

**Third Reading**

No 68-09

Council of the Corporation of the Township of Wollaston session September 14, 2009

Moved by Ron Earle Seconded by B. K. [unclear]  
That a by-law to

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MB As reported by the committee of the Whole be read a third time, passed and numbered 68-09 and the said by-law be signed by the Reeve and Clerk, sealed with the seal of the Corporation. And be engrossed in the by-law book.

Carried, \_\_\_\_\_

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**Second Reading**

No

Council of the Corporation of the Township of Wollaston Session, September 14, 2009

Moved by Graham Blair Seconded by Ron Earle  
That a by-law to

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Be read a second time and be referred to a committee of the whole council.

Carried, \_\_\_\_\_

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**First Reading**

Council of the Corporation of the Township of Wollaston Session, September 14, 2009

Moved by [unclear] Seconded by Graham Blair  
Being a by-law to repeal by-law 54-08 and execute by-law ~~6-08~~ in its place to amend the proceedings of Council be received and read a first time.

68-09.MB

Carried Don McCaw

**CORPORATION OF THE TOWNSHIP OF WOLLASTON**

**BY-LAW NO. 68-09 Repeals By-Law 54-08**

BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL, THE CONDUCT OF ITS MEMBERS, THE CALLING OF MEETINGS AND GIVING NOTICE TO AND CONSULTING WITH THE PUBLIC.

THE purpose of this by-law, under the Municipal Act, 2001, is to ensure the manner in which the Township is accountable to the public for its actions and that its actions are transparent to the public.

WHEREAS Section 238(2) of the Municipal Act, 2001, provides 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 provides that the procedure by-law shall provide for public notice of meetings;

AND WHEREAS Section 223.2 of the Municipal Act, 2001, as amended, authorizes the municipality to establish codes of conduct for members of the council of the municipality and of local boards of the municipality;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOLLASTON HEREBY ENACTS AS FOLLOWS:

**1.0 DEFINITIONS**

**1.1 In this By-Law:**

- (a) "Act" shall mean any Statute adopted by the Legislative Assembly of the Province of Ontario.
- (b) "Clerk" shall mean the Clerk of the Township of Wollaston or his/her designate who shall have all the powers and duties of the Clerk under this and every other Act.
- (c) "Council" shall mean the elected and sworn members of the Council of the Township of Wollaston.
- (d) "Head" of Council shall mean the Reeve of the Township of Wollaston.
- (e) "Acting Reeve" shall mean the Deputy Reeve or in his absence another designate who shall act as presiding officer in the absence of the Reeve.
- (f) "Meeting" means any regular, special, committee, or other meeting of Council, of a local board or of a committee of either of them.
- (g) "Closed Meeting" shall mean closed to the public as defined in Subsection 5.3 of this By-law.
- (h) "Committee of the Whole" shall mean a meeting of Council in Committee format for discussion purposes.
- (i) "Committee" means any advisory or other committee, subcommittee or similar entity composed of members of the Township of Wollaston council alone or together with members of another council or the public.
- (j) "Committee Chair" means the Chairperson of any committee and the Committee Chair shall have the same powers during a Committee Meeting of Council as Head of Council during Council Meetings whether or not the Chair is a voting member.
- (k) "Pecuniary interest" includes a direct or indirect pecuniary (financial) interest of a member and a pecuniary interest deemed to be that of a member.
- (l) "Local Board" means a local board as defined in the Municipal Act, 2001.
- (m) "Quorum of Council" means the majority of Council, that is three (3) members present.

- (n) "Recorded Vote" shall mean the recording of the name and vote of every Member of Council voting on any matter or question.

1.2 Rules and Regulations

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 order and dispatch of business in Council and in the Committees thereof, provided that the rules and regulations contained herein may be suspended by a majority vote of Members present and in any case for which provision is not made herein the procedure to be followed shall be, as near as may be, that followed in the Legislative Assembly of Ontario and its Committees.

**2.0 COUNCIL (AND COMMITTEE) MEETINGS AND NOTICES FOR THE SAME**

2.1 Schedule of Meetings

The Inaugural Meeting of the Council shall be held on the first Wednesday in December, following the Municipal Elections, beginning at 9 a.m., unless otherwise noted.

Schedule of Meetings pertaining to the regular Meetings of Council and the regular Meetings of Committees thereof, are set out in Appendix "A" attached hereto and forming part of this by-law.

2.2 Public Meetings/Notice

2.3

Adequate notice for such items as special meetings will be posted at the Township Municipal Office Building at 90 Wollaston Lake Road, on the Township's website at [www.township.wollaston.on.ca](http://www.township.wollaston.on.ca) and at the Post Office in Coe Hill at 2269 Hwy 620.

If Council chooses to give notice in a local paper, commercial gazette or any other forum of public viewing, it shall first be authorized by resolution of council.

2.3 Special Meetings/Notice

The Reeve shall if requested in writing by any three members of Council call a special meeting of Council other than as described in Section 2.1 of this by-law.

The Reeve may call a special meeting other than as described in Section 2.1 of this by-law to deal with a matter which is deemed to require immediate action. Notice of such a special meeting shall be given by contacting each Member of Council and verbally advising them of the time and place of the meeting, or notice may be given in writing or via voice recording or via e-mail message. Notice will be posted on the Township's web-site, in the Township Municipal Office Building at 90 Wollaston Lake Road, unless in the case of an emergency as deemed by a quorum of Council, then adequate notice may not be given as per above.

Special meetings require a minimum notice of twenty-four (24) hours unless otherwise agreed to by a majority of members to the satisfaction of the Clerk.

Adequate notice for such items as special meetings will be posted at the Township Municipal Office Building at 90 Wollaston Lake Road, on the Township's website at [www.township.wollaston.on.ca](http://www.township.wollaston.on.ca) and at the Post Office in Coe Hill at 2269 Hwy 620.

At special meetings of the Council, no financial decisions shall be made or incurred, unless the same shall be referred to in the notice calling the meeting.

In the absence of, or death of the Reeve or the Presiding Officer, so appointed, or if his/her office is vacant, a special meeting may be summoned by the Clerk and shall be summoned upon a requisition, in writing, signed by a majority of the members of the Council, being received in his/her office stating the date, time and place of the requested meeting.

Council shall only consider the matter or matters that are specifically listed for consideration on the Notice of the Special Meeting, unless unanimous consent is given by Members of Council to consider other matters.

2.4 Statutory Holiday

When the day scheduled for a regular Council Meeting is a Statutory Holiday, Council shall meet on the WEDNESDAY following the holiday.

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## 2.5 Presiding at Council Meeting

- (a) As soon after the hour fixed for the meeting as there is a quorum present, the Reeve shall take the chair and call the members to order. A majority of the members of Council shall constitute a quorum.
- (b) The Reeve is the Head of Council and he/she shall preside at the meetings of Council. In the case the Reeve does not attend within fifteen minutes after the time appointed, and if there is a quorum, the meetings of Council shall be presided over by the appointed member of Council to act in place or instead of the Reeve who shall have all rights, responsibility and authority as Head of Council while performing his/her duty during the meeting or until the arrival of the Reeve. If both the Reeve and said appointed Councillor is absent, providing there is a quorum, a Member of Council shall be chosen from the members present to preside during the meeting or until the arrival of the Reeve or member of Council appointed to act instead of the Reeve.
- (c) While presiding, the Acting Reeve and/or the Chair chosen by Council shall have all the powers of the Reeve and shall be entitled to vote as a member, except where disqualified to vote by reason of interest or otherwise.
- (d) The Reeve shall preserve order and decorum, decide questions of order (subject to an appeal to the Council by any member) and, without unnecessary comment, cite the rule or authority applicable to the case if called upon to do so.
- (e) The Reeve (except where disqualified from voting by reason of interest or otherwise) may vote with the members on all questions. Any questions on which there is an equality of votes shall be deemed to be negative.
- (f) The Reeve may take part in any debate without leaving the Chair. If the Reeve desires to introduce a motion or by-law, he/she shall leave the Chair for that purpose and shall call on another member of the Council to fill his/her place until he/she resumes the Chair.

## 2.6 Quorum

If there is no quorum within thirty (30) minutes after the time scheduled for a meeting of Council, the Clerk shall call the roll and record the names of the Members present and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.

## 2.7 Curfew

No item of business may be dealt with at a Council meeting after 1 P.M for the 1st meeting of the month and 11 p.m. for the second meeting of the month. unless unanimous consent is given by the Members of Council to extend the closure time.

## 3.0 AGENDAS AND SUPPORTING MATERIAL

### 3.1 Agendas

Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be affected without requiring amendment to this by-law.

1. Call to Order and Opening Remarks.
2. Declaration of Pecuniary Interest.
3. Adoption of Minutes.
4. Business Arising from the Minutes.
5. Adopt Agenda

6. Delegations.

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7. Resolution to move to in camera session if necessary
8. Items for discussion and motions
9. Correspondence for Council Information
10. Committee Reports/Staff Reports.
11. Committee Reports
12. Accounts.
13. Notice of Motions
14. Question Period from the floor and quests present
15. New Business – non agenda committee items which because of urgency cannot be deferred to a subsequent meeting identified to be considered in this meeting both in camera and in open meeting.
16. By-Laws
17. Confirmation by-law
18. Adjournment

The business of the Council shall be taken up in the order as listed on the agenda unless otherwise decided by the Reeve or Presiding Officer.

3.2 Circulation of Agenda

Insofar as is practicable, it shall be the duty of the Clerk to ensure that the Minutes of the last regular Council meeting and all Special and Committee meetings held more than nine (9) days prior to the regular meeting are circulated along with council agendas and supporting material, prepared in accordance with Clause 3.1; and  
Insofar as is practicable, delivered to each Member no later than the Friday prior to a regular meeting. Time sensitive supplementary agenda items will be circulated to Members prior to Call to Order of meeting, otherwise they will be held over for the next Council meeting.  
A copy of the agenda for each regular Council meeting shall be posted for public view inside the municipal office, Post Office and website.

3.3 Minutes

Minutes shall record:

- (a) the place, date and time of meeting;
- (b) the name of the person presiding and a record of the attendance of Members;
- (c) proceedings of the meeting without note or comment;
- (d) all corrections or omissions noted prior to its adoption;
- (e) the signature of the Reeve/Presiding Officer and Clerk/Secretary.

3.4 Accounts

General or Special Accounts will be presented for Council approval at the first regular meeting in each month or at other meetings upon approval of Council.

**4.0 THE CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL**

**4.1 Duties of Head of Council**

It shall be the duty of the Head of Council or other Presiding Officer to:

- (a) to open the meeting of Council by taking the Chair and calling the meeting to order, and giving appropriate opening remarks;
- (b) to announce the order of business as it appears on the agenda so that an orderly sequence of business may be maintained;
- (c) to receive and put to vote all motions presented that are duly moved and seconded, or necessarily arise in the course of the proceedings and announce the results;
- (d) to decline to put to vote motions which infringe upon the rules of procedure;
- (e) to inform the Council, when necessary or when called upon to decide a point of order or usage, he/she shall state the rule or practice applicable to the case;
- (f) to ensure and enforce the observance of order and decorum among the Members;
- (g) to ensure and enforce the observance of order and decorum among the assembly;
- (h) to call by name any member(s) persisting in breach of the rules or order of the Council, thereby ordering the member to vacate the Council Chamber;
- (i) to order any individual or group in attendance at the meeting to cease and desist any behavior which disrupts the order or decorum of the meeting and to order the individual or group to vacate the Council Chamber where such behavior persists;
- (j) to receive all communications and delegations and announce them to the Council;
- (k) to authenticate, by his/her signature when necessary all By-Laws, resolutions/motions and minutes of the Council;
- (l) to select the members of Council who are to serve on Committees;
- (m) to represent and support the Council, declaring its will, and implicitly obeying its decisions in all things;
- (n) to ensure that the decisions of Council are in conformity with the laws and By-Laws governing the activities of the Council;
- (o) to request a motion of Council to move in to Committee of the Whole/Caucus;
- (p) to adjourn the meeting without question in the case of grave disorder arising in the Council Chamber;
- (q) adjourn the meeting when the business is concluded.

**4.2 Conduct of Members of Council**

- (a) If a Member of Council has any pecuniary or other interest, direct or indirect in a matter that is the subject of consideration by Council he/she shall as soon as practicable after the commencement of the meeting disclose his/her interest and shall not take part in the discussion nor vote on any question in respect to that matter.
- (b) No Member shall:

- (i) use offensive words or unparliamentary language in or against the Council or against any Member, staff or guest;

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- (ii) speak on any subject other than the subject under debate or question;
- (iii) criticize any decision of Council except for the purpose of moving that the question be reconsidered;
- (iv) disobey the rules of Council or disobey the decisions of the Reeve or Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the rules of the Council; and if the Member persists in disobedience, the Presiding Officer may forthwith put the question (without amendment, adjustment or debate) "that such Member be ordered to leave his/her seat for the duration of the meeting", but if the Member apologizes he/she may, by vote of the Council, be permitted to retake his seat;
- (v) attend a meeting in a condition unfit for conducting the business of Council;
- (vi) interrupt or make a disturbance when the presiding officer is putting the question to a vote, and/or a member who has the floor except to raise a point of order;
- (vii) leave a meeting without first obtaining permission from the Reeve or presiding officer.

- 4.3 No person shall be allowed to address Council or speak in debate without permission of the Reeve or presiding officer.
- 4.4 No person shall use offensive words or unparliamentary language in or against Council or against any Member, staff or guest.
- 4.5 No person shall attend a meeting in an unfit condition.
- 4.6 No person shall make or cause to be made a disturbance of any nature.
- 4.7 Use of video camera's or recording devices without prior permission from the Reeve will not be permitted.

**5.0 MOTIONS/RULES OF DEBATE**

Definition of a motion or resolution: Council may express their decisions in the form of resolutions: which is simply an expression of the decision or wishes of Council, which has been submitted in the form of a motion and has been adopted by majority vote. Resolutions usually deal with the smaller acts of administration and matters of internal management within the Municipality. They are frequently used to place on record Council's view on some matter.

- 5.1 (a) Any Member of Council may introduce a motion for discussion or debate. A motion must be formally seconded before it is subject to discussion or debate.
- (b) When a motion is under debate, no motion shall be received unless related to a question under consideration and may be entertained only if it is:
  - (a) to refer to Committee of the Whole (debatable)
  - (b) to amend (debatable)
  - (c) to lay on the table deferring temporarily (not debatable)
  - (d) to postpone indefinitely or to a specific day (not debatable)
  - (e) to adjourn (not debatable)

These motions shall have precedence in the order in which they are named. A motion to adjourn shall always be in order, and shall be decided without debate.

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- (c) A motion that was duly made, discussed or debated shall be put to a vote and the motion and the result of the voting shall be recorded in the Minutes.
- (c) A motion may be withdrawn by the mover with permission of the seconder prior to its being debated or put to a vote.

**5.2 Voting on Motions**

- (a) Before a motion is put to a vote, the presiding officer shall state the question in the precise form it will be recorded in the Minutes. Members present must vote on the question unless prohibited by any Act.
- (b) When a question is put to a vote, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result declared.
- (c) Any question on which there is a "tie vote" or equality of votes, the vote shall be deemed to be lost.
- (d) The manner of determining the decision of Council shall be by voice, and the Head of Council or the presiding officer may vote on any issue, except where disqualified to vote by reason of interest or otherwise.
- (e) Any Member may request a recorded vote to appear in the minutes. The presiding officer on a recorded vote shall vote last because in the event of a "tie vote" the presiding officer must cast the deciding vote unless he or she is prohibited from voting by Conflict of Interest or any other Act. If such is the case on a "tie vote", the motion would be deemed to be lost. The presiding officer on a recorded vote shall be done alphabetically and on a rotation basis so the onus is not always on one person.
- (f) The head of the council, or the presiding officer, except where disqualified to vote by reason of interest or otherwise, may vote with the other members on all questions, and, except where otherwise expressly provided by this Act, any question on which there is an equality of votes shall be deemed to be negated.
- (g) Where a vote is taken for any purpose and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the clerk shall record each vote, and the names of those who voted for and those who voted against shall be recorded in the Minutes.
- (h) No vote by Council shall be taken by ballot or any other method of secret voting, and every vote so taken is of no effect.

**5.3 Committee of the Whole/Caucus/or Closed Meetings**

- (a) Pursuant to Section 239(1) of the Municipal Act, 2001 all Council and Committee meetings shall be open to the public.
- (b) Pursuant to Section 239(2), notwithstanding Paragraph 5.3 (a) above, a meeting of Council or a Committee meeting may be closed in part or whole to the public if the subject matter being considered relates to:
  - (i) the security of the property of the municipality or local board. An example may be any matter involving the security of the property of the Township of Wollaston.
  - (ii) personal matters about an identifiable individual, including municipal or local board employees. An example may be personnel matters, where a named



employee or prospective employee is involved, or where employee relations or reputations could be damaged.

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- (iii) a proposed or pending acquisition or disposition of land by the municipality or local board. An example may be property matters in which premature public disclosure could be prejudicial to the interests of a property owner of the Township, when acquisition or sale of property of/or for the Township of Wollaston is being investigated or negotiated.
  - (iv) labour relations or employee negotiations. An example may be matters affecting labour relations and contract negotiations with employees.
  - (v) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. An example may be matters in which public discussion could prejudice the Township's legal position or be detrimental to the Township in proceedings before any court of administrative tribunal.
  - (vi) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. An example may be the receiving of advice from a solicitor pertaining to any particular issue that is considered confidential.
  - (vii) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act. An example would be consideration of awards or merit and appointments to Boards and Commissions. Another example would be Discussions in relation to the Municipal Boundary Negotiations Act, 1981.
- (c) Pursuant to Section 239(3) a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board, commission or other body is the head of an institution for the purposes of that Act.
- (d) Pursuant to Section 239(3.1) a meeting of 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:
- (i) the meeting is held for the purpose of educating or training the members.
  - (ii) at the meeting, no member discussed or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- (e) Pursuant to Section 239(4) before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee of either of them shall state by resolution,
- (i) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting;
  - (ii) in the case of a meeting under Section 239(1), the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection.
- (f) Pursuant to Section 239(6), despite Section 244, a meeting may be closed to the public during a vote if,
- (i) Section 239(2) or 239(3) permits or requires the meeting to be closed to the public; and
  - (ii) 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.

In Caucus sessions shall be held:

- (i) For the selection of vacant Council Seats, Committees and other appointments, and
- (ii) When Committee or Council is discussing finance, personnel, litigation, property, personal information or any other matter where premature disclosure may prejudice the Township's position, or where the lack of parliamentary immunity may leave Council, or any of its members, or officers, open to suit.

Pursuant to Section 239 of the Municipal Act, when a motion to go into In Caucus/Committee of the Whole is carried, the Reeve or Presiding Officer or Committee Chair may, with the approval of Council or Committee, exclude or include such persons as is deemed appropriate from or in the meeting room.

When in Caucus, no one shall leave and re-enter the meeting room without the approval of the Reeve or Presiding Officer or Committee Chair.

Notwithstanding Paragraph (f) above, all recommendations approved during In Caucus sessions shall be reported and voted on publicly, immediately after the In Caucus session has been concluded.

#### 5.4 Rules of Debate

- (a) Any Member of Council who desires to speak may remain seated and address his/her remarks to the Reeve or presiding officer. The Member shall confine his/her remarks to the question and shall avoid personalities. No member shall speak to the same question or in reply for longer than five minutes.
- (b) The presiding officer shall ensure that any Member who wishes to speak on a subject is given a fair opportunity to do so and without interruption from any other Member. When two or more members request to speak, the presiding officer shall designate the member who has the floor.
- (c) The presiding officer may call a Member to order while speaking and the debate shall be suspended and the Member shall not speak until the point of order is determined. Any Member may appeal from the decision of the Chair to Council and the Council shall decide by a majority vote without debate and its decision shall be final.
- (d) A member may ask a question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding thereon, but the question shall not be used as a means of making statements or assertions.
- (e) When the presiding officer calls for a vote on a question each Member shall remain seated and refrain from communicating with other Members until the result of the vote has been declared by the presiding officer.

#### 5.5 Points of Order and Privilege

- (a) The presiding Officer shall preserve order and decide questions of order.
- (b) A Member may rise and address the Chair to raise a point of order. After leave is granted, he/she shall state the point of order which shall be decided on by the presiding officer. If the decision of the presiding officer is appealed, Council shall decide the question by a majority vote and its decision shall be final.
- (c) When two or more Councillors rise at the same time, the Reeve or Presiding Officer shall name who is first to speak.

- (d) When a Member considers/believes that his/her integrity or the integrity of the Council as a whole has been impugned he/she may as a matter of privilege rise at any time and with the consent of the presiding officer draw the attention of Council to the matter.

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**5.6 Petitions and Delegations**

- (a) Petitions presented to Council shall be legibly written or printed on the prescribed delegation form and signed by at least one person and filed with the Clerk during or prior to the meeting. The person or persons presenting the petition may speak on the matter before Council, in which case it shall be limited to a maximum time of fifteen (15) minutes.
- (b) Delegations wishing to address Council shall notify the Clerk at least five (5) regular working days before the day of the scheduled regular Council meeting. The purpose of the delegation shall be clearly stated and it shall be contained in the agenda delivered to Council Members prior to the meeting.
- (c) Notwithstanding Sub clause 5.6 (b) above and at Council's discretion, any delegations or deputations other than those listed may be heard on any item appearing on the agenda.
- (d) Delegations wishing to address Council shall be limited to three (3) per meeting, maximum time of fifteen (15) minutes per delegation. Exceptions given consideration.
- (e) The Clerk shall record the name of every person who speaks as a member of a delegation to Council, a general outline of intent and outcome if any, of the delegation shall be recorded in the Minutes of the regular Council meeting.

**6.0 BY-LAWS**

Definition of a by-law: Powers of Council are exercised by by-law in more important matters and where the action taken will affect the general public. A by-law is used to implement Council decision: Example entering into agreements, setting policy and authorizing large expenditures not included in the annual budget.

- (a) 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 procedure or to comply with provisions of any act and shall be complete with the number and date thereof.
- (b) Every By-Law shall have three readings prior to it being passed.
- (c) The Presiding Officer shall introduce the reading of By-Laws and the first reading of a By-Law shall be decided without amendment or debate.
- (d) The By-Law may be debated or amended during the second reading. If the Council determines that the By-Law is to be considered in Committee of the Whole, it shall be so considered previous to the third reading thereof.
- (e) The third and final reading of a By-Law shall direct that the By-Law be signed, sealed and numbered. If Council so determines, a By-Law may be taken as read.
- (f) The Clerk shall set out on all By-Laws enacted by Council the date of the several readings thereof.
- (g) 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 Clerk and the Presiding Officer and shall be deposited by the Clerk in his/her office for safekeeping.

**7.0 SUSPENSION OF RULES**

- 7.1 Any procedure required by this By-Law may be temporarily suspended with the consent of a majority of the Members present.
- 7.2 A Member presenting a resolution to temporarily suspend a rule or rules shall state the subject matter for which the suspension of the rule is requested.

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**8.0 GENERAL**

- 8.1 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 any emergency.
- 8.2 In all matters and under all circumstances the members shall be guided by and shall have regard to the Municipal Conflict of Interest Act, or its successor Local Government Disclosure of Interest Act 1994.
- 8.3 Individuals or groups which are listed on an agenda or are otherwise approved to appear before Council shall, subject to Paragraph 5.6(b), be limited to not more than fifteen (15) 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 ten (10) minutes.
- Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-Law, including any amendments thereto.
- 8.4 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.
- 8.5 In all unprovided cases in the proceedings of Council or in the Committee of the whole, the matter shall be decided by the Reeve in accordance with Robert's Rules of Order.
- 8.6 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 has been given at a previous regular meeting of the Council and entered on the agenda of the next meeting at which such amendment or repeal is to be considered.

**9.0 RESCIND BY-LAW**

- 9.1 That this By-Law repeals all previous by-laws and/or Motions of Council pertaining to the same.

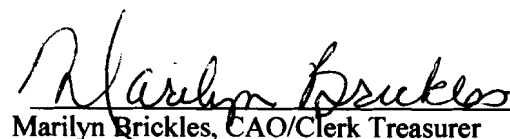
**10.0 EFFECTIVE DATE**

- 10.1 This By-Law shall become effective upon the date of passing thereof.
- 10.2 Where any By-Law passed prior to this conflicts with this By-Law, the terms of this By-Law shall prevail.

Read a first, second and third time and finally passed on September 2<sup>nd</sup>, 2009.

Passes sealed numbered and entered into the by-law book.

  
Dan McCaw, Reeve

  
Marilyn Brickles, CAO/Clerk Treasurer



## **APPENDIX "A" TO BY-LAW NO. 2009-68**

**Being a By-Law to Govern the Proceedings of Council,  
the conduct of its members,  
the calling of meetings  
and giving notice to and consulting with the public**

- 1) The regular Meetings of Council shall be held on the first Wednesday of each month beginning at 9 a.m., and the 3<sup>rd</sup> Wednesday of each month at 7 p.m. at the Wollaston Township Council Chambers, 90 Wollaston Lake Road, Coe Hill, ON or at the place designated by Council.