



The Corporation of The Municipality of Central Huron

BY-LAW 59-2024

Being a By-law to Establish Rules Governing the Order and Proceedings of Council and the Committees of the Corporation of the Municipality of Central Huron (Procedure By-law)

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

NOW THEREFORE BE IT RESOLVED THAT, The Municipal Council of the Corporation of the Municipality of Central Huron **ENACTS AS FOLLOWS:**

INTERPRETATION

1) In this by-law,

- a) "Agenda" means the written order of business;
- b) "By-law" means a law or regulation in a form approved by the council for the purposes of giving general effect to a decision or proceeding of council;
- c) "CAO" means the Chief Administrative Officer of the Corporation of the Municipality of Central Huron, or designate;
- d) "Clerk" means the Clerk or Deputy Clerk of the Corporation of the Municipality of Central Huron, or designate;
- e) "Committee" means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards;
- f) "Committee Chairperson" means Chairperson of a standing or special committee of the council;
- g) "Council" means the Council of the Corporation of the Municipality of Central Huron;
- h) "Delegation" means a person or group of persons who are not members of Council or Municipal staff who have submitted a request for delegation to the Clerk within the prescribed timelines to address Council or committee in relation to a matter appearing on the agenda;
- i) "Defer" means to postpone all discussion on the matter until later in the same meeting or to a future date which is established as part of the motion;
- j) "Emergency" means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise;
- k) "Head of Council" means the Mayor, or designate;
- l) "Meeting" means a regular, special or other meeting of Council or a committee of Council where:
 - (i) a quorum of Members is present, and



- (ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council;
- m) “Member” means a Member of the Council for the Municipality or a member of a Committee or Local Board, including a member of a Joint Board if that member is appointed by the Council to the joint board;
- n) “Motion” means a question to be considered by Council duly moved and seconded. When a motion is adopted, it becomes a resolution;
- o) “Municipal Corporation” means The Corporation of the Municipality of Central Huron;
- p) “Non-Pecuniary Interest” means a private or personal interest that a Member may have that is non-financial in nature and that would be considered by a reasonable person, apprised of all the circumstances, as being likely to influence the Member’s decision in any matter in which the non-pecuniary interest arises, and may include, but is not limited to, an interest that arises from a relationship with a person or entity;
- q) “Notice of Motion” means a notice of motion provided to the Chair and/or Clerk, in writing or by email, by a member, requesting the inclusion of a motion on a future Agenda of a meeting of Council. A “Notice of Motion” must be moved by a Member and seconded by another Member and presented at a Council meeting;
- r) “Order of Business” means the sequence of business under consideration at a meeting;
- s) “Pecuniary interest” means relating to or consisting of money or having financial, economic or monetary value (*Conflict of Interest Act*, R.S.O. 1990, Chapter M. 50, as amended);
- t) “Point of Order” means a statement made by a Member during a meeting, drawing to the attention of the Chair:
 - i) Any breach of the Rules of Order of Council; or
 - ii) Any defect in the constitution of any meeting of the Council; or
 - iii) The improper offensive or abusive language; or
 - iv) Notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
 - v) Any other informality or irregularity in the proceedings of Council;
- u) “Presentation” means the occurrence when, staff, an individual or group have been invited to present information to Council or Committee;
- v) “Presiding Officer” means the Mayor, Deputy Mayor, or a person appointed by the Members present at a Council meeting in the event the Mayor and Deputy Mayor are not in attendance within five (5) minutes after the hour appointed for the Council meeting;
- w) “Point of Personal Privilege” means the raising of a question, which concerns a Member or the Council collectively, when a member believes that his or her rights, immunities or integrity of Council as a whole have been impugned;
- x) “Quorum” means the majority of the whole number of the members of Council who are present in person and are entitled to vote;



- y) "Recorded Vote" the recording of the name and vote of every Member present on any matter or question
- z) "Electronic Meeting" shall mean a meeting where any member is not physically present but participates via electronic means of communication, adhering to legislative requirements
- aa) "Electronic Means" shall mean participation in a meeting from a location other than that at which the meeting is physically being held by means of telephone, video or audio conferencing or other interactive method whereby members, staff, and the public are able to head the member(s) participating

GENERAL PROVISIONS

2) General Provisions

- a) The rules and regulations contained in this bylaw shall be observed in all proceedings of Council, and with necessary modifications, the committees of Council and local boards, and shall be the rules and regulations for the order and conduct of business therein

COUNCIL MEETINGS

3) Inaugural Meeting

- a) The inaugural Meeting of Council after a regular election shall be held on the first Monday after the new term of office begins, at 1:30PM, or at such hour as may be fixed by resolution;

4) Schedule of Regular Meetings

- a) The regular meetings of Council shall be held on the first and third Monday of the month at 5:00 p.m. in the Council Chamber, 23 Albert Street, Clinton, Ontario. The schedule of Regular Meetings for the following calendar year shall be prepared by the Clerk and approved by Council resolution on or before first Regular Council meeting in December. The approved schedule of Regular Meetings shall be published on the Municipal website

4.2) Electronic Participation in a Meeting

Subject to the provisions of Section 238 of the Municipal Act, 2001, as amended, and/or current Central Huron Procedure By-law, the Municipality of Central Huron shall allow electronic participation in a meeting by Members of Council, Boards and Committees to the extend set out in Section 4.2 of By-law 10-2018.

4.2.1 Extent

- a) Participation by electronic means shall be allowed during a meeting that is open to the public.
- b) Meetings shall be held in-person, except in instances that the Mayor, in consultation with the CAO or Clerk, determines that it is appropriate or necessary for all, one or some members to participate electronically.



4.2.2 Process

- a) The Clerk has the delegated authority to amend these processes as required. Members may participate in meetings by electronic means subject to the following:
- b) The Clerk should provide notice of an electronic Meeting, along with an agenda, as soon as possible to the Members and the public. Notice should include sufficient information as to provide Members and the public with the means to electronically access the open session of the meeting:
- c) Each member participating in a meeting by electronic means shall be available at least fifteen (15) minutes before the beginning of the meeting to assist staff in establishing the electronic connection
- d) Each member participating by electronic means will mute their electronic device when they are not speaking
- e) The Chair will canvass members participating by electronic means about their intention to speak to a matter on the floor and will advise each member when it is his or her turn to speak
- f) After putting a motion to vote, each member participating by electronic means will be required to identify how he or she wishes to vote. This will be determined by a show of hands or in the event that visual contact may not be available the Chair shall conduct a roll call for each member present
- g) Each member participating by electronic means will be deemed to have left the meeting when they are no longer electronically connected to the meeting
- h) In the case of a loss of connection, or any connection issue which impedes the ability of a member(s) to participate in the meeting in real time, the meeting will continue without attempts by either staff or the members(s) to reconnect
- i) When participating by electronic means, a member may move a motion or move an amendment verbally. The chair shall ensure that members participating by electronic means are given the same opportunity to speak to each question as they would have been given if participating in person
- j) A member who is participating in a meeting by electronic means may declare a conflict of interest by emailing the declaration form to the Clerk in advance of the meeting if possible and shall verbally state their conflict when the Chair calls for declarations
- k) A member who is participating in a meeting by electronic means may present a notice of motion by emailing the Clerk in advance of the meeting and shall verbally state their notice of motion at the meeting

5) Holiday

- a) When the day for a regular meeting of Council is a public or civic holiday, the Council shall meet at the established hour on the next following day which is not a public or civic holiday



6) Calling of Special & Emergency Meeting(s) of Council

6.1 Special Meeting(s):

- a) The Head of Council may at any time call a special meeting that is in addition to the published Meeting Schedule approved annually by Council
- b) Upon receipt of a petition of the majority of the members of council, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition
- c) The Clerk shall ensure written notice of all special meetings of Council are delivered not less than a minimum of Twenty-four (24) hours before the time set for the meeting to the Members of Council either by hand or electronically. Public notice shall be posted on the municipal website and delivered electronically only to those members of the media and public that have requested notification
- d) The Notice calling a special meeting of Council shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered
- e) The only business to be dealt with at a special meeting is that which is given in the notice of the meeting

6.2 Emergency Meeting(s):

- (a) In the event of an emergency or extraordinary situation that does not permit the minimum of Twenty-four (24) hour notice required for a Special Meeting and as determined by the Head of Council, the Chief Administrative Officer, or the Clerk, an Emergency Meeting may be held as soon as practical following receipt of a notice. The notice may be given by a manner as determined by the Clerk.
- (b) As permitted by Section 236 of the Municipal Act, in the case of an emergency, the municipality may hold its meetings and keep its public offices at any convenient location within or outside the municipality.

7) Change of Time, Day or Place of Meetings

- a) Council may, by resolution, alter the time, day or place of any Council and/or Committee meeting; or
- b) The Clerk, in consultation with the Chief Administrative Officer and with the approval of the Head of Council, may cancel a meeting of Council, when, in their opinion, there is sufficient cause to do so.

8) Closed Meetings

- a) All meetings of the Council, local board and committees shall be open to the public. Council may direct by resolution those matters set out in the Municipal Act, 2001 Section 239 (as amended) to a closed meeting. These include:
 - 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) Labor relations or employee negotiations;
 - v) Litigation, or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - vi) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - vii) A matter in respect of which a council, board, or committee or other body may hold a closed meeting under another Act;
 - viii) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - ix) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - x) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- b) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is 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 or an ongoing investigation respecting the municipality, a local board, or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13(1) of the Municipal Act, or the investigator referred to in 239.2(1) of the Municipal Act.
- c) 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 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.
- d) 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 the fact of the holding of the closed session and the general nature of the matter to be considered at the closed meeting items. The general nature of the matter to be considered shall be listed on the agenda cover.
- In the case of a meeting held for Education or Training (item 8(c) above) the resolution shall be passed stating the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed.
- e) Where practical closed sessions shall be scheduled at the end of the meeting;
- f) A meeting shall not be closed to the public during the taking of a vote, except in the following instances:
- i) Section 8 of this By-law permits or requires the meeting to be closed to the public; and



- ii) The vote is for a procedural matter or for giving direction 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 .
- g) Section 239 (7) of the Municipal Act states that closed meeting minutes shall be prepared and shall be recorded without note or comment all resolutions, decisions and other proceedings at the meeting of the body, whether it is closed to the public or not. In the case of a Council meeting the record shall be made by the Clerk. In the case of a local board or committee, the record shall be made by the appropriate officer. Closed meeting minutes shall be signed by the Presiding Officer; and by the Clerk or Clerk's designate.
- h) At the conclusion of the closed session, a motion shall be presented for Council to reconvene into open session. A verbal report will be given to the public on the general nature of the matters considered therein.
- i) All closed meetings shall be audio and/ or video recorded and such recordings shall be securely and confidentially stored and archived for future reference

9) Acting Head of Council

- a) In the case of the absence of the Mayor and Deputy Mayor from the Municipality, within five (5) minutes after the hour appointed for the Council meeting, or if he/she is absent through illness, or refuses to act, or the office is vacant, a Councilor may be appointed by resolution to act from time to time in the place and stead of the Presiding Officer and shall have all the rights, powers and authority thereof

RULES OF DEBATE IN COUNCIL

10) Order and Decorum

- a) The Presiding Officer shall preserve order and decorum and decide questions of order subject to an appeal to the Council by any member
- b) Where procedural matters of the Council or Committees of Council are not governed by the Municipal Act, Municipal Conflict of Interest Act or provisions of this by-law, resort should be had to Roberts Rules of Order as a rule for guidance on the question

11) Conduct

a) No member Shall:

- i) Speak disrespectfully of the Reigning Sovereign, or of any of the Royal Family, or of the Governor-General, the Lieutenant-Governor, or any person Administering the Government of the Dominion of Canada, the Province of Ontario, the Corporation of the Municipality of Central Huron, County of Huron;
- ii) Use indecent, offensive or insulting language;
- iii) Speak on any subject other than the subject in debate;
- iv) Disobey the rules of the Council Code of Conduct or a decision of the Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the rules of the Council



- v) When the Presiding Officer is putting a question, no Member shall walk across or out of the room or make any noise or disturbance; nor when a Member is speaking shall any other Member pass between the member and the Presiding officer
- vi) If a Member persists in any such disobedience after having been called to order by the Presiding Officer, the Presiding Officer shall forthwith put the question, no amendments, adjournment or debate being allowed, "That such member be ordered to leave their seat for the duration of the meeting of the Council," but if the member apologizes, they may, by vote of the Council, be permitted to retake their seat

12) Negative Vote

- a) Any question on which there is an equality of votes shall be deemed to be negative

13) Voting all Members

- a) Every members of Council present at a Council Meeting when a question is put shall vote thereon, except where prohibited by statute from voting or disqualified to vote by reason of a conflict of interest, or is absent from the Council Chamber when the question is put

14) Member Declines to Vote

- a) A failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote

15) Conflict of Interest

- a) In accordance with the Municipal Conflict of Interest Act R.S.O. 1990, c. M. 50, (as amended) any Member required to do so by the provisions of that Act, shall disclose any direct or indirect pecuniary interest and state the general nature of such interest; and it shall be recorded by the Clerk accordingly. Members shall also reference the Municipality of Central Huron Council Code of Conduct for additional information regarding disclosing a direct or indirect interest.

16) Recorded Vote

- a) In accordance with Section 246 of the Municipal Act, if a member present at a meeting at the time of a vote requests immediately before or after 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 the clerk shall record each vote
- b) The Clerk shall call the vote in a manner that provides for a random order and the members shall respond YEA or NAY when called upon.
- c) The names of those who voted for and those voted against shall be noted in the minutes.
- d) The results of the vote shall be declared by the Clerk



17) Member Absent on Question

- a) When a recorded vote is requested, a Member not present when the question is called shall not be entitled to vote on that question

18) Address the Chair

- a) Every member speaking on any question or motion shall address the Presiding Officer

19) Order of Speakers

- a) When two (2) or more Members wish to speak, the Presiding Officer shall designate the Member who has the floor who shall be the Member who, in the Opinion of the Presiding Officer, first requested to speak

20) Final Speaker

- a) A member who has made motion and/or amendment to such motion shall be permitted the final reply

21) Reading of Question or Motion

- a) Any member who has made motion and/or amendment to such motion shall be permitted the final reply

22) Member Speaking to Motion

- a) No Member Shall
 - i) Reflect upon any prior determination of the current or previous Council except to conclude such remarks with a motion to reconsider such determination, which motion may only be made once;
 - ii) Speak or reply to the question, for longer than five (5) minutes without the leave of Council;
 - iii) Interrupt the Member who has the floor except to raise a point of order, ask a question of privilege or a question of quorum

23) Reconsider

- a) A motion to reconsider a decided matter within the term of Council shall only be introduced by a Member who voted with the majority on the original motion. Before accepting a motion to reconsider, the Mayor may ask the Member to confirm that they voted with the majority on the issue in question.
- b) No debate on a motion to reconsider a decided matter shall be permitted; however, the mover of a motion to reconsider may provide or may make a brief and concise statement outlining the reasons for proposing such reconsideration.
- c) No motion for reconsideration of any decided matter shall be permitted more than once during a period of twelve months following the date on which the question was decided.
- d) If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original matter shall become the next order of business.



- i) A resolution that was decided by Council cannot be reconsidered if action has been taken in implementing the resolution resulting in legally binding commitments that are in place on the date the motion to reconsider is considered by Council.
- ii) If Council passes a resolution and adopts the same matter by by-law, only the resolution may be reconsidered. If the decision resulting from the reconsideration warrants, the by-law will be amended or repealed accordingly.
- iii) A motion to reconsidered must be carried in the affirmative by a vote of two-thirds of the entire Council.
 - (1) If a motion to reconsider is decided in the affirmative;
 - (a) The reconsideration effectively returns Council to just prior to the original Council decision.
 - (b) Reconsideration of the original motion shall then be the next order of business unless the motion specifies a future date.

24) To Rescind or amend Something Previously Adopted

- a) The effect of a motion to rescind is to strike out an entire main motion, resolution, rule, by-law, section or paragraph that has been adopted at some previous time;
- b) A motion to amend something previously adopted is used if it is desired to change only part of the text or to substitute a different version;
- c) No motion to rescind (or amend something previously adopted) a decided matter shall be in order when the motion has been implemented resulting in legally binding commitment that is in place on the date that a motion to reconsider is to be debated;
- d) There is no time limit on making these motions after adoption of the measure to which they are applied and they can be moved by any member, regardless of how they voted on the original question;
- e) A motion to rescind a decided matter may be introduced at the same council, or Committee or Board at which the original motion was decided;
- f) To put a motion to rescind (or amend something previously adopted) a decided matter on the table, previous notice must be given in accordance with Section 1.0 o) unless the Chair determines there was a clear misunderstanding of the original motion. In this case, the motion shall be introduced immediately after the vote is taken;
- g) When previous notice was given or was not given, the motion to rescind (or amend something previously adopted) requires the approval of two-thirds of the members present at the meeting;
- h) When previous notice was given, the matter shall be introduced at section Councillor's Comments;
- i) When previous notice was not given, no motion to amend the motion to rescind (or amend something previously adopted) is in order if the amendment destroys the intention of the previous notice.



25) Point of Order

- a) When a Member rises to a point of order, the Member shall ask leave of the Presiding Officer to raise a point of order, and after leave is granted, shall state the point of order to the Presiding Officer. The Presiding Officer shall then state and decide the point of the order
- b) Thereafter, a Member shall only address the Chair for the purpose of appealing to the Council from the Presiding Officers decision
- c) If no Member appeals, the decision of the Presiding Officer shall be final
- d) The Council, if appealed to, shall decide the question without debate and its decision shall be final

26) Point of Personal Privilege

- a) A member may raise at any time, without the consent of the Presiding Officer, a point of personal privilege, for the purpose of drawing attention of Council to the matter
- b) When any point of personal privilege arises, it shall be taken into consideration immediately

MOTIONS AND ORDER OF PUTTING QUESTIONS IN COUNCIL

27) Motions

- a) All motions shall be in writing and shall be moved and seconded before being debated or put from the Chair and shall be in writing and presented to the Mayor. A motion of referral may be amended by altering the Committee to which the motion is referred or by giving the Committee additional instructions
- b) After a motion is debated, the question may be read again by the Presiding Officer

28) Oral Motions

- a) Notwithstanding Section 26, a Member may introduce the following oral motions:
 - i) A point of order or personal privilege;
 - ii) A motion to defer;
 - iii) A motion to refer;
 - iv) A motion to withdraw a motion before the Presiding Officer;
 - v) A motion to recess;
 - vi) A motion for the previous question; which shall not be passed without a majority vote of all Members of Council
 - vii) A motion that the Council resolve itself into, and out of, a Closed Meeting
 - viii) A motion to separate a question;
 - ix) A motion to adjourn;
 - x) A motion to allow a delegation longer than 15 minutes

29) Motions in Possession of Council

- a) After a motion is read or has been stated by the Presiding Officer, it shall be deemed to be in possession of the Council and can be withdrawn before decision or amendment only with leave of Council expressed by a motion put forth by the mover of the original motion



30) Motions Must Receive Disposition

- a) A motion properly before Council for decision, must receive disposition before any other motion can be received except a motion to amend, to defer (adjourn debate) for the previous question, to adjourn, to extend the hour of closing proceedings, to refer or on a matter or quorum

31) Amendments

- a) Shall be presented in writing;
- b) Shall receive disposition of council before a previous amendment on the question;
- c) Only one motion to amend an amendment to the question shall be allowed;
- d) Shall be relevant to the question received;
- e) Shall not be received proposing a direct negative to the question

32) Motion for Previous Question

- a) A motion for the previous question (to call the question):
 - i) Cannot be amended;
 - ii) Cannot be proposed when there is an amendment under consideration;
 - iii) Shall preclude all amendments of the main question;
 - iv) When resolved in the affirmative, the question is to be put forthwith without debate or amendment;
 - v) Cannot be received in any Committee of Council;
 - vi) Can only be moved in the following words: "that the question be now put"

33) Motion to Adjourn

- a) A motion to adjourn the Council:
 - i) Shall always be in order, except as provided in this section and shall be voted on immediately without debate;
 - ii) When resolved in the negative, cannot be made again until after some intermediate proceeding shall have been completed by Council;
 - iii) Is not in order when a Member is speaking, not during the verification of a vote;
 - iv) Cannot be amended;
 - v) Is not in order immediately following the affirmative resolution of a motion for the previous question

34) Motion to Defer

- a) A motion to defer:
 - i) Shall always be in order, except as provided in this section and shall be put immediately without debate;
 - ii) Apply to the main motion and any amendments thereto under debate at a time when the motion to table was made;
 - iii) When resolved in the negative, cannot be made again until after some immediate proceeding shall have been completed by Council;
 - iv) Is not in order when a Member is speaking, not during the verification of a vote;



- v) Is not in order immediately following the affirmative resolution of a motion for the previous question
- vi) If a motion to defer is decided in the affirmative by a majority vote of the Members present, then the main motion and any amendments thereto shall be removed for the Council's consideration until the time specified by Council in the motion to defer or until such a time as a notice of motion to lift the matter from the table is filed with the Clerk.

35) Motion (Question) Finally Called

- a) After a question is finally called by the Presiding Officer, 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, and no Member absent from the Council Chamber when the Question is called, shall vote thereon
- b) If a Member disagrees with the declaration of the Presiding Officer on the result of a vote, such member may object, but only immediately after such declaration, and request that the vote be retaken
- c) When so requested, the Presiding Officer shall have the vote retaken

36) Splitting a Motion

- a) Once a motion has been split, each motion shall be debated and voted on separately

37) Determination of Council Decision

- a) The manner of determining the decision of Council on a motion shall be by show of hands and as declared by the Presiding Officer, except for recorded votes

38) By-Laws

- a) A by-law shall be used, but not limited to: Implement policy, memorandums of understanding, agreements and permanent rules
- b) Every by-law shall be listed on the agenda by an identifying number, followed by a brief description of the intent of the by-law
- c) A by-law may receive first, second, and third reading and enactment at one sitting
- d) Upon accepting a motion to approve a by-law listed on the agenda, the Presiding Officer shall announce first and second and third reading of the by-law before putting final approval of the by-law to a vote
- e) After second reading, every by-law may be debated, subject to amendment, and may be deferred to staff for further consideration prior to third reading
- f) The Clerk shall be authorized to make minor corrections to any by-law resulting from technical, or typographical errors prior to the by-law being signed
- g) Every Bylaw, upon enactment by Council shall be signed by the Mayor and the Clerk, sealed with the seal of the Corporation, show the date of all readings and shall be kept in the By-Law Binder for the year in which it was passed



PROCEEDINGS OF COUNCIL MEETINGS

39) Quorum

- a) As soon after the hour fixed for the meeting as there shall be a quorum present, the Presiding Officer shall call the meeting to order. A majority of the Members of Council shall constitute a quorum. Councilors not in their place at the Council table shall be deemed to be absent

40) Lack of Quorum

- a) If there is no quorum present within half an hour after the time appointed for the meeting, the Clerk shall record the attendance of the Members present. The meeting shall resume at the next regular meeting
- b) In case the Mayor does not want to attend within five (5) minutes after the time appointed, the Deputy Mayor shall call the Members to order, and if a quorum is present, shall preside during the meeting or until the arrival of the Mayor. In the absence of the Mayor and Deputy Mayor, the Clerk shall be present, and if a quorum is present, shall call the members to order. A Presiding Officer shall be chosen who shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor
- c) While presiding, the Deputy Mayor and/or Presiding Officer chosen by Council shall have all the powers of the Mayor and shall be entitled to vote as a Member

41) Agenda

- a) The business of the Council shall in all cases be taken up in the order in which it stands upon the agenda, unless otherwise decided by the Council

42) Proceedings

- a) The Clerk shall prepare and publish an agenda for the meetings of Council. Agendas shall be 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
 - (2) Confirmation of the Agenda
 - (3) Disclosures of Pecuniary Interest and Nature Thereof
 - (4) Delegations
 - (5) Public Meetings & Hearings
 - (6) Consent Agenda
 - 6.1 Draft Minutes from Previous Meetings
 - 6.2 Monthly Reports – **Week One** (first meeting of month)
 - 6.2.1 Building Department Monthly Report
 - 6.2.2 Road Department Monthly Report
 - 6.2.3 Facilities Department Monthly Report
 - 6.2.4 Water and Sewer Department Monthly Report
 - 6.2.5 REACH Monthly Report
 - 6.2.6 Drainage Superintendent Monthly Report



- 6.2.7 Animal Control & By-law Enforcement Report
- 6.2 Monthly Reports – **Week Two** (second meeting of month)
 - 6.2.1 CAO Monthly Report
 - 6.2.2 Clerk's Department Monthly Report
 - 6.2.3 Finance Monthly Report
 - 6.2.4 Monthly Cheque Register
 - 6.2.5 Year to Date Report & Balance Sheet
 - 6.2.6 Planning Activity Report
 - 6.2.7 Community Improvement Coordinator Report
 - 6.2.8 Fire Department Monthly Report
 - 6.2.9

6.3 Items of Interest

- (7) Public Comment or Question Period
- (8) Mayor and Council Comments
- (9) Reports
 - 9.1 Planning
 - 9.2 CAO
 - 9.3 Clerk
 - 9.4 Finance
 - 9.5 Roads
 - 9.6 Facilities
 - 9.7 Water & Sewer
 - 9.8 Fire
- (10) 9.9 Community Improvement Coordinator Correspondence
- (11) By-laws
- (12) Notice of Motion
- (13) Announcements
- (14) Closed Session
- (15) Reporting Out of Closed Session
- (16) Confirmatory By-law
- (17) Adjournment

- b) The deadline for receipt of material by the Clerk to be included on the Agenda for Regular meetings shall be noon on the Wednesday prior to the Regular Meeting
- c) Every item or correspondence, petition, report and other written material intended to be presented to Council shall be legibly written or printed and shall be signed by at least one person
- d) Additions to the Agenda should be avoided unless of an urgent nature. Items of an urgent nature may be placed on an Addendum to an Agenda if the items are received by the Clerk after the Agenda has been completed. All meetings be recorded according to the current Audio/Visual recording Policy for the Municipality



43) Public Notice of Meetings

- a) The published agenda shall be considered as notice of Regular Council Meetings. Notice shall not be required to be given of meetings or Committee meetings of Council unless the day of the meeting be other than that is provided by this by-law
- b) Insofar as are practicable agendas of all regular meetings, along with the supporting material shall be posted on the website of the Municipality prior to closing of the Municipal office on the Thursday before the regular meeting

44) Minutes

- a) At each duly constituted regular meeting of the Council, the minutes of the preceding regular meeting and any special meeting shall, unless otherwise decided by the Council, be submitted for adoption and, after they have received approval of the majority of the Members present, shall be signed by the Mayor and the Clerk

45) Delegations

- a) Any person desiring to be heard by Council shall submit a request in writing to the Clerk
- b) Delegates may request with the Clerk in writing before noon on the Wednesday prior to a regular meeting to request a delegation. In as much as is possible, the written request shall be on the prescribed municipal form attached hereto as Schedule "A" and state the nature of the business to be discussed
- c) Any documentation that an approved delegate will be presenting to Council must have this documentation submitted before noon on the Wednesday prior to the regular Council meeting
- d) Any communication or correspondence that is to be presented shall be legible and shall not contain any obscene or defamatory language.
- e) The Mayor, CAO or Clerk may, upon receipt, refer any communication or petition to a Department Head without prior consideration of Council.
- f) In the event of urgent matters or matters referring to an agenda item following the posting of the agenda, the Clerk may accept delegations up until 12:00 p.m. noon. on the Monday prior to the meeting and the same shall be included on an Addendum to the Agenda. Council shall decide by majority vote to permit the additional delegation to address Council.
- g) A person addressing Council may speak for not more than fifteen (15) minutes except with the permission of Council. A delegation may consist of more than one speaker and shall be limited to speaking for not more than 15 minutes combined.
- h) Persons addressing Council shall confine their remarks to the stated business.
- i) The Clerk, in consultation with the Mayor, has the discretion to limit delegations on repetitive topics or topics that are deemed to be frivolous or repetitive.

46) Presentations

- a) Presentations are at the invitation of Council



- b) Presentations are to be limited to twenty (20) minutes, unless otherwise directed by Council. A question period for Council or Committee members will follow the presentation and is not included in the 20-minute time limit
- c) The role of the presenter is to provide information and not enter into debate with Council or Committee members or staff
- d) Verbal reports shall be accepted; however, written and electronic reports are preferred and shall be retained by the Clerk as an official record

47) Notice of Motion

- a) A member may introduce a motion regarding a matter that would not otherwise be considered by Council by providing it to the Chair and/or Clerk, in writing or by email, prior to the start of the meeting requesting the inclusion of a motion on a future Agenda of a meeting of Council.
- b) A Notice of Motion must be moved by a Member and seconded by another Member and presented at a Council meeting.
- c) After a notice of motion is presented, it will be included under the "Councillor Comments" section on the next available agenda.

48) Items for Agenda Submitted by Council

- a) Any member of Council, at any time prior to the completion of the agenda, may file in writing with the Clerk an item for inclusion on the Council agenda

49) Motions Not Disposed Of

- a) All motions called in pursuance of the Council Agenda and not disposed of shall be placed at the beginning of the next agenda unless otherwise decided by Council

50) Recess

- a) A majority vote of Members present is required to recess a meeting; and the time of return shall be announced by the Presiding Officer

51) Announcements

- a) Shall be a listing of upcoming meeting dates of the regular and Special Meetings of Council and of Standing Committee meetings where available

52) Public Comment or Question Period

- a) Comments may be made during the Public Comment or Question Period
 - i) The chair must invite the speaker to the delegation table
 - ii) Speakers will be permitted a maximum of one minute to comment
 - iii) Comments or Questions must be made in writing and submitted to the Clerk for the record and after comment or question has been made or asked
 - iv) The Public Comment or Question Period shall be limited to no more than 15 minutes



v) Comments or Questions from the gallery will not be entertained by Council

53)Confirmatory By-Law

- a) A Confirmatory By-Law shall be considered at the end of every Regular and Special meeting of Council to confirm the proceedings, recommendations and actions approved at the meeting.
- b) Where a member has declared a pecuniary interest in an item, they shall not take part in adopting the Confirmatory By-law.

54)Curfew/Adjournment

- a) A motion passed by the majority of Members present is required to continue a Regular Council meeting past 8:00 p.m. and lasting not longer than 8:30 p.m.
- b) A motion passed unanimously is required to continue a Regular Council meeting past the extended curfew of 8:30 p.m. and lasting no longer than 9:00 p.m.
- c) Any business left unfinished on the agenda shall be carried over and placed at the top of the next regular meeting agenda

55)Term of Office

- a) The members of each Committee shall hold office during the term of current Council or until their successors are appointed

56)Committees

- a) Special or Ad Hoc or Joint Committees may be established from time to time by Council to consider a specific matter. Council or a Committee may appoint an Ad Hoc Committee from its Members to investigate and report on any matters related to Council or the Committee business, provided that the Ad Hoc Committee, in all cases, reports directly to Council or the appointing Committee



- b)
- c) All Committees shall report directly to Council
- d) The format of the agenda will be similar to that of Council (Section 42) but are permitted to remove certain sections on approval of the Clerk.
- e) Council shall adopt a Terms of Reference for every Committee.
- f) The Terms of Reference shall establish (at least) the following:
 - i) The purpose, mandate and authority of the Committee;
 - ii) Member composition, numbers and method of appointing a Chair;
 - iii) The Chair shall be appointed at the first meeting following the Inaugural Meeting of Council;
 - iv) The location, date, time and frequency of meetings;
 - v) Municipal Staff responsible for providing support, advise and expertise to the Committee;
 - vi) That the Chairperson and staff member(s) shall, at the direction of the Committee and or Council facilitate clear communication of information between Council and the Committee;
 - vii) A Recording Secretary for the Committee;
 - viii) That the minutes of a Committee shall be circulated to Council via the regular Council Agenda. Council shall receive the minutes for information purposes only as any recommendation of a Committee shall be brought forward to Council in a separate report by the staff member(s);
 - ix) That a Committee chair may cancel a meeting if he or she determines that there are insufficient items;
 - x) The rules and regulations contained in this By-law, with necessary modifications, shall be observed in all proceedings of the Committee for the order and conduct of business therein;
 - xi) That Council shall dissolve a Committee, by resolution, when the purpose and goals have been met or at any other time when Council deems it appropriate.
- (g) Council may appoint representatives to serve on any outside Board or Committee, or any other body to which Council is required or empowered to appoint a representative. Appointments to such Boards/Committees may be a Member of Council or shall be a person appointed from amongst its ratepayers and/or residents.
- (h) The Clerk shall ensure that a copy of the Agenda for each Committee meeting is posted for public viewing on the municipal website no later than 72 hours preceding the scheduled meeting.



ENACTMENT

57) Notice Required

- a) No amendment or suspension or repeal of this By-law shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal was given at a previous regular meeting of the Council and the Council may not waive such notice

58) Repeal

- a) This By-law shall replace By-law 59-2022 effective on passing.


59) Effective

- a) This by-law shall become effective upon passing.

Read a first and second time this 18th day of November, 2024

Read a third time and finally passed this 18th day of November 2024.

THAT THIS BY LAW BE ENACTED, SIGNED AND SEALED THIS 18th DAY OF NOVEMBER, 2024.



Jim Ginn, Mayor

Rachel Anstett, Clerk



**By-Law 59-2024
Corporation of the Municipality of Central Huron
Procedure By-law
Schedule "A"**

**Request for Delegation/Written Submissions
(Sample Form)**

Request for delegation and/or any written submissions and background information for consideration by either Council or a Committee of Council must be submitted to the Clerks Office not later than 12:00 Noon on the Wednesday prior to the requested meeting.

Please Print

Requested Meeting Date:

Subject:

Requestors Name:

Address:

Phone:

Email:

Name of Group or Persons(s) Represented (If Applicable):

Details of nature of the Business/Purpose: (Additional information Can be Attached Separately)

Presentation Requirements:

- Easel
- USB Key
- Other:

Please be advised that your deputation may be recorded in video and/or audio format and subject to media release. Personal information on this form will be used to the purposes of sending correspondence relating to matters before Council and Committee of the Whole. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a report that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to section 27 of the Municipal Freedom of information and Protection of Privacy Act, R.S.O. 1990, C.M 56, as amended. The applicant may request the removal of his or her personal information when submitting this form. Questions about this collection should be directed to the Clerk. Telephone: 519-482-3997, ext. 1223; E-Mail:

clerk@centralhuron.com

Provide Information to the Municipal Clerk

Provide a copy of your presentation to the Clerk prior to the meeting. The Clerk maybe contacted at clerk@centralhuron.com or 519-482-3997, ext. 1223. If you are providing a PowerPoint presentation please e-mail a copy to the Clerk by the agenda deadline.

VISIT OUR WEBSITE: www.centralhuron.com