

THE CORPORATION OF THE TOWNSHIP OF RAMARA

BYLAW NO. 2023.

A BYLAW TO GOVERN THE CALLING, PLACE AND PROCEEDINGS OF MEETINGS OF THE LAGOON CITY PARKS & WATERWAYS COMMISSION

WHEREAS the Municipal Act R.S.O. 2001, Section 238 states that every municipality and local board shall pass a procedure bylaw for the governing the calling, place and proceedings of meetings;

AND WHEREAS the Lagoon City Parks & Waterways Commission is a local board appointed by the Council of the Township of Ramara;

AND WHEREAS the Council of the Corporation of the Township of Ramara deems it expedient to pass a bylaw to establish current practices, procedure and statutory requirements of the Lagoon City Parks & Waterways Commission.

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

1. DEFINITIONS

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

- 1.1 "Clerk" means the Clerk of the Township of Ramara;
- 1.2 "Commission" means the Lagoon City Parks & Waterways Commission;
- 1.3 "Commissioner" means persons including members of Council appointed by Council to the Lagoon City Parks & Waterways Commission;
- 1.4 "Chair" means the Chairperson of the meeting;
- 1.5 "Council" means the Council of the Township of Ramara;
- 1.6 "Mayor" means the Mayor of the Township of Ramara;
- 1.7 "Meeting" means any regular, special or other meeting of a local board;
- 1.8 "Member" means a member of the Lagoon City Parks & Waterways Commission and includes the Chair;

- 1.9 “Presiding Officer” means the Chair of the Lagoon City Parks & Waterways Commission in his/her absence, the alternate appointed by the members;
- 1.10 “Quorum” means 3 or more when 5 members are appointed to the Lagoon City Parks & Waterways Commission, by Council;

2. GENERAL

- 2.1 The rules and regulations contained in this bylaw shall be observed in all proceedings of the Commission, and shall be the rules and regulations for the order and dispatch of business;
- 2.2 All meetings of the Lagoon City Parks & Waterways Commission shall be open to the public;
- 2.3 Notwithstanding Section 2.2, a meeting or part of a meeting may be closed to the public in accordance with Section 239(2), (3) and (3.1) of the Municipal Act, 2001;
 - 2.3.1 Before holding a meeting that is to be closed to the public, the Commission shall state by resolution the fact of the holding of the closed meeting and the general nature of the matter to be considered in the closed meeting;
 - 2.3.2 Following a Closed Meeting of the Commission, the Chair shall disclose in a general manner how the Agenda Items were dealt with in the Closed Meeting.
- 2.4 The Commission shall choose amongst themselves a Chairperson;
- 2.5 Where any member has a pecuniary interest in accordance with the Conflict of Interest Act, 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;
- 2.6 Members declaring a pecuniary interest shall complete and submit an online written disclosure statement, and read it aloud at the meeting. The Township Clerk shall maintain a Registry of the disclosure statements which shall be posted on the Township’s website.
- 2.7 Meetings of the Lagoon City Parks & Waterways Commission shall be held on the second Thursday in each month at 9:30 a.m. in the Council Chamber at the Township of Ramara Administration Centre in Brechin, or an alternative meeting date or place may be called by the Chair of the Commission;
- 2.8 Notwithstanding Section 2.7, that while every effort shall be made by the members to attend meetings physically in person, during the following circumstances members may participate electronically in a meeting to the extent and in the matter set out in this Bylaw:

- 2.8.1 It is not safe or possible to attend an in person meeting due to a natural weather event;
 - 2.8.2 Health and safety restrictions as determined by the CAO, Mayor or Emergency Management Committee;
 - 2.8.3 Restrictions or guidelines set out by the Simcoe Muskoka District Health Unit, the Ontario Provincial Police or the Province of Ontario;
 - 2.8.4 At the discretion of the Chair, Mayor, Clerk or Secretary.
- 2.9 In the event of technical failure during the meeting, the Commission may take a recess of not more than ten (10) minutes to allow staff to reinstate the electronic participation. If a member can no longer participate by electronic means, it will not affect the validity of the meeting or decisions make.
- 2.10 Every effort will be made to livestream the meetings to allow for public participation and viewing.
- 2.11 If there is insufficient business to attend to, the meeting may be cancelled or rescheduled;
- 2.12 If a meeting is cancelled or rescheduled, notice shall be posted on the Township's website and on the public bulletin board in the Administration Centre;
- 2.13 It shall be the responsibility of the secretary to inform the Commission members of any changes in the meeting date, time or location and to forward the agenda and background information electronically in advance of the meeting;
- 2.14 As soon as after the hour fixed for the meeting and there is a quorum present, the Chair shall call the members to order;
- 2.15 The hour for adjournment for daytime meetings shall be 1:00 p.m. The Commission shall always adjourn by that hour unless this rule is temporarily suspended by a resolution concurred by the majority of the members present;
- 2.16 When the Chair or the Secretary is not present at a meeting, ~~the members shall choose one amongst themselves to be Chair or Secretary, as the case may be,~~ Member with the most seniority will be the Chair to preside at that meeting only;
- 2.17 While presiding, the Acting Chair shall have all the powers of the Chair and shall be entitled to vote as a member;
- 2.18 If a member cannot attend a meeting, notification should be made to the Secretary of the Commission;

- 2.19 If there is no quorum within thirty minutes after the time appointed for the meeting, the Secretary shall call the roll and record the names of the members present and the meeting shall stand adjourned until the next regular meeting.

3. DUTIES OF THE PRESIDING OFFICER

The presiding officer shall:

- 3.1 Preserve and enforce decorum, decide questions of order;
- 3.2 Open the meeting by taking the Chair and calling the meeting to order;
- 3.3 Announce the business in the order in which it is to be acted upon;
- 3.4 Receive and submit in the proper manner, all motions presented by the members;
- 3.5 Put to vote all questions which are regularly moved and seconded or necessarily arise in the course of proceedings and to announce the results;
- 3.6 Decline to put to vote motions which infringe on the rules of procedure;
- 3.7 Restrain the members within the rules of order when engaged in debate;
- 3.8 Call by name any member persisting in breach of the rules of order thereby ordering the member to vacate the meeting place;
- 3.9 Receive all messages and other communications and announce them;
- 3.10 Authenticate by their signature when applicable on all minutes;
- 3.11 Represent and support the Commission declaring its decision in all things;
- 3.12 Ensure that the decisions are in conformity with the laws and bylaws governing activities of the Commission;
- 3.13 Adjourn the meeting when the business is concluded;

4. DUTIES OF THE SECRETARY

The Secretary shall:

- 4.1 Prepare agendas and minutes without note or comment;
- 4.2 Maintain records of all correspondence received by the Commission;
- 4.3 Authenticate with their signature when applicable on all minutes.

5. CONDUCT OF MEMBERS

No Member shall:

- 5.1 Use offensive words or unparliamentary language;
- 5.2 Speak on any subject other than the subject in debate;
- 5.3 Criticize any decision except for the purpose of moving that the questions be reconsidered;
- 5.4 Disobey the rules or a decision of the presiding officer on questions of order or practise, or upon interpretation of the rules;
- 5.5 Disturb another member of the committee by any disorderly deportment disconcerting to any member speaking;
- 5.6 Violate the Code of Conduct for Members of Council, Committees and Boards and the Council-Staff Relations Policy.

6. RULES OF DEBATE

- 6.1 Every member when speaking to any question or motion shall respectfully address the Chair;
- 6.2 The Chair shall designate the member who has the floor when two or more members rise to speak;
- 6.3 When a member is speaking, no other member shall pass between them and the Chair, or interrupt except to raise a point of order;
- 6.4 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.

7. VOTING

- 7.1 When the Chair calls for the vote on a question, each member shall occupy their seat and shall remain there until the result of the vote has been declared by the Chairperson, and during such time no member shall walk across the room or speak to any other member or make any noise of disturbance;
- 7.2 If a member who has voted on a question disagrees with the declaration of the Chair that the question is carried, or lost, they may, but only immediately after the declaration object to the Chair's declaration and request a recount of the show of hands;
- 7.3 Every member present at a meeting of the Commission when a question is put shall vote thereon, except when they have a pecuniary interest, direct or indirect. 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;

- 7.4 Any questions where there is an equality of votes shall be deemed to be lost (negative).

8. MOTIONS AND ORDER OF PUTTING QUESTIONS

- 8.1 Motions shall have a mover and a seconder;
- 8.2 Motions may be presented in writing or verbally;
- 8.3 Members may speak to any motion as many times as desired to provide new information or ask questions for clarification.

9. MINUTES

The Lagoon City Parks & Waterways Commission minutes shall record:

- 9.1 The place, date, and time of the meeting;
- 9.2 The name of the Chair, Secretary and record of attendance of the members;
- 9.3 The reading, if requested, correction and/or adoption of the minutes of the prior meetings;
- 9.4 All other proceedings of the meeting, without note or comment;
- 9.5 Time of adjournment.

10. SEVERABILITY

Should any section, subsection, clause, paragraph or provision of this bylaw be declared invalid by a court of competent jurisdiction, 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.

11. MUNICIPAL COUNCIL APPROVAL

Any change or amendment to the procedures in this bylaw must be authorized by the Council of the Corporation of the Township of Ramara.

12. EFFECTIVE DATE

This bylaw shall come into force and take effect upon the approval of the bylaw by Township Council.

13. REPEAL

Bylaw 2003.30 and any amendments thereto are hereby repealed.

**BYLAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
THIS DAY OF .**

The Corporation of the
Township of Ramara