

**THE CORPORATION OF THE TOWNSHIP
OF DRUMMOND/NORTH ELMSLEY**

BY-LAW NO. 2025-0xx

PROCEDURAL BY-LAW

**BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL, THE
CONDUCT OF ITS MEMBERS AND THE CALLING OF MEETINGS.**

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

AND WHEREAS, Section 238 (2.1) of the *Municipal Act, 2001*, O. 2001, c. 25 as amended, requires that the procedure By-Law shall provide for public notice of meetings;

NOW THEREFORE BE IT RESOLVED THAT, the Council the Corporation of the Township of Drummond/North Elmsley hereby enacts as follows:

1. **THAT**, the Procedural By-Law, attached hereto is hereby adopted as an official document of the Township of Drummond/North Elmsley.
2. **THAT**, Schedule "A" attached hereto shall form part of this By-Law.
3. **THAT**, should any sections of this By-Law, including any section or part of the schedule attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.
4. **THAT** By-Law 2023-054 and amendments shall be and are hereby repealed.

BY-LAW read and passed on the xxx day of xxxxx, 2025.

Steve Fournier, Reeve

Janie Laidlaw, Clerk

**THE CORPORATION OF THE TOWNSHIP
OF DRUMMOND/NORTH ELMSLEY**

**BY-LAW NO. 2025-0xx
Schedule “A”**

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Definitions

“Agenda” means the written Order of Business.

“Chair” (Presiding Officer) means the Member who presides at a Council or Committee Meetings.

“Chief Administrative Officer” means the Chief Administrative Officer (CAO) or designate duly appointed by the Council as prescribed in Section 229 of the *Municipal Act, 2001*, S.O. 2001, c 25, as amended.

“Clerk” means the Clerk of the Township of Drummond/North Elmsley or designate duly appointed by the Council of the Corporation of the Township of Drummond/ North Elmsley as prescribed in Section 228 of the *Municipal Act, 2001*, S.O. 2001, c 25, as amended and in his/her absence, the Deputy Clerk.

“Closed Session Meeting (In-Camera)” means a Meeting or part of a Meeting closed to the public as prescribed in Section 239 of the *Municipal Act, 2001*, S.O. 2001, c 25, as amended.

“Committee” means any advisory or other Committee ~~established by Council~~ ~~subcommittee~~ ~~or similar entity~~.

“Committee Recommendation” means a resolution passed by a Committee of the Whole during a Meeting which is subject to approval by Council at the next Council Meeting.

“Committee of the Whole Meeting (CoW)” means a Committee of the Whole Council pursuant to the Municipal Act, in which the entire Council becomes a Committee for the purpose of conducting business for specific service areas in order to make recommendations to Council.

“Communications/Correspondence” means, but is not limited to, letters, memos, notices, emails, faxes, petitions, brochures, newspaper/magazine articles, etc.

“Confirming By-Law” means a By-Law passed prior to adjournment of every Council Meeting to confirm by By-Law the resolutions and actions of Council taken at that Meeting.

“Council” means the elected Municipal Council of the Corporation of the Township of Drummond/North Elmsley.

“Council Meeting(s)” means Regular, Special and Emergency Meetings of the Council of the Corporation of the Township of Drummond/North Elmsley.

“Councillor” means a person elected or lawfully appointed as a Councillor to Council.

“Debate” shall mean discussion on the merits of the question/motion and whether the proposed action should or should not be taken.

"Delegation" means a person or group of persons who are not Members of Council or Township Staff who have requested and are permitted to address Council or Committee, individually or on behalf of a group, on a Matter on the agenda for that Meeting in accordance with the provisions of this By-Law.

"Department Head" shall mean the person or designate in charge of a Township department.

"Deputy Clerk" shall mean the person appointed by the Township who has all the powers and duties of the Clerk, as prescribed in Section 228 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended. A Deputy Clerk is not required to be an employee of the municipality.

"Deputy Reeve" means the Deputy Reeve of The Township of Drummond/North Elmsley.

"Electronic Meeting" means a Meeting called and held, in full or in part, via electronic means (including telephone, video conferencing, internet) and with or without in-person attendance.

"Emergency" means a time sensitive matter which if not dealt with may have serious ramifications, including but not limited to, the inability to address or influence the matter at a later date.

"Improper Conduct" means:

- disturbing a meeting by any disruptive or distracting conduct, including private conversations among members, staff or attendees at a meeting
- use of profane or offensive words or insulting expressions
- disobeying the rules of procedure
- rising from their seat or making any noise or disturbances while a vote is being taken
- speaking before they have been recognized by the Chair
- speaking on any matter other than the matter under debate
- displaying signs, place cards, applauding, heckling or engaging in telephone or other conversation or any behavior which may be considered disruptive

"Local Board" as defined in the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended.

"Majority Vote" means a vote where over half of the Members present, and eligible to vote, vote in the same manner.

"Matter" shall include any record, communication, report, presentation, item, document or information, or the contents, or any part thereof, as the context permits.

"Meeting" means any regular, special, Committee or other Meeting of a Council, of or a Local Board or of a Committee of either of them A Quorum of Members is present either in person or electronically.

"Meeting Schedule" means the Council/CoW Meeting Calendar containing the dates of Council and Committee of the Whole Meeting dates, including other reserved dates confirmed by Council each year by resolution.

"Member" referring to a Member of Council includes the Reeve or a Member of a Committee or Local Board.

"Minutes" mean a record of the proceedings of the Meeting and shall be made by the Clerk without note or comment.

"Motion" means an item placed before the Council or a Committee, which has been properly moved and seconded by Members.

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

"Pecuniary Interest" shall mean a direct or indirect pecuniary interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M. 50, as amended.

"Point of Order" shall mean any alleged breach of the rules or irregularity in the proceedings of a Meeting.

"Point of Privilege" shall mean a statement calling attention to a Matter where the integrity of an individual (personal) or the entire Council is perceived to be in question.

"Presentation" shall mean the occurrence when, staff, an individual or group have been invited to present information to Council or Committee.

"Public Meeting (Statutory)" means a Meeting held for the purpose required under an Act, or Regulation or By-Law.

"Quorum" means the number of Members required to be present in the meeting room in order that business be conducted. A Quorum of the Council of the Township of Drummond/North Elmsley shall be three Members (50% plus 1).

"Recorded Vote" means the recording of the name and vote of every qualified member on any matter of question.

"Resolution" means a Motion on which a vote is taken.

"Reeve" means the Member of Council elected by the general vote as the Reeve and is the Head of Council and who normally presides all Council Meetings.

"Rules of Order" means the rules established by this By-Law to regulate conduct during a Meeting of Council.

"Special Meeting" means a Council or Committee of the Whole Meeting which is in addition to the Meeting Schedule.

"State of Emergency" means a State of Emergency has been declared in accordance with Sections 4 and 7.0.1 of the *Emergency Management and Civil Protection Act*

~~“Sub-Committee” includes any sub-committee established by Council and approved through a resolution of Council which has a continuing existence.~~

“**Summer Recess**” means the month of July each year where no Committee of the Whole or Council Meetings are held unless a Special Meeting is called by the Reeve or Chair.

The rules and regulations contained in this By-Law shall be observed in all proceedings of the Council and shall be the rules and regulations for the dispatch of business by Council and its Committees.

Where procedural Matters of Council or Committees of Council are not governed by the Municipal Act, Municipal Conflict of Interest Act or provisions of this By-Law, Robert’s Rules of Order (most recent edition) shall apply.

Council and Committee Meetings

Inaugural Meeting:

1. The Inaugural Meeting shall be held at the earliest opportunity at the beginning of the term of Council, on a date and time to be scheduled by the Clerk in consultation with the incoming Reeve.

Council Regular Meetings:

2. Council Meetings shall be held in the Council Chamber at the Municipal Office, 310 Port Elmsley Road on the second and fourth Tuesday of each month starting at 3:00 p.m., as outlined in the Meeting Schedule.
3. Council may, alter the date and/or time of regular Meetings provided that adequate notice of the change is posted on the Township’s website.

Committee of the Whole Regular Meetings

4. Council shall conduct its business using a Committee of the Whole System that offers an opportunity to discuss and debate, in an informal Meeting forum, all subject Matter within the jurisdiction of Council.
5. Committee of the Whole Meetings shall be held in the Council Chamber at the Municipal Office, 310 Port Elmsley Road on the second and fourth Tuesday of each month immediately following the Council Meeting at 3:00 p.m., as outlined in the Meeting Schedule.
6. The authority of the Committee of the Whole is limited to the making of recommendations to Council. ~~No decision to take any action or do anything other than administrative in nature shall be recognized as emanating from any Committee,~~ Decisions to take action that is administrative in nature shall be recognized as emanating from Committee of the Whole and all Committee Recommendations shall be referred to Council before becoming effective. Recommendations from the regular

Committee of the Whole Meetings shall appear on the next appropriate Council Agenda for decision.

Special Meetings:

7. The Reeve may, at any time, summon a Special Meeting.
8. The Clerk shall summon a Special Meeting upon receipt of a petition of the majority of the Council Members for the purpose and at the time and date mentioned in the petition pursuant to the provisions of Section 240(b) of the Municipal Act.
9. In either case of Section 7 or 8 above, the Special Meeting shall be held not sooner than 48 hours following the Reeve's summons or receipt of the petition, as the case may be and the Clerk shall post notice of the Special Meeting on the Website.
10. The only business to be dealt with at a Special Meeting shall be that which is stated on the agenda for the meeting.

Emergency Meeting:

11. Notwithstanding the notice requirement set out above, in the event of a bona fide Emergency the Meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, and notice may be given by telephone or personal contact as determined by the Clerk.
 - a) Unless otherwise specified in the notice described in Section 19, an Emergency Meeting shall be held at the Municipal Office in the Council Chambers.
 - b) The notice of an Emergency Meeting shall specify the purpose for the meeting.
 - c) The only business to be dealt with at an Emergency Meeting of Council shall be with respect to that Emergency.

Other Committees of Council:

12. Other Committee meetings shall be held in the Council Chamber at the Municipal Office, 310 Port Elmsley Road and scheduled during regular office hours and shall be no longer than 2 hours in length.
13. Other Committees shall have a Terms of Reference approved by Council. The Terms of Reference shall contain a mandate and purpose, Committee structure, number of meetings, number of members required for quorum, reporting process, staff and budget (if applicable) and completion date.
14. The authority of Other Committees is limited to the making of recommendations to Committee of the Whole. Decisions to take action that is administrative in nature shall be recognized as emanating from any other Committees.
15. The minutes from Other Committee meetings will be provided to Council on the Communication List.

16. Other Committees shall be deemed to be dissolved at completion of its mandate based on the Terms of Reference or by a resolution of Council.
17. Public members of Other Committees shall be appointed by Council.

Summer Recess:

18. Summer Recess shall be deemed to be the month of July each year where no Council or Committee of the Whole Meetings are held unless a Special Meeting is called by the Reeve or Chair pursuant to Section 7 & 8 of this By-Law.

Public Notice:

19. Public Notice of all Meetings shall be placed on the Township's website and the Minutes of all Public Meetings shall be made available on the Township's website for a period of not less than the preceding six months.

Recording Devices:

20. Recording devices may be permitted for use by staff members to aid in the taking of the Minutes of either Council or Committee Meetings. The recording does not form part of the Minutes. If Attendees wish to record a meeting, they shall notify the Clerk in advance of the meeting. If the Clerk has been notified that a recording will occur, the Clerk shall notify the Chair who shall make the following announcement at the start of the meeting. "Please be advised that this meeting may be recorded."

Chair at Meetings:

21. Chair of Council Meetings

The Reeve shall Chair all Meetings of Council.

When the Reeve is absent or refuses to act, or the office is vacant, the Deputy Reeve shall act in the place instead of the Reeve, and, while so acting, the Deputy Reeve has and may exercise all the rights, powers and authority of the Reeve.

22. Chair of Committee of the Whole Meetings

The Members of Council, except the Reeve shall Chair the Committee of the Whole Meetings as per the Meeting Calendar.

Notwithstanding the above, the Members may appoint another Chair from among themselves for the purpose of chairing a particular Meeting.

23. The Reeve or Chair may expel from a Meeting anyone who engages in improper conduct.
24. All Council and Committee Meetings shall be open to the public.

Agendas and Supporting Material

25. The Clerk shall prepare Agendas of Council and Committee Meetings as assigned.
26. Insofar as is practicable, Council and Committee Agendas, along with supporting material, shall be prepared and made available to Members on the Friday prior to a regular Meeting.
27. Written reports of officers and/or staff shall be made available to the CAO or designate by 12:00 p.m. (noon) the Thursday prior to the regular Meeting.

Council Meeting Agenda Format

28. The Clerk shall have prepared for the use of the Members at all Meetings, an Agenda as follows, but modifications to the matters to be included or the order of business may be affected without requiring an amendment to this By-Law:

Call to Order

Land Acknowledgement

Disclosure of Pecuniary Interest **and/or Conflict of Interest and General Nature Thereof**

Minutes of Previous Meetings

Approval of Agenda

Presentations/Delegations/Public Meetings

Committee of the Whole and/or Reports to Council

By-Laws

Resolutions/Notice of Motions

Communication/Correspondence

~~Unfinished Business~~

Closed Session

Confirmation of Council Proceedings

Adjournment

29. The business of the Council shall be taken up in the order as listed on the Agenda unless otherwise decided by the Reeve or Chair.

Committee of the Whole Meeting Agenda Format

30. The Clerk shall have prepared for the use of the Members at all Meetings, an Agenda as follows but modifications to the matters to be included or the order of business may be affected without requiring an amendment to this By-Law:

Call to Order

Disclosure of Pecuniary Interest **and/or Conflict of Interest and General Nature Thereof**

Minutes of Previous Meetings

Approval of Agenda

Delegations/Presentations/Public Meetings

Communications/Correspondence

Staff Reports—new headings current the heading is Committee and Board Reports

- **Building & Planning**
- **Public Works**
- **Finance**
- **Corporate**

Committees, Boards & Council Updates

- Report of the Reeve
- Report from Fire Board
- Report from Library Board
- **Report from Lanark County OPP Detachment Board**
- Report from Rideau Valley Conservation Authority
- Report from Mississippi Valley Conservation Authority
- Report from Committee Members

Unfinished Business

New Business

Closed Session

Member Inquires

Adjournment

Quorum

31. If no Quorum is present on 15 minutes after the time appointed for a Council or Committee Meeting, the Clerk or recording secretary shall record the names of the members present and the Meeting shall stand adjourned until the date of the next regular Meeting or until rescheduled.

Disclosure of Pecuniary and/or Conflict of Interest

32. At a Meeting at which a Member discloses an interest, or as soon as possible afterwards, the Member shall file a written statement in the form hereto attached as Schedule "B" - Written Statement of Disclosure disclosing the interest and its general nature with the Clerk of the municipality or the secretary of the Committee or Local Board, as the case may be. The written statement of disclosure will be kept on file and that the registry will be available for public inspection.

33. Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any Pecuniary Interest, direct or indirect, in any matter that is being considered by an officer or employee of the municipality or Local Board, or by a person or body to which the municipality or Local Board has delegated a power or duty, the Member shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter.

Approval of Agenda

34. After the agenda has been posted, substantive amendments (additions or deletions) shall require a vote of at least two-thirds in the affirmative of the amending motion.

Delegations/Presentations

35. Individuals or groups wishing to appear before Council at a regular Committee of the Whole Meeting shall make a request to the Clerk no later than 12:00 (noon) on the Thursday prior to the Meeting and the Clerk may make a determination as to deferral of Delegations to a subsequent Meeting.
36. No Delegation or presentation will be heard a second time on the same issue unless there is significantly new information to be considered.
37. Delegations and Presentations will be assigned to a Committee of the Whole agenda and only to a Council agenda if necessary.
38. Delegations, individuals or groups which are listed on an Agenda or are otherwise approved to appear before Council shall be limited to not more than ten (10) minutes except that a Delegation consisting of more than five (5) persons shall be limited to two (2) speakers each limited to speaking not more than five (5) minutes.
39. Delegates or Presenters shall provide the Clerk with written material for inclusion on the agenda by 12:00 p.m. (noon) on the Thursday prior to the meeting.
40. A delegate or presenter may only address Council or committee with respect to the requested topic which was approved and listed on the agenda for that meeting.
41. No delegation shall be made to Council or committee on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court.
42. Except for points of order or privilege, members of Council shall not interrupt a delegate or presenter while they are addressing Council or committee.
43. Members may address a delegate or presenter only to ask questions of clarification and not to express opinions or enter into debate or discussion.
44. Delegations will either be received for information, or direction given that a staff report be presented at a subsequent meeting.

45. Presentations are for information only.

Public Meetings

46. Public meetings shall be scheduled as prescribed for the purpose of meeting the requirements of an Act, Regulation or By-Law.

Committee Report to Council:

47. The Committee of the Whole shall report to Council as set out in the format in Schedule "C".
48. The Committee of the Whole Chair will offer a report for approval which shall contain an "A" section for information, and a "B" section requiring action by Council.
49. The "A" section of reports will be read only when the Chair is directed by Council, by unanimous consent, to do so.
50. The "B" section of reports will be read by the Chair in its entirety unless otherwise requested or directed by Council, by majority consent, not to do so.
51. Prior to the adoption of a Committee report, any Member may request that an item be separated for consideration, or voted on separately.
52. When a request to separate an item from the report is accepted by the Chair, a Motion to consider the separated item as recommended by the Committee will be the next order of business prior to the adoption of the remaining report.

Communications/Correspondence

53. Communications or correspondence addressed to Council or that is information related to matters of the municipality will be sent to Council in a Communication List as a separate document at the same time as the Committee of the Whole agenda.
54. The Communication List only will be listed on the Committee of the Whole Agenda for approval. Any member may bring forward any item to be discussed and voted on separately.

Staff Reports to Committee of the Whole

55. The standard staff report format has been adopted as set out in Schedule "A"
56. Staff shall not read the report at the Meeting, unless requested to do so by the Chair, but only speak to the recommendations.

By-Laws

57. No By-Law, except a By-Law to confirm the proceedings of Council, shall be presented to Council unless the subject matter has been considered and approved by Committee of the Whole.
58. Notwithstanding Section 57 above, annual By-Laws or new By-Laws of an urgent nature, requiring an immediate decision may be considered.
59. Every By-Law when introduced shall be in written form and shall contain no blanks except as may be required to conform to accepted procedure or to comply with provisions of any Act.
60. By-Laws shall be considered to have been given three readings on the same day except when requested otherwise by Motion of the majority of the Members present or as otherwise provided in law.
61. Upon passage, By-Laws shall be numbered, signed by the Reeve or Deputy Reeve in the absence of the Reeve and the Clerk and embossed with the seal of the Corporation.
62. Any proposed By-Law may be referred to a Committee, Department Head or other officer for review and comment, including the solicitor for the Corporation.

Closed Meetings

63. Notwithstanding Section 24, a Meeting of Council or a Committee may be closed to the public if the subject matter being considered relates to:
 - a) the security of the property of the Township, or local board;
 - b) personal matters about an identifiable individual including municipal or local board employees;
 - c) a proposed or pending acquisition of real property or the disposition of land by the municipality or a local board;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation including matters before administrative tribunals, affecting the Township or a local board;
 - f) the receiving of advice that is subject to solicitor - client privilege, including communications necessary for that purpose.
 - g) a matter in respect of which Council, a Committee of Council or a Local Board has authorized a meeting to be closed under an Act of the Legislature or an Act of Parliament.

- h) a matter which relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council, board, commission or other body is the head of an institution for the purposes of that Act.
- i) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*.
- j) 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;
- k) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- l) 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
- m) 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.

Other Criteria

A Meeting or part of a Meeting shall be closed to the public if the subject matter being considered is,

- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council, board, commission or other body is the head of an institution for the purposes of that Act.

Educational or training sessions

A meeting of a Council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

- a) The Meeting is held for the purpose of educating or training the Members.
- b) At the Meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.

64. For the purposes of this section “closed to the public” shall mean closed to any person not appointed or elected to the body calling the Meeting. In addition, the sitting body may invite any person deemed appropriate to the closed portion of the Meeting. Nothing in this section diminishes the responsibilities of Members with respect to disclosure of interest.

65. Before all or part of a Meeting is closed to the public under Section 63, the Council shall pass a Resolution stating the following:
- a) the fact of the holding of the closed Meeting;
 - b) the general nature of the Matter considered at the Closed Meeting;
66. A meeting shall not be closed to the public during the taking of a vote except where the vote is for a procedural matter or giving direction or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality.
67. The Clerk shall remain in the room for all Closed Sessions.
68. Should it become necessary to address more than one Closed Session Matter on one Agenda, each closed Matter shall be addressed in a separate Closed Session.
69. Meetings or sessions which are closed to the public may be referred to as in-camera meetings or sessions.
70. A Meeting of Council or a Committee may be closed to the public if the subject matter being considered relates to training and education as described in Section 239(3) of the Municipal Act, as amended, subject to the Council or Committee first passing a separate Motion, noting that this Closed Session is being entered into pursuant to Section 239(3) of the Act.

Member Inquiries

71. **At the Committee of the Whole meeting, members can seek clarification or provide additional information on an item on that agenda.**

Curfew

72. Council and Committee Meetings shall stand adjourned after 3 hours but Curfew may be extended upon a Resolution passed by unanimous vote.

Duties of the Reeve

73. It shall be the duty of the Reeve, or other Chair, to preside over Council Meetings so that its business can be carried out efficiently and effectively, and to:
- a) open the Meeting by taking the Chair and calling the members to order;
 - b) announce the business before Council in the order in which it is to be acted upon;
 - c) receive and submit, in the proper manner all Motions presented by the members;

- d) put to a vote all questions which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result.
- e) decline to put to vote Motions which infringe upon the rules of procedure;
- f) enforce on all occasions the observance of order and decorum among the members;
- g) call by name any member persisting in breach of the rules or order of the Council thereby ordering the member to vacate the Council Chamber;
- h) authenticate by signature all By-Laws, Resolutions and Minutes of the Council;
- i) inform the Council when necessary or when referred to for the purpose, on a Point of Order or usage;
- j) select the members of Council who are to serve on Committees;
- k) represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
- l) to ensure that the decisions of Council are in conformity with the laws and By-Laws governing the activities of the municipal Corporation;
- m) ensure that administrative policies, practices and procedures and controllership are in place to implement the decisions of Council;
- n) ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- o) ensure that administrative practices and procedures are in place to implement the decisions of Council;
- p) adjourn the Meeting without question in the case of grave disorder arising in the Council Chamber;
- q) 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 behaviour persists.

Role of Council

74. It shall be the duty of the Members of Council to:

- a) To prepare for each Meeting by thoroughly reviewing their Agenda packages prior to the commencement of each Meeting.

- b) Represent the public and to consider the well-being and interests of the municipality;
- c) Develop and evaluate the policies and programs of the municipality;
- d) Collectively determine which services the municipality provides;
- e) Maintain the financial integrity of the municipality; and
- f) Carry out the duties of Council under the Municipal Act or any other Act.

Conduct of Members of Council and Public

75. No member of Council shall:

- a) use offensive words or un-parliamentary language in or against the Council or against any Member, staff or the public,
- b) disturb another member of Council, staff, or the public, by any disorderly conduct disconcerting to the speaker or the assembly,
- c) speak on any subject other than the subject in debate,
- d) resist the rules of Council or disobey the decisions of the Reeve or Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council,
- e) leave a Meeting without first obtaining permission from the Reeve or Chair,
- f) be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of the Council, until the next Meeting and without making an apology to Council,
- g) interrupt the Member who has the floor except to raise a Point of Order,
- h) shall be allowed to address Council or speak in debate without permission of the Reeve or Chair.

76. No member of the public shall:

- a) disturb a meeting by any disruptive or distracting conduct, including private conversations among members, staff or attendees at a meeting,
- b) use of profane or offensive words or insulting expressions,
- c) disobey the rules of procedure,
- d) rise from their seat or make any noise or disturbances while a vote is being taken,
- e) speak before they have been recognized by the Chair,
- f) speak on any matter other than the matter under debate,
- g) display signs, place cards, applaud, heckle or engage in telephone or other conversation or any behavior which may be considered disruptive

Confidential Reports

77. Staff reports that are “confidential” will be copied onto coloured paper and marked “CONFIDENTIAL” in Red.

78. The Clerk shall ensure that any material relating to any matter for which a Meeting may resolve into "Closed Session" under the Municipal Act, is circulated as confidential material pending Council's approval of release to the public.

Motions/Rules of Debate

79. Insofar as is practicable, notice of Motions shall be given in writing to the Clerk not later than 12:00 p.m. (noon) on the Thursday preceding the next regular Meeting so that the matter may be included in the Council Agenda package.
80. Any Motion may be introduced without notice if Council, without Debate, agrees on a Majority Vote to dispense with notice.
81. A Motion must be formally seconded before the question can be put or a Motion recorded in the Minutes.
82. When a Motion is presented in Council in writing it shall be read, or, if it is an oral Motion, stated by the Reeve or presiding officer.
83. The following matters and Motions may be introduced orally without written notice and without leave except as otherwise proved by these rules:
- a) a Point of Order or personal privilege;
 - b) presentation of petitions;
 - c) to lay on the table (to defer temporarily)
 - d) to postpone indefinitely or to a specific day;
 - e) to move the previous question (immediate vote on the main motion).
84. The following Motions may be introduced without notice and without leave, such Motions shall be in writing and signed.
- a) to refer;
 - b) to adjourn;
 - c) to amend;
 - d) to suspend the rules of procedure.
85. Except as provided in Section 81 all Motions shall be in writing and signed by the mover and seconder.
86. The Clerk and other officers may introduce matters to be dealt with by Motion subject to the notice provisions set out in Section 79.
87. Council may, from time to time, employ a Confirming Resolution immediately prior to adjournment for the purpose of validating decisions or direction given which is minor in nature and not set out in a By-Law or Resolution.

88. **A Motion to amend shall;**

- a) be presented in writing;
- b) be dealt with by Council before a previous amendment or the main motion;
- c) not be further amended more than once provided that further amendment may be made to the main motion;
- d) be relevant to the main motion;
- e) not propose a direct negative to the main motion.

89. Once read or stated by the Reeve or presiding officer a Motion may not be withdrawn without the consent of the majority of the Members.

90. Immediately prior to voting on a Motion, the Reeve or presiding officer shall state the question in the precise form it is to be recorded in the Minutes, including any amendments to the question.

91. After a Motion as amended is finally put, no Member shall speak to the question nor shall any other Motion be made until after the vote is taken and the result is declared.

92. Members shall not speak more than once to the same question without the consent of the Reeve or presiding officer.

93. **Reconsideration of a Motion:**

- a) Once disposed of, Council shall not reconsider the same question or By-Law until a Motion to reconsider the question or By-Law has been disposed of by Council.
- b) When a question or By-Law has been presented and disposed of either in the affirmative or negative, it shall be in order for any Member who voted with the majority of the original Motion to move for reconsideration.
- c) The Chair may ask the Member to confirm that he/she voted with the majority on the issue in question. A seconder for a Motion to reconsider is required and such Motion to reconsider shall be reduced in writing. A Motion of reconsideration shall be approved by a 2/3 Majority Vote.
- d) A Motion for reconsideration shall not be in order if Council is made aware that the question or By-Law has been implemented resulting in legally binding commitments as of the date the Motion to reconsider is moved.
- e) Debate on a Motion to reconsider shall be confined to such matters as new information that has come forward, an error in documentation presented or incorrect statements made during the original Debate. Debate on the subject matter of the question or By-Law proposed for reconsideration shall be prohibited until the Motion to reconsider has been disposed of.
- f) If a Motion to reconsider has been carried in the affirmative, no action shall be taken to carry into effect the question or By-Law until that question or by-law has been presented to Council for reconsideration.

- g) A vote to reconsider a decided matter shall not be considered more than once in a twelve-month period from the date the Motion/Resolution was approved by Council.

Voting

94. On an unrecorded vote, the manner of determining the decision on a Motion shall be at the discretion of the Reeve or Chair and may be by voice, show of hands, standing or otherwise.
95. Where a vote is taken for any purpose and a Member requests, before or after the vote, that the vote be recorded, each Member present, except a Member disqualified from voting by any Act, shall, in an order determined by the Reeve or Chair, announce their vote openly, and any failure to vote by a qualified Member shall be deemed to be a negative vote and the Clerk shall record each vote.
96. The Reeve or presiding officer, except where disqualified to vote, may vote on all questions and when so doing, shall vote last.
97. Except where expressly provided in Statute, any question on which there is an equality of votes shall be deemed to be defeated.
98. No vote shall be taken by ballot or any other method of secret voting and every vote so taken is of no effect.
99. Unless otherwise authorized by the Reeve or Chair, all Members, staff and guests shall address Council through the Chair and only when recognized to do so.
100. When two or more Members seek to address Council, the Reeve or presiding officer shall designate the Member who may speak first.
101. 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.

Points of Order and Privilege

102. The Reeve or Chair shall preserve order and decide questions of order.
103. The Council, if appealed to, shall decide the question without Debate and its decision shall be final.

General

104. When the Reeve of Council is absent on a temporary basis, under no circumstances shall the Council take a decision regarding capital spending unless provision for the capital spending is included in the estimates for that given year as approved by By-Law or unless the expenditure is required as a result of an Emergency.

105. In all matters and under all circumstances the Members shall be guided by and shall have regard to the *Municipal Conflict of Interest Act*.
106. Following a regular or new election, the Clerk shall provide each new Member of Council with a copy of this By-Law, including any amendments thereto.
107. Any procedure under this By-Law which is discretionary and not mandatory under statute may be suspended with the consent of a majority of the Members present.
108. No amendment or repeal of this By-Law or any part thereof shall be considered at any Meeting of the Council unless notice of the proposed amendment or repeal is given at a previous regular Meeting of the Council and the waiving of notice is prohibited.
109. Meetings will be held in person. In the event that an Electronic Meeting is required, electronic participation is permitted in open and closed Council and Committee Meetings and Council Members, staff and delegates may appear via electronic means during a non-emergency situations. ~~The holding of an Electronic Meeting shall require a unanimous vote of Council Members.~~ **The holding of an electronic meeting shall be determined by the CAO or Clerk and the Reeve.**

Directions shall be given to the public to place their phones/microphones on mute during the Meeting so as not to interrupt the Meeting. Failure to do so may result in Members of the public being asked to leave or removed from the Electronic Meeting.

Schedule “A”

Township of Drummond/North Elmsley Committee of the Whole Report



Report By **Click and select your title from the list.**

Date **Click and select the date**

Report Title Report #FIN-2024-01 – Name of Report

-
1. **Staff Recommendation: Resolution** ☐ **Direction** ☐ **Information** ☐
Click here to enter text.
 2. **Purpose:**
Click here to enter text.
 3. **Background:**
Click here to enter text.
 4. **Discussion:**
Click here to enter text.
 5. **Options:**
Click here to enter text.
 6. **Financial Implications:**
Click here to enter text.
 7. **Link to Township Plans: (Strategic Plan, Asset Management, Council Priorities, etc.)**
Click here to enter text.
 8. **Summary**
Click or tap here to enter text.
 9. **Attachments:**
Click here to enter text.

Prepared By
Click and select your name.

Approved By
Choose an item.



Schedule "B"

TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

WRITTEN STATEMENT OF DISCLOSURE

Type of Meeting: ☐ Council ☐ Committee

Date of Meeting: _____

Name of Member: _____

Disclosure of Interest in Agenda Item: _____

Disclose the General Nature of Interest

Signature: _____

Councillor Name

Please note: In accordance with Section 6.1 (1) and (2) of the Municipal Conflict of Interest Act this document will form part of a registry that will be maintained by the Clerk. This Registry shall be made available for public inspection.

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

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

Schedule "C"

REPORT OF THE COMMITTEE OF THE WHOLE REPORT # CoW- , 20xx

To the Members of Council

We, the Members of your Committee of the Whole beg leave to report Section "A" as information and Section "B" as follows:

"A" 1

"B" 1 THAT the Council of the Corporation of the Township of Drummond/North Elmsley

"A" 2.

"B" 2. THAT the Council of the Corporation of the Township of Drummond/North Elmsley

"A" 3.

"B" 3. THAT the Council of the Corporation of the Township of Drummond/North Elmsley

All of which is respectfully submitted by:

Councillor xxxx

Direction by the Head of Council:

Council may remove items in Section "B" to be voted on separately prior to introducing a motion to accept the report in its entirety.

Resolution #: - _____

Moved and Seconded by:

Moved By

Seconded By

BE IT RESOLVED THAT, Report # ____ CoW-, is hereby adopted this _____ day of _____, 20xx.

xxxxxxx, REEVE