CORPORATION OF THE COUNTY OF DUFFERIN

BY-LAW 2026-39

A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND ITS COMMITTEES AND TO REPEAL BY-LAW 2025-20.

WHEREAS the *Municipal Act* provides that a Council shall adopt a procedural by-law for governing the calling, place and proceedings of meetings.

1. INTERPRETATION

In this By-law:

"Alternate Member" means an elected member of a local municipality that had been appointed under Section 268 of the *Municipal Act* to attend meetings of County Council on behalf of the local municipality's County Councillor when that Councillor is unable to attend a meeting. Where appropriate, when reference to a "Member" is cited, it may also be read to include "Alternate Member" in the execution of their prescribed duties;

"Chair" means the person presiding at a meeting;

"Chief Administrative Officer" means the Chief Administrative Officer of the County of Dufferin;

"Clerk" means the Clerk of the County of Dufferin;

"Closed Session" means a meeting or part of a meeting that is closed to the public in accordance with the *Municipal Act*;

"Committee" means an Advisory, Ad Hoc, Statutory, Special Committee or Task Force established by Council;

"Confirmatory By-law" means a by-law passed for the purpose of giving general effect to a previous decision or proceedings of Council;

"Consent Items" means items placed in a section of the agenda that is used to adopt items with one motion as opposed to discussing and voting on each item individually. Any items may be pulled from the list of Consent Items by any Member for further discussion or debate.

"Council" means the Council of the Corporation of the County of Dufferin;

"County" means Corporation of the County of Dufferin;

"Delegation" means one or more persons, who are not Members or staff, who have requested to address a meeting in relation to a matter appearing on the Agenda or Addendum;

"Deputy Warden" means the Member elected by Council to act on behalf of the Warden during their absence and to assist the Warden as directed;

"Electronic Meeting" means a meeting called and held in part or in full via audio teleconference or video teleconference;

"Electronic Participation" means participating in a meeting held in full or in part, includes video or audio conferencing;

"In Writing" means handwritten, typewritten, or electronically displayed (email);

"Majority Vote" in Council means an affirmative vote of more than one-half of the votes cast by those present, as determined pursuant to Section 4(1) of the *County of Dufferin Act*, *S.O. 1994, C. Pr. 13*;

"Majority Vote" in Committee means an affirmative vote of more than one- half of the votes cast by those Members present;

"Meeting" means a meeting of the Council where a quorum of Members is present and where Members discuss or otherwise deal with a matter in a way that materially advances the business or decision making of the Council;

"Member" means a Member of Council;

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

"Notice of Motion" means a submission received by the Clerk, moved by a Member for inclusion on an agenda of a subsequent meeting of Council;

"Pecuniary Interest" includes a direct or indirect financial interest of a Member or a financial interest deemed to be that of a Member, in accordance with Sections 2 and 3 of the *Municipal Conflict of Interest Act*;

"Point of Order**"** means a question raised by a Member to draw attention to a matter relating to the interpretation or application of this Procedural By-law or the orderly conduct of Council's business, or to assist the Member in understanding

Council's procedures, making an appropriate motion, or understanding the effect of a motion.

"Point of Privilege" or "Personal Privilege" means a question raised by a Member who believes that their integrity, reputation, or rights, or those of another Member or a County official, have been impugned or questioned, or who believes that a Member has spoken in a disrespectful manner toward a Member.

"Public Question Period" means the time set aside at Council meetings for a member of the public to ask a question of Council in relation to a matter appearing on the Agenda or Addendum;

"Quorum" means the minimum number of Members, participating in-person or electronically, required to be present at a meeting to carry on business;

"Recess" means a short intermission in a meeting's proceedings which does not close the meeting, and after which business will immediately be resumed at exactly the point where it was stopped;

"Recorded Vote" means a written record of the name and vote of every Member voting on any matter or question;

"Resolution" means the decision of Council on any motion;

"Two-Thirds Majority Vote" means an affirmative vote of more than two-thirds of the votes cast by those present, as determined pursuant to Section 4(1) of the *County of Dufferin Act, S.O. 1994, C. Pr. 13*;

"Warden" means the Head of Council;

"Weighted Vote" refers to the allocation of votes assigned to Members as prescribed by the *County of Dufferin Act*.

2. APPLICATION

2.1. The rules of procedure set out in this by-law shall govern all proceedings of Council and its Committees.

2.2. Roberts Rules of Order shall prevail where applicable in all matters not covered by this by-law. The Chair may call upon the Clerk to provide advice regarding procedure. The Clerk shall provide this advice following which the Chair shall announce their ruling.

3. INAUGURAL MEETING OF COUNCIL

3.1. The Inaugural Meeting of Council shall be held following the regular municipal election, after the Councils of the local municipalities have sworn in their Members.

3.2. No person will take a seat on Council until the Clerk has received their certificate of election from the Clerk of the lower tier municipality, as established by Section 232(4) of the *Municipal Act*.

3.3. All Members will be required to take the declaration of office as described in Section 232(1) of the *Municipal Act*. The Clerk will administer the declaration of office.

4. ELECTION OF THE WARDEN AND DEPUTY WARDEN

4.1. The term of office for the Warden and Deputy Warden shall be two years.

4.2. The Election of the Warden and Deputy Warden shall be conducted by the Clerk at the Inaugural Meeting of Council in December following the regular municipal election and subsequently at the end of the outgoing Warden's two-year term.

4.3. All nominations for Warden and Deputy Warden shall be submitted in writing to the Clerk by the last Friday in November of a nomination year. Each nomination shall include the name of the nominator and seconder to the nomination.

4.4. The Chief Administrative Officer shall act as Chair until the Warden is elected.

4.5. After the Clerk calls for the start of the election, no motion shall be in order except a motion to recess for a specified time period.

4.6. Each nominee for Warden shall, prior to the vote being taken, be permitted to speak to the nomination for no more than three (3) minutes.

4.7. The speakers shall be called upon to address Council in alphabetical order of the nominees' surnames

4.8. A nominee may withdraw their name at any time prior to a vote being called.

4.9. If there are two or more nominees, the election of the Warden shall be by secret ballot or anonymous electronic poll as permitted by the *Municipal Act*, under the authority and direction of the Clerk. There is one vote per Member.

4.10. To be elected as Warden, a nominee shall obtain the majority of the votes that are counted.

4.11. A vote is determined by placing an "X" or other mark in the space provided.

4.12. Where there are three or more candidates, if on any given ballot or poll no candidate receives a majority of the vote, the name of the candidate with the lowest number of votes will be dropped off the next ballot or poll and voting will continue using the second ballot or poll.

4.13. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, the Clerk or presiding officer shall place the names of the nominees with an equality of votes in a random name generator software platform. The name of the nominee selected by the software shall be successful and continue in the election.

4.14. If only two nominees remain, and if on the next secret ballot or poll the nominees are tied, the Clerk or presiding officer shall place the names of the two nominees in a random name generator software platform. The name of the nominee selected shall be successful.

4.15. The Clerk shall announce the result of the vote to the assembly.

4.16. Where there is only one Member nominated for Warden, that Member shall be declared appointed.

4.17. The Members of Council shall elect the Deputy Warden by weighted vote. (Section 242 of the *Municipal Act*)

4.18. Where there are three or more candidates for Deputy Warden:

a. Where no nominee receives a majority of the votes, the nominee receiving the fewest votes shall be deemed to have withdrawn their candidacy.
b. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, the Clerk or presiding officer shall place the names of the nominees with an equality of votes in a random name generator software platform. The name of the nominee selected shall be successful and continue in the election.

4.19. If there are two nominees and the vote is tied, the Clerk or presiding officer shall place the names of the two nominees in a random name generator software platform. The name of the nominee selected shall be successful.

4.20. Where there is only one Member nominated for Deputy Warden, that Member shall be declared appointed.

4.21. In the case of a vacancy in the Warden's office under circumstances which by-law render the Warden's seat on the Council vacant, the Members shall without delay at their first meeting thereafter proceed in the manner in accordance with this section to elect a successor for the remainder of the term.

5. MEETINGS OF COUNCIL

5.1. The regular meetings of Council shall be held at 6:00 pm on the second Thursday and the fourth Thursday of each month, at a location determined by the Clerk in consultation with the Warden.

5.2. A Special Meeting may be called:

a. by the Warden at any time by providing direction to the Clerk to issue a Notice of Special Meeting; or
b. upon the receipt of a petition of the majority of Members, the Clerk shall call a Special Meeting for the purpose and at the time noted in the petition; or
c. by the Clerk in an emergency situation.

5.3. At Special Meetings of Council, Council shall not decide upon any matter unless the matter has been specified in the Notice calling the meeting. This provision may be waived only where all Members are present to vote upon a motion to waive it.

5.4. When it is deemed to be advisable, the Warden is authorized to change the date and/or time of, or cancel, a regular Council meeting. To effect the change, the agreement of the majority of the Members of Council representing the majority of local municipalities, having been polled by the Clerk, at least 24 hours before the scheduled date of the meeting, shall be required.

5.5. In the event of inclement weather, the Warden will have authority to cancel a meeting of Council or move to a virtual platform.

5.6. No meeting of Council shall go beyond 11:00 pm. A majority vote is required to extend the meeting past 11:00 pm.

5.7. When the meetings are physically open to the public, livestreaming of the meeting is considered to be for convenience and increased access and the meeting shall not be required to pause or end if issues with the livestream arise.

6. ELECTRONIC MEETINGS

6.1. Electronic meetings in whole or in part for Council is permitted, where it can be

supported by appropriate technology.

6.2. The method and technology used for an Electronic Meeting in Open Session or Closed Session shall be determined by the Clerk,

6.3. Members attending and present during an Electronic Meeting shall be counted for purposes of quorum at the commencement and at any point in time during the meeting, and shall be entitled to vote as if they were attending the meeting in person.

6.4. An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this Section.

6.5. A public notice of an Electronic Meeting in full shall include sufficient information as to provide the public with a means to electronically access the open session of such Electronic Meeting.

6.6. If the live stream video of a fully electronic meeting of Council fails, the Clerk shall notify the Chair immediately, the meeting will end, and be resumed at a later date and time with notice given.

6.6 Notwithstanding the foregoing, the Procedural By-law shall continue to apply to an Electronic Meeting held pursuant to this Section.

7. ELECTRONIC PARTICIPATION

7.1. Members can participate electronically in both open and closed meetings.

7.2. Members wishing to participate electronically for a Council meeting, must provide the Clerk (or designate) as much notice as possible prior to the scheduled meeting. The request may be facilitated if technology permits.

7.3. The Chair is to be physically present in the Council Chambers when a meeting is held in part electronically.

7.4. If a member participating electronically declares a pecuniary interest in relation to a matter on the agenda, they are to mute themselves and turn off their camera for the duration of the discussion regarding that item.

7.5. If a Member declares a pecuniary interest in a closed session, they will be placed on hold and placed back into the meeting once the item has been dealt with.

7.6. Members shall turn on their cameras for the duration of a Closed Session

meeting. If a Member is participating by phone or otherwise does not have a camera, the Member shall provide verbal confirmation that they are in a private space.

7.7. All Members are required to confirm that they are in a private and confidential space for the duration of a Closed Session meeting.

7.8. Each Member participating in a meeting electronically will mute their electronic device when not speaking and/or it will be muted by meeting support staff, depending on the technology used for the meeting.

7.9. In the case of a loss of connection, or any connection issue which impedes the ability of a Member(s) to participate in the meeting in real time, the meeting will continue without attempts by either staff or the Member(s) to reconnect.

7.10. At the start of an electronic meeting, the Clerk shall conduct a roll call by voice (calling out each Member in alphabetical order). After roll call, a Member participating electronically should advise verbally or use the Chat feature that they are leaving the meeting before ending their participation.

7.11. Member(s) participating electronically will be deemed to have left the meeting when they are no longer electronically connected to the meeting.

8. COUNCIL AGENDAS

8.1. The Clerk shall prepare for distribution a Council Agenda with the routine order of business for regular meetings of Council to be as follows:

- Land Acknowledgement Statement
- Approval of Agenda
- Disclosure of Pecuniary Interest
- Approval Minutes of the Previous Council Meeting
- Proclamations, Delegations and Presentations
- Public Question Period
- Determination of Items Requiring Separate Discussion
- Presentation and Consideration of Reports
- Discussion of Reports Separated from the Consent Agenda
- Correspondence
- Notice(s) of Motion
- Motions
- Consideration of Matters in Closed Session (if required)
- Matters Arising from Closed Session (if required)
- By-laws
- Other Business

- Confirming By-law
- Adjournment

8.2. The business of Council shall, as a general rule, be taken up in the order in which it appears on the Agenda, unless otherwise decided by Council.

8.3. The Clerk shall prepare an Agenda with supporting documents to be delivered electronically to each Member of Council on or before the Friday preceding the regular meeting of Council.

8.4. After delivery of the Council Agenda, the Clerk, may for time-sensitive material, prepare an Addendum to the Agenda.

8.5. As soon as Agenda information is distributed by the Clerk to the Members, the information will be made available to the Public except for information relating to matters to be considered in Closed Session. The agendas and supporting materials will be posted on the County's website no later than the Monday at 1:00 p.m. of a Council meeting week.

8.6. Any Member of Council, at any time up to 12:00 p.m. on the Wednesday in the week prior to the regular Council meeting, may file in writing with the Clerk an item for inclusion in the Agenda if it is relevant to an item already on the Agenda. Items brought forward by a Member of Council that are not germane to the matters to be presented to Council, must be put forward as a Notice of Motion at a meeting of Council.

8.7. Items under the Presentation and Considerations of Reports are Consent items and may be adopted in a single motion. Any specific items of business will be provided individual deliberation and debate upon the request of any Member.

9. CORRESPONDENCE TO COUNCIL

9.1. Correspondence addressed to the Warden and/or Council will be distributed directly to them.

9.2. Correspondence will not be included on a Council agenda unless the writer specifically requests inclusion on a public agenda and is in the opinion of the Clerk, suitable for public distribution.

9.3. The Clerk reserves the right to withhold any correspondence from the agenda that may be considered inappropriate or offensive in nature.

9.4. Petitions placed on a Council agenda will show the names, address, email address

and comments, which will be part of the public record.

9.5. At the meeting, Members may make the following motions with the petition:
   a. Receive the petition (no action is taken on the issue other than filing the information in the public record);
   b. Refer the matter to County staff for review and consideration; or
   c. Direct County staff to report back to Council.

9.6. No other motions will be permitted regarding a petition**.**

10. QUORUM

10.1. A quorum of Council is a majority of Members of Council representing at least five area municipalities in accordance with the *County of Dufferin Act, 1994*.

10.2. If a quorum is not present at a scheduled meeting of Council or Committee 10 minutes after the scheduled commencement time, the meeting may stand adjourned until the date of the next regular meeting and the Clerk shall record the names of the Members present. If the Members who are present at the time remain until a quorum is present, then the meeting shall proceed.

10.3. If a member is participating electronically and loses connection, which causes the meeting to lose quorum, the meeting will pause for 5 minutes to allow for the member to reconnect. Should the member not be able to reconnect the meeting will have lost quorum and will adjourn.

10.4. Where the number of Members, who by reason of the provisions of the *Municipal Conflict of Interest Act*, are prohibited from participating in a meeting is such that, at that meeting, the remaining Members are not of sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum, provided this number is not fewer than two (2).

11. RESPONSIBILITIES OF THE WARDEN

11.1. The head of council shall conduct themselves as prescribed in the *Municipal Act*.

11.2. The Warden shall preside at all meetings of Council. As soon as there is a quorum after the time set for the meeting, the Warden shall take the chair and call the Members to order.

11.3. The Warden shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council, and when called upon to decide a

point of order or practice shall state the rule or authority applicable to the case without argument or comment.

11.4. The Warden, after three warnings, shall call by name any Member persisting in breach of the rules of procedure and, subject to a majority vote of Members present, order them to vacate their seat and leave the meeting.

11.5. If a Member disagrees with the ruling of the Warden with respect to an order to vacate, they may (with a seconder) appeal the ruling of the Warden in accordance with Section 16.

12. RESPONSIBILITIES OF THE DEPUTY WARDEN

12.1. The Deputy Warden shall act in the place of the head of Council when the head of Council is absent or refuses, or is unable to act, and while so acting, the Deputy Warden shall have the power and duties of the head of Council pursuant to the *Municipal Act*.

12.2. The Deputy Warden shall preside at Council meetings in the absence of, or at the direction of the Warden.

12.3. Where requested by the Warden, the Deputy Warden shall share the social responsibilities of the Warden and act as their official representative at functions to which the Warden is invited.

12.4. It shall be the duty of the Deputy Warden to provide assistance to the Warden under their guidance and direction.

12.5. The Deputy Warden will fulfill the responsibilities of a Member as outlined in Section 13 as the case may be with respect to the role of presiding at meetings

13. RESPONSIBILITIES OF THE MEMBERS

13.1. Members shall conduct themselves according to the Code of Conduct Policy for Members of Council and the Council-Staff Relationship Policy.

13.2. All Members at a meeting shall:

13.2.1. Not criticize any decision of the Council except for the purpose of moving that the question be reconsidered; and

13.2.2. Obey the rules of the Council, or a decision of the Chair, or of the Council on questions of order or practice, or upon the interpretation of the rules of the Council.

13.3. In case a Member persists in any such disobedience, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at that meeting or any subsequent meeting.

14. ABSENCE/TEMPORARY VACANCIES

14.1. The Deputy Warden shall fulfill the role of Warden, if the Warden is absent.

14.2. If the Warden does not attend a meeting of Council within 10 minutes after the time appointed, the Deputy Warden shall call the Members to order, and if a quorum is present, shall preside during the meeting or until the arrival of the Warden. If the Deputy Warden is not present, those Members in attendance shall appoint one of the Members to act as the Chair in the place of the Warden for that meeting. Such Member shall then call the Members to order and shall preside until the arrival of the Warden or Deputy Warden.

14.3. Councils of the local municipalities may appoint one of its members as an Alternate Member to County Council as per the *Municipal Act*, Section 268 and Council Alternate Member Attendance Policy. The Alternate Member will act in place of a Member when the Member is unable to attend a meeting of Council for any reason. Only one Alternate Member may be appointed during the term.

14.4. If the Member absent is the Warden, and the local council has appointed an Alternate Member, the Alternate Member will not assume the Warden position. In case of the Warden being absent, the Deputy Warden will Chair the meeting. If both the Warden and Deputy Warden are absent, Members will appoint a temporary Chair until the Warden or Deputy Warden are able to return.

14.5. Any Member who knows ahead of time that they will be absent from a Council meeting, shall notify the Clerk. A notation will be made on the minutes "prior notice" next to the Member's name.

15. DISCLOSURES OF PECUNIARY INTEREST

15.1. Where a Member, either on their own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the Member shall, in accordance with the *Municipal Conflict of Interest Act:*

a. prior to any consideration of the matter at the meeting, disclose the Member's interest verbally and the general nature thereof;

b. file a written statement of the interest and the general nature thereof with the Clerk;
c. not take part in the discussion of, or vote on any question in respect of the matter;
d. not attempt in any way whether before, during or after the meeting to influence the voting on the matter.

15.2. Where a Member declares an interest, the Member shall forthwith leave the meeting, whether the meeting is in open or closed session, while the matter is under consideration.

15.3. Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Council or Committee, as the case may be, attended by the Member after the particular meeting.

15.4. The Clerk shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member and this record shall appear in the Minutes or Report of that meeting, and be published on the County's website.

16. ACCOUNTABILITY AND TRANSPERANCY

16.1. All meetings shall be open to the public except as provided for in this section and no person shall be excluded from a meeting open to the public except for improper conduct or for breach of this by-law.

16.2. A meeting may be conducted in Closed Session, if the subject matter being considered relates to items specified in Section 239 of the *Municipal Act*.

16.3. Prior to Council resolving into Closed Session for one of the reasons noted in Section 239 of the *Municipal Act*, Council shall state by resolution the fact of holding the closed session and the general nature of the matter to be considered.

16.4. A meeting shall not be closed to the public during the taking of a vote.

16.5. A meeting may be closed to the public during a vote if:
a. the *Municipal Act*, Section 239 (2) or (3) permits or requires a meeting to be closed to the public; and
b. the vote is for a procedural matter or for giving directions or instructions to Officers, employees or agents of the municipality, local board or

committee of either of them or persons retained by or under a contract with the municipality of local board.

16.6. A person may request that an investigation of whether a municipality or local board has complied with Section 239 of the *Municipal Act* or a procedural by-law under subsection 238(2) in respect of a meeting that was closed to the public. The investigation is undertaken by the investigator referred to in subsection 239.2 of the *Municipal Act*.

17. DELEGATIONS

17.1. Except as provided in this by-law, no person shall address Council without the permission of Council.

17.2. Requests for delegations will be submitted to the Clerk in writing providing an outline of the nature of the delegation no later than 12:00 pm (noon) on the Wednesday in the week prior to the regular Council. Supporting material must be submitted to the Clerk for inclusion in the agenda package. Supporting material may be reviewed by staff prior to the meeting and any content deemed to be inappropriate for a public forum may be removed.

17.3. No member of the public shall be permitted to delegate to Council for the purposes of solicitation of services or other such endeavors.

17.4. No delegations shall be permitted on any item that is deemed to be outside of the jurisdiction of Council.

17.5. No person shall speak to a repeat topic that they had previously spoken to during a delegation in the previous 3 months unless new information will be brought forward.

17.6. All delegates shall address the Chair and shall state their name and whom they represent.

17.7. Delegates shall be limited to ten minutes for speaking at Council, or such other time period approved by Council at the meeting. If there is a group of people wishing to address Council with respect to a particular position on a particular issue, then Council may determine that the group shall be represented by one person or that the time limit shall be other than as stated above.

17.8. Delegates shall:

a. speak respectfully of any person;
b. use respectful language;

c. speak only on the subject for which they have received approval to address Council;
d. obey the rules of procedure or a decision of the Chair or Council.

17.9. The Chair may shorten the time of any deputation, any questions of a delegate or debate during a delegation for disorder or any other breach of this by-law.

17.10. Where a delegation appears before Council and includes a request for financial assistance, or any other form of municipal funding, no motion shall be considered at the same meeting arising directly from the delegation. Any motion in respect of such a funding request shall be introduced by way of a Notice of Motion in accordance with this By-law, and the matter shall be placed on the agenda of a subsequent Council meeting for consideration.

18. PUBLIC QUESTION PERIOD

18.1. A person on their own behalf, may ask questions of Council during the Public Question Period. The Public Question Period will be limited to fifteen minutes, or at the discretion of the Warden, and no one person shall address Council for more than three minutes.

18.2. Questions are limited to items listed on the agenda and addendum of the meeting.

18.3. Questions can be submitted electronically by email, in writing to the Clerk's office or asked directly of Council during participation.

18.4. Questions submitted in writing by mail or email, must be received by end of day prior to the scheduled day of the meeting.

19. RESPONSIBILITIES OF MEMBERS OF THE PUBLIC

19.1. No person, except Members and authorized staff shall be allowed to come within the area of Council during a Council Meeting without permission of the Chair or Council.

19.2. Members of the public who constitute the audience at a meeting shall not disrupt the meeting and refrain from any activity or behaviour that would affect the Council deliberations.

19.3. The Chair may order the expulsion and exclusion of any member of the public who creates a disturbance or engages in improper conduct during a meeting of Council. Where necessary, the Chair may direct the Clerk to request assistance

from security personnel or police services. Members of the public participating electronically in a meeting of Council for the purpose of presenting a delegation or asking a question during Public Question Period shall ensure that their electronic device is muted when not speaking. Where necessary, meeting support staff may mute the electronic device, depending on the technology used for the meeting.

20. RULES OF DEBATE

20.1. The form of address for Members of Council shall be "Councillor".

20.2. To address Council, a Member shall raise their hand requesting to speak, be recognized by the Chair, and direct all comments through the Chair.

20.3. When two or more Members indicate their desire to speak at the same time, the Chair shall designate the order of speakers.

20.4. When a Member is speaking, no other Member shall interrupt the Member speaking except to raise a point of order, privilege or personal privilege.

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

20.6. No Member shall speak for longer than five (5) minutes on a question without Council's permission.

20.7. No Member shall speak more than twice to the same question provided that no Member shall speak more than once until each Member who has indicated a desire to speak on the issue and has not been heard, has spoken on the question, except that a reply shall be permitted only from a Member who has presented the main motion.

20.8. A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and the question shall be stated succinctly and asked only of the Chair, the previous speaker, the Chief Administrative Officer or Department Heads and their designates.

20.9. When a Member rises on a point of order, point of privilege or point of personal privilege, the Member shall ask leave of the Chair to raise the point. After leave is granted, the Member shall state the point to the Chair and then remain silent until the Chair has ruled upon the point.

20.10. The Chair's ruling is final unless it is challenged.

20.11. The following procedures apply when making an appeal:

a. A Member addresses the Chair directly, using a form of words such as: "I wish to appeal for ……";
b. An appeal does not require a seconder under an order to vacate;
c. When an appeal is made, the current business before the meeting is immediately suspended, while the Chair considers the matter
d. The appeal is not open to debate, but the Chair shall ask for a brief explanation from the Member making the appeal before making a ruling, and
e. If the Chair grants the appeal the requested action is taken and the agenda is then resumed at the point at which it was interrupted.

20.12. Any Member may challenge the ruling of the Chair immediately following the ruling. In the event a Member challenges the ruling, Council shall vote on the ruling immediately without debate. Council's Majority vote is final if the Chair is challenged.

21. MOTIONS AND NOTICES OF MOTIONS

21.1. All or several items on the agenda for Council meeting containing recommendations may be adopted in a single motion. Any specific items of business will be provided individual deliberation and debate upon the request of any Member.

21.2. A Motion or Notice of Motion in respect of a matter which is not within the jurisdiction of the Council, shall not be in order and shall not be considered by the Council.

21.3. A Member may introduce any item to the Council for its consideration if:

a. the item relates to a matter on the Agenda for that meeting; or
b. the matter is of an urgent nature and leave is granted on a majority vote.

21.4. A motion shall be moved and seconded before the Chair shall put the question to the Members and the motion is recorded in the minutes of the meeting.

21.5. A Member may move a motion in order to initiate discussion and debate and that Member may vote in opposition to the motion. A seconder of a motion may vote against the motion.

21.6. After a motion is moved at the Council meeting or placed on the Council Agenda as a Notice of Motion, it shall be deemed to be in the possession of Council and may not be withdrawn without the consent of the mover and seconder.

21.7. A Notice of Motion shall be given to the Clerk in writing, including the name of the mover and be presented directly to Council for consideration at a subsequent Council meeting.

21.8. Any Notice of Motion which will result in a financial commitment by the County in excess of $100,000 will require a staff report before consideration.

21.9. Any Notice of Motion shall take the form of a motion and be automatically placed on the agenda of the next regularly scheduled Council meeting.

21.10. All Notices of Motions on the Agenda and not disposed of shall be placed on the Agenda for the next regular meeting of the Council.

21.11. When a Notice of Motion has been on the Agenda for two consecutive meetings after notice has been given, and not proceeded with, it shall be dropped from the Agenda and deemed withdrawn unless the Council decides otherwise.

22. SPECIFIC MOTIONS

22.1. A motion to recess is not debatable or amendable, shall specify the length ofthe recess, and is only amendable with respect to the length of the recess.

22.2. A motion to adjourn the Council meeting is not debatable or amendable and shall always be in order except:

a. when another Member is in possession of the floor;
b. when a vote has been called;
c. when the Members are voting; or
d. when a Member has indicated to the Chair their desire to speak on the matter before Council.

22.3. A motion to adjourn shall take precedence over any other motion and shall be put immediately without debate.

22.4. A motion to call the question shall be voted on immediately without debate.

22.5. A Member who moved a motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative.

22.6. A motion to table is not amendable or debatable and shall apply to the motion and any amendments under debate when the motion to table is made.

22.7. If the motion to table carries, in the absence of any direction from Council, the matter may not be discussed until a Member through a Notice of Motion, brings it forward to a subsequent meeting.

22.8. A motion to refer and any amendment to it is debatable and shall include:
   a. the name of the Committee or official to whom the motion or amendment is to be referred;
   b. the terms upon which it is to be referred and the time or period, if any.

22.9. A motion to defer and any amendment to it is debatable and shall include:
   a. the time to or period within which, consideration of the matter is to be deferred; and
   b. whatever explanation is necessary to demonstrate the purpose of the motion to defer.

22.10. A motion that Council consider a matter previously deferred indefinitely or to a time or eventuality which has not yet been reached or occurred, is debatable and shall be presented only if the Council so decides.

22.11. A motion to amend is debatable.

22.12. Only one motion to amend a main motion shall be on the floor at any one time.

22.13. A motion to receive is amendable and debatable.

22.14. An amendment shall be out of order if it is ruled by the Chair to be a substantive motion and not an amendment.

22.15. An amendment which, in effect, is nothing more than a rejection of the main motion, is not in order.

22.16. A motion to reconsider shall not be made during the same meeting of Council at which the original determination was taken. If a decision has not been substantially acted upon, a Member who voted on the prevailing side may at any time within six months of the original decision, introduce a motion to reconsider a previous decision.

22.17. Where an alternate member was in attendance and voted, only that alternate member is eligible to move a motion to reconsider, provided they meet all other requirements of the Procedural By-law.

22.18. A motion to reconsider may not be introduced without notice, unless the Council, without debate, dispenses with notice on a two-thirds majority vote. Notice in this case means that a Member must give notice on a Council Agenda.

22.19. A motion to reconsider is debatable and not amendable.

22.20. No discussion of the main question shall be allowed until the motion for reconsideration is carried.

22.21. No motion to reconsider may, itself, be the subject of a motion to reconsider.

23. VOTING

23.1. Motions relating to an item under consideration shall be voted on in the following order:

a. a motion to waive or suspend the rules of procedure;
b. a motion to recess;
c. a motion to adjourn;
d. a motion to call the question
e. a motion to receive an item;
f. a motion to table an item;
g. a motion to refer;
h. a motion to defer;
i. a motion to amend the amendment;
j. a motion to amend, in reverse order of its being placed; and
k. the main motion

23.2. Every Member present at a meeting where a question is put shall vote on the question, unless prohibited by statute or by-law in which case the Clerk shall so record.

23.3. A Member shall vote by raising a hand, except where a recorded vote is requested.

23.4. If a Member doubts the results of a vote by a show of hands as announced by the Warden or Chair, the Member may immediately call for the vote to be taken again and the Warden or Chair may request that the Members shall vote again.

23.5. If any Member present does not vote at a meeting of the Council where a question is put and a recorded vote taken, they shall be deemed to vote in the negative except where the Member is prohibited from voting by statute.

23.6. When the Chair calls for the vote on a question,

a. each Member shall occupy their seat and shall remain in place until the result of the vote has been declared by the Chair, and
b. during this time no Member shall walk across the room or make any other motion or speak to the question or any other Member or make any noise or disturbance.

23.7. Upon the request of any Member, and when the Chair is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.

23.8. All decisions of Council shall require a majority vote, except as otherwise set out in this By-law.

23.9. Any motion that results in a tie vote shall be deemed to have been lost.

23.10. A Member is considered to have voted on the prevailing side if:

a. Where the vote was not recorded, the Member was present at the meeting;
b. Where a recorded vote was taken, the Member votes on the side with the most votes.

23.11. A request by a Member for a recorded vote shall be made prior to the commencement of the vote being taken or immediately thereafter.

23.12. In the case of a recorded vote, the Clerk shall call and Members shall announce their vote in alphabetical order of their surnames, beginning with the Member who requested the recorded vote.

23.13. If a Member is present in person or electronically, and their name is called and there is no response to indicate the vote provided, the Clerk will ask one more time, and if there is no indication of a vote, the vote is recorded as negative.

23.14. The Clerk shall announce the result of the vote.

24. BY-LAWS

24.1. The adoption of every by-law presented to Council, with the exception of the Confirmatory By-law, may be the subject of one motion.

24.2. By request of any Member, any by-law(s) may be discussed or voted on individually.

24.3. No by-law, except a by-law to confirm the proceedings of Council, shall be presented to Council unless its subject matter has been approved by Council . A by-law may be placed on the same Council Agenda as the staff report if it is time sensitive.

24.4. The proceedings at every meeting of Council shall be confirmed by by-law so that every decision of Council at that meeting of Council and every resolution thereof shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

24.5. All amendments to any by-laws approved by Council shall be deemed to be incorporated into the by-law and if the by-law is enacted by Council, the amendments shall be inserted by the Clerk.

24.6. Every by-law enacted by Council shall be signed by the Warden and Clerk. The corporate seal shall be affixed to the by-law and the by-law shall be numbered, dated and filed in the Office of the Clerk.

25. MINUTES OF COUNCIL

25.1. The Clerk shall record Council minutes without note or comment which includes all resolutions, decisions and other proceedings at a meeting of the Members whether it is closed to the public or not.

25.2. The Minutes of each Council meeting shall be presented to Council for approval at the next regular meeting but will be made available in draft to the public as soon as possible after the meeting and prior to adoption by Council.

25.3. After the Council Minutes have been approved by Council, they shall be signed by the Warden and Clerk.

26. COMMITTEE PROCEDURES

26.1. Council shall, determine the appropriate number of Committees, their membership, terms of reference and reporting practices.

26.2. The rules governing the procedure of the Council and the conduct of Members at the Council shall be observed in all Committees so far as they are applicable and in accordance with the terms of reference for each Committee as provided by by-law and provided that:

a. no recorded vote shall be taken; and
b. each Member shall be accorded one vote.

26.3. The Chair of a Committee may cancel or reschedule a meeting in consultation with the staff liaison, and Clerk.

26.4. All Members shall receive all Notices and corresponding agendas for all Committees.

26.5. A quorum of a Committee of the Council shall be a majority of the Members of the Committee unless otherwise stipulated in the Terms of Reference of the Committee.

26.6. The Chair at a Committee has the right to expel or exclude any person from any meeting for improper conduct.

26.7. Proceedings of each Committee shall be forwarded to Council for consideration in the form of Minutes.

26.8. Any recommendation to establish an ad hoc, special committee or sub-committee shall include its terms of reference outlining:

a. its membership;
b. Membership selection process;
c. quorum requirements;
d. the matters to be dealt with; and
e. when the matters will be reported on.

27. NOTICE PROVISION

27.1 The requirements for when notice will be provided to the public regarding specific by-laws and the holding of certain meetings is outlined in the ""Notice Provision Policy".

28. SUSPENSION OF BY-LAW PROVISIONS

28.1. A motion to suspend or not to follow a rule of procedure established by this By-law, shall not be passed without a two-thirds majority vote.

29. AMENDMENTS TO BY-LAW

29.1. No amendment or repeal of this By-law shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal was given at a previous meeting of the Council. Council may not waive this notice requirement.

30. CONFLICT

30.1. If there is any conflict between this By-law and any statute, the provisions of the statute prevail.

31. REPEAL AND ENACTMENT

31.1. By-Law #2025-20, as amended, is hereby repealed.

31.2. This by-law shall come into full force and effect on November 15, 2026.

READ a first, second and third time and finally passed this 23rd day of April, 2026.

Lisa Post, Warden

Michelle Dunne, Clerk