

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI

BY-LAW NO. 07-754

Being a by-law to regulate the proceedings of Council of the Municipality of Temagami.

WHEREAS under Section 238 (2) of the Municipal Act, S.O., 2001, c.25, c.M. 45, as amended, requires every municipality and local board to pass a procedure by-law governing the calling, place and proceedings of meetings;

AND WHEREAS under Section 239 of the Municipal Act, S.O., 2001, c.25, as amended, provides exceptions and procedures prior to and for the holding of meetings that are closed to the public;

AND WHEREAS the Municipal Council of the Corporation of the Municipality of Temagami deems it advisable to enact a By-law to govern the proceedings of a Council, the conduct of its members and the calling and place of meetings;

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. That in this By-law;
 - 1.1 “Chair” shall mean the person presiding at the Meeting whether it be the Head of Council or any other Member.
 - 1.2 “CAO” shall mean the Clerk of the Municipality of Temagami.
 - 1.3 “Committee of Council” shall mean any Committee, or similar entity composed of the Members of Council.
 - 1.4 “Committee of the Whole” shall mean the Members of Council present at a Meeting sitting in Committee.
 - 1.5 “Council” shall mean the Council of the Municipality of Temagami.
 - 1.6 “Corporation” shall mean The Corporation of the Municipality of Temagami.
 - 1.7 “Deputation/Delegation” shall mean a person making a verbal presentation to Council.
 - 1.8 “Designated Area” shall mean the spectator areas within the Council Chambers.
 - 1.9 “Head of Council” shall mean the Mayor.
 - 1.10 “Holiday” shall mean any holiday as defined in The Interpretation Act, R.S.O. 1990, c. 1.11, Boxing Day, or any day proclaimed by the Head of Council as a Civic Holiday.
 - 1.11 “Member” shall mean a member of Council or member of a committee appointed by Council and includes the Head of Council.
 - 1.12 “Meeting” shall mean any Regular, Special, Committee or other meeting of Council.
 - 1.13 “Municipal Election” shall mean a general, Municipality-wide municipal election.

- 1.14 “Recorded Vote” shall mean the recording of the name and vote of every Member on any matter of question.

2. GENERAL

- 2.1 The rules and regulations contained in this By-law shall be observed in all Meetings and shall be the rules and regulations for order and dispatch of business before Council and Committees of Council, including Committee of the Whole.
- 2.2 Subject to provisions of this By-law, all Meetings shall be open to the public.
- 2.3 Notwithstanding Section 2.2 above, all or parts of Meetings may, at the sole discretion of Council or a Committee of Council, be closed to the public when the subject matter under consideration involves:
- (a) Educational or training sessions;
 - (b) the security of the property of the municipality, or local board;
 - (c) personal matters about an identifiable individual, including municipal employees, or local board employees;
 - (d) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - (e) labour relations or employee negotiations;
 - (f) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (g) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (h) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.
- 2.4 A meeting shall be closed to the public if the subject and matter 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.
- 2.5 Before any Meeting or part of any Meeting is closed to the public, the Council or Committee of Council shall, by resolution,
- (a) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or

- (b) In the case of a meeting under section 2.3 (a), the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting and that it is to be closed under that section.
- 2.6 No part of a Meeting shall be closed to the public during the taking of a vote unless,
 - (a) section 2.3 or 2.4 above permits or requires the 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 or local board.
- 2.7 The use of recording equipment or devices during a Meeting is not permitted within the Designated Area unless the Chair or the majority of the Council Members permit the use of such equipment or devices and it is not disruptive to the conduct of the Meeting at which the recording privileges are granted.

3. PLACE OF MEETINGS

- 3.1 Subject to section 5.3 Meetings shall take place in the Council Chambers or other meeting rooms at the Municipal Office at 7 Lakeshore Drive in the Municipality of Temagami unless a resolution is passed. (See Section 5.3)

4. MEETINGS OF COUNCIL - Inaugural

- 4.1 The inaugural meeting of Council shall be held in the evening of the first scheduled Regular Council Meeting in the month of December at the hour of 7:00 p.m.

5. MEETINGS OF COUNCIL - Regular

- 5.1 The Council shall hold its Regular Meetings on the Second and Fourth Thursday of each month at 7:00 p.m.
- 5.2 In the event that such day is a Holiday or a day on which a Municipal Election or municipal by-election is being held, the Council shall meet at the same hour on the first Thursday thereafter which is not a Holiday or a day on which a Municipal Election or municipal by-election is being held, unless otherwise provided by resolution of Council.
- 5.3 Where a Regular Meeting is to be held at a time, day or place other than set out in Section 3.1, 5.1 and 5.2 above, Council shall give notice, at least 48 hours in advance of such Meeting, by conforming to By-law 03-540, being a By-law to prescribe the form and manner and times for the

provision of notice that is, in the CAO's opinion, of sufficient circulation in the area to give the public reasonable notice of the Meeting.

6. MEETINGS OF COUNCIL - Special

- 6.1 The Head of Council, at any time, may summon a Special Meeting of Council with two working days notice through the CAO's office to the Members of Council, or upon receipt of a petition of the majority of the Members of Council, the CAO shall summon a Special Meeting for the purpose and the time mentioned in the petition.
- 6.2 The only business to be dealt with at a Special Meeting is that which is listed in the notice of the meeting or petition.
- 6.3 In the absence of a petition fixing the location of a Special Meeting, that Meeting shall be held at the place where the last Regular Meeting was held (*Note to Municipality: unless there is a Municipal By-law identifying the location*).
- 6.4 It shall be the responsibility of the CAO or his or her representative to forward to Members all notices and agendas for Regular and Special Council Meetings a minimum of two working days in advance of such Meetings.

7. ORDER OF PROCEEDINGS OF COUNCIL

- 7.1 As soon after the hour fixed for the Meeting and there is a quorum present, the Head of Council shall take the chair and call the Members to order.
- 7.2 In the event the Head of Council does not attend the Meeting within fifteen minutes after the time appointed, or in the event of prior written notice of his/her absence, Deputy Mayor shall call the Members to order and if a quorum is present, shall preside as Chair during the Meeting or until the arrival of the Head of Council. In the absence of the Head of Council and the Deputy Mayor, the CAO shall be present and, if a quorum is present, shall call the Members to order. A Chair shall then be chosen by the Members present from amongst the Members and shall preside during the Meeting or until the arrival of the Head of Council or the Deputy Mayor.
- 7.3 While presiding, the Deputy Mayor or Chair chosen by the Members shall have all the powers and obligations of the Head of Council and shall be entitled to vote as Members.
- 7.4 Ultra Vires - Council shall not hear or deal with issues that it does not have jurisdiction over.

8. AGENDA

- 8.1 The CAO shall have prepared and printed for use of the Members at the Regular Meeting of Council, an agenda using the following headings:

1. Adoption of Agenda
2. Adoption of the Minutes
3. Disclosure of Pecuniary Interest
4. Business Arising from the Minutes
5. Committee Of The Whole
6. Delegations or Presentations
7. Council Committee Reports
8. Determination of Items Requiring Separate Discussion
9. Adoption of Items Not Requiring Separate Discussion
10. Consideration of Items Requiring Separate Discussion
11. New Business/General Information/Questions by Members
12. Notices of Motions
13. Reading of By-laws
14. Closed Session
15. Adjournment

8.2 Delegation or Presentation

- (a) Council will hear a maximum of two delegations. No delegations shall be made when there are items identified under Committee of the Whole.
- (b) Any person desiring to be heard shall submit to the CAO a request in writing and signed, stating the purpose of the delegation or presentation, by Friday at 4:30 p.m., prior to the regular meeting at which said person desires to be heard. Staff will respond with fax request form or email outlining the necessary details.
- (c) Following the preparation of the agenda, any person desiring to be heard on an item or subject already listed on a Council or Committee of Council agenda must submit a request in writing and signed stating the agenda item he or she wishes to speak on to the CAO no later than 12:00 p.m. noon on the day of the Council or Committee of Council Meeting.
- (d) Except as provided by law, a person who is not a Member of Council shall not be allowed to address Council or a Committee of Council (unless the person is on the agenda as per Section 8.2 (a) or (b) above). However, in the event that the subject proposed to be spoken of is of an urgent nature, the delegation requested may be adopted as part of the agenda, but only with leave of the Council or Committee of Council.
- (e) Persons addressing Council or Committee of Council shall confine their remarks to the stated business. A written copy of their presentation must be left with council.
- (f) Deputations are requested to limit their presentations to not more than fifteen (15) minutes, except that delegations consisting of

more than two (2) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes.

- (g) Persons requesting to appear before Council or a Committee of Council shall be advised of the time limitation in advance of their presentation.
- (h) The Chair at a Council or Committee of Council Meeting may expel or exclude from the Meeting, any persons who, in the opinion of the Chair, has behaved improperly.

8.3 Petitions, Communications and Correspondence

- (a) Every communication, including a petition designed to be presented to Council or a Committee of Council, shall be legibly written or printed and shall be signed and dated by at least one person, filed with the CAO, and shall include an address and telephone number where return correspondence or contact is to be directed.
- (b) Every petition or communication shall be delivered to the CAO by Friday at 4:30 p.m.

8.4 Committee Of The Whole

Committee of Whole will be scheduled for up to thirty (30) minutes on the second council meeting of the month being the fourth Thursday. Council will schedule items that it deems necessary to get input from the public. Council can extend the committee of whole for up to a further thirty minutes upon unanimous consent from council.

8.5 Committee Reports

All Committee or Staff reports shall be written. All reports shall be to the CAO by 4:30 the Friday preceding the Council Meeting.

8.6 In Camera Items

All in camera items must be in a written format, stating the manner and rationale of why it is an in camera item. The written report must be received by 4:30 on the Friday preceding the Council meeting.

8.7 Adjournment

The hour for adjournment for night Meetings shall be no later than 11:00 p.m. The Council or Committee of Council shall always adjourn by this hour unless this rule is temporarily suspended by a majority of the Members present, by resolution.

9. QUORUM

- 9.1 Four (4) Members shall constitute a quorum.
- 9.2 If there is not a quorum within fifteen (15) minutes after the time appointed for the Meeting, the CAO shall call the roll and record the names of the Members present and the Meeting shall stand adjourned until, in the case of Council, the next Regular Meeting or until a Special Meeting is called and, in the case of a Committee of Council, its next scheduled Meeting.

10. DUTY OF THE CHAIR

- 10.1 The chair of a Meeting shall preserve order and decorum, decide questions of order (subject to an appeal to the Council or Committee of Council by any Member) and, without unnecessary comment, cite the rule of authority applicable to the case if called upon to do so.
- 10.2 In addition, it shall be the duty of the Chair to:
 - (a) Open the Meeting by taking the Chair and calling the Members to order.
 - (b) Announce the business before the Council or Committee of 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 vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the results.
 - (e) Decline to put to vote motions which infringe on the rules of procedure.
 - (f) Restrain the Members, within the rules of order when engaged in debate.
 - (g) Enforce, on all occasions, the observance of order and decorum among the Members.
 - (h) Call, by name, any Members persisting in breach of the rules of order of the Council, thereby ordering any such Members to vacate the Council Chamber.
 - (i) Receive all messages and other communications and announce them to Council or Committee of Council.

- (j) Where the Chair is Head of Council, authenticate, by his or her signature when necessary, all By-laws, resolutions and minutes of the Council.
 - (k) Represent and support the Council or Committee of Council, declaring its decisions in all things.
 - (l) Ensure that the decisions of Council or Committee of Council are in conformity with the laws and By-laws governing activities of same.
 - (m) Adjourn the Meeting when the business is concluded.
 - (n) Adjourn the Meeting without questions put, in the case of grave disorder arising in the Council Chamber.
- 10.3 The Chair (except where disqualified from voting by reason of interest or otherwise) may vote with Members on all Questions. Any questions on which there is an equality of votes shall be deemed to be negative.
- 10.4 If the Chair desires to introduce a motion or By-law, he or she shall leave the Chair for that purpose, and shall call on another Member to fill his or her place until resuming the Chair.

11. DECORUM

NO MEMBER SHALL:

- 11.1 Disturb another Member, or the Council or Committee of Council, by any disorderly deportment disconcerting to any Member speaking;
- 11.2 Resist the rules of Council or disobey the decision of the Chair or of the Council or Committee of Council on questions of order or practice or upon the interpretations of the rules of order;
- 11.3 Be permitted to retake his or her seat at any Meeting after being ordered by the Chair to vacate after committing a breach of any rule of order, without making apology and the consent of the Council or Committee of Council expressed, without debate, by majority vote of the other Members present.
- 11.4 Leave his or her place on adjournment until the Chair leaves his or her seat;
- 11.5 Speak until he or she is acknowledged by the Chair;
- 11.6 Walk across or out of the Council Chamber or make any noise or disturbance when the Chair is putting a question or shall leave his or her seat while a vote is being taken and until the result thereof is declared;

- 11.7 Ignore a dress code for meetings agreed to by the majority of members of Council.

12. RULES OF DEBATE

12.1 Conflict of Interest

- (a) Every Member present at a Meeting where a question is put shall vote thereon, except that, if the Member has any pecuniary interest, direct or indirect in the question, he or she shall at the first opportunity disclose his or her interest and shall refrain from taking part in the discussion and shall vacate his or her seat and refrain from voting on the particular question. If a member declares a conflict of interest for the in camera session, the Councillor must vacate the chamber.
- (b) No member, after having disclosed a conflict of interest on any matter, may move, second, speak or vote on a confirmation by-law.

12.2 In directing the course of debate, the Chair shall:

- (a) Designate the Member who has the floor when two or more Members raise their hand to speak.
- (b) Preserve order and decide questions of order.
- (c) Read all motions presented in writing and state all motions presented verbally before permitting debate on the question, except when otherwise provided in this By-law.
- (d) May designate the CAO or a Councillor to read motions or By-laws.

12.3 In addressing the Council or a Committee of Council, no Member shall:

- (a) Speak disrespectfully of Her Majesty the Queen or any of the Royal Family, or of the Governor-General, Lieutenant-Governor or any member of the Senate, the House of Commons of Canada, or the Legislative Assembly of Ontario;
- (b) Use indecent, offensive or insulting language in or against the Council, a Committee of Council or any Member thereof;
- (c) Speak beside the question in debate;
- (d) Criticize any decision of Council or Committee of Council except for the purpose of moving that the question be reconsidered;

- (e) Disobey the rules of Council or a decision of the Chair on questions of order or practice, or upon the interpretation of the rules of the Council.

12.4 In Council:

- (a) Every Member, when speaking to any question or motion, shall respectfully address the Chair;
- (b) When a Member is speaking, no other Member shall pass between that Member and the Chair, or interrupt the Member except to raise a point of order;
- (c) 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;
- (d) No Member shall speak to the same question for longer than Five (5) minutes, without the leave of Council or Committee of Council. A supplementary question with further two (2) minutes be granted;
- (e) A Member may ask a question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for clear understanding thereof;
- (f) All questions shall be stated succinctly and questions shall not be used as a means of making statements or assertions;
- (g) Questions may be asked only:
 - (i) of the previous speaker;
 - (ii) of the Chair; or
 - (iii) of an Official of the Municipality.

13. VOTING ON QUESTIONS

- 13.1 When the Chair calls for the vote on a question, each Member shall occupy his or her seat and shall remain there until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room or speak to any other Member or make any noise or disturbance.
- 13.2 If a Member who has voted on a question disagrees with the declaration of the Chair that the question is carried, or lost, he or she may, but only immediately after the declaration by the Chair, object to the Chair's declaration and require a recorded vote to be taken in the manner prescribed in Section 14 of this By-law.

14. RECORDED VOTE

- 14.1 When a Member present requests a recorded vote, all Members present at the Meeting must vote in alphabetical order, except the Chair who shall vote last, unless otherwise prohibited by statute or any other Provincial or Federal law. The names of those who voted for and others who voted against shall be noted in the minutes. The recording person shall call the names of the Members and announce the results.
- 14.2 If any Member at a Meeting does not vote when a question is put and a recorded vote taken, he or she shall be deemed as voting in the negative, except where he or she is prohibited from voting by statute.

15. MOTIONS

15.1 Introduced Orally

- (a) A point of order or personal privilege
- (b) Presentation of petitions
- (c) Motions to suspend a rule of procedure or in compliance with a rule of procedure
- (d) Motion to adjourn (not debatable)
- (e) Motion that the vote now be taken
- (I) Motion that the Council resolve itself into a Closed Session (not debatable)

15.2 Without Notice

Any motion may be introduced without notice if the Council, without debate, dispenses with notice on the affirmative vote of at least two-thirds of the Members present and voting.

15.3 Speakers

A motion for the previous question shall not be put until all speakers listed by the Chair have spoken and the mover has replied.

15.4 Two or More Matters

When the motion under consideration concerns two or more matters, upon the request of any Member, the vote upon each matter shall be taken separately.

15.5 Withdrawal of a Motion

After a resolution has been received and/or read by the Chair, it shall be deemed to be in the possession of the Council or Committee of Council but it may, with the majority consent of the Members present, be withdrawn by the mover prior to discussion or amendment or voting thereon.

15.6 Motion to Amend

- (a) Shall receive disposition of Council or Committee of Council before a previous amendment or the question
- (b) Shall not be further amended more than once provided that further amendment may be made to the main question
- (c) Shall be relevant to the question to be received
- (d) Shall not be received proposing a direct negative to the question
- (e) May not propose a separate and distinct disposition of a question
- (f) Shall be put in the reverse order to that in which it is moved

15.7 Jurisdiction

A resolution in respect of a matter, which is beyond the jurisdiction of Council or Committee of Council, shall not be in order.

15.8 Discussion

- (a) Every resolution, when duly moved and seconded, shall be received by the Chair.
- (b) The order of discussion shall be as follows:
 - 1) Mover
 - 2) Secunder
 - 3) Any other Member who wishto speak
 - 4) The mover may sum up his or her position
- (c) No Member shall speak to a resolution more than once, without leave from the Chair, or except to provide an explanation of the material part of his or her report which may have been misunderstood, but otherwise shall not be permitted to introduce another matter.
- (d) A reply shall be allowed to a Member who has made a substantive resolution, to any Member who has moved an amendment, the previous question and/or instruction to a Committee.
- (e) Each Member shall confine his or her remarks to a limit of five (5) minutes.

15.9 Calling the Question

- (a) Immediately preceding the taking of the vote, the Chair may state the amendment in the form introduced and shall do so if required by a Member except when a motion for the previous question has been resolved in the affirmative. The Chair shall state the question in the precise form in which it will be recorded in the minutes.

- (b) After a question is finally put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

15.10 Decision

- (a) The manner of determining the decision of the Council or Committee of Council on a motion shall be at the discretion of the Chair and shall be by a show of hands, unless otherwise stated by the Chair.
- (b) Any resolution shall require four (4) affirmative votes in order to be valid and binding on Council or Committee of Council. Where only a quorum is present, a resolution, in order to carry or be passed, must be affirmed by the majority (i.e. three or more Members) present at the Meeting.

15.11 Following the Decision

After any question has been decided, the following shall prevail:

- (a) Any Member of Council who voted thereon with the majority may give notice at the next Regular Meeting of Council for a reconsideration of the question at any Regular Council Meeting.
- (b) No discussion of the main question shall be allowed until the motion for reconsideration is carried, and no question shall be reconsidered more than once in a calendar year.

16. CLOSED SESSION

16.1 Chair

- (a) Whenever the Council resolves itself into Closed Session, the Head of Council or Chair may appoint a Chair of the Closed Session and vacate the Chair.
- (b) The Chair of the Committee of the Whole may appoint another Member of the Committee to act as the Chair while he or she is temporarily absent from the Meeting.
- (c) The Chair of the Closed Session shall have all the powers and duties of the Head of Council with the following exception: "an appeal from the ruling of the Chair of the Closed Session shall be to the Head of Council".
- (d) The Chair of the Closed Session shall maintain order in the Committee and report the proceedings to the Council.

- (e) The majority of the Members of Council shall constitute a quorum of Closed Session.

16.2 Referral of Matter

Unless otherwise decided by a vote of the Council, no Bill or Report of a Committee shall be referred to the Closed Session unless such Bill or Report has been previously presented and placed in the hands of the Members.

- 16.3 The rules governing the procedure of the Council and the conduct of Members in Council shall be observed in Closed Session so far as they are applicable.
- 16.4 Unless otherwise provided by resolution of Council, the Members of Council may meet in Closed Session on the second and fourth Thursday of each month. Matters to be discussed during a session closed to the public shall be discussed following the session which is open to the public or at the next scheduled Council meeting.
- 16.5 In the event that the day referred to in section 16.4 of this By-law is a holiday or a day on which a Municipal Election or municipal by-election is being held, the Closed Session shall meet at the same hour on the first Thursday thereafter which is not a Holiday or a day on which a Municipal Election or municipal by-election is being held or at the next scheduled Council Meeting.

17. MINUTES

- 17.1 The minutes shall record the following:
 - (a) The place, date and time of Meeting;
 - (b) The names of the Chair or Chairs and record of attendance of the Members;
 - (c) The reading, if requested, correction and adoption of the minutes of the prior Meeting;
 - (d) All other proceedings of the Meeting without note or comment.

18. BY-LAWS

- 18.1 Every By-law, when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedures or to comply with the provisions of any Act and shall be complete with the exception of the date of passing of readings and signature of the Mayor and CAO.
- 18.2 Every By-law shall have three readings prior to it being passed.

- 18.3 If council so determines, a By-law may be taken as read.
- 18.4 All three readings of the By-law may be introduced with the same motion by a Member of Council, duly moved and seconded, specifying the title and number of the By-law, and amendments to the By-law shall be made as an amendment to the original motion. However, each of the readings may be read separately and in that case, the By-law may be amended after first reading and, second reading of a By-law but prior to the vote being taken.
- 18.5 The CAO shall set out on all By-laws enacted by Council, the date of the reading thereof.
- 18.6 Every By-law enacted by the Council shall be numbered and dated, and shall be sealed with the seal of the Corporation and signed by the CAO and Mayor and the CAO shall ensure that the By-law is properly stored for safekeeping.

19. ADVISORY COMMITTEES

- 19.1 There shall be the following Standing Committees, which shall meet as requested and as set out by By-law:
- (a) General Government and Finance Advisory Committee
 - (b) Public Works and Water Advisory Committee
 - (c) Protection to Persons and Property Advisory Committee
 - (d) Parks and Recreation Advisory Committee
 - (e) Economic Development Advisory Committee
 - (f) Planning Advisory Committee
 - (g) Social Services Committee
- 19.2 The majority of the Members of an Advisory Committee shall constitute a quorum.
- 19.3 The membership of all Advisory Committees referred to in the Section may be reviewed by Council on an annual basis. Should there be any vacancy on an Advisory Committee between annual reviews, Council may fill that vacancy for the period of time prior to the next annual review.
- 19.4 When appointing members to an Advisory Committee, Council may appoint one of the members as Chair and indicate who "Alternate Chair(s)" will be if the Chair is unable to attend at any Meeting of an Advisory Committee. Alternatively, Council may allow an Advisory Committee to select its own Chair.
- 19.5 Council may, at any time, discontinue any Advisory Committee referred to in this Section or replace any Advisory Committee member.

20. OTHER COMMITTEES

- 20.1 The contents of this By-law shall apply to all Standing and ad hoc Committees of Council. The general procedures to be followed by all Advisory Committees established shall be set out generally within the relevant terms of reference.

21. CONFIRMATION BY-LAW

- 21.1 There shall be enacted a By-law at the end of each Council Meeting to confirm each recommendation contained in any Report of Advisory Committees, and in respect of each motion, resolution and other actions passed and taken by the Council at the Meeting, except where the prior approval of the Ontario Municipal Board or any other body or agency is required.
- 21.2 That a motion for leave to pass a By-law to confirm the proceedings of a Meeting of Council shall, subject to Section 12.1 (b) above, be voted on without debate.

22. AMENDMENTS TO THIS BY-LAW

- 22.1 Any procedure required by this By-law may be suspended with consent of a majority of the Members of the Council or Committee of Council present.
- 22.2 No amendment or repeal of this By-law or any part thereof shall be considered at any Meeting of Council unless notice of proposed amendment or repeal has been given at a previous Regular Meeting of Council and the waiving of this notice by the Council is prohibited.

23. MATTERS NOT PROVIDED FOR IN THIS BY-LAW

- 23.1 Where any matter of procedure is not provided for in this By-law, Robert's Rules of Order, as revised, shall be followed by Council provided all provisions of this By-law are complied with.

24. SEVERABILITY

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

25. FORCE AND EFFECT


- 25.1 That this By-law shall repeal By-laws No. 04-579, 05-598 and 05-615 and any other amendments made to By-law No. 04-579.

25.2 This By-law shall take effect on the final passing thereof.

BE TAKEN AS READ A FIRST time on this 13^h day of December, 2007.

BE TAKEN AS READ A SECOND TIME on this 10th day of January, 2008.

BE TAKEN AS READ A THIRD TIME AND FINALLY PASSED on this 24th day of January, 2008.



MAYOR

CAO/Clerk