BY-LAW NUMBER 108 - 2010
OF THE
CORPORATION OF THE MUNICIPALITY OF MEAFORD

BEING A BY-LAW TO PROVIDE RULES FOR GOVERNING THE ORDER AND PROCEDURE OF THE COUNCIL OF THE MUNICIPALITY OF MEAFORD, AND TO RESCIND BY-LAWS 59-2004, 93-2005, 121-2006 AND 131-2007 AS AMENDED

WHEREAS it is necessary and expedient that there should be rules governing the order and procedure of the Council and its committees; and

WHEREAS section 238(2) of The Municipal Act, R.S.O. 1990 c.M.45, as amended requires Council and every local board to adopt a procedure by-law for governing the calling, place and proceedings of meetings;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MEAFORD ENACTS AS FOLLOWS:

1. GENERAL

1.1 Inaugural Meeting

The first meeting of a newly elected Council after a regular election shall be held on the first Monday in December.

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, its committees and sub-committees, and its local boards, with the changes necessary to give effect thereto.

The rules and regulations contained herein may be suspended by a two-thirds vote of the Members of Council, Committee or Board present at the meeting, provided that such rule or regulation is not prescribed by statute.

1.3 Open Meetings

All meetings must be open to the public.

1.4 Closed Meetings

1. (a) Notwithstanding Section 1.3 above, a meeting may be closed to the public if the subject matter being considered relates to:
   - i) the security of the property of the Municipality or local board;
   - ii) personal matters about an identifiable individual including municipal or local board employees;
   - iii) a proposed or pending acquisition or disposition of land by the municipality or local board;
   - iv) labour relations or employee negotiations;
   - v) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
   - vi) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
   - vii) a matter in respect of which Council, Boards, Committees or other body has authorized a meeting to be closed under

an Act of the Legislature or an Act of Parliament;

(b) Notwithstanding Section 1.3 above, a meeting may be closed to the public if the meeting is held for the purpose of educating or training the members, and, at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision of the council, local board or committee or if the matter refers to a Municipal Freedom of Information and Protection to Privacy Act.

2. Before all or part of a meeting is closed to the public, the body proposing to hold the meeting shall state by Resolution:
   i) the fact of holding of the closed meeting;
   ii) the general nature of the matter to be considered at the closed meeting.

3. Subject to subsection 1.4 a meeting shall not be closed to the public during the taking of a vote.

4. Notwithstanding subsection 1.3 a meeting may be closed to the public during a vote if:
   i) Subsection 1.4 permits or a meeting is required 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 or local board, or persons retained by or under contract with the Municipality or local board.

5. Meetings or sessions which are closed to the public may be referred to as in-camera meetings or in-camera sessions.

1.5 No Quorum

If no quorum is present fifteen 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 its next such regular meeting.

1.6 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 and, in so doing, to ensure that the mover and seconder are clearly identified;
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 a breach of a procedure of 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) i) to declare a meeting which was scheduled to commence at 3:00 o'clock p.m. and which is in session at 6:00 o'clock p.m. to be adjourned forthwith unless otherwise determined by a vote of two-thirds of the Members present.

ii) to declare a meeting which was scheduled to commence at 7:00 o'clock p.m. and which is in session at 12:01 o'clock a.m. of the following day to be adjourned forthwith unless otherwise determined by a vote of two-thirds of the Members present.

1.7 Conduct of Members

1. Any Code of Conduct or Ethics applicable to Members of Council adopted by Council shall apply during a meeting held pursuant to this by-law.

2. No Member shall:
   a) use offensive words or unparliamentary language in or against the Council or against any Member of staff or the public;
   b) speak on any subject other than the subject in debate;
   c) criticize any decision of the Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;
   d) disobey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council; 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;
   e) disclose any information that is deemed to be confidential pursuant to but not limited to Sections 6 to 14 under the *Municipal Freedom of Information and Protection of Privacy Act*.

1.8 Electronic Devices

All electronic devices including cellular telephones shall be placed in silent mode in Council Chambers and all other locations during the course of Meetings held in accordance with this By-law.

2. CONDUCT OF BUSINESS – COUNCIL

2.1 Minutes

1. Minutes of a meeting shall be approved as soon as practicable.

2. It shall be the duty of the Clerk to include minutes of previous meetings for approval to Council in agenda packages or by separate mail as required.

2.2 Adoption of Minutes

As soon as a regular meeting is called to order, the Chair shall ask if there are any objections to the Minutes of previous meetings as referred to in paragraph 2.1(1) and shall forthwith or after any correction or change, declare the Minutes adopted and shall sign them.

2.3 Presentations and Deputations

1. No person, except members of Council and appointed officials of the Municipality of Meaford, shall be allowed to come within the horseshoe during the sittings of the Council without the permission of Council.

2. Upon approval of the Council, a person wishing to appear as a deputation may address the Council for a period of time not exceeding five minutes. The five minute time period may be extended by the Council by a majority vote of the Council members present. Such question shall be decided by the Council without debate.

3. Deputations wishing to address Council shall notify the Clerk no later than 12:00 p.m. noon the Monday of the scheduled day for a regular council meeting in order that they may be listed on the agenda along with the subject matter of their address. Deputations must register two days prior to a Special Council Meeting taking place. Deputations may only come and speak about an issue on the agenda. The deputation should provide a written copy of the submission before noon on the Monday prior to the regular Council meeting.

4. In the case of special Council meetings the above rules will apply with the necessary modifications.

5. Deputations that have previously appeared before Council on a subject matter shall provide new information only in any subsequent presentations relating to that matter.

6. A person who is unable to attend a Council meeting may arrange for another person to appear as a deputation on such person's behalf and to read aloud a prepared statement pertaining to an item listed on the Council agenda.

7. Except on matters of order, members of Council shall not interrupt a deputation while he or she is addressing Council.

8. Members of Council may only ask questions of deputations and shall not express an opinion or enter into debate with the deputations.

9. An organized body wishing to address Council as a deputation shall be limited to a maximum of five minutes regardless of the number of representatives of that group wishing to address Council.

10. All deputations on an issue shall be heard before questions are asked of staff or discussion among Council.

11. Where deputations have appeared on an item on the Council agenda, the item shall be brought forward for consideration immediately after all deputations have been heard.

12. Deputations may only appear at Committee of the Whole meetings.

13. Deputations shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the *Municipal Act, S.O. 2001, c.25,* as may be amended from time to time, and other applicable legislation;
    i) For matters which are more properly within the responsibility of Municipal staff, the Clerk shall notify the proposed Deputant that the deputation shall not be listed on the Agenda, and shall direct the proposed Deputant to the appropriate Municipal Department; The Deputant shall not be listed on an Agenda for deputation until staff have had the opportunity to address the matter;

ii) A person may be listed to appear at deputation regarding only one subject matter per meeting;

iii) Where a person cannot be listed to provide a deputation at a given Meeting, the Clerk may schedule the Deputant to appear at the next Meeting;

iv) If a deputation is in respect of a matter that has been recently considered, it shall not be heard by the Committee, Council or other body that considered the matter, within the next four of its regular meetings after the meeting at which it was originally considered, unless a reconsideration motion is passed by the Committee, Council or body.

14. There will be a limit of four (4) delegations per meeting.

15. The following provisions apply to Presentations:

i) A Presentation is defined as the verbal and/or visual provision of information at a Meeting to which this By-law applies;

ii) A Ceremonial Presentation is defined as the giving of an award, prize or other form of recognition, at a Meeting to which this By-law applies;

iii) A person or group wishing to make a Presentation to the Committee of the Whole Meeting shall provide the Clerk's Office with written notice of the request by no later than 12:00 noon on the Tuesday prior to the Meeting. Such request shall state the specific nature of the matter to be presented and a written submission to be given to the Clerk the Tuesday prior to the Council Meeting;

iv) Presentations and Ceremonial Presentations shall only be made in respect of matters within Council's purview and jurisdiction;

v) Ceremonial Presentations at the Committee of the Whole Meeting shall be heard commencing at 3:00 p.m. or 7:00 p.m.;

vi) All other Presentations at the Committee of the Whole Meeting shall be heard commencing at 3:00 p.m. or 7:00 p.m.;

vii) Presentations and Ceremonial Presentations at the Committee of the Whole Meeting shall be limited to ten (10) minutes;

viii) Presentations expected to have a duration of longer than ten (10) minutes may be made to the Committee of the Whole (Working Session), if so directed by the Clerk, in consultation with the Chief Administrative Officer.

ix) Presentations scheduled for Council meetings are at the discretion of the Clerk.

2.4 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.

2.5 Motions

1. All motions shall be seconded before being debated. 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, but may vote on a motion.

2. The Chair or Mayor may appoint a member to preside in his place and vacate the chair in order to move or second a motion. The Chair or Mayor shall resume the chair following the vote on the matter.

3. Where a matter has been tabled it may not be discussed until the Chair, Mayor or a Member through a Member's Request, brings the matter

forward to a subsequent meeting.

2.6 Voting on Motions

1. Every Member present at a meeting when a question is put shall vote thereon unless prohibited by statute, in which case it shall be so recorded.

2. Each Member present and voting shall announce or indicate his/her vote upon the motion openly and individually by show of hands and no vote shall be taken by ballot, or any other method of secret voting.

3. If there is a tie vote on any question, the vote shall be deemed to have been lost.

4. If any Member at a meeting when a question is put does not vote, he or she shall be deemed as voting in the negative except where prohibited from voting by statute.

5. When a recorded vote is requested by a Member, or is otherwise required, the Clerk shall call the names and record the vote of every Member on the question.

6. A request by a Member for a recorded vote shall be made immediately prior to the commencement of the vote being taken or immediately thereafter prior to proceeding to the next item on the agenda.

7. When the Chair calls for a vote on a question, each Member shall occupy his or her seat and shall remain in his or her seat until the result of the vote has been declared by the Chair, and during such time no Member shall speak to any other Member or make any noise or disturbance.

8. After a question is 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.

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

10. When a vote is taken the order of the vote shall, unless otherwise decided by the Council, be as follows:
    a) upon any motion to defer, including a motion to refer the question;
    b) upon the amendments in the reverse order of presentation, dealing with an amendment to an amendment immediately before the amendment it proposes to amend; and
    c) then, upon the motion to adopt or upon the motion to adopt as amended, if any amendments have been carried.

11. One or more items on a meeting agenda other than a Committee of the Whole Public Hearing required by Statute, may be adopted in a single motion.

12. A motion to refer a matter to Staff shall include the reasons for the referral.

13. A recorded vote shall not be requested at a Committee of the Whole Meeting.

2.7 Rules of Debate

1. The Chair shall maintain a list of Members who have requested to speak or to ask questions and the Chair shall designate Members to speak or to ask questions in the order in which they appear on the list.

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

3. When a Member is speaking, no other Member shall pass between that Member and the Chair, or interrupt him or her, except to raise a point of order or a point of personal privilege.

4. A Member may speak to the same question for a maximum of five minutes, and, with leave of the Council, may be granted an extension.

5. When an item is being discussed and one Member has the floor a Member may ask a question only for the purpose of obtaining information necessary for a clear understanding thereof.

6. All questions shall be stated succinctly and questions shall not be used as a means of making statements or assertions.

7. Questions may be asked only:
   a) of the previous speaker;
   b) of the Chair; and
   c) of staff or of a Deputant.

8. A Member may not ask a question if the Chair rules that such question, in substantially similar form and content, has already been asked and answered.

2.8 Reconsideration of a Matter

1. If a matter has been previously considered, it shall not be reconsidered by such body within the next four of its regular meetings after the meeting at which it was originally considered, without the consent of at least two-thirds of the Members present.

2. "Considered" shall mean those matters for which the Members of a Meeting have decided to act or not act upon, and shall not include the mere receipt of information where no action has been sought or taken.

2.9 Points of Order or Points of Privilege

1. A Member may interrupt the person who has the floor to raise a point of order when such Member feels that there has been a deviation or departure from the rules of procedure and upon hearing such point of order, the ruling of the Chair shall be final unless the Member appeals the ruling to Council which shall then decide upon the question without debate.

2. A Member may rise at any time on a point of personal privilege where such Member feels that his integrity or the integrity of the Council has been impugned by another Member and upon hearing such point, the ruling of the Chair shall be final unless the Member appeals the ruling to Council which shall then decide upon the question without debate.

3. Where the Chair recognizes that a breach of privilege has taken place, the Chair shall demand that the offending Member apologize, and failing such apology shall require such Member to vacate the Council Chamber for the duration of the meeting.

4. Any Member may appeal the decision of the Chair to the Council which shall decide the question "that the decision of the Chair be sustained" without debate upon a majority vote of the Members present.

2.10 By-laws – Readings

1. Every By-law presented to Council shall have three readings. Unless required to the contrary, to comply with the provisions of any Act of Statutory procedure, all By-laws shall be given first, second and third reading at one meeting, in a single motion.

2. The Clerk is hereby authorized to make such minor deletions, additions or other changes in form to any by-law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the by-law and Members of Council shall be advised by the Clerk of such changes by written notice.

2.11 Declaration of Interest

No Member after having declared an interest on any matter may move, second or vote on the "adoption of items not requiring separate discussion", if the matter having declared an interest is contained therein. The Member after having declared an interest may move, second and vote on the Confirming By-law.

2.12 Location of Meetings

All meetings of Council and Committee of the Whole shall be held in the Council Chambers or at any other place designated by the Clerk.

2.14 Public Holidays

In the event that a regular meeting shall fall upon a public holiday, the meeting shall be held at the same hour on the day immediately following the holiday that is not a Saturday, Sunday or Public Holiday. No notice need be given of this change of date and it shall be deemed to be a regular meeting of the body.

2.15 Expulsion for Misconduct

The Chair may expel or exclude from the meeting, any person, who, in the opinion of the Chair, has behaved improperly.

2.16 Recording Equipment

1. The use of video or audio recording equipment or devices by members of the public or press during a meeting is permitted if approved prior to the meeting by the Clerk and the Chair of the meeting. If in the opinion of the Chair or the majority of Members present the use of such equipment or devices is disruptive to the conduct of the meeting at which time recording privileges will be withdrawn from any offending user.

2. Recordings of the proceedings of Council and Committee of the Whole meetings shall be carried out by the Clerk or his or her designate and shall be retained in the Clerk's Office.

2.17 Public Notice of Meetings

Public notice shall be given for all Meetings of Committee of the Whole or Council. Posting of the schedule of Meetings on the Municipality's website shall be considered effective public notice of any meeting.

2.18 Roberts' Rules of Order

Where any matter relating to proceedings arises which is not covered by a provision of this By-law, the procedure to be followed shall be decided with reference to Roberts' Rules or Order.

3. COUNCIL MEETINGS

3.1 Regular Meeting Times

The regular schedule of meetings for the Council of The Corporation of the Municipality of Meaford shall be:

a) Committee of the Whole Meetings on the second Monday of each month commencing at 3:00 p.m. or on such other day as may be determined from time to time.

b) Council Meetings on the fourth Monday of each month commencing at 7:00 p.m. or on such other day as may be determined by the Clerk from time to time.

3.2 Special Meetings

1. The Mayor, may at any time, summon a special meeting of Council on 48 hours written notice to the Members, or upon receipt of the petition of the majority of the Members, the Clerk shall summon a special meeting on 48 hours written notice to the Members for the purpose and at the time mentioned 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 may be open or closed as provided for in the *Municipal Act*.

2. In circumstances of an emergency, the Mayor or Acting Mayor may direct that the Clerk summon a special meeting of Council on less than 48 hours notice, and all Members shall be notified of the special meeting of Council either personally or by electronic mail, or by any other means necessary, and the meeting shall proceed if a majority of Council members agree to the Council Meeting by giving written consent to the Clerk personally before the beginning of the Council Meeting.

3.3 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 or Chair shall take the chair and call the meeting to order.

3.4 Absence of the Mayor

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

3.5 Agenda

1. Preparation of Agenda

Prior to each regular meeting, the Clerk (or her designate), 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 paragraph 3.1 unless it has been already considered by a Committee, unless authorized by the Chief Administrative Officer. The agenda shall be distributed to Members of Council at least 48 hours before the meeting.

2. Addendum Items
   a) An item that is not on the agenda as printed shall require a unanimous vote of the members present to be added to the agenda.
   b) Notwithstanding the above any item of additional information pertaining to an item listed on the agenda shall be circulated to members on the Friday prior to the meeting by the Clerk and shall be considered with the item.

3. Any written material intended as "Additional Information" pertaining to an item listed on a Council Agenda, must be addressed to the Clerk and received in the Clerk's Office by no later than 11:00 a.m. on the day of the Meeting.

3.6 Order of Business

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

The Council shall deal with matters in the following order:

1) Closed Session
2) Moment of Reflection
3) Disclose of Interest
4) Presentations/Deputations
5) Public Questions
6) Adoption of Minutes
7) Determination of Items requiring separate discussion
8) Adoption of Items not requiring separate discussion
9) Consideration of Items requiring separate discussion
10) Formal Resolutions
11) Correspondence Requiring Direction
12) Announcements
13) Confirming By-law
14) Motion to Adjourn

4. COMMITTEE OF THE WHOLE AND COMMITTEE OF THE WHOLE PUBLIC HEARING AND COMMITTEE OF THE WHOLE WORKING SESSION MEETINGS

4.1 Composition of the Committee

1. There shall be a Committee of Council, composed of all the Members of Council, and designated as the "Committee of the Whole". The Committee of the Whole shall deal with all matters.

2. Committee of the Whole shall meet in a Working Session to consider those items requiring lengthy or extensive discussion.

4.2 Meetings

1. Unless otherwise provided by a Resolution of the Council, the regular meetings of the Committee of the Whole shall be held at the hour of 3:00

o'clock for Working Session of Committee of the Whole and 7:00 o'clock p.m. for Committee of the Whole and Public Hearings on the dates established and adopted by Council from time to time. Regular sessions of Council shall be held at 7 p.m. on the dates established and adopted by Council from time to time.

2. In addition to its regular meeting, a meeting of the Committee of the Whole shall be constituted whenever a majority of members present decide that Council shall convene a Committee of the Whole to consider a matter or matters during a regular or special meeting of Council.

3. The Mayor or the Chief Administrative Officer may at any time summon a special meeting of the Committee on 48 hours notice to the Members.

4. When so requested in writing by a majority of the Members, the Mayor or Clerk shall summon a special meeting of the Committee on 48 hours notice to the Members.

5. In circumstances of an emergency, the Mayor or the Chief Administrative Officer may direct that the Clerk summon a special meeting of Committee on less than 48 hours notice, and all Members shall be notified of the special meeting of Committee either personally or by electronic mail, or by any other means necessary, and the meeting shall proceed if a majority of Committee members agree to the Committee Meeting by giving written consent to the Clerk personally before the beginning of the Committee Meeting.

4.3 Committee of the Whole Chair

The Chair of Committee of the Whole meetings, including special meetings, Public Hearings and Working Sessions shall be the Mayor.

4.4 Agenda

1. Preparation of Agenda
   a) The Thursday prior to each regular meeting of the Committee of the Whole, the Clerk or her designate, shall prepare an agenda of all business to be brought before the Committee.
   b) The Thursday prior to Council, the Clerk or her designate, shall prepare an agenda of all business to be brought before the Council.

2. Addendum Items
   a) An item that is not on the agenda as printed shall require a two-thirds majority vote of the members present to be added to the agenda.
   b) Notwithstanding the above any item of additional information pertaining to an item listed on the agenda shall be circulated to members on the Friday prior to the meeting be the Clerk and shall be considered with the item.

3. Additional Information

   Any written material intended as "Additional Information" pertaining to an item listed on a Committee of the Whole Agenda, must be addressed to the Clerk and received in the Clerk's Office by no later than 11:00 a.m. on the day of the Meeting; any materials intended as "Additional Information" pertaining to an item listed on a Committee of the Whole Agenda, which is received after the latter time, shall be referred to

Council.

4.5 Member's Request

If requested by any Member before 3:00 o'clock p.m. on the Tuesday before the Committee of the Whole meeting, the Clerk upon her approval shall place any matter on the Committee agenda of the meeting.

4.6 Absence of Chair or Quorum

1. If the Committee Chair is not present for a period of fifteen minutes after the time scheduled for the meeting to commence, then the Chair for that meeting shall be the Mayor, in his/her absence, the Deputy Mayor, in his/her absence, a Councillor, and in the absence of all of them, the Members present shall elect a Chair of the meeting.

2. If no quorum is present fifteen minutes after the time scheduled for a meeting, the Clerk shall call the roll and record the names of the Committee Members present, and the meeting shall stand adjourned until the next day of the regular meeting or at the call of the Committee Chair.

3. Quorum means a majority of the whole number of members (four -4) or not less than two (2) members where by reason of the Municipal Conflict of Interest Act, RSO, 1990, members are disabled from participating in the meeting.

4.7 Conduct of Business in Committee of the Whole/Special Purpose Committees

1. The provisions of Sections 2 and 3 shall apply to the conduct of the business of the Committee of the Whole unless such a provision is inconsistent with the provisions of subsections 4.7 and 4.8 in which case the latter shall govern.

2. In meetings of the Committee of the Whole there shall be no recorded vote.

3. The Committee of the Whole shall report to Council on all matters connected with their duties or referred to them by the Council and shall recommend such action as they deem necessary.

4. The record of the proceedings of the Committee of the Whole will be in the form or a Report to Council, which shall contain:
   a) beginning and ending time of meeting;
   b) Members present;
   c) any declaration of interest declared by any Member;
   d) a record of each item before the Committee for consideration;
   e) Recommendations to Council on each item before the Committee for consideration and where no recommendation has been reached the item will be forwarded to Council without recommendation;
   f) names of all deputants appearing before the Committee.

5. The Clerk or her designate shall be the Secretary of Committee of the Whole.

4.8 Order of Business – Committee of the Whole

Agendas shall be generally formatted as follows but modifications to the matter to be included or the order of business may be affected without requiring

amendment to this By-law.

The order of procedure for Committee of the Whole shall be as follows:

1) Closed Session
2) Moment of Reflection
3) Disclosure of Interest
4) Working Session
5) Determination of Items Requiring Separate Discussion
6) Adoption of Items Not Requiring Separate Discussion
7) Consideration of Items Requiring Separate Discussion
8) Public Meetings
9) Presentations and Deputations
10) Public Questions
11) Announcements
12) Adjournment

4.9 ANNOUNCEMENTS

All announcements shall be provided to the Mayor in writing prior to Council meeting, and the Mayor shall read the announcements at the end of the Council meeting.

5.0 PUBLIC QUESTIONS

There shall be a limit of 4 public questions per meeting.

5.1 That By-laws 59-2004, 93-2005, 121-2006 and 131-2007 be hereby rescinded.

* * * * *

READ a FIRST and SECOND time this 6th day of December, 2010

READ a THIRD time and finally passed this _____ day of _____, 2010

Original signed by

_____

Francis Richardson, ***Mayor***

Original signed by

_____

Pamela Fettes, ***Clerk***

APPENDIX

MATTERS FOR CLOSED MEETINGS

239. (1) Except as provided in this section, all meetings shall be open to the public. 2001, c. 25, s. 239 (1).

Exceptions

(2) Meetings of Council as well as standing committees of Council shall be open to the public unless one of the following matters shall be discussed:

(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;

Other Criteria

(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. 2001, c. 25, s. 239 (3).

Educational or training sessions

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

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Prior to holding the meeting which is closed to the public, council or the committee must convene in a formal session and pass a resolution indicating which of the issues as identified in section 1 shall be discussed at the closed meeting.