

THE CORPORATION OF THE TOWNSHIP OF TOWNSHIP OF CRAMAHE

BY-LAW NUMBER 07-10

**A by-law to govern the proceedings of  
Council and Committee Meetings.**

**WHEREAS** Section 238 of the Municipal Act, 2001, S.O. 2001, c 25, as amended requires every Municipality to pass a Procedural By-law for governing the calling, place and proceedings at the meetings of the Council and Committee;

**AND WHEREAS** the Council of the Corporation of the Township of Cramahe considers it desirable to enact a by-law in this regard and to repeal all prior Procedural By-laws in place

**NOW THEREFORE** the Council for the Corporation of the Township of Cramahe **HEREBY ENACTS** as follows:

1. **DEFINITIONS**

In this By-law:

- a) **"Council"** means the Council of the Township.
- b) **"Clerk"** means the Clerk-Administrator or the Acting Clerk.
- c) **"Committee"** any advisory or other committee, subcommittee or similar entity of which at least 50 percent of the members are also members of or more councils or local boards.
- d) **"Committee Chair"** means the Chairman/Chairwoman of the Committee.
- e) **"He"** and **"His"** includes **"She"** and **"Hers"**.
- f) **"Member"** means a Member of Council.
- g) **"Notice"** means a notice in writing delivered to the recipient, advertisement in a local newspaper or on the Municipal Website.
- h) **"Quorum"** means a majority of the Members of Council or Committee.
- i) **"Deputy Mayor"** means that member of Council who has been elected as Deputy Mayor to act for a designated period of time in the absence of the Mayor.

- j) **"To Refer"** means to direct a matter under discussion by Council to a Committee meeting or the CAO or a Department Head for further examination.
- k) **"To Table"** means to postpone without setting a definite date as to when the matter will be rediscussed. In the absence of any direction by Council or Committee, the matter may not be discussed until the CAO, or a Member through a Notice of Motion, brings the matter forward to a subsequent meeting.
- l) **"To Defer"** means to postpone all discussion on the matter until a future date that is established as part of the motion.
- m) **"Recess"** means to adjourn the meeting for a specified length of time.
- n) **"Township"** means The Corporation of the Township of Cramahe.

## 2. GENERAL PROVISIONS

### 2.1 Inaugural Meeting

The first meeting of a newly elected Council after a regular election shall be held during the first week of December.

### 2.2 Rules and Regulations

The rules and regulations contained in this By-law shall be the rules and regulations for the order and dispatch of business in Council and in Committee provided that the rules and regulations contained herein may be suspended by a majority plus one vote of the Members present at the Council or Committee meeting. Council and Committee is prohibited from suspending any statutory requirement with respect to its proceedings.

All meetings of Council and Committee shall be open to the public unless the subject matter to be discussed relates to the topics as stated in Section 5.2 of this By-law.

The Clerk-Administrator, or Acting Clerk, shall be present at all meetings of Council or Council in Committee.

### 2.3 No Quorum

If no quorum is present fifteen (15) minutes after the time appointed for a meeting, the Clerk shall record the names of the Members present and

the meeting shall stand adjourned until the date of the next such regular meeting.

2.4 Duties of the Chair

It shall be the duty of the Chair:

- a) to put to a vote all motions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- b) to decline to put to vote motions which infringe the rules of procedure;
- c) to restrain the Members, within the rules of order, when engaged in debate;
- d) to enforce on all occasions, the observance of order and decorum among the Members;
- e) to call by name any Member persisting in breach of the procedure of the Council, thereby ordering him/her to vacate the Council Chamber;
- f) to decide all questions of order at the meeting, subject to an appeal by any Member to Council on any question of order in respect to business before the Council;
- g) to authenticate, by his/her signature when necessary, all By-laws and Resolutions;
- h) to declare a meeting which was scheduled to commence at 5:30 o'clock p.m. and which is in session at 11:00 o'clock p.m. be adjourned forthwith unless otherwise determined by a majority plus one vote of the Members present.

2.5 Conduct of Members

- a) No Member shall:
  - i) Use offensive words or unparliamentary language in or against the Council or against any Member;
  - ii) speak on any subject other than the subject in debate;
  - iii) speak for more than five (5) minutes on any matter;
  - iv) criticize any decision of the Council except for the purpose of moving the question be reconsidered;

- v) interrupt the Member who has the floor, except to raise a Point of Order or Privilege.
  - vi) disobey the rules of the Council or a decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the rules of the Council; and where a Member persists in any such disobedience after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the meeting of the Council", but if the Member apologizes, he/she may be permitted to retake his/her seat.
- b) 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.

### 3. CONDUCT OF BUSINESS

#### 3.1 Location of Meetings

All meetings of Council and Committee shall be held at The Keeler Centre, in the Village of Colborne or at any other place in the Municipality authorized by the Mayor in the case of Council meeting, and by the Mayor or Clerk-Administrator in the case of a Committee meeting.

#### 3.2 Minutes

- a) The Minutes shall record:
  - i) the date and time of meeting;
  - ii) the name of the Chair and the record of the attendance of the Members;
  - iii) all the proceedings of the meeting without note or comment.
- b) Minutes of a meeting shall be approved and/or corrected at the next regular meeting.
- c) It shall be the duty of the Clerk to mail or deliver to each Member not less than 48 hours prior to a regular meeting, the minutes of the last regular meeting of Council and all subsequent meetings of Council held more than six working days before the regular meeting.

#### 3.3 Adoption of Minutes

As soon as a regular meeting is called to order, and the agenda has been

approved, the Chair shall ask if there are any objections to the minutes of previous meetings as referred to in Sub-section 3.2(b) of this By-law and shall forthwith or after any correction or change, declare the minutes adopted and shall sign them.

### 3.4

#### Delegations

- a) Delegations shall be encouraged to **appear before Committee rather than before Council**. Anyone wishing to appear before Committee or Council shall advise the Clerk by 12:00 noon on the Thursday prior to the publication of the agenda. A delegation will only be included on the Committee or Council agenda when the Clerk is in receipt of a written request which clearly state the nature of the matter to be addressed by the spokesperson.
- b) No person other than the designated spokesperson may speak on the matter and for not more than a total of eight (8) minutes except that a delegation consisting of more than five (5) persons who are present at the meeting may have more than one (1) speaker provided that the total speaking time does not exceed ten (10) minutes. A delegation not on the agenda and not appearing in respect to a matter on the agenda shall not be heard without the consent of at least a majority plus one vote of the Members present.
- c) A delegation in respect to a matter on the Committee agenda shall request that said matter be noted as an item for separate discussion. The delegation shall be heard at the time the matter is considered by Committee. Requests to appear as a delegation on an matter that is to appear on the Committee agenda shall be advised that they may request that the item be discussed and provide Committee with their delegation at that time. They will not be listed as a separate delegation on the agenda.
- d) No delegation shall be permitted to address Council except those individuals that have submitted a letter within the prescribed time and are listed as delegations on the Council agenda. All delegations appearing before Committee or Council shall be permitted to speak only once on an item. Once discussion in respect of a motion or resolution has commenced, no further presentation shall be made by the delegation or by any person other than a Member, except at the discretion of the Chair.
- e) Where there is no accompanying staff report, the matter shall be referred to a future meeting of the Committee and a report requested for that meeting.

3.5 Late Arrival

If a member arrives late at a meeting, any prior discussion shall not be reviewed without the unanimous consent of all Members present.

3.6 Motions

- a) Every motion, other than a motion to adjourn, recess, table or suspend the rules of the Procedural By-law, when duly moved and seconded, shall be open for discussion. **Debate shall not be allowed on any motion or amendment until it has been properly seconded.** A motion or amendment thereto, may not be withdrawn without the consent of the mover and seconder. The Chair may not move or second any motion. The Chair shall vote on a motion but shall not have a second or casting vote in the event of an equality of votes on any question.
- b) Any Member may request the Chair to put the question for a vote.
- c) Where a motion to adjourn, recess, table or suspend the rules of the Procedural By-law has been made, until such motion has been decided, there shall be no discussion on the matter proposed to be adjourned, recessed, tabled or suspended.

3.7 Speaking Order

No member shall speak more than once, except to give an explanation, until every Member who desires to speak has spoken.

3.8 Motion Under Debate

When a question is under debate, no motion shall be received except for the following purposes and according to the listed priorities, namely:

- a) To extend the hour of automatic adjournment;
- b) To recess;
- c) To adjourn;
- d) To defer the motion under consideration to a definite date;
- e) To defer the motion under consideration indefinitely;
- f) To table a motion;
- g) To refer the motion under consideration to staff for a report; and
- h) To amend the motion under consideration.

3.9 Motion to Table

- a) A motion to table:
- i) shall not be amended or debated; and
  - ii) shall apply to the motion and any amendments thereto under debate at the time when the motion to table was made.
- b) A tabled motion that has not been decided by Council either in the affirmative or in the negative during the term of the Council in which the motion was introduced shall be deemed to have been withdrawn.

3.10 Motion to Refer

A motion to refer a matter under consideration to a Committee or to staff:

- a) shall be open to debate and may be amended;
- b) shall include the terms on which the motion is being referred and the time at which the matter is to be returned; and
- c) shall include the reasons for the referral.

3.11 Motion to Defer

A motion to defer to a certain time or date:

- a) shall be open to debate as to advisability of postponement; and
- b) may be amended as to the time or date to which the matter is deferred.

3.12 Motion to Amend

A motion to amend:

- a)
  - i) shall be open to debate;
  - ii) shall be relevant to the main motion.
- b)
  - i) a motion to amend may be a "friendly amendment" whereby the Mover and Seconder agree to re-word their Motion to accommodate an amendment; **or**
  - ii) if it is not a "friendly amendment", then the motion to amend shall be put to a vote in the reverse order to that in which they are moved;

- iii) shall be decided or withdrawn before the main motion is put to the vote;
  - iv) shall not be further amended more than once, provided that further amendments may be made to the main motion;
  - v) shall not be directly contrary to the main motion.
- b) If the original Mover and Secunder of the motion do not agree with the amendments, they may, without further discussion, withdraw their support for the original motion as amended and a new Mover and Secunder would be required to move the motion as amended. If the amendments are carried, then the original motion as amended would be put to the vote.

3:13

Motion to Recess

A motion to recess when other business is before the meeting:

- a) shall specify the length of time of the recess;
- b) shall not be debatable and shall only be amendable with respect to the length of the recess.

3.14

Motions Containing Two or More Matters

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

3.15

Withdrawal of Motion

A request to withdraw a motion:

- a) shall only be made by the mover of the motion (The secunder cannot withdraw their second to the motion without the withdrawal being initiated by the mover.);
- b) shall have the consent of the secunder of the motion; and
- c) shall be in order at anytime during debate.

3.16

Adoption in a Single Motion

One or more report items on a Committee or Council agenda may be adopted in a single motion. At a Council meeting a Member may request



that an item be discussed and that item shall not then be included in the motion to adopt the Council items not requiring separate discussion. At a Committee meeting any Member or anyone present at the meeting may request that an item be discussed and that item shall not be included in the motion to adopt Committee items not requiring separate discussion.

3.17 Voting on Motions

After a question is finally put to vote by the Chair, no Member shall speak to the question or shall any other motion be made until after the vote is taken and the result has been declared.

Each Member present and voting shall announce or indicate his/her vote upon the motion openly and individually and no vote shall be taken by ballot, or any other method of secret voting. In the event a Member present abstains from voting, he/she will be deemed to have voted in the negative unless the Member's reason for abstaining is due to his/her declaration of a pecuniary interest. When a Member abstains from voting, as a result of a declaration of a pecuniary interest situation, his/her abstention shall be deemed to be neither an affirmative nor a negative vote.

If a Member, who has voted on a question, disagrees with the declaration of the Chair that the question is carried, or lost, the Member may, but only immediately after the declaration by the Chair, object to the Chair's declaration and require the Chair to call for another vote on the matter.

3.18 Tie Vote

Any motion on which there is a tie vote shall be deemed to be lost except where otherwise provided by any Act.

3.19 Recorded Vote

- a) Recorded votes SHALL NOT be taken at Council in Committee meetings.
- b) When a Member requests, immediately prior to the taking of the vote, that the vote be recorded, the Clerk shall call all Members present at the meeting in alphabetical order to vote, unless he/she has declared a pecuniary interest. The name of each Member who voted and the manner in which he/she voted shall be noted in the minutes. If a Member at a meeting of the Council, where a motion is put to a vote and a recorded vote is taken, does not vote, he/she will be deemed to have voted in the negative unless the Member's reason for abstaining is due to his/her declaration of a pecuniary interest in which case his/her abstention shall be deemed to be neither a negative nor an affirmative vote. The Clerk shall announce the results.

3.20 Reconsideration of a Matter

If a matter has been previously considered by Committee or Council, it shall not be reconsidered by such body within the next two of its regularly scheduled meetings after the meeting at which it was originally considered, without the consent of at least a majority plus one vote of the Members present. If such consent is given, such item shall only be brought forward at the next regularly scheduled meeting after the meeting at which the reconsideration is authorized.

3.21 Point of Order

- a) A Member or the Clerk-Administrator may interrupt the person who has the floor to raise a point of order when such Member feels that there has been:
  - i) a deviation or departure from the Rules of Procedure; or
  - ii) a deviation from the matter under consideration and the current discussion is not within the scope of the proposed motion;
- b) Upon hearing such point of order, the Chair shall decide and state the point of order.
- c) Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to the Committee or Council.
- d) If no Member appeals, the decision of the Chair shall be final.
- e) If a Member appeals the Chair's decision on a point of order to the Committee or Council, the Member shall have the right to state his/her case, the Chair shall have the right to reply and Council shall decide the question "that the decision of the Chair be sustained" without further debate. The decision of a majority plus one vote of the Members present of Committee or Council shall be final.

3.22 Question of Privileges

- a) A Member or the Clerk-Administrator may rise at any time on a point of personal privilege where such Member feels that his/her integrity or the integrity of the Council has been called into question by another Member, or anyone present at the meeting, and upon hearing such point.
- b) Where the Chair recognizes that a breach of privilege has taken place, he/she shall demand that the offending Member or

individual apologize, and failing such apology shall require said

Member or individual to vacate the Council Chamber for the duration of the meeting.

- c) Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision on the question of a breach of privilege to the Committee or Council.
- d) If no Member appeals, the decision of the Chair shall be final.
- e) If a Member appeals the Chair's decision on a question of privilege to the Committee or Council, the Member shall have the right to state his/her case, the Chair shall have the right to reply and Council shall decide the question "that the decision of the Chair be sustained" without further debate. The decision of a majority plus one vote of the Members present of Committee or Council shall be final.

3.23

#### Expulsion for Misconduct

- a) The Chair of a Committee or Council meeting may expel from the meeting, any person who, in the opinion of the Chair has behaved improperly.
- b) Improper conduct shall be deemed to exist where any person breaches the Rules of Procedure or interrupts the proceedings of Council such that continuation of the meeting is rendered difficult or impossible.
- c) Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to the Committee or Council.
- d) If no Member appeals, the decision of the Chair shall be final.
- e) If a Member appeals the Chair's decision on an expulsion for misconduct to the Committee or Council, the Member shall have the right to state his/her case, the Chair shall have the right to reply and Council shall decide the question "that the decision of the Chair be sustained" without further debate. The decision of a majority plus one vote of the Members present of Committee or Council shall be final.

3.24

#### Suspension of Rules

A motion to suspend the Rules of Procedure required by this By-law shall not be debatable or amendable and shall require a majority plus one vote of the Members present at the Council or Committee meeting.

3.25 By-laws - Readings

All by-laws shall be given first, second and third readings in a single motion, unless a Member wishes to discuss the contents of a by-law, at which time the subject by-law shall be removed from the motion and dealt with separately. The headnote only of the by-law shall be read, and a by-law shall not be enacted until it has received three readings.

3.26 Declaration of Disclosure of Pecuniary Interest

- a) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of Committee or Council at which the matter is the subject of consideration, the Member,
  - i) shall, prior to any consideration of the matter at the meeting, orally disclose the interest and its general nature ;
  - ii) shall not, at any time, take part in the discussion of, or vote on, any question in respect of the matter;
  - iii) shall not, at any time, attempt, either on his or her own behalf or while acting for, by or through another person, in any way whether before, during or after the meeting to influence the voting on any such question;
  - iv) shall immediately leave the meeting or the part of the meeting during which the matter is under consideration and remain absent from it at any time during consideration of the matter; and
- b) Where a Member has declared a pecuniary interest on an item appearing on an agenda, said item shall be selected as an "item requiring separate discussion".
- c) No Member after having declared a pecuniary interest on any matter may move, second or vote on a confirmation by-law.
- d) Where the interest of a member has not been disclosed by reason of the Member's absence from the meeting wherein the matter was discussed, the Member shall disclose the interest and otherwise comply with Sub-section 3.26(a) of this By-law at the first meeting of the Committee or Council attended by the Member after the meeting referred to in Sub-section 3.26(a) of this By-law.

3.27 Public Holidays

In the event that a regular meeting of Council or Committee shall fall upon a public holiday, the meeting shall be held at the same hour on the Tuesday immediately following the holiday. No notice need be given of this change of date and it shall be deemed to be a regular meeting of Council or Committee.

3.28 Taping of Meetings

- a) Council or Committee meetings, which are not closed to the public in accordance with the provisions of Section 5 of this By-law, may be taped, televised or otherwise electronically or mechanically recorded by a cable television company, by any other licensed telecommunications company, or by any freelance person provided that such taping, televising or recording is carried out within the designated area and in such a manner as to not interfere with the proceedings of the meeting. The designated area means the area where the audience is seated or at the rear of the meeting place.
- b) Freelance individuals and/or representatives of companies wishing to tape, televise or record a Council or Committee meeting are to advise Council or Committee at the beginning of the meeting (if they have not so advised the Clerk prior to the meeting) of their intention to record. Any telecommunications company wishing to tape a Council or Committee meeting is requested to advise the Clerk of its intention at least four hours prior to commencement of the meeting.
- c) If, in the opinion of the Chair, the use of such equipment or devices is deemed to be disruptive to the conduct of the meeting, the recording privileges will be withdrawn from any offending user. The ruling of the Chair shall be final unless a Member appeals the ruling to Council, which shall then decide upon the question without debate. A majority plus one vote of the Members present shall be required.

4. COUNCIL MEETINGS

4.1 Regular Meeting Times

- a) A meeting of Council in respect to matters requiring a Public Hearing shall be held at the hour of 6:45 o'clock p.m. (local time) on the first and/or third Tuesdays of each month.
- b) Unless otherwise provided by a Resolution of Council, a meeting of Council in respect to all other matters shall be held immediately following Council in Committee meetings on the first and third Tuesdays of each month.

- c) All items appearing on a Council in Committee agenda shall be ratified at the Council meeting immediately following the Council in Committee meeting.
- d) Notwithstanding the above, a majority plus one vote of Members present may redirect the manner by which any item is ratified by Council.
- e) With consent of majority of Council, there shall be only one meeting held in July and August.

#### 4.2 Staff at Council Meetings

If a Member wishes a Staff member to be present at a Council meeting for clarification on an item, the Member shall so notify the CAO by 12:00 noon on the working day prior to the meeting.

#### 4.3 Special Council Meetings

The Mayor, may at any time, summon a special meeting of Council on 48 hours notice to the Members and the Press, or upon receipt of the petition of the majority of the Members, the Clerk shall summon a special meeting on 48 hours notice to the Members and the Press for the purpose and at the time mention in the petition. The only business to be dealt with at a special meeting is that which is listed in the notice of the meeting. Special meetings shall be open to the public.

#### 4.4 Emergency Council Meetings

The Mayor, may at any time, summon an emergency meeting of Council without Notice where he/she is satisfied a situation exists that poses an immediate danger to the health or safety of any person or property.

#### 4.5 Calling a Meeting To Order and Quorum

As soon after the hour fixed for the holding of the meeting of the Council as a quorum is present, the Mayor shall take the chair and call the meeting to order.

#### 4.6 Absence of the Mayor

In the absence of the Mayor, the Deputy Mayor shall take the chair and in the absence of the Mayor and the Deputy Mayor, the Members present shall elect a chair of the meeting.

#### 4.7 Preparation of Agenda

Prior to each regular meeting, the Clerk-Administrator (or his/her designate), and with the assistance of the Department Heads, shall

prepare an agenda of all the business to be brought before such meeting. No matter shall be placed on the agenda of a meeting referred to in Sub-section 4.1.(b) of this By-law unless it has been considered by Committee with a recommendation to Council, or by Council at a previous meeting, or by Council at a Public meeting.

The agenda shall be distributed to Members of Council and the Press at least 48 hours before the meeting in the case of special Council meetings and at least 72 hours before the meeting in the case of regular Council meetings.

4.8

Order of Business – Council Meetings

Council shall deal with matters in the following order:

1. CALL TO ORDER
2. INTRODUCTION OF ADDENDUM ITEMS
3. CONFIRMATION OF AGENDA
4. DISCLOSURE OF PECUNIARY INTEREST
5. ADOPTION OF MINUTES
6. ADOPTION OF PROCEEDINGS OF COUNCIL IN COMMITTEE
7. DELEGATIONS (Committee Meeting Preference)
8. ITEMS FOR DIRECTION
9. OUTSIDE RESOLUTIONS - REQUEST FOR ENDORSEMENT
10. ITEMS FOR INFORMATION
11. OTHER BUSINESS
12. BY-LAWS
13. CONFIRMATORY BY-LAW
14. MOTION TO ADJOURN

Council Public Hearings shall deal with matters in the following order:

1. CALL TO ORDER
2. DISCLOSURE OF PECUNIARY INTEREST

3. INTRODUCTION AND OVERVIEW
4. CONFIRMATION OF NOTICE
5. CORRESPONDENCE FROM GOVERNMENT AGENCIES
6. CORRESPONDENCE FROM MEMBERS OF THE PUBLIC
7. STAFF REPORT
8. APPLICANT'S PRESENTATION
9. QUESTIONS FROM MEMBERS OF THE PUBLIC
10. CONCLUSION AND RIGHT OF APPEAL PROCESS
11. RESOLUTIONS TO BE PASSED
12. CONFIRMATORY BY-LAW
13. MOTION TO ADJOURN

**5. COUNCIL IN CAMERA MEETINGS**

**5.1 Council In Camera Meeting Procedure**

The rules governing the procedure of the Council and the conduct of Members shall be observed for Council in camera meetings so far as they are applicable, except that recorded votes shall not be taken.

**5.2 Type of Business**

A meeting may be held "in camera" ONLY when the subject matter to be discussed relate to the following:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;



- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.

5.3 Notice/Resolution to Meet in Camera

- a) In Camera (closed to the public) sessions will be held at the Keeler Centre in the Village of Colborne, prior to the 7:00 p.m. start time of the Council in Committee. A notice of time and type of business for the In Camera session will be included on the Agenda for the Council in Committee meeting to be held on the same date.
- b) If the notice of the In Camera session is not included on the Agenda of the Council in Committee Meeting of the same date or if the need arises during a meeting of Council, and the closed meeting complies with the in camera criteria as set out in Sub-section 5.2 of this By-law; immediately prior to the in camera meeting, Council or Committee shall pass a resolution in an open meeting to hold the in camera meeting. The general nature of the matter to be considered at the closed meeting will form part of the said resolution. The open meeting of Council or Committee will then recess into the in camera meeting.

5.4 Voting In Camera

No vote at an "in camera" meeting shall be taken unless,

- a) the subject matter is permitted as per Section 5.2 of this By-law;  
**and**
- b) the vote is for a procedural matter (i.e. to recess, adjourn, amend, table, refer or defer) or for giving directions or instructions to officers, employees or agents of the municipality or Council appointed Board, Committee or Commission or persons retained by or under contract with the municipality or Council appointed Board, Committee or Commission.

5.5 Confidentiality

Members are to ensure that confidential matters disclosed to them during "in camera" meetings are kept confidential.

6. **COMMITTEE MEETINGS**

6.1 Composition of Committee

- (a) There shall be a Committee of Council, composed of all the Members of the Council, and designated as the "Council in Committee". The Committee shall deal with all matters other than those for which Council is required to hold a Public meeting and shall adopt a recommendation to Council relating to the disposition of such matters.

6.2 Regular Meeting Times

Unless otherwise provided by a Resolution of the Council, the regular meeting of Council in Committee shall be at the hour of 7:00 o'clock p.m. (local time) on the first and third Tuesdays of each month

6.3 Committee Chair

The Mayor shall chair all Council in Committee meetings. In the absence of the Mayor, the Deputy Mayor shall take the chair and in the absence of the Mayor and the Deputy Mayor, the Members present shall elect a chair of the meeting. The chair shall maintain order in the Council in Committee meetings.

6.4 Preparation of Agenda

Prior to each regular meeting of the Committee, the Clerk-Administrator (or his/her designate), with the assistance of the Department Heads, shall prepare an agenda of all business to be brought before the Committee.

6.5. Addendum Items

Addendum items will not be presented to Committee without the prior approval of the Clerk-Administrator. Addendum items will be introduced by the Clerk-Administrator only at the beginning of the Committee meeting.

6.6 Notice of Motion

A Notice of Motion is merely a statement of intention and is required in the case of motions being raised by any Member that affect policies or procedures. Notices of Motion shall be in writing and delivered to the Clerk before 12:00 noon (local time) on the day of the committee meeting. The Clerk shall read the Notice into the record and no seconder is required. The Notice is NOT debatable at that time. The Notice of Motion shall be dealt with at the next regularly scheduled Council in Committee meeting.

6.7 Resolutions from Members of Council

Any motion, which does not affect policies or procedures, may be introduced without Notice of Motion as a Resolution from Members of Council (item # 10 on the Council in Committee agenda).

6.8

Order of Business – Committee Meeting

Council in Committee shall deal with matters in the following order:

1. CALL TO ORDER
2. PRESENTATIONS/DELEGATIONS
3. INTRODUCTION OF ADDENDUM REPORTS
4. CONFIRMATION OF AGENDA
5. DISCLOSURES OF PECUNIARY INTEREST
6. ADOPTION OF MINUTES
7. REPORTS
8. NEW BUSINESS
9. OTHER BUSINESS
10. MOTION TO ADJOURN
11. PRESS QUESTIONS
12. PUBLIC/GALLERY QUESTIONS (limited to 10 minutes)

6.9

Committee Procedure

The rules governing the procedure of the Council and the conduct of Members shall be observed in Committee so far as they are applicable, except that recorded votes shall not be taken.

6.10

Adjournment of Meetings

The Chair shall declare a meeting adjourned at 11:00 o'clock p.m., if in session at that hour, unless otherwise determined by a majority plus one vote of the Members present. If a Committee or Council meeting is still in session at 12:01 o'clock a.m., the Chair shall request Council to review the remaining agenda items and defer as many items as possible to the next meeting in two weeks time.

6.11

Member's Report

Subject to Sub-section 3.20 of this By-law, any Member of Council may submit a report to the Clerk's Department by 12:00 noon on the Monday prior to the finalization of agendas (8 days before the meeting). Any late reports received by the Clerk's Department will be dealt with as addendum items and will be subject to Section 6.5 of this By-law.

6.12            Special Committee Meetings

The Mayor or the Clerk-Administrator at any time may summon a special meeting of the Committee on 48 hours notice to the Members and the Press, and when so requested in writing by a majority of the Members, the Mayor or CAO shall summon a special meeting of the Committee on 48 hours notice to the Members and the Press.

7.                ALTERNATE INTERPRETATION

In the event of a conflict in the interpretation of any provisions of the procedural by-law, reference shall be made to Bourignot's Rules of Order as an interpretive aid in resolving the problem.

8.                Minor technical amendments to this by-law may be made by way of resolution with a majority plus one vote.

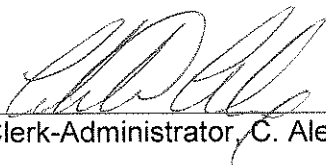
Read a first and second time this 16<sup>th</sup> day of January 2007.

Read a third time and passed this 16th day of January 2007.

Township of Cramahe By-Law 03-11 is hereby repealed.



\_\_\_\_\_  
Mayor, Marc Coombs



\_\_\_\_\_  
Clerk-Administrator, C. Alexander