shall not be discussed, debated or deliberated and shall be recorded on the next Regular Meeting of Council under Motions (for which notice has been given).

**15.13.3 Notice of Motion – no action**

No staff time is to be allocated to a notice of motion item until such time as it becomes a motion, is seconded, and then approved by Members of Council.

**15.13.4 Consideration – Mover absent**

A Notice of Motion shall not be considered by the Council if the mover of the proposed motion is not in attendance at the Meeting when the proposed motion is being considered. It shall be deferred to the next Regular Meeting of Council.

**15.13.5 Seconded – by any Member**

Any Member may agree to second a proposed motion at the time it is on the Agenda at the next Regular Meeting of Council under Motions (for which notice has been given).

**15.13.6 Notice – delivered – time**

A Notice of Motion may be delivered to the Clerk no later than four o'clock (4:00 p.m.) on the Wednesday prior to the date of the next Regular Meeting in order to be included in the Agenda, and to be introduced and read during the Notice of Motion segment on the Agenda of a regularly scheduled Meeting of Council.

**ARTICLE 16  
RESOLUTIONS**

**16.1 Resolutions – Motions and Notice of Motions – Debated Separately**

Every matter listed under Motions (for which notice has been given) or Notice of Motions introduced at a previous Meeting shall be dealt with individually.

**16.2 Resolutions – consecutively numbered**

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

**ARTICLE 17  
VOTING**

**17.1 Motion – simple majority – required exception**

The vote required to pass a motion shall be a simple majority which is 50% plus one (1)

with the exception as otherwise provided for within this bylaw, by Statute or by Parliamentary Authority of *Robert's Rules of Order*, Newly Revised, 11<sup>th</sup> Edition.

### **17.2 Absent from Seat**

When the Chair calls for the vote on any question, each Member shall occupy their seat until such time as the result of the vote has been declared, and during such time, no Member shall walk across the room, speak to any other Member, or make any noise or disturbance. A Member who is absent from his/her seat does not have the right to vote.

### **17.3 Tie Vote – motion deemed negative**

In the case where a resolution on which the voting results are equal, the motion shall be deemed defeated or lost for want of a majority.

### **17.4 Failure to vote – deemed negative**

Failure to vote by a Member, who is not disqualified, shall be deemed to be a negative vote.

### **17.5 Non – Recorded vote**

The manner of determining the decision of the Council on a vote to a motion shall be by show of hands and/or at the discretion of the Chair.

### **17.6 Recorded Vote – Request**

Any Member, prior to or immediately after to the taking of the vote, may require that the vote be recorded. Recorded votes will be taken in alphabetical order, with the Chair voting last. The Member requesting the recorded vote shall be recorded within the Minutes.

### **17.7 Vote Taken – Unanimous**

When a non-recorded vote has been taken, and the vote has been carried, the vote is deemed to be unanimously in favour of the motion approved.

### **17.8 Secret Ballot – forbidden**

No vote shall be taken during a Meeting of the Council by secret ballot or other form of secret vote.

### **17.9 Division of a Question**

#### **17.9.1 Independent Motion – Separate Vote**

When a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition if the others are removed, the parts can be separated to be considered and voted on as if they were distinct questions – by adoption of the motion for *“Division of a Question” (or divide the question)*.

### **17.9.2 Motion to Divide**

A motion made by a single Member may be made to request that the motion be separated when a series of independent resolutions or main motions dealing with different subjects, is offered in one motion and where one or more resolutions must receive separate consideration.

**17.9.2.1** Upon a majority vote, the vote on each recommendation or proposition shall be taken separately and no vote shall be required to be taken on the matter as a whole.

### **17.10 Disputed Vote**

Should a Member disagree with the announcement of the Chair that a question is carried or defeated, the Member may, but only immediately after the declaration of the vote by the Chair, object to the Chair's decision and may request a recorded vote to be taken.

### **17.11 Chair need not vote**

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

## **ARTICLE 18 BYLAWS**

### **18.1 Form – typewritten compliance – relevant Act**

Every Bylaw when introduced shall be in typewritten form and shall comply with the provisions of any relevant Act. - *Municipal Act, Sec. 233(5)*

### **18.2 Reading – Bylaws**

It shall not be necessary to have the Bylaws read in their entirety unless a majority vote by the Council requires that the Bylaw be read. It shall not be necessary to give more than One (1) reading of each Bylaw.

### **18.3 Debate – Bylaws**

Any Bylaw may be debated and is subject to amendments or may be referred for future consideration and re-introduced in the same manner or in an amended manner at a future Meeting.

#### **18.4 Bylaw Adoption**

After Bylaws have passed, the Clerk or Deputy Clerk shall be responsible for their correctness to ensure they reflect the will of the Council.

#### **18.5 Endorsement and Enactment – Bylaws**

The Clerk or Deputy Clerk shall indicate on all Bylaws enacted by the Council, the dates of all readings and shall include the consecutive number and annual date. All Bylaws shall be maintained and kept by the office of the Clerk for archival purposes.

### **ARTICLE 19 DISCLOSURE OF INTEREST**

#### **19.1 Conflict of Interest**

At all times and under all circumstances, Members shall be guided by and shall have regard to the *Municipal Conflict of Interest Act*.

#### **19.2 Declaration of Interest**

If a Member has any pecuniary interest, direct or indirect, in any matters in which the Council is concerned and if he/she is present at a Meeting at which the said matter is the subject of consideration, the Member shall:

- a) Immediately disclose their interest and the general nature of the disclosure.
- b) Not take part in the consideration or discussion of the said matter.
- c) Not vote on any motion in regard to the said matter; and
- d) Not attempt in any way before, during and/or after the Meeting to influence the voting on any such question.

##### **19.2.1 Closed Meeting Declaration**

When a Meeting is not opened to the public, in addition to complying with the requirements of Section 19.2 above, the Member shall forthwith leave the Meeting for the part of the Meeting during which the matter is under consideration.

#### **19.3 Pecuniary Interest**

Where the interest of a Member has not been disclosed by reason of his/her absence from a particular Meeting, be it a Regular, Special, Closed or other, the Member shall disclose his/her interest and otherwise comply at the first Meeting of Council or Committee, as the case may be, attended after the particular Meeting.

#### **19.4 Record of Declaration of Interest**

The Clerk or Deputy Clerk shall record the particulars of any disclosure of pecuniary

interest made by Members of Council, as the case may be, and any such record shall appear in the Minutes of that particular Meeting, whether in open or Closed Session.

### **19.5 Disclosure of Pecuniary Interest – Chair**

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

### **19.6 Failure by any Member of Council to comply**

The failure of one or more Members to comply with this ARTICLE 19 DISCLOSURE OF INTEREST shall not affect the validity of the Meeting in regard to the said matter.

## **ARTICLE 20 COMMITTEES**

### **20.1 Procedure**

Except as otherwise provided for herein, a Committee of Council (except Committee of Adjustment which has its own Procedure Bylaw) shall conform to the rules governing protocol and procedures as detailed within this Procedure Bylaw and within the Bylaw establishing various Committees for The Corporation of the Municipality of Hastings Highlands. Committee motions must be moved and seconded.

### **20.2 Committee**

Committee means a Standing, Statutory or Ad Hoc Committee established by Council.

### **20.3 Committee Composition**

The Mayor may not create a Committee.

The Mayor is *ex officio* on all Committees and:

- may attend Meetings
- attendance does not count towards quorum
- may participate in Meetings
- may vote in Meetings.

Staff shall only be advisors used for support, resource and advice to Committees.

Staff shall not be Committee Members.

Staff shall create the Agenda for Committee Meetings.

Staff Member or department head may be a recording secretary or the Committee may appoint a secretary, but a Member of Council may not be the recording secretary for the Committee.



#### **20.4 Committee Minutes**

- Committee Minutes shall provide an authoritative and permanent record of proceedings
- Provide formal evidence of decisions made and of expenditure and actions authorized
- Provide a record of policy decisions made
- Provide a starting point for action to be taken in the future
- Inform Members not present at the Meeting
- Assist the conduct of subsequent Meetings.

#### **20.5 Ad Hoc Committee of Council**

Council may, at any time, appoint an Ad Hoc Committee to enquire into and report on any matter specific to one subject matter that does not have a continuous nature.

It is a Committee established for the purpose of dealing with a special project with a clear mandate and a start and a finish date.

#### **20.6 Standing Committee**

A Standing Committee is an advisory body to Council to consider policy matters regarding Departments within the Municipality and on any other matter that Council deems it necessary. Council Members who are appointed to Standing Committees may be appointed every Two (2) years.

#### **20.7 Statutory Committee**

A Statutory Committee means Committees established pursuant to a specific enabling statute such as a Committee of Adjustment established pursuant to the *Planning Act*, a Municipal Election Compliance Audit Committee established pursuant to the *Municipal Elections Act* and any other body established pursuant to enabling legislation which services in an arms-length (quasi-judicial) capacity on behalf of or in cooperation with the Municipality.

#### **20.8 Cemetery Committee**

A Cemetery Committee shall have at least One (1) Member of Council appointed.

### **ARTICLE 21**

#### **GENERAL PROVISIONS – COUNCIL AND COMMITTEES OF COUNCIL**

##### **21.1 Audio Recording Equipment**

Only Audio recording equipment may be used by staff, the public and the media to record all or any portions of a Meeting that is open to the public, provided that it is visible and not disruptive to the conduct of the Meeting. (Video not allowed).

**21.2 General Notice Requirements**

The Corporation of the Municipality of Hastings Highlands will provide notice of Council Meetings, Committee Meetings, and changes to the Rules of Procedure by posting such notices via the Municipalities website at [www.hastingshighlands.ca](http://www.hastingshighlands.ca) and/or <https://hastingshighlands.civicweb.net>. Notice shall also be posted on the entrance window in the main lobby and rear of building of the municipal office not less than Forty-eight (48) Hours in advance of the time fixed for the Meeting.

**21.3 Execution of Documents**

Whenever the execution of any document endorsed by the Council is required to give effect to any Resolution or Bylaw of the Municipality duly endorsed by motion of Council, the Mayor and Clerk shall have general authority for and in the name of the Municipality to execute and to affix the Corporate Seal of the Municipality to such documents.

**ARTICLE 22  
REPEAL – ENACTMENT**

**22.1 Bylaw – previous**

That Bylaw 2013-065 is hereby repealed.

**22.2 Amendment or repeal**

No amendment or repeal of the Bylaw or any part thereof shall be considered at any Meeting of Council, unless notice of the proposed amendment or repeal has been given as per section 21.2. Notice cannot be waived and shall be mandatory.

**22.3 Effective Date**

This Bylaw shall come into force upon passing.

Read a first time on the 19<sup>th</sup> day of April, 2017.

Read a second and third time on this 17<sup>th</sup> day of May, 2017.

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Vivian Bloom, Mayor

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(Ms.) Pat Pilgrim, CAO/Clerk



**SCHEDULE A1 DELEGATION and PETITION FORM**

Date:	Council Meeting Date Requested:
Applicant Name (and title if applicable)	
Organization Name (if applicable)	
Address:	
Telephone of contact person:	
E-mail address:	
<b>Please Note: All Delegations or Petitions are limited to ten (10) Minutes.</b>	
Subject Matter of Delegation/Petition:	
Purpose of Delegation/Petition:	<p>Note: If requesting action of Council, you <b>must</b>: Detail all information necessary to inform Members of Council of your request. If necessary, add a separate sheet and attach.</p> <p><input type="checkbox"/> Information only  <input type="checkbox"/> Requesting funding  <input type="checkbox"/> Requesting letter of support  <input type="checkbox"/> Other (provide details below)</p>
Name of individual(s) giving the delegation/petition(max 2)	<p>1. 2.</p>
Documentation to be provided:	<p><b>please outline type of information to be forwarded:</b></p> <p><input type="checkbox"/> Handouts  <input type="checkbox"/> Power-Point presentations  <input type="checkbox"/> Publication in the Agenda (one original or electronic copy)  must be provided to the Clerk no later than Wednesday 7 days  prior at 4:00 p.m. preceding final preparations of the Agenda  (i.e. 2 weeks before the Meeting)</p>
Technical requirement	<p><input type="checkbox"/> Flipchart    <input type="checkbox"/> Projector    <input type="checkbox"/> Other (provide details).</p>
<p>I, _____, the undersigned, understand and agree to the procedures for Delegation and/or Petition as detailed within this Schedule and agree to abide by them.</p> <p>Signature of Applicant: _____ Date: _____</p>	



## **SCHEDULE A1**

### **Procedure Bylaw 2017- 20 of the Municipality of Hastings Highlands Instructions for Delegation or Petition to Council**

Pursuant to the Procedure Bylaw of Council, all requests to make a Delegation or present a Petition to Council shall be scheduled at each Regular Meeting of Council.

There are Two (2) Meetings per month except in the months of January, July, August, September and December there is One (1) Meeting.

#### **DELEGATIONS/PETITIONS ARE LIMITED TO A MAXIMUM OF TEN (10) MINUTES Directions on requesting a Delegation or Petition**

1. Any person desiring to address the Council shall complete the Form prescribed for Delegation/Petition under Schedule A1, and submit to the Deputy Clerk of The Municipality of Hastings Highlands, no later than Wednesday 7 days prior at Four o'clock (4:00 p.m.), preceding final preparations of the Agenda (2 weeks before the meeting). If an application form is received after the deadline date or if the Agenda is deemed full, the application may be considered at the next scheduled Regular Meeting.
2. Related or background information shall also be provided at the time of submitting the application, and all such material shall be included in Council's package for their review before the Meeting.

#### **At the Meeting**

All Delegation and/or Petitions applications shall be scheduled immediately following Presentations, if any, or immediately following Announcements and Community Events. The Chair will invite individual(s) making the Delegation or Petition to the podium to speak on their issue(s). Delegations and/or Petitions are limited to Ten (10) Minutes, but may be extended at the discretion of the Chair. Following the Delegation or Petition, only Members of Council or Staff may ask questions. Upon closure of the discussion, Council shall receive the Delegation or Petition for information purposes. If a request for action on the part of Council is made, the matter will be referred to Administration or Committee for future report or further advice.

***Individuals who submit information to Council should be aware that any personal information contained within their communications may become part of the public record, made available through the Council Agenda process.***



**SCHEDULE A2 PRESENTATION FORM**

Date:	Council Meeting Date Requested:
Applicant Name (and title if applicable)	
Organization Name (if applicable)	
Address:	
Telephone of contact person:	
E-mail address:	
<b>Please Note: All Presentations are limited to fifteen (15) Minutes.</b>	
Subject of Presentation:	
Purpose of Presentation:	<p>Note: If requesting action of Council, you <b>must</b>: Detail all information necessary to inform Members of Council of your request. If necessary, add a separate sheet and attach.</p> <p><input type="checkbox"/> Information only  <input type="checkbox"/> Requesting funding  <input type="checkbox"/> Requesting letter of support  <input type="checkbox"/> Other (provide details below)</p>
Name of individual(s) making presentation (max 2)	<p>1. 2.</p>
Documentation to be provided?	<p><b>please outline type of information to be forwarded:</b></p> <p><input type="checkbox"/> Handouts  <input type="checkbox"/> Power-Point presentations  <input type="checkbox"/> Publication in the Agenda (1 original or electronic copy) must be provided to the Clerk no later than Wednesday 7 days prior at 4:00 p.m. preceding final preparations of the Agenda (2 weeks &lt; meeting)</p>
Technical requirement	<p><input type="checkbox"/> Flipchart    <input type="checkbox"/> Projector    <input type="checkbox"/> Other (provide details).</p>
<p>I, _____, the undersigned, understand and agree to the procedures for Presentation as detailed within this Schedule and agree to abide by them.</p> <p>Signature of Applicant: _____ Date: _____</p>	



## **SCHEDULE A2**

Procedure Bylaw 2017- 20 of the Municipality of Hastings Highlands

### Instructions for a Presentation to Council

Pursuant to the Procedure Bylaw of Council, all requests for a Presentation to Council shall be scheduled at each Regular Meeting of Council.

There are Two (2) meetings per month except in the months of January, July, August, September and December there is One (1) Meeting.

**PRESENTATIONS ARE LIMITED TO A MAXIMUM OF FIFTEEN (15) MINUTES,**

### **Directions on requesting a Presentation**

1. Any person desiring to address Council shall complete the Form prescribed for Presentations under Schedule A1, and submit it to the Deputy Clerk of The Municipality no later than Wednesday 7 days prior at Four o'clock (4:00 p.m.) preceding final preparations of the Agenda (2 weeks before the meeting). If an application form is received after the deadline date or if the Agenda is deemed full, the application may be considered at the next scheduled Regular Meeting.
2. Related or background information shall also be provided at the time of submitting the application, and all such material shall be included in Council's package for their review before the Meeting.

### **At the Meeting**

All applications for a Presentation shall be scheduled on the Agenda immediately following Announcements and Community Events. The Chair will invite the individual(s) making the Presentation to the podium to speak on their issue(s). Presentations are limited to Fifteen (15) Minutes, but may be extended at the discretion of the Chair. Following the Presentation, only Members of Council or Staff may ask questions. Upon closure of the discussion, Council shall receive the Presentation for information purposes. If a request for action on the part of Council is made, the matter will be referred to Administration for future report or further advice.

***Individuals who submit information to Council should be aware that any personal information contained within their communications may become part of the public record, made available through the Council Agenda process.***

**Schedule B**  
**Notice of Motion Form**

In accordance with Article 15 –13 “Notice of Motion” of the Corporation of the Municipality of Hastings Highlands Procedure Bylaw;

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

Hereby files a Notice of Motion to be included on the Agenda for the Regular Meeting of Council, which is scheduled to be held on: \_\_\_\_\_20\_\_\_\_

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

**And which Notice of Motion to read as follows:**

**Council Member:** \_\_\_\_\_

Signature

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

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

**Entered in Council Agenda for Meeting Date:**  
\_\_\_\_\_, 20\_\_\_\_

**Schedule C**



**RESOLUTION OF COUNCIL**

Date: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Resolution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_