

THE CORPORATION OF THE TOWNSHIP OF RAMARA  
BYLAW NUMBER 2018.08  
PROCEDURE BYLAW  
BEING A BYLAW TO GOVERN THE CALLING, PLACE  
AND PROCEEDINGS OF MEETINGS

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WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 238(2) provides that every municipality and local board pass a procedure bylaw for governing the calling, place and proceedings of meetings.

AND WHEREAS Bill 68, Modernizing Ontario Municipal Legislation Act, 2016 received Royal Assent on May 30, 2017 and amends the Municipal Act, S.O. 2001.

AND WHEREAS Council of the Corporation of the Township of Ramara deems it expedient to adopt a new procedure bylaw in accordance with the Municipal Act, 2001 and to repeal its existing procedure bylaw and all amendments thereto.

NOW THEREFORE the Council of The Corporation of the Township of Ramara enacts as follows:

## 1. DEFINITIONS

For the purpose of this bylaw the following words shall have the meaning given herein:

- 1.1 "Calendar Year" means the period from January 1<sup>st</sup> of any one year to and including December 31<sup>st</sup> of the same year;
- 1.2 "Chairperson" means the Mayor or Presiding Officer of the meeting;
- 1.3 "Clerk" means the Clerk of The Corporation of the Township of Ramara;
- 1.4 "Committee" means any advisory or other committee, subcommittee or similar entity of which at least 50% of the members are also members of one or more Councils;
- 1.5 "Committee of the Whole" means a committee of all the members elected to Council;
- 1.6 "Communications" means, but is not limited to: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, newspaper/magazine article, photograph, etc.
- 1.7 "Confirmation Bylaw" means a bylaw of Council that adopts all resolutions passed at a Council meeting;
- 1.8 "Consent Agenda" means a list of items on the Council Agenda for consent and information purposes only, but any of which may be transferred onto the Agenda for consideration.

- 1.9 "Council" means the Council of The Corporation of the Township of Ramara;
- 1.10 "Electronic Recording" means recording equipment and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means.
- 1.11 "Head of Council" means the Mayor;
- 1.12 "Holiday" means any holiday as defined in the Retail Business Holidays Act, R.S.O. 1990, Chapter R.30, Section 1(1), and includes Family Day, Easter Monday, Boxing Day and Civic Holiday;
- 1.13 "Local Board" means a body of local authority established or exercising any power under any Act and appointed by Council with respect to the affairs of this municipality of which less than 50% are members of Council;
- 1.14 "Meeting: means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,
- (a) A quorum of members is present, and
  - (b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- 1.15 "Member" means a member of the Council or Committee and includes the Head of Council or Chair;
- 1.16 "Presiding Officer" means the Mayor, or the person elected or chosen to run a Council, Committee or other type of meeting.
- 1.17 "Recorded Vote" means the recording of the name and vote of every member present on any matter of question;

## 2. GENERAL

- 2.1 All meetings of Council and Committee of the Whole shall be held at the Administration Centre, 2297 Highway #12, Brechin.
- 2.2 In the event the Council Chambers may not be suitable for a meeting, Council or Committee of the Whole may relocate the meeting to another convenient location within or outside of the Township as determined by the Mayor and Municipal Clerk
- 2.3 In the event of an emergency and the Administration Centre is not available, Council may meet at a convenient location within or outside of the Township as determined by the Mayor and Municipal Clerk.
- 2.4 The Mayor may cancel any meeting of Council or Committee if he/she is of the opinion that weather conditions or an emergency warrants. The Clerk shall inform the members, the media and any person who he/she believes will be attending.

- 2.5 The rules and regulations contained in this bylaw shall be observed in all proceedings of the Council, Committee of the Whole, and Ad Hoc Committees of Council, and shall be the rules and regulations for the order and dispatch of business. These rules and regulations do not apply to Local Boards.
- 2.6 The "Roberts Rules of Order" shall be the basis of interpretation of questions of procedure or order, providing that the existing procedure bylaw does not cover the question.
- 2.7 Except in an emergency situation, a person who is not a member of the Council or Committee shall not be allowed to address the Council or Committee, unless otherwise permitted to do so as set out on the Agenda.
- 2.8 All meetings of the Council, Committee of the Whole and Ad Hoc Committees shall be open to the public, except as set out in Section 3 below.

### 3. CLOSED MEETINGS

- 3.1 Meetings of Council, Committee of the Whole and Ad Hoc Committees may be closed to the public if the subject matter being considered is:
  - 3.1.1. the security of the property of the Municipality or Local Board;
  - 3.1.2. personal matters about an identifiable individual, including municipal or local board employees;
  - 3.1.3. a proposed or pending acquisition or disposition of land by the Municipality or local board;
  - 3.1.4. labour relations or employee negotiations;
  - 3.1.5. litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
  - 3.1.6. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - 3.1.7. for educational or training purposes, which no Member discusses or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council or Committee.
  - 3.1.8. a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.
  - 3.1.9. Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

- 3.1.10. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to prejudice significantly with the contractual or other negotiations of a person, group of persons, or organization.
- 3.1.11. A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- 3.1.12. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

NOTE: A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council is designated as head of the institution for the purposes of that Act.

NOTE: A meeting shall be closed to the public as required under the provisions of the Emergency Management Act if the subject matter being discussed includes: a trade secret, or scientific, technical, commercial, financial or labour relations information supplied in confidence; or, personal information.

NOTE: If Council determines a document is no longer confidential and can be dealt with in an open meeting, and is subsequently discussed in public, the document is immediately no longer considered confidential.

- 3.2 Before holding a meeting or part of a meeting that is to be closed to the public, Council, Committee of the Whole and Special Committee shall state by resolution:

- 3.2.1. The fact of the holding of the closed meeting;

- 3.2.2. The general nature of the matter to be considered at the closed meeting.

#### 4. DISCLOSURE OF PECUNIARY INTEREST

- 4.1 Where any member has a pecuniary interest, either direct or indirect, in any question, the member shall at the first opportunity disclose his interest and the general nature thereof, and shall refrain from taking part in the discussion and from voting on the particular question.
- 4.2 Members declaring a pecuniary interest shall complete a written disclosure statement form, read it aloud and pass it to the Clerk.
- 4.3 The Clerk shall maintain a Registry of the disclosure statement forms.

## 5. INAUGURAL MEETING

- 5.1 The purpose of the Inaugural meeting is to administer the oath of office to the Mayor, Deputy Mayor and members of Council and to appoint the Council Liaison Persons as described in Section 32 of this bylaw and shall be held on the first Monday in December of an election year.
- 5.2 The Inaugural meeting of the newly elected Council after a regular election shall be held at a time and location within the municipality as determined by the Council-elect. In the event of inclement weather or any reasonable event where the meeting cannot be held, the Council-elect shall determine the alternate time or alternate location. The inaugural meeting shall be held on the first Monday in December of an election year.
- 5.3 The Council-elect shall be responsible for the content and format of the agenda for the Inaugural Meeting and all arrangements for the Inaugural proceedings including the selection of the officiating clergy person.
- 5.4 As soon as possible after the municipal election, the Clerk shall call an informal meeting of the Council-elect to decide the inaugural. This informal meeting shall not be considered a meeting of Council within the definition of the Municipal Act.

## 6. COUNCIL MEETINGS

- 6.1 The purpose of a Council meeting is to transact all corporate affairs at a duly convened time and place and with adequate notice. The role of Council is as set out in the Municipal Act.
- 6.2 The Council shall hold its regular meetings in the Council Chambers of the Administration Centre, unless otherwise specified, on the second and fourth Monday in each month at 7:00 p.m., and as otherwise established by Council or on such other day as may be determined from time to time by resolution of the Council. In the event that such a day is a holiday, or a day on which a municipal election is being held, in which case the Council shall not meet until the next scheduled day, the same not being a holiday, or a day on which a municipal election is being held. Council shall by resolution in the previous year determine the meeting dates.
- 6.3 Where a regular meeting of the Council is to be held at a time or day other than as set out in Section 6.2 above, the Council shall give notice at least five days in advance of such meeting and in accordance with the notice provisions in the Procedures for Notices Bylaw.
- 6.4 It shall be the responsibility of the Clerk to forward the agenda and background information for regular Council meetings a minimum of 48 hours in advance of the meeting. Additions to the agenda of regular meetings shall be available to members a minimum of one hour prior to the meeting.

6.5 Council may at any time resolve itself into Committee of the Whole.

## 7. COUNCIL MEETINGS UNDER THE PROVISIONS OF THE PLANNING ACT

- 7.1 The purpose of a Council meeting under the provisions of the Planning Act is to hold required public meetings on planning applications as required by the Planning Act at a duly convened time and place with notice as required by the Planning Act.
- 7.2 The Council shall hold its meetings, as required, during a regularly scheduled Council meeting or on such other day as may be determined from time to time by the Clerk.
- 7.3 It shall be the responsibility of the Clerk to forward the agenda and background information for the Council meetings a minimum of 48 hours in advance of the meeting. Additions to the agenda of the meetings shall be available to members a minimum of one hour prior to the meeting.

## 8. SPECIAL COUNCIL MEETINGS

- 8.1 The purpose of a Special Council meeting is to transact an item or items of corporate affairs where the circumstances will not permit the matter to be transacted at a regularly scheduled Council meeting.
- 8.2 The Mayor may at any time call a special meeting or 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 time and place mentioned in the petition. Except in the case of a disaster, twenty-four hours' notice of all special meetings of the Council shall be given to the members through the Clerk's office.
- 8.3 The notice calling a special meeting of the Council shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered at such meeting.

## 9. COMMITTEE OF THE WHOLE MEETINGS

- 9.1 The purpose of the Committee of the Whole is to evaluate staff or consultant recommendations or other items referred to it for discussion and to develop policies, practices and responses for Council to consider.
- 9.2 Committee of the Whole shall hold its regular meetings in the Council Chambers of the Administration Centre on the first and third Monday in each month at 9:30 a.m., if necessary, or on such other day as may be determined from time to time by resolution of Committee of the Whole or Council. In the event that the scheduled day is a holiday, or a day on which a municipal election is being held, in which case the Committee shall not meet until the next scheduled day, the same not being a holiday, or a day on which a municipal election is being held. Council shall in the previous year determine the meeting dates.

- 9.3 In the event there are insufficient items for the Committee of the Whole Agenda, the Clerk may cancel the meeting five days in advance of the meeting by posting notice on the Township's website and the Ramara Centre sign.
- 9.4 It shall be the responsibility of the Clerk to forward the agenda and background information for regular Committee of the Whole meetings a minimum of forty-eight hours in advance of the meeting. Additions to the agenda shall be available to members a minimum of one hour in advance of the meeting.
- 9.5 Committee of the Whole shall recommend to Council in report format. Any recommendation of a Committee, once adopted by the Council, shall be considered and deemed to be the proceedings of the Council.
- 9.6 Members of the Committee of the Whole may meet from time to time in addition to the times specified in this bylaw, for the purpose of considering any matter or thing referred to it and to report. The Mayor may call a Special Committee of the Whole meeting at any time or upon receipt of the petition of the majority of the members of the council, the Clerk shall summon a special meeting for the purpose and on the date and time and place mentioned in the petition. Twenty-four hours' notice of all special meetings shall be given to the members by the Clerk's office, stating the purpose of the meeting and matters to be considered.

## 10. MEETINGS OF AD-HOC COMMITTEES

- 10.1 Council may appoint an ad-hoc committee for a purpose established by Council. Council shall determine the membership, chairperson, mandate and terms of reference.
- 10.2 Meetings of the Ad-Hoc Committees of Council shall be held at times and locations as established by that body. The Mayor and Clerk shall be advised of the particulars.
- 10.3 The Chairperson may at any time call a meeting of the Ad-Hoc Committee or upon receipt of the petition of the majority of the members of the Committee, the Clerk shall summon a special meeting for the purpose and at the time and place mentioned in the petition.
- 10.4 It shall be the responsibility of the Clerk, or designate, to forward the agenda for meetings of Ad-Hoc Committees a minimum of forty-eight hours in advance.
- 10.5 Ad-Hoc Committee of Council shall recommend to Council in report format. Any recommendation of a Ad-Hoc Committee, once adopted by the Council, shall be considered and deemed to be the proceedings of the Council.

## 11. ADJOURNMENT

- 11.1 The hour for adjournment for evening meetings shall be no later than 11:00 p.m. At 10:45 p.m. the Mayor will ask if Council, Committee of the Whole or Ad Hoc Committee wishes to proceed beyond 11:00 p.m. This motion is not debatable and must be a unanimous vote of the members present. If the motion is not achieved to extend the meeting, Council, Committee of the Whole or Ad Hoc Committee will consider the time sensitive items and at 10:55 p.m. Council will move directly to bylaws.
- 11.2 The hour for adjournment for Committee of the Whole meeting commencing at 9:30 a.m. shall be no later than 1:30 p.m. At 1:15 p.m. the Mayor will ask if Committee of the Whole wishes to proceed beyond 1:30 p.m. This motion is not debatable and must be a unanimous vote of the members present. If the motion is not achieved to extend the meeting, Committee of the Whole will consider the time sensitive items and adjourn at 1:30 p.m.

## 12. ORDER OF PROCEEDINGS OF COUNCIL AND COMMITTEES

- 12.1 As soon after the hour fixed for the meeting as there is a quorum present, the Presiding Officer shall take the Chair and call the members to order. A majority of the members shall constitute a quorum.
- 12.2 Where the Mayor advises the Clerk that he/she will not be present, the Deputy Mayor shall preside during the meeting. When the Liaison of a specific jurisdiction advises the Clerk he/she will not be present, the members shall choose one amongst themselves to be Chairperson.
- 12.3 In case the Mayor does not attend Council or Committee of the Whole within fifteen minutes after the time appointed and unless the Clerk has received prior notice of his/her absence, the Deputy Mayor shall call the members to order and if a quorum is present, shall preside during the meeting or until the arrival of the Mayor.
- 12.4 In case the Presiding Officer does not attend a Special Committee meeting within 15 minutes after the time appointed, and unless the Clerk has received prior notice of his/her absence, the Clerk, if a quorum is present, shall call the members to order. An Acting Chairperson shall be chosen from the members present who shall preside during the meeting or until the arrival of the Presiding Officer.
- 12.5 While presiding, the Deputy Mayor or the Acting Chairperson chosen shall have all the powers of the Mayor or the Chairperson and shall be entitled to vote as a member.
- 12.6 If a member cannot attend a meeting, notification shall be made to the Clerk.
- 12.7 No member shall participate in a meeting in an electronic manner.



- 12.8 If there is no quorum within thirty minutes after the time appointed for the meeting, the Clerk shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.
- 12.9 In the absence of the Mayor and Deputy Mayor, the Councillor with the most years served on Council shall be appointed Acting Mayor and have all the powers of the Mayor. In the event that two members of Council have served the same amount of years on Council, the appointment of Acting Mayor shall be alphabetical using their surname.
- 12.10 At Committee of the Whole meetings, the Mayor shall call the meeting to order and preside except that the Council Liaison Member appointed under Section 32 of this bylaw shall Chair that section of the agenda that references their area of jurisdiction.

### 13. DUTIES OF THE PRESIDING OFFICER

The Presiding Officer shall:

- 13.1 Preserve order and decorum, decide questions of order (subject to an appeal by any member) and, without unnecessary comment, cite the rule or authority (as commonly accepted under parliamentary procedures) applicable to the case, if called upon to do so.
  - 13.1.1 Where a Member appeals the decision of the Presiding Officer on a question of order, the Council, Committee of the Whole or Ad Hoc Committee, as the case may be, shall decide the question and its decision shall be final.
  - 13.1.2 Where a Member persists in a breach of the rules order, the Presiding Officer shall, but only after an affirmative vote of the members present, order the Member in breach to vacate the meeting place.
- 13.2 Open the meeting by taking the Chair and calling the members to order.
- 13.3 Announce the business in the order in which it is to be acted upon.
- 13.4 Receive and submit, in the proper manner, all motions presented by the members.
- 13.5 Put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the results.
- 13.6 Decline to put to vote motions which infringe on the rules of procedure.
- 13.7 Restrain the members, within the rules of order, when engaged in debate.
- 13.8 Enforce on all occasions the observance of order and decorum among the members.

- 13.9 Call by name any member persisting in breach of the rules of order thereby ordering that member to vacate the meeting place by motion.
- 13.10 Receive all messages and other communications and announce them.
- 13.11 Authenticate, by his signature when applicable, all bylaws, resolutions and minutes.
- 13.12 Represent and support the Council, declaring its decision in all things.
- 13.13 Ensure that the decisions are in conformity with the laws and bylaws governing activities of the Council, Committee of the Whole or Ad Hoc Committee.
- 13.14 Adjourn the meeting when the business is concluded.
- 13.15 Adjourn the meeting without question put in the case of grave disorder arising in the meeting place.
- 13.16 Be permitted to take part in any debate without leaving the Chair.

#### 14. CONDUCT OF MEMBERS

No member shall:

- 14.1 Speak disrespectfully of Her Majesty the Queen or any of the Royal Family, or of the Governor-General, Lieutenant-Governor or any member of the Senate, the House of Commons of Canada, the Legislative Assembly of Ontario, or another member of Council;
- 14.2 Speak until the member has properly addressed the Presiding Officer and any other member where information is requested or a question asked. Terms such as Your Worship, Chairperson, Mayor, Deputy Mayor or Councillor shall be used.
- 14.3 Use offensive words or unparliamentary language.
- 14.4 Speak on any subject other than the subject in debate;
- 14.5 Criticize any decision except for the purpose of moving that the question be reconsidered;
- 14.6 Disobey the rules, a decision of the Presiding Officer on questions of order or practice, or upon the interpretation of the rules;
- 14.7 Disturb another member of the Council, Committee of the Whole or Ad Hoc Committee by any disorderly deportment disconcerting to any member speaking;
- 14.8 Be permitted to retake his/her seat at any meeting after being ordered by the Presiding Officer to vacate after committing a breach of any rule without making apology and the consent of the Council, Committee of the Whole or Special Committee expressed by a majority vote of the other members present, determined without debate;

14.9 Walk across or out of the meeting place or make any noise or disturbance when the Presiding Officer is putting a question and the member shall occupy his/her seat while a vote is being taken and until the result thereof is declared.

14.10 Violate the Code of Conduct for Elected Members.

## 15. RULES OF DEBATE

15.1 Every member when speaking to any question or motion shall respectfully address the Presiding Officer.

15.2 The Presiding Officer shall designate the member who has the floor when two or more members ask to speak.

15.3 When a member is speaking, no other member shall pass between him/her and the Presiding Officer, or interrupt except to raise a point of order.

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

15.5 No member shall speak to the same question for longer than five (5) minutes. With the leave of the Council, Committee of the Whole or Ad Hoc Committee a supplementary question with a further three (3) minutes may be granted.

15.6 A member may ask a question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding thereof.

15.7 All questions shall be stated succinctly and questions shall not be used as a means of making statements or assertions.

15.8 Questions may be asked only of the mover, previous speaker, Presiding Officer, an official, staff, or consultant of the Township.

## 16. VOTING ON QUESTIONS

16.1 When the Presiding Officer calls for the vote on a question, each member shall occupy his/her seat and shall remain there until the result of the vote has been declared by the Presiding Officer, and during such time no member shall walk across the room or speak to any other member or make any noise or disturbance.

16.2 When the Presiding Officer calls for the vote on a question, each member present must vote by a show of hand, except when a member has requested a recorded vote or the Member has declared a Pecuniary Interest.

16.3 A member of Council may request a recorded vote on any matter where a vote on a question has been called except for a motion of adjournment.

- 16.4 If a member who has voted on a question disagrees with the declaration of the Presiding Officer that the question is carried, or lost, he/she may, but only immediately after the declaration, object to the Presiding Officer's declaration and in the case of Council, require a Recorded Vote to be taken in the manner prescribed in Subsection 16.5 of this bylaw or in the case of a Committee, request a recount of the show of hands.
- 16.5 When a member of the Council requests a Recorded Vote, that member shall vote first, followed by each remaining member of Council in alphabetical order announcing his/her vote upon request openly and individually in the Council unless otherwise prohibited by statute, and the Clerk shall record the same and shall announce the result of the said vote.
- 16.6 When a question is put, every member present at a meeting of the Council, Committee of the Whole or Ad Hoc Committee shall vote thereon, except when he has any pecuniary interest, direct or indirect in the question. Every member present who is required to vote on a question, but in fact does not vote thereon, shall be deemed to be voting in the negative.
- 16.7 The Presiding Officer (except where disqualified from voting by reason of interest or otherwise) may vote with the members on all questions.
- 16.8 Any questions on which there is an equality of votes shall be deemed to be negative and shall be recorded as lost.

## 17. AGENDA

- 17.1 The Clerk shall have prepared and have either a printed copy or electronic copy of the agenda for the use of the members at the regular meetings of the Council an agenda under the following headings:
  - 17.1.1 Opening of the Meeting by the Mayor;
    - 17.1.1.1 Opening Prayer;
    - 17.1.1.2 Remarks by Mayor;
  - 17.1.2 Adoption of Agenda and/or Agenda Additions
  - 17.1.3 Adoption of Minutes;
  - 17.1.4 Disclosure of Pecuniary Interest;
  - 17.1.5 Motions of which notice has been previously given;
  - 17.1.6 Public Meetings;
  - 17.1.7 Presentations, Receiving of Petitions and Deputations;
  - 17.1.8 Consent Agenda;

- 17.1.9 Reports of Committees and Boards;
  - 17.1.10 Items Requiring the Immediate Attention of Council;
  - 17.1.11 Unfinished Business;
  - 17.1.12 Long Term Initiatives;
  - 17.1.13 County Council Update;
  - 17.1.14 Announcements and Inquiries - Members of Council;
  - 17.1.15 Requests of Council;
  - 17.1.16 Notices of Motion;
  - 17.1.17 Question Period for Media and Public dealing with agenda items.  
(Maximum 15 minutes)
  - 17.1.18 Bills and Bylaws;
  - 17.1.19 Closed Session;
  - 17.1.20 Confirmation Bylaw;
  - 17.1.21 Adjournment.
- 17.2 The Clerk shall have either a printed copy or electronic copy of the agenda prepared for the use of the members at the Council meeting under the provisions of the Planning Act an agenda under the following headings:
- 17.2.1 Opening of the Meeting by the Mayor;
  - 17.2.2 Adoption of the Agenda and/or Agenda Additions;
  - 17.2.3 Disclosure of Pecuniary Interest;
  - 17.2.4 Public Meetings;
  - 17.2.5 Adjournment.
- 17.3 The Clerk shall have either a printed copy or electronic copy of the agenda prepared, for the use of the members at the regular meetings of Committee of the Whole, an agenda under the following headings:
- 17.3.1 Opening of the Meeting;
  - 17.3.2 Disclosure of Pecuniary Interest;

- 17.3.3 Deputations by Township Consultants and Staff;  
Questions from Media and Public pertaining to the deputations on the agenda
- 17.3.4 Recommendations of Committee, consultants and staff divided into the following categories:
  - 17.3.4.1 Committee of the Whole, on a rotating basis:
    - 17.3.4.1.1 Administration, Finance and Personnel Services  
Unfinished or New Business  
Questions from Media and Public regarding items on the agenda pertaining to Administration, Finance and Personnel
    - 17.3.4.1.2 Culture and Recreation Services  
Unfinished or New Business  
Questions from Media and Public regarding items on the agenda pertaining to Culture and Recreation
    - 17.3.4.1.3 Environmental Services  
Unfinished or New Business  
Questions from Media and Public regarding items on the agenda pertaining to Environmental Services
    - 17.3.4.1.4 Planning & Development Services  
Unfinished or New Business  
Questions from Media and Public regarding items on the agenda pertaining to Planning & Development Services with the exception of Planning Applications
    - 17.3.4.1.5 Protective Services  
Unfinished or New Business  
Questions from Media and Public regarding items on the agenda pertaining to Protective Services
    - 17.3.4.1.6 Transportation Services  
Unfinished or New Business  
Questions from Media and Public regarding items on the agenda pertaining to Transportation Services
  - 17.3.4.2 Closed Session, if required
  - 17.3.4.3 Adjournment.
- 17.4 The staff person appointed by the Clerk to the Ad Hoc Committee shall have prepared and printed for the use of the members at the regular meetings of the Ad Hoc Committee, an agenda under the required headings.

- 17.5 The business of Council, Committee of the Whole or Ad Hoc Committee shall in all cases be taken up in the order in which it stands upon the agendas, unless otherwise decided by the members present.

## 18. MOTIONS AND ORDER OF PUTTING QUESTIONS TO COUNCIL

- 18.1 The following matters may be introduced orally without written notice and without leave;
- 18.1.1 A point of order or personal privilege;
  - 18.1.2 A motion to comply with a rule of procedure;
  - 18.1.3 A motion to adjourn (not debatable);
  - 18.1.4 A motion that the vote now be taken;
  - 18.1.5 A motion that the Council resolves itself into a Committee of the Whole (not debatable).
- 18.2 Except as provided in Subsection 18.1 above, all motions and notices thereof shall be in writing.
- 18.3 A motion for the previous question shall not be put until all speakers listed have spoken and the mover has replied.
- 18.4 Any motion may be introduced without notice if the Council, without debate, dispenses with notice on the affirmative vote of at least two thirds (5) of the members of Council.
- 18.5 All motions shall be seconded before being put from the Mayor or debated. When a motion is seconded, it shall be read or stated by the Mayor before debate.
- 18.6 After a motion has been read or stated by the Mayor, it shall be deemed to be in the possession of the Council but it may, with the majority consent of the Council members present, be withdrawn by the mover and seconder at any time before decision or amendment.
- 18.7 Should the Mayor desire to introduce a motion or bylaw, the Mayor shall leave the Chair for that purpose and shall call on the Deputy Mayor to fill his/her place until he/she resumes the Chair.
- 18.8 A Motion to Amend:
- 18.8.1 Shall be presented in writing;
  - 18.8.2 Shall receive disposition of the Council before a previous amendment or the question;

- 18.8.3 Shall not be further amended more than once provided that further amendment may be made to the main question;
- 18.8.4 Shall be relevant to the question to be received;
- 18.8.5 Shall not be received proposing a direct negative to the question;
- 18.8.6 May propose a separate and distinct disposition of a question;
- 18.8.7 Shall be put in the reverse order to that in which it is moved.
- 18.9 When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer, that the vote now be taken or to adjourn the meeting. A motion that the vote be now taken shall take precedence over any other motion except a motion to adjourn the meeting, and, subject to Section 18.3 shall be put immediately without debate.
- 18.10 No member shall speak to a resolution more than once, without leave from the Mayor, or accept an explanation of the material part of his report, which may have been misunderstood but otherwise shall not be permitted to introduce another matter. A reply shall be allowed to a member who has made a substantive resolution, to any member who has moved an amendment, the previous question and/or instruction to a Committee. Each member shall confine his/her remarks to a limit of three (3) minutes.
- 18.11 Immediately preceding the taking of the vote, the Mayor shall state the question in the precise form in which it will be recorded in the minutes.
- 18.12 After a question is finally put by the Mayor, no member shall speak to the question, nor shall any other motion be made, until after the result of the vote has been declared.
- 18.13 Any resolution shall require a majority of votes in order to be valid and binding on the Council.
- 18.14 After any question has been decided the following shall prevail:
  - 18.14.1 Any member of the Council may give notice within the calendar year in which the question was decided for a reconsideration of the Council. A majority vote of the total members of Council will be required to carry the motion for reconsideration;
  - 18.14.2 No discussion of the main question shall be allowed until the motion for reconsideration is carried, and no question shall be reconsidered more than once in the calendar year.



## 19. MOTIONS AND ORDER OF PUTTING QUESTIONS TO COMMITTEE OF THE WHOLE

- 19.1 Section 18 of this Bylaw will generally apply to meetings of Committee of the Whole except as amended by this Section;
- 19.2 Motions and amendments to motions need not be in writing, but must have a mover and seconder;
- 19.3 Motions may be introduced without notice;
- 19.4 Members may speak to any motion as many times as desired to provide new information or clarification;
- 19.5 Proceedings of Committee of the Whole shall be in report format. Members may request separate reports for any resolution without debate immediately following an affirmative vote;
- 19.6 Any resolution where a member has disclosed a pecuniary interest will be a separate report.

## 20. MOTIONS AND ORDER OF PUTTING QUESTIONS TO AD HOC COMMITTEES

- 20.1 Section 18 of this Bylaw will generally apply to meetings of all Ad Hoc Committees except as amended by this Section or agreed upon by the members of the Special Committee;
- 20.2 Motions and amendments to motions need not be in writing, but must have a mover and seconder;
- 20.3 Motions may be introduced without notice;
- 20.4 Members may speak to any motion as many times as desired to provide new information or clarification;
- 20.5 Proceedings will be in report format. Members may request a separate report for any resolution without debate immediately following an affirmative vote;

## 21. ADDITIONS TO THE AGENDA

- 21.1 If information is received between the time the agenda for the meeting is printed and the meeting is held, and the Clerk is of the opinion the matter must receive direction from or brought to the attention of Council, the Clerk shall add the matter to the agenda.

## 22. MINUTES

22.1 The Council minutes shall record:

22.1.1 The place, date and time of meeting;

22.1.2 The name(s) of the Presiding Officer(s) and record of attendance of the members and staff;

22.1.3 The reading, if requested, correction and/or adoption of the minutes of the prior meetings;

22.1.4 All other proceedings of the meeting without note or comment.

22.2 Minutes for closed sessions of Council shall, in addition to any motion, provide statements of all matters discussed.

22.3 Minutes for public meetings of Council concerning planning applications shall be prepared individually for each application.

22.4 Minutes of Council meetings shall be available to members of Council within four working days of the meeting.

## 23. PUBLIC MEETINGS

23.1 Public meetings at Council shall include meetings required under the provisions of the Municipal Act, Planning Act, other statutory acts or any item where Council desires to receive additional public input.

23.2 The Clerk shall schedule any statutory meeting and in the case of the Planning Act will schedule the required public meeting for small, site specific planning applications once he/she is advised by the Township's planning consultant that all the required information is received. In the case of larger planning applications, including plans of subdivision, the required information shall be presented and a motion of Council is required directing that the public meeting be scheduled.

## 24. COMMUNICATIONS

24.1 Every communication to be presented to the Council, Committee of the Whole or Ad Hoc Committee, shall be legibly written or printed and shall not contain any obscene or improper matter or language, and shall be signed and dated by at least one person, filed with the Clerk, and shall include an address and telephone number where return correspondence or contact is to be directed.

24.2 Every communication shall be delivered to the Clerk's office by 9:00 a.m. on the Wednesday prior to the Council or Committee of the Whole meeting for inclusion on the agenda.

- 24.3 All communications directed to Council shall be listed on the agenda as Consent Agenda. The Clerk shall group communications into those being received for information and those requiring action. A single motion to consent to the recommendations of the Clerk shall be adopted.
- 24.4 Notwithstanding Section 24.3, any member of Council may verbally remove a Consent Agenda Item to deal with it separately;
- 24.5 The Clerk in grouping the communications that require action shall:
- 24.5.1 Prepare recommendations of communication items from Township residents, member municipalities within the County of Simcoe and our local MP and MPP.
  - 24.5.2 Forward communications generally discussed at budget to the appropriate committee of Council.
  - 24.5.3 Forward communications requiring a staff report to the appropriate staff member, and
  - 24.5.4 Provide any additional grouping as he/she deems appropriate.
- 24.6 Members of Council should, whenever possible, contact the Clerk to request a draft motion to be prepared or advise of a motion that will be brought forward by the member.
- 24.7 In addition to the above, all communications from the Provincial and Federal Governments requesting nominations for specific awards shall be forwarded immediately upon receipt by the Clerk, to the following pertinent committee or local board of the Township:
- Brechin & Beyond Committee
  - Committee of Adjustment
  - Community Policing Committee
  - Emergency Management Planning Committee
  - Lagoon City Parks & Waterways Commission
  - Medical Centre Board
  - Recreation & Leisure Advisory Committee
    - o Atherley Community Centre Board of Management
    - o Brechin Community Centre Board of Management
    - o Longford Community Centre Board of Management
    - o Udney Community Centre Board of Management
    - o Youth Committee
    - o Historical Society
    - o Trails Committee
  - Wall of Fame Committee

## 25. DEPUTATIONS/DELEGATIONS

- 25.1 A person desiring to present information on any matter or make a request in writing on the form attached hereto as Schedule 'B', of the Council shall give notice to the Clerk's office by 9:00 a.m. on the Wednesday prior to the Council Meeting, stating the purpose of the deputation and providing a specific detailed outline of the subject matter of the presentation. Deputations/delegations may be heard by leave of the Council but shall be limited in speaking to not more than ten (10) minutes. Persons requesting to appear before the Council shall be advised of the time limitation in advance of their presentation.
- 25.1.1 Notwithstanding Section 25.1, all deputations at regular Council meetings shall be limited to items of immediate concern to Council as determined by the Clerk.
- 25.2 Persons presenting deputations/delegations shall confine their remarks to the specific matter of the presentation.
- 25.3 No member of Council shall interrupt a presentation while they are addressing Council/Committee, except on a point of order, or if the Mayor deems it necessary to advise them of the time limitation
- 25.4 Members of Council may ask questions, through the Chair, of the presenter following completion of the deputation/delegation, but shall not enter into debate with the presenter.
- 25.5 All deputations will be "Received as Presented" only and may be forwarded to Committee of the Whole for further consideration.

## 26. ITEMS REQUIRING THE IMMEDIATE ATTENTION OF COUNCIL

- 26.1 If a Notice has been provided to the public and Council is to discuss the particular topic, it shall be placed on the agenda under this section. E.g. budget, road closure, surplus lands.
- 26.2 If a matter arises between the time of the Committee or Council meeting that must be dispatched by Council prior to Council's next regularly scheduled meeting, the Clerk may add the matter to the agenda. E.g. real estate, litigation.

## 27. UNFINISHED BUSINESS (Council) UNFINISHED OR NEW BUSINESS (Committee)

- 27.1 In the event Council or Committee does not complete the transaction of all of its agenda items by the time of adjournment, the Clerk shall schedule all remaining business on the next agenda at a regular scheduled meeting of the Council or Committee, as the case may be. New business may be introduced at Committee.

## 28. LONG TERM INITIATIVES

- 28.1 Annually, Council will determine the long term initiatives they wish to list on the Agenda. The Clerk shall place such list on the agenda.

## 29. REQUESTS OF COUNCIL

- 29.1 In the event a member of Council requests a staff report or further information on a certain matter, a resolution of Council detailing the request is required.

## 30. QUESTION PERIOD FOR THE MEDIA AND PUBLIC DEALING WITH AGENDA ITEMS

- 30.1 Council and Committee of the Whole shall entertain questions from the media and public at regularly scheduled meetings of Council for a period of up to 15 minutes.
- 30.2 The question shall only be allowed if it relates directly to an item on the agenda. No questions dealing with issues under the Planning Act will be accepted.
- 30.3 All questions shall be stated succinctly for the purpose of obtaining relevant facts and the question shall not be used as a means of making statements or assertions.
- 30.4 Any person asking a question shall provide their name and address before asking the question.
- 30.5 Questions shall be limited to a maximum of three per person asked on a rotating basis to ensure everyone present has an opportunity to pose a question should they desire.

## 31. READING OF BYLAWS AND PROCEEDINGS THEREON OF COUNCIL

- 31.1 All bylaws with the exception of the Confirmation Bylaw shall be introduced as Bills with one motion by a member of Council, specifying Bill numbers. If a member has declared a pecuniary interest on a matter or previously requested that the matter be considered separately, the Bill shall be presented by separate motion.
- 31.2 Every Bill and the Confirming Bylaw when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any act and shall be complete with the exception of the number and date thereof.
- 31.3 Every Bill and Confirming Bylaw are deemed to be read three times in place of the complete reading of the bylaw.
- 31.4 A Confirmation Bylaw shall be passed at the conclusion of every meeting confirming the proceedings of Council at its meeting held on that day.

- 31.5 Every Bill once passed shall become a Bylaw enacted by the Council, shall be numbered and dated and shall be sealed with the seal of The Corporation and signed by the Mayor and the Clerk and shall be deposited by the Clerk in his/her office for safekeeping.

## 32. COUNCIL LIAISON PERSONS

- 32.1 The Mayor-elect, following consultation with all members of the Council-elect, shall appoint the Council Liaison Persons at the Inaugural Meeting of the Council. If the appointment is not made at the Inaugural Meeting, the Mayor shall appoint such liaison persons as soon after the Inaugural meeting as the Mayor deems practical.
- 32.1.1 The appointment of Council Liaison Persons shall include co-chairs when deemed necessary by the Mayor.
- 32.2 The Council Liaison Persons shall be appointed for the following areas of jurisdiction:
- 32.2.1 Administration, Finance and Personnel Services;
- 32.2.2 Culture and Recreation Services;
- 32.2.3 Environment Services;
- 32.2.4 Protective Services;
- 32.2.5 Planning and Development Services;
- 32.2.6 Transportation Services;
- 32.3 The areas of jurisdiction are further defined on Schedule 'A' to this bylaw and may be amended from time to time by a resolution of Council.
- 32.4 The Council Liaison Person shall Chair the portion of the Committee of the Whole meetings dealing with matters relating to their specific jurisdiction.

## 33. STRIKING COMMITTEE

- 33.1 A Striking Committee meeting shall consist of all members of Council and shall take place at the first meeting after the Inaugural Meeting. The purpose of the meeting is to appoint members of the public to various Boards, Commissions, and other statutory positions.
- 33.2 Notwithstanding Section 33.1 above, Council may from time to time make appointments by resolution to the various Boards Commissions and Special Bodies as Council deems necessary.

## 34. TENDER OPENING COMMITTEE

- 34.1 A committee for the opening of tenders will consist of the applicable Council liaison member or his/her designate provided the designate is a member of Council, the Clerk, Deputy Clerk, Treasurer or Deputy Treasurer as chairperson, Service Area Manager and one other member of staff to record the results.
- 34.2 Tender openings will be held during business hours, 10 minutes after the closing time of the tender.
- 34.3 All tender openings will be open to the public and Council will be advised in advance of when a tender opening will be held.
- 34.4 A Tender Opening Committee Report will be presented to Council at the next regular scheduled meeting and shall include a list and price of all who tendered.

## 35. AMENDMENT TO THE BYLAW

- 35.1 No amendment or repeal of this bylaw or any part thereof shall be considered at any meeting of the Council unless notice of proposed amendment or repeal has been given at a previous regular meeting of the Council and the waiving of this notice by the Council is prohibited.

## 36. SUSPENSION OF RULES

- 36.1 Except as specifically noted to the contrary, any procedure required by this bylaw may be temporarily suspended with the consent of two thirds of the members of the Council, Committee of the Whole or Special Committee present.

## 37. SEVERABILITY

- 37.1 Should any section, subsection, clause, paragraph or provision of this bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole or any part thereof, other than the provisions so declared to be invalid.

## 38. REMARKS

- 38.1 In this bylaw, words in the singular include the plural, words in the plural include the singular and words importing the masculine gender include the feminine and neuter genders where the context so requires.

## 39. SCHEDULES

- 39.1 That Schedule 'A', Special Committees of Council, and Schedule 'B' Deputation Request Form, attached hereto shall be and does form a part of this bylaw.

#### 40. TITLE

40.1 The short form title of this bylaw shall be the "Procedure Bylaw"


#### 41. EFFECTIVE DATE


41.1 This Bylaw shall come into force and effect on the date of passing.

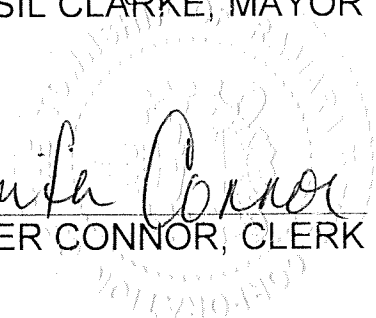
#### 42. REPEALS

42.1 Bylaw 2016.19 and 2016.33 are hereby repealed.

BYLAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED,  
THIS 12<sup>TH</sup> DAY OF FEBRUARY 2018.

  
BASIL CLARKE, MAYOR

  
JENNIFER CONNOR, CLERK





## LIAISON JURISDICTIONS

### ASSUMED TERMS OF REFERENCE

#### 1. Administration/Finance/Personnel

- procedure bylaw
- budget
  - o 10 year capital forecast
  - o annual operating estimates
- audit
- election selection
- organization structure
- salary and benefits
- property purchases (general) and sales
- intergovernmental affairs
- First Nation Liaison
- Casino Rama liaison
- CAO's review
- grants
- tenders and quotations for administration office
- information technology
- document management
- financial matters
- taxation
- asset management
- development charges
- assessment
- cemeteries
- transparency

#### 2. Culture & Recreation

- community centre boards
- Parks & Recreation Advisory Committee
- library relations
- Recreation Master Plan
- park maintenance
- swim program
- tourism
- tenders and quotations for parks
- Rama recreation liaison
- accessibility

### 3. Environment

- sanitary sewers
- sewage treatment plant, lagoons, spray fields
- water works including wells, plant, mains, fire hydrants
- septic approvals
- sludge spreading
- noise
- tenders and quotations for sewer and water
- spill containment
- nutrient management
- well head protection/intake protection zones
- water quality assurance
- source water protection
- Lake Simcoe Protection Plan
- sustainability
- energy initiatives

### 4. Planning & Development

- economic development
- community improvement
- strategic plan
- official plan
- zoning
- committee of adjustment liaison
- building inspection
- property standards inspection
- septic inspection and re-inspection
- property standards committee relations
- site plan control, standards and agreements
- subdivision, condominium and consent agreements
- lot grading
- conservation authority liaison
- Rama planning liaison
- backflow prevention
- draft approvals of subdivision and condominium plans

### 5. Protective Services

- police matters
- fire and rescue services matters
- fire prevention
- ambulance service liaison
- tenders and quotations for fire equipment
- Community Policing Advisory Committee (CPAC) relations
- Community Policing Committee liaison
- provincial offences administrative matters
- licencing
- bylaw enforcement and provincial offences enforcement
- canine control

- health & safety
- mosquito control
- emergency management
- radio communication system

## 6. Transportation Services

- road construction
- road maintenance
- winter control
- bridges
- storm water management
- drainage works - award drains, municipal drains, tile drainage
- transportation planning
- active transportation planning
- trail construction and maintenance
- garbage and recycling liaison with County
- rail liaison
- municipal docks and boat launches
- fencing bonuses
- street lighting
- municipal franchise agreements
- tenders and quotations for road work, road services and equipment
- Rama road maintenance liaison
- weed control
- litter control
- engineering design criteria
- traffic controls
- traffic counts



**TOWNSHIP OF RAMARA  
DEPUTATION REQUEST FORM**

Council Meeting Date: \_\_\_\_\_

Deputations will take place at a Council Meeting in the Council Chambers at 2297 Highway 12, Brechin, ON

All submissions for consideration by Council must be submitted to the Clerk by 9:00 a.m. on the Wednesday prior to the requested meeting date.

PERSON REQUESTING DEPUTATION: \_\_\_\_\_

CONTACT DETAILS: Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

DETAILS OF DEPUTATION: Please print clearly. Attach extra pages if necessary.

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I would like to use: ☐ laptop ☐ projector

Have discussions or correspondence taken place with a member of Council or Department Manager, if so with whom and when?

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Are you speaking: a) ☐ on your own behalf; or  
b) ☐ on behalf of a group/organization/association (state names)

Names and Signatures of Individuals Participating in Deputation:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25 as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk's Office, The Corporation of the Township of Ramara, 2297 Highway 12, P.O. Box 130, Brechin, ON L0K 1B0.*