



# The Corporation of the Town of Ingersoll

## Procedure By-Law

### By-Law 25-5413

To govern the proceedings of the Council of the Corporation of the Town of Ingersoll and  
repeal by-law 18-4979

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## 1. Guiding Principles

- 1.1. The principles of openness, transparency and accountability to the residents of the Town of Ingersoll guide the Town's decision-making process. In the context of Council and other Committee proceedings, this is accomplished by:
  - a) Ensuring the decision-making process is unlikely to cause confusion and is being conducted without malice;
  - b) Respecting the right of the majority to decide and the minority to be heard; and
  - c) Providing access to information and opportunities for input by the public and other stakeholders.
- 1.2. All members have:
  - d) The right to an efficient meeting;
  - e) The right to one vote, subject to the declaration of pecuniary interest; and
  - f) Equal rights, privileges and obligations.
- 1.3. The business of Council is to be conducted by all parties with respect and courtesy, even when there is vigorous debate or disagreement.

## 2. Definitions

- 2.1. "**Act**" means the Municipal Act, 2001 S.O. 2001 c. 25, as amended from time to time.
- 2.2. "**Ad Hoc Advisory Committee**" means a temporary advisory Committee established by Council resolution to address a specific matter or project within a defined timeframe. The majority of its members shall be members of the public. An Ad Hoc Advisory Committee reports directly to Council and is disbanded upon completion of its mandate or by resolution of Council.
- 2.3. "**Advisory Committee**" means a Committee established by Council resolution to provide recommendations, advice, or reports to Council on a specific subject or area of interest. The majority of its members shall be members of the public. Advisory Committees provide opportunities for public input into community decision-making and are subject to the rules and procedures of this By-Law.
- 2.4. "**Chair**" means the Mayor or the presiding officer of a Council meeting, or the presiding officer of a Committee meeting, and includes any person appointed to preside over a meeting, whether or not they are the regular presiding officer. The terms "Chair" and "Mayor" may be used interchangeably where appropriate throughout this by-law.

- 2.5. “**Clerk**” means the position of the person appointed by by-law pursuant to Section 228 of the *Municipal Act, 2001*, as amended, as the Clerk of the Corporation of the Town of Ingersoll and includes any Deputy Clerk or other designate appointed under the same authority to act in their place.
- 2.6. “**Closed Meeting**” means a meeting of the Council or Committee that is not open to the public, pursuant to Section 239 of the Act.
- 2.7. “**Correspondence**” means written communications (letters, emails, petitions, or memos) addressed to Council, the Mayor, or the Clerk for the purpose of providing information, requesting Council action, expressing support/opposition to municipal matters, or commenting on agenda items.
- 2.8. “**Council**” means the Town’s elected representatives, comprised of the Mayor and Councillors, and includes any person appointed to serve on Council in accordance with the *Municipal Act, 2001*, as amended.
- 2.9. “**Councillor**” means a member of Council, other than the Mayor.
- 2.10. “**Defer**”, “Deferred” or “Deferral” shall mean the postponement of a matter or item before Council or a Committee to the next regular meeting of the same body, or to such other meeting of the same body as may be specified in the motion to defer.
- 2.11. “**Delegate**” means any person, group, or organization that is not a member of Council, a Committee, or a municipal staff member, and who has submitted a request to the Clerk, within the required timelines, to speak about an item listed on the Council or Committee meeting agenda.
- 2.12. “**Deputy Mayor**” means the member of Council elected to act in the place of the Head of Council (Mayor) when the Head of Council is absent or refuses to act or, when the office of the head of Council is vacant, and while so acting such member has all the power and duties of the head of Council, save and except for those established by part V1.1 of the Act.
- 2.13. “**Electronic Meeting**” means any regular or special meeting that utilizes remote electronic access for all Members where in-person participation is unachievable due to a declared emergency, either by the Mayor or the Province, at such times during a public health crisis at the recommendation of the Medical Officer of Health, or at the discretion of the Mayor, or designate due to factors that would prevent or make in-person meetings difficult.
- 2.14. “**Electronic Participation**” means a member’s participation in an open or closed meeting by video conferencing, teleconferencing, or other electronic

- means. A member participating electronically shall have all the same rights and responsibilities as if physically present, including the right to vote, and shall be counted for the purposes of quorum.
- 2.15. **“Emergency”** means a present or imminent event that requires immediate action to prevent or reduce the risk of injury, loss of life, property damage, or environmental harm. Examples include natural disasters, public health emergencies, fires, floods, or other urgent situations as recognized under the *Emergency Management and Civil Protection Act* or other applicable legislation.
- 2.16. **“Local Board”** means a local board of the Corporation of the Town of Ingersoll as defined in the Act.
- 2.17. **“Majority”** means, for the purposes of voting and unless otherwise specified, more than half of the members of Council or a Committee who are present at the vote and not disqualified or prohibited by statute from voting.
- 2.18. **“Mayor”** means the Mayor or, in the absence of the Mayor, the Deputy Mayor, or Acting Mayor and may be referred to as the Head of Council. Throughout this by-law, the terms “Mayor” and “Chair” may be used interchangeably where appropriate.
- 2.19. **“Meeting”** means any regular, special or other meeting of a council, of a local board or of a Committee of either of them, where:
1. A quorum of members is present as defined in the Act; and
  2. Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council or Committee.
- 2.20. **“Member”** means a member of Council or a Committee.
- 2.21. **“Motion”** means a formal proposal made by one member and seconded by another member, for the consideration of Council or a Committee.
- 2.22. **“Notice of Motion”** means a written notice from a member that introduces a new item they wish to bring forward for discussion or decision at a future meeting. It is not debated or voted on when first introduced, but is added to a future agenda for consideration. Notices of Motion should be used for important matters that need Council direction, policy changes, or significant actions and not for routine or administrative issues.
- 2.23. **“Obscene”** means language, gestures, or images that are, or are likely to be seen as, degrading, dehumanizing, or offensive toward an individual or group,

- especially based on grounds protected under the *Ontario Human Rights Code*, such as race, gender, disability, or religion.
- 2.24. **“Open Meeting”** means all Council or Committee meetings open to the public and excludes “Closed Meetings” as defined in this section.
- 2.25. **“Open to the Public”** means that a meeting is accessible for public attendance and observation, whether held in person, online, or in a hybrid format. A meeting is considered open to the public when the public can view or listen to the proceedings in real time through at least one of the media through which the meeting is being held.
- 2.26. **“Orientation and Education Workshop”** means a meeting held to educate or train members, provide them with information and/or advice, or solicit input from them.
- 2.27. **“Point of Order”** means a statement made by a member during a meeting to alert the Chair that the rules of procedure are not being followed.
- 2.28. **“Presentation”** means information presented to Council or a Committee by an individual or group, usually for awareness or education. Presentations may accompany a delegation from a delegate as noted on the Council or Committee meeting agenda.
- 2.29. **“Presiding Officer”** means the person who is chairing a Council or a Committee meeting, whether by office, appointment, or by acting in place of the Chair (Acting Chair).
- 2.30. **“Question”** means a motion that has been formally presented to Council or a Committee by the Chair. Once the motion is stated, it is considered “on the floor” and can be debated by members. After debate, the motion is put to a question (put to a vote) to make a formal decision (resolution).
- 2.31. **“Quorum”** means a majority of the members of a municipal Council or Committee, subject to the exceptions set out in section 237(1) of the *Municipal Act, 2001*, as amended.
- 2.32. **“Recess”** means a break in a meeting, typically called by the Chair, and generally short in duration.
- 2.33. **“Refer”, “Referred” or “Referral”**, when used in connection with a matter or item before the Council or Committee, means that the said matter or item is referred to the body or person named in the motion specified for further consideration or action, prior to reporting back to Council or Committee.

- 2.34. **“Resolution”** means a formal decision of Council on any motion or Committee recommendation as determined by a vote of the members, subject to Part V1.1 of the Act.
- 2.35. **“Rules of Procedure”** means the rules and procedures as set out in this by-law and, where necessary, *Robert’s Rules of Order* (Newly Revised).
- 2.36. **“Recorded Vote”** means a vote where each member’s position, for or against, is recorded individually in the meeting minutes.
- 2.37. **“Special Meeting”** means a meeting of Council or a Committee that is held at a different time than a regular meeting. It is called by the Mayor or approved by Council or the Committee and is held to discuss one or more specific topics.
- 2.38. **“Standing Committee”** means a permanent or long-term Committee established by resolution of Council to address ongoing matters or areas of responsibility within the municipality, a majority of whom are members of Council.
- 2.39. **“Sub Committee”** means a smaller working group established by an Advisory Committee or Standing Committee to address specific tasks, projects, or issues within the parent Committee’s mandate. A Sub Committee operates under the authority and direction of the parent Committee and reports its findings, recommendations, or decisions back to the parent Committee for further action or approval. Sub Committees do not have independent decision-making authority and shall be composed of members of the parent Committee, unless otherwise authorized by Council resolution.
- 2.40. **“Statutory Committee”** means a Committee required by legislation to be established by Council with an ongoing mandate or purpose.
- 2.41. **“Task Force”** means a temporary body established by Council resolution to investigate, analyze, and provide recommendations on specific issues or problems within the community and within Council’s sphere of jurisdiction. A Task Force may be composed of members of Council, municipal staff, community members, and stakeholders. It operates within a defined timeframe and is disbanded upon completion of its mandate or by resolution of Council.
- 2.42. **“Town”** means the Corporation of the Town of Ingersoll.

### 3. General Provisions

- 3.1. The short title of this By-law is the ‘Procedure By-law’.

- 3.2. The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and Committees appointed by Council.
- 3.3. If there are questions or concerns about these rules, the decision of the Chair is final unless appealed in accordance with the procedures defined in this by-law. In the case of a conflict concerning the application of these rules, Robert's Rules of Order (Newly Revised) may be consulted as an interpretive aid.
- 3.4. All meetings of the Council of the Town of Ingersoll and all meetings of the Committees of Council shall be open to the public as defined in this by-law, except in the case of a Closed Session.
- 3.5. This by-law shall not apply to boards and statutory Committees that are incorporated and have their own by-laws or procedural by-law.
- 3.6. Unless stated otherwise, any of these rules may be temporarily suspended by a two-thirds (2/3) majority vote of Council members or Committee members, as applicable, except where doing so would conflict with the *Municipal Act, 2001*, as amended. This section does not apply to the powers granted to the Head of Council (Mayor) under Part VI.1 of the Act.
- 3.7. In the event of a conflict between the provisions of this By-law and legislation, the legislation shall prevail.
- 3.8. No item shall be placed on an agenda concerning a matter not within the jurisdiction of Council or Committee. In consultation with the Clerk, the Mayor and/or Chair will determine if a matter is within the jurisdiction of Council or a Committee.
- 3.9. This By-law is not to be amended or repealed except by a majority of all members of Council present.
- 3.10. No amendment or repeal of this By-law is to be considered at any meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous regular meeting of the Council.
- 3.11. For the purposes of this By-law, words used in the present tense include the future tense; words in singular number include the plural and words in the plural include the singular number; and the word "shall" is mandatory.

#### **4. Public Notice**

- 4.1. The Clerk shall provide the public with notice of the Council meeting schedule by annually posting a calendar of the meetings on the Town of Ingersoll website.

- Any amendments to or cancellations of the meeting dates shall be posted as required.
- 4.2. The schedule for Council Committee meetings will be posted on the Town of Ingersoll's website after the Committee is formed and has held its first meeting, either for the term or for the duration of its mandate.
  - 4.3. When notified by the Mayor or the Chair of a Committee, the Clerk shall provide members with a minimum of forty-eight (48) hours' advance notice of any meeting.
  - 4.4. The meeting agenda serves as official notice of the meeting and must include the meeting's time, location, and all relevant materials related to the matters that Council or the Committee will consider.
  - 4.5. The Regular Council Meeting agenda will be posted, unless due to unforeseen circumstances, at the latest by 5:00 p.m. on the Friday before the Council meeting and after the agenda is forwarded to the members of Council, the Chief Administrative Officer, and the Department Heads.
  - 4.6. Notice of a Special Meeting of Council shall be provided by posting the agenda on the Town's website a minimum of 48 hours before the commencement of the meeting, and after the agenda has been forwarded to the members of Council, the Chief Administrative Officer and Department Heads.
  - 4.7. All Council meetings shall be broadcast on the Town's livestream when possible.
  - 4.8. If a broadcast becomes unavailable during a meeting, the Chair shall recess the meeting for up to 15 minutes to allow for technical resolution.
  - 4.9. If the issue is not resolved within 15 minutes, the meeting may proceed without broadcasting, provided that:
    - a) The hybrid meeting system continues to support participation by members of Council, key staff, and any registered delegates; and
    - b) The agenda, as publicly posted, states that the meeting will proceed in the event of a broadcast interruption or failure.
  - 4.10. Where technology permits, all Council and Committee meetings shall be recorded and published on the Town's website after the meeting has concluded.

## 5. Meetings

### 5.1. Place

- 5.1.1. Council meetings for the Town of Ingersoll will be held in the Council Chambers at Town Hall, 130 Oxford Street, 2nd Floor, Ingersoll, unless Council approves another location or this by-law states otherwise.
- 5.1.2. Committee meetings may be held at a physical location or through electronic means, as agreed upon by the Committee members and the staff liaison. In-person meetings must take place at a Town facility that is convenient and accessible. All meetings must be open to the public, unless they are closed in accordance with the Act.
- 5.1.3. The Clerk may arrange for a meeting, including a Council education or training session held in accordance with the Act, to be held at a location other than the Council Chambers when:
  - a) The number of anticipated participants cannot be accommodated, or
  - b) Other facilities within the Town are more appropriate.
- 5.1.4. A meeting, including a Council education or training session, may be held outside the municipality when it involves joint training, education, or the consideration of matters of common interest with other municipal councils within Oxford County, in accordance with section 236(2) of the Act.
- 5.1.5. When a Closed Meeting item is listed on the agenda, members shall first adopt a resolution in open session, in accordance with the Act, stating the general nature of the matter to be considered and the applicable legislative exception. After the resolution is passed, the meeting may be reconvened in a different location, or necessary steps will be taken to ensure that the meeting is no longer open to the public.
- 5.1.6. In the case of an emergency, Council may hold its meetings and keep its public offices at any convenient location within or outside the municipality pursuant to section 236 (1) of the Act.

### 5.2. Inaugural or First Council Meeting

- 5.2.1. The Inaugural (First) Meeting of the Council of the Town of Ingersoll, following a regular municipal election held under the *Municipal Elections Act*, 1996, as amended, shall take place on November 15 at 7:00 p.m. If November 15 falls on a Friday, Saturday, or Sunday, the meeting will be held on the following

Monday. The purpose of the Inaugural Meeting is solely for members to take their Declarations of Office and Oaths of Allegiance.

### 5.3. Regular Council Meetings

5.3.1. After the Inaugural meeting, the regular meetings of Council shall be held on the second Monday of each month at 6:00 p.m. local time, unless otherwise approved through a resolution of the Council or at the direction of the Mayor, and upon two-thirds (2/3) majority support through a phone or e-mail polling of Council.

5.3.2. **The following section comes into force upon the passage of the 2026 operating budget, repealing and replacing section 4.3.1.** Following the Inaugural Meeting, regular meetings of Council shall be scheduled on the second and fourth Monday of each month at 6:00 p.m. local time, unless otherwise approved by Council resolution or at the direction of the Mayor with two-thirds (2/3) majority support confirmed through phone or email polling of Council. The second meeting of the month is discretionary and may be convened in accordance with the guidelines set out in Appendix A of this By-law.

5.3.3. If a regular meeting falls on a public holiday or another significant day that results in the closure of Town Hall, the meeting shall be held on the first business day following the closure.

5.3.4. Council shall approve the schedule of Council meetings for the following calendar year no later than the regular meeting held on the second Monday of November each year.

### 5.4. Special Council Meetings

5.4.1. In addition to Regular Meetings, Special Meetings of Council shall be held upon a petition of Council or upon direction of the Mayor at any time. The purpose of the special meeting can be to inquire about or report on any matter considered of interest to Council.

5.4.2. Upon receipt of a written petition from the majority of the Council members or the Mayor's direction, the Clerk shall summon a Special Meeting for the purpose and at the time set out in the petition. Notice shall be given through the Clerk, and the notice shall set out the date, time, place, and the item(s) to be considered at the Special Meeting.

5.4.3. A minimum of forty-eight (48) hours' notice must be given before holding a Special Meeting.

- 5.4.4. Notwithstanding any other provision of this by-law, the Mayor may waive the notice requirement for a Special Council Meeting called to address an emergency or any matter affecting the welfare, health, or well-being of residents or staff.
- 5.4.5. No business other than that stated in the notice shall be considered at such Special Meeting, except with the unanimous vote of the members present.

## **6. Electronic Participation in Meetings**

### **6.1. General Requirements**

- 6.1.1. Any member may participate electronically in any open or closed meeting of Council, Special Council, or a Committee, and shall be counted for the purpose of establishing quorum.
- 6.1.2. A Member who intends to participate electronically in a meeting shall notify the Clerk at least 24 hours in advance of the meeting. If 24-hour notice is not possible due to unforeseen circumstances, the member shall provide as much notice as reasonably possible.
- 6.1.3. Unless prevented from doing so due to extenuating circumstances, members participating electronically shall keep their cameras on while present and actively participating in the meeting, but shall mute their microphones while not speaking.
- 6.1.4. Electronic participation in meetings should be limited to extenuating circumstances. Wherever possible, members are expected to attend meetings in person. While permitted under the Procedure By-law, remote attendance should not be used routinely or as a matter of convenience. There shall be no formal limit on the number of members who may participate electronically; however, in-person attendance remains the preferred standard.
- 6.1.5. When the Chair calls for a vote on a matter, members who are participating using Audio-only communications shall verbally announce their vote by stating “in favour” or “opposed”.
- 6.1.6. When the Chair calls for a vote on a matter, members who are participating using Audiovisual Communications shall visually show their vote by raising their hand to show they are either “in favour” or “opposed”.
- 6.1.7. A member who is participating electronically and must leave the meeting before adjournment shall notify the Chair and Clerk of their departure and fully disconnect from the electronic meeting platform.

## 6.2. Closed Session Requirements for Electronic Participation

- 6.2.1. Members participating electronically in a closed session shall do so from a location that ensures privacy. Members must be alone in the room or take appropriate measures to ensure that no other person can see or hear any part of the meeting.
- 6.2.2. A member who has declared a pecuniary interest in a matter to be discussed during an in-camera session shall either:
  - a) Be placed in the meeting's waiting room by the meeting Chair, Clerk, or designate; or
  - b) Disconnect from the electronic meeting and refrain from participating in any way regarding the matter in question.

## 7. Electronic Meetings

- 7.1. Notwithstanding any other provision of this By-law, a meeting of Council or Committee may be conducted entirely electronically where deemed appropriate.
- 7.2. Electronic meetings, as defined in this Procedure By-law, shall be subject to the following conditions:
  - a) The rules and regulations established pursuant to section 6, electronic participation in meetings, shall apply to electronic meetings.
  - b) Electronic meetings shall be conducted in a manner consistent with in-person meetings, and all requirements of this By-law, including but not limited to quorum, voting, debate, and public notice, shall apply as if the meeting were held in person.
  - c) Electronic meetings shall comply with the open meeting requirements set out in the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, and any other applicable legislation, ensuring transparency, accessibility, and accountability to the public.
  - d) All participants in electronic meetings shall have equal rights and responsibilities, including the ability to move motions, vote, and participate in debate, subject to the rules of this Procedure By-law.
  - e) The Clerk or designate shall ensure that electronic meetings are accessible to the public, including providing live streaming or other means of remote access, and that a recording and minutes of the meeting are made available in accordance with applicable legislation and this Procedure By-law.

- 7.3. In the event of a failure of the technology or livestreaming platform that prevents public access or disrupts the meeting, the meeting shall be adjourned. All unfinished business shall be disposed of at the next regular or special meeting, in accordance with this by-law. Notice of the adjourned meeting and the items to be addressed shall be provided to the public and Council members in accordance with the notice requirements of this by-law and the *Municipal Act*, 2001, as amended.

## 8. Duties of the Chair

### 8.1. Roles and Responsibilities

- 8.1.1. It shall be the duty of the Mayor or the Chair of the meeting to:
- a) Open the meeting by taking the Chair and calling the members to order.
  - b) Announce the agenda items (business) in the order in which they are to be considered and acted upon.
  - c) Accept motions from members and present them as questions for discussion and decision.
  - d) Call for a vote on any motion that has been properly moved and seconded, or that comes up during the meeting, and announce the result.
  - e) Refuse to call a vote on any motion that breaks the Rules of Procedure.
  - f) Make sure members follow the rules while speaking in a debate.
  - g) Enforce the observance of order and decorum among the members on all occasions.
  - h) Call any member who continues to break the Rules of Procedure by name and order them to leave their seat.
  - i) Take any actions necessary to ensure the meeting runs in an orderly and efficient manner.
  - j) The Mayor or Deputy / Acting Mayor shall authenticate by their signature, when necessary, all By-laws and Minutes of Council.
  - k) Advise a member on any point of order when requested or when deemed necessary.
  - l) Represent and support members by stating their decisions and following them in all matters.
  - m) Make sure that Council or Committee decisions follow all applicable laws and by-laws.
  - n) Receive and share messages of goodwill and similar communications with Council or members of the Committee.

- o) Adjourn the meeting without question in the case of grave disorder arising during the meeting, or suspend the sitting of Council, until a time to be named by the Mayor.
  - p) Adjourn the meeting when the business of Council or the Committee is concluded.
- 8.1.2. The Mayor or Chair may, without leaving the Chair, speak to any question under consideration and prior to the question being disposed of by Council or the Committee.
- 8.1.3. When the Chair is asked to decide on a point of order or a matter of procedure, they must explain the applicable rule or authority and make a ruling, if needed, in consultation with the Clerk. Any appeal of the ruling shall be handled in accordance with the procedures set out in section [14.2](#) of this by-law. The decision of Council or the Committee on the appeal shall be final.
- 8.1.4. The Mayor or Chair has the same right to vote on all matters before Council or the Committee as any other member, unless disqualified from voting due to a pecuniary interest or any other statute of the province. This includes all motions and decisions brought forward during a meeting.
- 8.1.5. When the Mayor or Chair sees fit to exercise the right to vote, they may briefly explain their vote, if they wish.
- 8.2. Deputy Mayor or Acting Mayor**
- 8.2.1. If the Mayor is unable to perform their duties due to illness, absence, vacation, approved leave, refusal to act, or if the office is vacant, the Deputy Mayor or Acting Mayor shall assume all powers and responsibilities of the Mayor, except those granted exclusively under Part VI.1 of the Municipal Act. The Deputy or Acting Mayor will chair all meetings during this time and may exercise these duties as allowed by the Act or any other applicable provincial law.

## **9. Conduct at Meetings**

### **9.1. Members of Council and Committees**

#### Members Shall

- 9.1.1. Govern themselves according to the Council's Code of Conduct and the Council-Staff Relations policy, as amended.

- 9.1.2. Indicate their desire to speak and obtain the permission of the Chair prior to speaking to a question or motion.
- 9.1.3. Have the right to speak first in debate, if the member is the mover of the motion under consideration.
- 9.1.4. When given the floor to speak, remain seated and direct their comments to the Chair.
- 9.1.5. When intending to introduce a motion, a member must do so immediately upon obtaining the floor. Members may briefly explain the purpose of the motion, but this explanation should not turn into a full speech.
- 9.1.6. When more than one member addresses the Chair at the same time, allow the Chair to name the member entitled to speak first. The other member(s) will be allowed to speak afterwards, in the order set by the Chair. A member may make a motion to change the speaking order if they disagree with the Chair's decision.
- 9.1.7. Stop speaking immediately when called to order by the Chair. The member may appeal the ruling by raising a point of order in accordance with the procedures set out in section [14.2](#) of this by-law. If no appeal is made, the decision of the Chair stands.
- 9.1.8. If the Chair needs to vacate their seat before the meeting is adjourned, the Vice Chair shall automatically assume the role of Chair for the remainder of the meeting. If the Vice Chair is not present, the members shall, by resolution, appoint an acting Chair from among themselves to preside for the remainder of the meeting.

**Members shall not:**

- 9.1.9. Speak on any subject other than the subject under debate.
- 9.1.10. Criticize a decision of Council or a Committee after it has been made, except when formally bringing forward a motion to reconsider that decision, in accordance with this by-law.
- 9.1.11. Disturb Council or Committee with disorderly conduct. When another member is speaking, no one shall walk between the speaker and the Chair or interrupt, except to raise a point of order.
- 9.1.12. Use obscene or otherwise offensive words or insulting expressions.

- 9.1.13. Ignore or disobey the rules of Council or Committee, or any decision made by the Chair, Council, or Committee on a point of order or on how the rules of procedure are to be interpreted.
- 9.1.14. Leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared.

## 9.2. **Member Absences from Council Meetings**

- 9.2.1. The seat of a member of Council shall be declared vacant if the member is absent from a meeting of Council for three (3) consecutive months without being authorized to do so by a resolution of Council, unless otherwise permitted by section 259 (1.1) of the Act.

## 9.3. **Electronic Devices**

- 9.3.1. Members shall ensure all electronic devices are set to silent or inaudible mode during meetings.
- 9.3.2. Members shall not use electronic devices to broadcast, record, photograph, publish, or distribute any audio, images, or video of a meeting.

## 9.4. **Members of the Public and Delegations**

Members of the public and delegations shall not:

- 9.4.1. Address Council or Committee without permission of the Chair.
- 9.4.2. Engage in Disruptive actions such as clapping, shouting, interrupting others, or any behaviour that interferes with the meeting.
- 9.4.3. Interrupt speakers, staff or Council while speaking.
- 9.4.4. Use obscene or otherwise offensive language, insulting expressions, or present materials that promote hatred, violence, or discrimination based on race, ethnicity, religion, gender, sexual orientation, disability, or any other protected ground under the *Ontario Human Rights Code*, as amended.
- 9.4.5. Make false or defamatory statements about individuals or organizations.
- 9.4.6. Bring signs or placards into the Council Chambers or any other meeting location.
- 9.4.7. Distribute pamphlets, brochures, or other supporting materials during a meeting unless these materials are expected as part of a delegation or presentation

request submitted in advance or are directly applicable to an application under consideration at a public meeting held pursuant to the *Planning Act*. Distribution of buttons or any other materials not specified above is prohibited.

- 9.4.8. Bring food or beverages into the Council Chamber or meeting room, except for water, unless authorized.

## 10. Council Meeting Agenda

### 10.1. Order of Business

10.1.1. The order of business for the regular meetings of Council shall be as follows:

- a) Call to Order
- b) Adoption of Agenda
- c) Disclosures of Pecuniary Interest
- d) Adoption of Consent Agenda
- e) Adoption of Meeting Minutes
  - o Regular Council
  - o Special Council
- f) Public Meetings
- g) Consideration of Petitions, Delegations & Presentations
- h) Unfinished Business
- i) Consideration of Staff Special Reports
- j) Councillor Motions for Consideration
- k) Consideration of Correspondence & Resolutions
- l) Notice of Motions
- m) Upcoming Council Meeting(s)
- n) Closed Meeting
- o) Consideration of Matters Arising from Closed Session
- p) Consideration of By-laws
- q) Adjournment

10.1.2. An agenda for a Special Meeting, Council workshop, or Committee meeting does not need to include all the agenda headings listed above.

10.1.3. The agenda will generally follow the order of business set out in [section 10.1.1.](#) When preparing the agenda, the Clerk or CAO may adjust the order of business if necessary to accommodate special circumstances or to support meeting efficiency.

- 10.1.4. Business shall be considered in the order set forth on the agenda, unless otherwise determined by Council or the Committee by resolution to amend the order of business.
- 10.1.5. Items on the agenda not dealt with before the meeting is adjourned shall be noted and repeated on the next agenda as unfinished business. This includes items of business that were not tabled due to a lack of time.
- 10.1.6. The Clerk will provide each member with the meeting agenda package and all related materials at least 48 hours before a regular Council meeting, including weekends and holidays.
- 10.1.7. Members will receive an agenda package for a Special Council Meeting before the meeting. The Clerk will aim to deliver the agenda and related materials at least 48 hours in advance.
- 10.1.8. The Clerk or designate shall ensure that the minutes of the last Regular Meeting and all Special and Committee meetings held more than seven (7) days before a Regular Meeting are included on the next Regular Meeting agenda for approval.
- 10.2. **Disclosure of Pecuniary Interest**
  - 10.2.1. Any member who has a pecuniary interest shall disclose their interest and the general nature thereof prior to any consideration of the matter at the meeting in accordance with *the Conflict of Interest Act*, as amended.
  - 10.2.2. Where possible, the disclosure will be made prior to the adoption of the agenda and at a minimum, before consideration of the matter for which the member has an interest.
  - 10.2.3. The disclosure shall be documented using the prescribed form and submitted to the Clerk for inclusion in the public record.
  - 10.2.4. Members declaring an interest shall not take part in the discussion of, or vote on, any question in respect of the matter; and shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question.
  - 10.2.5. When a meeting is closed to the public and a member declares a conflict of interest, the member must, in addition to fulfilling all disclosure requirements, immediately leave the meeting for the duration of the discussion on that matter.
  - 10.2.6. If a member is absent from the meeting at which a matter was considered and, therefore, did not disclose a conflict of interest, the member shall disclose the interest at the next meeting they attend.

### 10.3. Council Consent Agenda

- 10.3.1. Items received as correspondence per this by-law shall be included on the Council Consent agenda in accordance with [Appendix B](#).
- 10.3.2. Items listed on the Consent Agenda are deemed to be for information purposes or not requiring Council direction and shall be approved by a single resolution. Notwithstanding the foregoing, any member of Council may request that one or more items be removed from the Consent Agenda for separate consideration and vote.

### 10.4. Minutes

- 10.4.1. The Clerk shall prepare minutes for all Regular, Special and Closed Council meetings and shall receive minutes from all other Committees for inclusion on the agenda for Council approval.
- 10.4.2. The minutes of a meeting shall record, without note or comment, all resolutions, decisions and other proceedings of Council or the Committee, and shall include the meeting's place, date and time.
- 10.4.3. Minutes described in [section 10.4.1](#) may be received or received and approved by Council without being read aloud at the meeting where they are being considered.
- 10.4.4. To assist with preparing the official minutes, the Clerk may make an audio or digital recording of any open Council meeting or Council workshop.
- 10.4.5. The audio or digital recording of proceedings are not intended to, and do not, replace the written minutes of the proceedings of Council.
- 10.4.6. Any recording made by the Clerk solely to assist with preparing the minutes will be destroyed once Council adopts the written minutes.
- 10.4.7. When the minutes have been adopted by Council, they shall be signed by the Mayor and the Clerk. All minutes shall be classified and filed in accordance with the Record Retention By-law.

### 10.5. Public Meetings pursuant to the *Planning Act*

- 10.5.1. Public meetings held pursuant to the *Planning Act* shall be held, whenever practical and in accordance with Notice Requirements, during Regular Council Meetings scheduled for the second Monday of each month. Public meetings shall be scheduled shortly after the meeting is called to order at 6:00 p.m., in accordance with the Order of Business on the Council agenda.

## 10.6. Delegations

- 10.6.1. Delegations and presentations shall be scheduled to begin at 6:00 p.m., following the adoption of the meeting minutes. If a public meeting held under the *Planning Act* is scheduled, delegations and presentations shall begin immediately after the public meeting has been adjourned.
- 10.6.2. Anyone wishing to appear before Council or a Committee as a delegation, present a petition, or make a presentation must submit a written request to the Clerk by 4:00 p.m. on the Wednesday before the meeting. If the request is not submitted using the online form, it must include:
- The person's full name, address, phone number, title or position (if applicable), and email (if available);
  - A brief summary of the issue or reason for the request, including desired resolution; and
  - If representing another person, corporation, or organization, their name, address, and phone number.
- 10.6.3. The following matters shall not be approved for delegation unless explicitly authorized by Council resolution:
- Sales or promotional presentations for commercial products or services (these shall be directed to the procurement process);
  - Matters already governed by municipal policy (e.g., procurement, human resources, legal disputes, or matters under litigation);
  - Complaints or concerns about individual staff members (these shall follow the established complaint resolution process);
  - Requests for funding or sponsorship (unless part of a formal grant application process); and
  - Matters outside Council's jurisdiction (e.g., provincial or federal responsibilities) that cannot demonstrate a municipal purpose.
- 10.6.4. The Clerk has the authority to decline delegation requests that do not meet the requirements or fall under restrictions outlined in this by-law. If a request is denied, the Clerk will notify the requester in writing and provide the reason(s) for the decision.
- 10.6.5. A delegation may appeal the Clerk's decision to exclude or limit their presentation by submitting a written request to Council within seven (7) days of receiving the decision. The appeal will be considered at the next meeting, subject to a majority vote of Council.

- 10.6.6. Late delegation requests must be submitted in writing to the Clerk by 12:00 p.m. on the day of the meeting. A late delegation may be heard if approved by a majority of Council or the Committee and if the matter is deemed:
- a) Urgent; or
  - b) Directly related to an item already on the meeting agenda.
- 10.6.7. Delegations shall be heard in the following order:
- a) Delegations that have submitted a request by the prescribed deadline and are listed on the agenda.
  - b) Late requests (submitted in writing on the day of the meeting), provided the subject matter relates to an item of business on the agenda or is deemed urgent.
  - c) Delegations permitted under suspension of the rules.
- 10.6.8. No person(s) or representatives from the same organization, business, association, or affiliated group shall be permitted to have delegation status to speak to the same subject more than once within the term of Council, unless:
- a) Council or the Committee explicitly requests a follow-up presentation; or
  - b) Substantial new information has arisen that was not previously available.
- 10.6.9. Persons addressing Council or its Committees shall confine their remarks to the stated business.
- 10.6.10. If, as a result of a delegation, a staff report is required to provide further information, the matter shall be referred to the appropriate department to report back to Council or the Committee at the next appropriate meeting.
- 10.6.11. A delegation shall be permitted to speak for a maximum of ten (10) minutes and possibly another ten (10) minutes for any questions of clarification.
- 10.6.12. If a delegation consists of two or more persons, only two persons shall be permitted to address Council or the Committee.
- 10.6.13. If multiple individuals or groups with shared interests (e.g., members of the same advocacy group, business entity, or coalition) request to speak on the same issue, the Clerk may:

- a) Combine related delegations into a single presentation time; or
- b) Designate a single spokesperson to represent the collective viewpoint.

10.6.14. Delegations may submit written or digital presentation materials (e.g., slides, handouts, videos) along with their request to appear before Council or a Committee. All presentation materials must:

- a) Be submitted no later than the delegation request deadline (4:00 p.m. on the Wednesday preceding the meeting);
- b) Comply with all applicable laws, municipal policies, and this by-law (e.g., no obscene, promotional, or irrelevant content); and
- c) Be reviewed by the Clerk's office prior to publication to ensure compliance.

10.6.15. The Clerk may require changes to, or reject, materials that do not comply with this by-law and will notify the delegation of any required modifications.

10.6.16. If submitted by the deadline, approved presentations will be included in the public agenda package. Late submissions may not be distributed.

10.6.17. Delegations are subject to the time limits in [section 10.6.11](#), regardless of presentation format.

10.6.18. Delegations are responsible for adhering to the conduct expectations set out in this by-law under [section 9.4](#).

10.6.19. If a person fails to follow the conduct rules of this by-law, the Mayor or Chair may take any of the following actions:

- a) Interrupt or end the delegation.
- b) Rule the speaker out of order and stop their participation.
- c) Deny the individual from speaking at future meetings if violations continue.

10.6.20. The Clerk is responsible for advising members of all requests received under this section through the Council / Committee agenda package.

## 10.7. **Presentations**

10.7.1. Staff, consultants, or agency representatives may be asked to provide a written or verbal briefing during a meeting to support a specific agenda item. These briefings are not considered delegations.

10.7.2. Despite section 10.7.1, the Clerk may schedule presentations by staff, consultants retained by staff, or other government bodies or agencies that

exceed the 10-minute limit. However, adherence to the 10-minute guideline is encouraged whenever possible.

## 10.8. Correspondence

- 10.8.1. All petitions shall be on a form supplied by the Town and/or submitted in accordance with the Town's policy on petitions.
- 10.8.2. All correspondence or petitions submitted to Council or a Committee must be clearly written or typed, dated, and include a brief description of the subject matter. Submissions must be signed by at least one person and filed with the Clerk. They must also include the sender's full name, municipal address, and contact information. Submissions containing obscene or inappropriate content or language will not be accepted. Anonymous submissions will not be included on the agenda.
- 10.8.3. Correspondence must clearly state whether it is for information only or if it requires action by Council or a Committee (e.g., a request for a resolution, delegation, or referral to staff). Items submitted for information will generally appear on the Council Consent Agenda, while items requesting action will be listed on the regular Council or Committee agenda.
- 10.8.4. Personal information will be redacted from petitions and other items of correspondence prior to publication.
- 10.8.5. If, in the opinion of the Mayor or Chair, the correspondence or petition contains obscene or inappropriate content or language, the Mayor or Chair will decide whether it should be included on a meeting agenda.
- 10.8.6. Section [10.6.3.](#) of this by-law (restrictions related to delegations) shall apply to correspondence items submitted for Council or Committee consideration.
- 10.8.7. To be placed on the upcoming regular meeting agenda, any correspondence or petition must be submitted to the Clerk no later than 4:00 p.m. on the Wednesday of the week preceding the regular Council or Committee meeting.
- 10.8.8. All correspondence included on the agenda forms part of the public record and will be published to the agenda package on the Town's website and retained in accordance with the Town's Records Retention By-law.
- 10.8.9. Individuals submitting correspondence requesting to speak to Council or a Committee must comply with the procedure for delegations, including advance registration per this by-law.

## 10.9. Notices of Motion

- 10.9.1. Notice of all new motions, except motions listed in [section 13.8](#), shall be given in writing and duly signed at a meeting of Council or Committee.
- 10.9.2. Notices submitted to the Clerk by 4:00 p.m. on the Wednesday before a Council or Committee meeting will be printed in full on the agenda to inform members of the motion and will be considered at the next regular Council or Committee meeting.
- 10.9.3. Following the notice period, motions shall be moved to the 'Councillor Motions for Consideration' section of the Agenda and a similarly titled section of the Committee agenda.
- 10.9.4. When a member's Motion has been called from the Chair for two (2) successive meetings and is not duly considered or otherwise disposed of, it shall be dropped from the Agenda unless the Council or Committee decides otherwise.
- 10.9.5. If, at the third meeting, such notice of motion is put to a question by the Chair and not considered or otherwise disposed of, it shall be deemed to have been withdrawn.
- 10.9.6. Any motion may be introduced without notice if Council or the Committee, without debate, dispenses with the notice requirements of [section 10.9.2](#), on the affirmative vote of at least two-thirds of the members present and voting.

## 10.10. Closed Meeting

- 10.10.1. Except as provided in the *Municipal Act*. 239 (2) and (3), all meetings shall be open to the public.
- 10.10.2. Meetings closed to the public must be closed by a motion to "Proceed into a Closed Meeting" with the said motion, duly seconded and passed, stating the general nature of the matter(s) to be considered in the Closed Meeting.
- 10.10.3. Where the public is excluded from a meeting, or portion thereof, no vote may be taken except a vote on a procedural matter or to give direction(s) or instruction(s) to officers, employees or agents of the Town or persons retained by or under contract with the Town.
- 10.10.4. A meeting held for the purpose of educating or training the members of Council or a Committee may be closed to the public, provided that no member discusses or otherwise deals with any matter in any way that materially

advances the business or decision-making of the Council, local board or Committee.

- 10.10.5. For an education or training session, the resolution must state the reason the meeting is to be closed under section 239, subsection 3.1 of the *Municipal Act*, 2001, as amended.
- 10.10.6. During a Closed Meeting, members may speak to any question an unlimited number of times, provided that no member speaks a second time until all members who wish to speak have had an opportunity to do so.
- 10.10.7. Before discussing any matter at a Closed Meeting, any member who has a pecuniary interest in that matter must declare the interest and explain its general nature. That member must then leave the Closed Meeting, or the part of the meeting when the matter is being discussed. The declaration will be recorded in the meeting minutes.
- 10.10.8. The Clerk or designate shall attend all closed meetings and record the proceedings, including any procedural motions and instructions given to staff, without adding personal notes or comments.
- 10.10.9. Any matter raised by a member during a Closed Meeting that was not included in the resolution to “Proceed into a Closed Meeting” shall not be considered.
- 10.10.10. A motion to adjourn a Closed Meeting is always in order and shall be decided without debate, but shall not interrupt a member who has the floor.
- 10.10.11. A brief summary of the Closed Meeting’s key actions shall be provided in the “Rise and Report” section of the open Council or Committee agenda.
- 10.10.12. Any matters discussed in the Closed Meeting that require a formal decision will be brought forward as a resolution at an open meeting of Council or Committee.
- 10.10.13. Upon reconvening in open session, the Chair shall either:
  - a) accept a motion to approve any matters requiring a public resolution; or
  - b) advise that direction was provided to staff during the closed session, in accordance with the *Municipal Act*, 2001.

#### 10.11. **By-Laws**

- 10.11.1. A by-law may be introduced and approved at the same Council meeting. Unless Council directs otherwise, three separate readings are not required.

- 10.11.2. A motion to approve a by-law shall be considered as having passed the first, second, and third readings, unless a member of Council requests that any reading be taken separately.
- 10.11.3. The Clerk shall ensure that a complete copy of each proposed by-law is provided to Council in advance of the meeting and listed on the agenda with its title and subject matter.
- 10.11.4. Except for confirming by-laws or routine by-laws whose preambles clearly explain their purpose and origin, no by-law shall be presented to Council unless its subject matter has already been considered and approved by Council, either through prior discussion or approval earlier in the same meeting (e.g., by way of a staff report or resolution). Every by-law shall be:
- a) Approved by Council resolution and Mayoral decision (unless vetoed under the authority of Part VI.1 of the Act);
  - b) Signed by the Mayor, or the acting Chair and the Clerk or designate;
  - c) Placed under the seal of the Corporation;
  - d) Indicate the date of passage; and
  - e) Indicate the dates of Council and Mayoral approval.
- 10.11.5. The proceedings of every Council meeting shall be confirmed by a by-law, giving all resolutions and decisions passed at that meeting the same legal effect as if each had been enacted through a separate by-law.
- 10.12. **Adjournment**
- 10.12.1. Committee, and Regular and special Council meetings shall adjourn at 10:00 p.m., unless two-thirds (2/3) of the members present vote to extend the meeting before that time. The meeting may be extended only once and by no more than one (1) hour. If the meeting is adjourned before all agenda items have been disposed of:
- a) Council or the Committee shall set a date and time to continue consideration of the remaining agenda items, or
  - b) If no date and time are set, the Clerk, in consultation with the Chair, shall determine when the meeting will resume.
- 10.12.2. A Council Meeting shall not be adjourned until a by-law confirming the proceedings of the meeting up to the time of adjournment has been presented to and considered by Council, unless prevented by loss of quorum or other extenuating circumstances.

- 10.12.3. A motion to adjourn may be made by any member who has been recognized by the Mayor or Chair. The motion must be moved and seconded to be considered and shall be decided without debate.
- 10.12.4. A motion to adjourn shall be out of order in the following situations:
- a) When a member is speaking to the question on the Floor;
  - b) When another member has been recognized by the Chair to speak;
  - c) During the taking or verification of a vote, or
  - d) Immediately after Council or the Committee has agreed to end debate and vote, but before the vote on the main motion has taken place.
- 10.12.5. A motion to adjourn the final regular meeting of Council's term, where unfinished business remains, has the effect of causing that business to fall to the ground. Such items may be reintroduced in the next term of Council but must be brought forward as new business, as if they had not previously been considered.
- 10.12.6. A motion to adjourn that is defeated (voted down) cannot be made again until Council or the Committee has dealt with and decided on some other business or motion.
- 10.12.7. Immediately after a motion to adjourn is voted on and passes, the Chair will declare the meeting adjourned. However, before doing so, members will be given an opportunity to move for a division of the assembly (a verification of the vote).

## **11. Calling a Meeting to Order**

- 11.1. As soon as a quorum is present after the scheduled start time, the Mayor or Chair will call the meeting to order.
- 11.2. If no quorum is present ten (10) minutes after the time appointed for a meeting of the Council or Committee, the Clerk or Chair shall record the names of the members present and the meeting shall stand adjourned until the date of the next Regular Meeting.
- 11.3. If a member cannot attend a meeting, they are to inform the Clerk or Chair, and the absence shall be noted in the meeting minutes.
- 11.4. In the event that the Mayor or Chair does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council or Committee, the Deputy Mayor or Vice-Chair shall preside until the arrival of the Mayor or Chair, and

while presiding, shall have all the powers of the Mayor or Chair. The powers of the Mayor, as set out in Part VI.1 of the Act, shall not be conferred upon the Deputy or Acting Mayor.

- 11.5. If the Mayor / Chair or Deputy Mayor / Vice Chair cannot attend the meeting, the members will, by resolution, appoint an acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair, except for those established under Part VI.1. of the Act.
- 11.6. If the Mayor or Deputy Mayor arrives after the meeting has started, the current acting Chair will hand over the Chair to them as soon as the item being discussed is finished or dealt with.
- 11.7. Except where absence is unavoidable due to extraordinary circumstances or an emergency, no member shall be absent from any regular meeting of Council without having provided reasonable notice of such absence to the Mayor/Chair or the Clerk prior to the commencement of the meeting.

## 12. Motions and Voting

### 12.1. Motions, General

- 12.1.1. A motion must be moved and seconded before the Chair can present it for discussion or a vote, and before the Clerk can record it in the minutes. Once seconded, the motion is considered to be in possession of the Council or Committee, but may be withdrawn by the mover with the group's consent at any time before it is amended or voted on.
- 12.1.2. Members may not debate a motion until it has been moved and seconded. Once seconded, the motion may be read aloud by the Mayor, Chair, or Clerk at any time during the discussion, if requested.
- 12.1.3. When a member moves a motion that is not part of the published agenda, the motion must be relevant to the topic being discussed, provided in writing, and submitted to the Clerk. Motions listed in [section 13.8](#) do not require written submission.
- 12.1.4. The Clerk may suggest administrative edits to motions submitted in writing, at their discretion. Those edits:
  - a) Must not change the intent of the motion;
  - b) May include corrections to grammar, spelling, or formatting;
  - c) Can be made before, during, or after the meeting; and

d) Will be confirmed by Council through approval of the meeting minutes at a future Council or Committee meeting.

12.1.5. A motion concerning a matter beyond the jurisdiction of Council or its Committees shall not be in order and deemed ultra vires.

## 12.2. **Motion to Amend**

12.2.1. A motion to amend shall adhere to the following rules:

- a) The amendment must be written down (called the Primary Amendment) and seconded.
- b) It must be related to the main motion currently being discussed.
- c) It cannot change something that has already been adopted.
- d) It cannot be worded to directly reject the main motion.

12.2.2. If the Mayor or Chair believes that an amendment goes against the intent of the main motion, they may rule the amendment out of order. A member of Council or Committee may appeal this ruling. If no appeal is made, the ruling stands. If appealed, Council or the Committee will vote on the appeal without debate (per section 14.2.5), and that decision will be final.

12.2.3. The Council or Committee must deal with the current amendment before considering another amendment on the same motion.

12.2.4. Only one amendment to an amendment (called a Secondary Amendment) is allowed; any further changes must be made to the main motion.

12.2.5. Amendments are voted on in reverse order from how they were introduced.

12.2.6. Amendments can be used to separate and decide on different parts of a motion.

## 12.3. **Motion to Refer (Commit)**

12.3.1. The subsidiary motion to refer (commit) a matter under discussion to a Committee of Council must be considered before any amendments to the main motion can be introduced or debated.

## 12.4. **Motion to Adjourn**

12.4.1. See [section 10.12.](#)

### 13. Rules of Debate

- 13.1. Any member may ask for the motion being debated (the question on the floor) to be read at any time during the discussion, as long as it does not interrupt another member who is speaking.
- 13.2. Unless otherwise provided in this by-law, a member may speak no more than twice on the same question. Each intervention shall be limited to a maximum of four (4) minutes, with a cumulative total of no more than eight (8) minutes per member per question. The Chair shall ensure that these time limits are observed.
- 13.3. Speaking rights apply only to motions that are open to debate. Members who move a non-debatable motion are not entitled to speak to it, unless permitted under the rules. Members who move an amendment may speak to it, subject to the same time limits as other members.
- 13.4. Upon inquiry from the Chair and with the unanimous consent of Council or the Committee, a Member may be permitted to speak an additional time or extend their speaking time on the pending question. If any Member objects, the Chair shall put the question to a vote: "Shall the limits of debate be extended for [Member's Name] by [Number] minutes / to speak an additional time?" A two-thirds vote of Council is required to approve the extension.
- 13.5. A brief point of personal privilege, point of order, or parliamentary inquiry, if in order, shall not be counted towards a member's speaking limit.
- 13.6. A member may ask questions only to obtain information about the matter being discussed. All questions must be brief and asked through the Chair.
- 13.7. Notwithstanding other rules, when a member is recognized as the next speaker, they may first ask a brief question through the Chair that is about the motion or matter under discussion, to obtain information. After the question, the member may proceed to speak.
- 13.8. The following matters and motions may be introduced verbally, without needing advance written notice or special permission, unless these Rules of Procedure state otherwise:
  - a) A point of order;
  - b) A question of privilege;
  - c) A motion to adjourn;
  - d) A motion to lay a matter on the table (temporarily set aside); and
  - e) A motion to put a motion to a vote (previous question)

- 13.9. The following motions may be introduced without prior notice or special permission. Unless otherwise stated in these Rules of Procedure, such motions must be submitted in writing and signed by both the mover and seconder.
- a) To amend;
  - b) To suspend the Rules of Procedure;
  - c) To postpone indefinitely; and
  - d) To postpone to a certain time.
- 13.10. During a Council or Committee meeting, the Chair has the authority to rule on matters and motions. The Chair may consult the Clerk for assistance if needed. Any member may appeal the Chair's decision by raising a point of order, as outlined in [section 14.2.](#)

## 14. Voting

### 14.1. Voting

- 14.1.1. Once debate is finished and the Chair calls for the vote on the motion on the floor, no one may speak or make any new motions until the vote is complete, and the result is announced.
- 14.1.2. Immediately before a vote is taken, the Chair must clearly state the motion being considered, using the exact wording that will appear in the official minutes.
- 14.1.3. Only members who are present when the Chair states the motion on the floor may vote on that motion.
- 14.1.4. Unless otherwise provided in this Procedure By-law, the Act, or other applicable legislation, the standard method of voting shall be for the Chair to ask for a show of hands, first for those in favour of the motion, then for those opposed.
- 14.1.5. The Mayor or Chair shall declare the result of the vote, and the Clerk shall record the outcome in the meeting minutes.
- 14.1.6. Where a member is present at the meeting and eligible to vote, but fails to do so, their non-vote shall be deemed to be a vote in the negative.
- 14.1.7. If a vote on a motion results in a tie, the motion is considered defeated.
- 14.1.8. The Mayor or Chair shall vote on all motions while presiding over the meeting except where prohibited by law, such as a declared pecuniary interest or

other statutory disqualification. However, if the Mayor or Chair wishes to introduce a motion, they must temporarily step down from the Chair and shall not resume their role as presiding officer until after the vote on the motion has been completed.

- 14.1.9. If a member disagrees with the announcement of the Chair that a question is carried or lost, the member may, but only immediately after the declaration of the result by the Chair, object to the Chair's declaration and request a recorded vote to be taken or make a motion for Division of the Assembly.
- 14.1.10. When a recorded vote is requested, either before the vote or immediately afterwards, but before moving to the next item, the Clerk shall call the names of each member, starting with the member who requested the recorded vote and proceeding clockwise. The Clerk will record each member's name and vote; this information shall be included in the official meeting minutes.
- 14.1.11. When the Chair calls for a vote on a question, all members, whether attending in person or virtually, must remain in their place and refrain from speaking to others, making noise, or causing any disturbance until the Chair has announced the result of the vote.

## 14.2. **Points of Order and Privilege**

### Points of Order

- 14.2.1. A point of order may be raised by any member when they believe that the rules or procedures of the meeting are not being followed correctly. A point of order does not require a seconder and takes precedence over other business. It may relate to issues such as speaking out of turn, improper motions, or other violations of the meeting's rules.
- 14.2.2. A point of order may be raised at any time and interrupt a speaker or the business.
- 14.2.3. When a point of order is raised, the Chair must address it immediately, suspending all pending business until the concern is resolved.
- 14.2.4. A member may appeal the Chair's ruling on a point of order. If the appeal is duly moved and seconded, the Chair shall put the question to a vote of the members by stating: "*Shall the ruling of the Chair be sustained?*" The membership shall then vote on whether to uphold or overturn the Chair's decision. The outcome of the vote shall be final.

- 14.2.5. A motion to appeal the Chair's ruling on a point of order is debatable unless the appeal involves disorderly conduct or a violation of the speaking rules, concerns the order of business, or is made when a non-debatable motion is immediately pending or involved in the appeal.
- 14.2.6. If there is no appeal, the Chair's ruling is final.
- 14.2.7. At their discretion, the Chair may decline to rule on a point of order and instead submit the question directly to the members for a decision. In such cases, the Chair shall state the question and put it to a vote. The question may be debated in accordance with the rules governing appeals of Points of Order. The decision of the members shall be final.
- 14.2.8. Once resolved, the pending business will resume at the point where it was suspended.

#### Points of Privilege

- 14.2.9. A member may raise a Point of Privilege if they experience a problem affecting their rights, comfort, or ability to participate in the meeting. This could include noise, room temperature, or other conditions interfering with the meeting.
- 14.2.10. A Point of Privilege may be raised at any time and interrupt a speaker or the business.
- 14.2.11. When a Point of Privilege is raised, the Chair must address it immediately and suspend all pending business until the concern is resolved.
- 14.2.12. A member may appeal the Chair's ruling. The membership shall vote on the appeal without debate, and the decision shall be final.
- 14.2.13. If there is no appeal, the Chair's ruling is final.
- 14.2.14. Once resolved, the pending business will resume at the point where it was suspended.

#### **14.3. Reconsideration of a Council Resolution**

- 14.3.1. Reconsideration allows Council to review a decision made earlier in the same term if new information comes to light, circumstances change, or if members believe the original decision needs correction or improvement. It provides a formal opportunity to revisit important matters to ensure the best outcome for the community.

- 14.3.2. Council may reconsider an entire resolution decided during the current term of Council. Reconsideration of only a portion of a resolution is not permitted. However, if Council wishes to change part of a previously adopted resolution, this may be done by a separate motion to amend something previously adopted. Upon reconsideration, Council may either amend the entire resolution or rescind it.
- 14.3.3. A motion to reconsider that is made at a subsequent meeting must comply with the notice of motion requirements set out in this by-law. A motion to reconsider made at the same meeting as the original decision may be introduced without notice but must conform to all procedural requirements governing reconsideration.
- 14.3.4. Only a member of Council who voted with the prevailing side, was absent at the time of the vote, or was not a member of Council when the vote took place, may move a motion for reconsideration.
- 14.3.5. A motion to reconsider is debatable whenever the motion proposed to be reconsidered is debatable. When debatable, the motion to reconsider opens debate on the merits of the original question. The member moving the motion must provide a brief and concise explanation of the reasons for the requested reconsideration before debate begins.
- 14.3.6. A motion to reconsider must be adopted by an affirmative vote of two-thirds of the members present, unless reconsideration is duly moved and seconded in the same meeting, in which case, only a majority vote is required.
- 14.3.7. If a motion to reconsider is adopted:
- a) The effect is to place Council in the same position it was in immediately before the original resolution was adopted.
  - b) The reconsideration of the original motion shall become the next order of business unless the motion to reconsider specifies that it should be considered at a later time.
- 14.3.8. There shall be no reconsideration of the following:
- a) Closed session decisions;
  - b) Resolutions that have been implemented through legally binding action (e.g., execution of a contract);
  - c) Any matter that has already been reconsidered, unless Council grants unanimous consent;
  - d) A motion to reconsider; and

- e) Defeated motions. Only motions or resolutions that have been approved by Council may be reconsidered. Motions that have been defeated do not require reconsideration to be brought forward again.

14.3.9. No resolution shall be reconsidered more than once during the term of Council.

## Committees

- 14.4. For the purpose of this section of the By-Law, Committees shall refer to all Council Standing Committees, Statutory, Advisory, and Ad Hoc Committees.
- 14.5. The rules set out in this by-law shall apply to Committees of Council, as applicable, except where otherwise directed under the Mayoral powers established in Part VI.1 of the Act.
- 14.6. Council may establish a Committee at any time deemed necessary to consider matters within its jurisdiction.
- 14.7. The purpose of the Committee, Committee type, goals, composition and membership shall be established by Terms of Reference as approved by Council resolution.
- 14.8. Committee membership may be extended to members of the public and shall consist of the number of members as set out in the Committee's Terms of Reference, as approved by Council.
- 14.9. Membership of a sub-Committee shall be from among the members of the Committee to which the sub-Committee reports.
- 14.10. Appointment to Council's Committees shall be by By-Law, and such appointment shall be for the term of Council, or until such time as appointees are reappointed or replaced, subject to statutory authority.
- 14.11. The Mayor shall be an ex officio member of all Committees and shall be entitled to all committee membership rights.
- 14.12. The Clerk or an employee of the corporation recognized as a staff liaison shall support the Committee.
- 14.13. No Committee shall meet while Council is in session.

- 14.14. An Ad Hoc Committee will automatically dissolve once it has completed its mandate and submitted its final report to Council.
- 14.15. Unless otherwise named by a motion of Council, a Committee shall, at its first meeting, appoint a Chair and Vice Chair from among its members.
- 14.16. A majority of all members of a Committee shall constitute a quorum.
- 14.17. Council members may attend meetings of Committees to which they are not appointed. They shall not have voting rights and may participate in discussion or debate only with the permission of a majority of the Committee members.
- 14.18. Committee minutes shall be adopted at the next regular Committee meeting and then submitted to the Clerk for Council approval through the Council Consent Agenda.
- 14.19. If a Committee wishes to request action from Council, it must do so through a formal resolution. The resolution shall be submitted in writing to the Clerk for inclusion on the next regular Council meeting agenda.

## Appendix “A” Guidelines for a Discretionary Second Monthly Meeting

### Guidelines for Discretionary Second Monthly Regular Council Meeting

#### Purpose

To establish guidelines for convening a second Regular Council meeting each month.

#### Scheduling

1. The second regular meeting will be scheduled for the fourth Monday of each month (or the next business day if the Monday is a holiday).
2. The meeting will only be held if deemed necessary by the Clerk’s Department, in consultation with the Mayor/Chair and CAO, based on the key considerations detailed in this policy.

#### Key Considerations

The second monthly regular Council meeting will only be convened if required, based on time-sensitive business, delegation requests, or statutory obligations, excluding matters reserved for fixed-schedule meetings (e.g., *Planning Act* public hearings).

- **Time-Sensitive Items:**
  - Urgent matters requiring Council attention before the next regular meeting.
  - A threshold of **five (5) or more substantive items** (excluding routine approvals) may guide the decision, though discretion applies.
- **Delegations, Presentations & Public Engagement:**
  - Multiple delegation or presentation requests that cannot be accommodated at the regular meeting.
  - Community input on urgent issues.
- **Statutory Requirements:**
  - Legally mandated timelines (e.g., approvals, bylaws), excluding Public Meetings under the *Planning Act*, which will adhere to fixed-schedule dates for coordination with County planning processes.

#### Notice

##### Cancellation

As established in the Procedure By-Law, a decision to cancel the meeting will be made at least one business day before the notice period for all regular Council meetings.

Notice of cancellation will be emailed to members of Council and then:

- Posted on the municipal website.
- Shared via public notification methods (e.g., email alerts, social media).

### Meeting to Proceed

If the meeting proceeds, the agenda will be published in accordance with the notice provisions established in the Procedure By-Law.

The submission deadline for items, delegation requests and presentation materials shall adhere to the relevant requirements of the Procedure By-Law.

## Appendix “B” - Consent Agenda Policy

### Guidelines for Consent Agenda

The regular Council Meeting agenda will be posted, unless due to unforeseen circumstances, at the latest by 5 p.m. on the Friday before the Council meeting and after the agenda is forwarded to Council members, the Chief Administrative Officer, and Department Heads.

The consent agenda shall be posted no later than two weeks prior to the posting of the regular agenda, except where delayed due to unforeseen circumstances or by Council-approved amendments to the regular meeting schedule.

Items included in the Consent Agenda shall be limited to those that can be voted on collectively and generally do not require Council debate or direction.

Items to be included in the Consent Agenda are as follows:

- Minutes of Council Committee Meetings
- Minutes of External Boards and Committees
- Monthly Staff Reports
- Correspondence Note and File
  - Thank-Yous and Acknowledgements
  - Updates from other levels of Government
  - Municipal Council Resolutions
- Accounts

### Minutes of Council Committee Meetings

The minutes of Council Committee Meetings, as adopted by the Committee, shall be posted to the subsequent Consent agenda for the approval of Council.

### Minutes of External Boards and Committees

Approved minutes of boards and Committees external to the Corporation but whose activities and decisions impact municipal operations shall be posted to the Consent agenda.

### Monthly Staff Reports

Each department of the Corporation of the Town of Ingersoll is required to submit a monthly staff report for inclusion on the Council Consent Agenda. These reports are intended to provide informational updates on departmental activities, progress, and operations. The content of the monthly report shall be strictly informational and must not include any items requiring Council direction, approval, or decision. Appropriate content may include updates on

ongoing projects, operational highlights, statistical data, or other relevant information that keeps Council informed of departmental activities without requiring formal action.

### **Correspondence Note and File**

This section includes correspondence items provided for Council's information that do not require immediate action or debate. Such items may include thank-you letters, acknowledgements, or routine updates from other levels of government.

Correspondence containing resolutions or decisions from other municipal councils will be compiled and distributed to all Council members bi-weekly through the agenda management system. The Consent Agenda will include a link to the bi-weekly correspondence list.

Any member of Council may request that an item from the bi-weekly list be added as a standalone item on the Consent Agenda for greater visibility or discussion, or severed from the consent agenda and added to the regular agenda for further discussion or debate.

This process ensures that Council remains informed while maintaining an efficient and streamlined Consent Agenda.

### **Accounts**

The Town of Ingersoll Cheque Distribution report provides a detailed summary of all expenses paid by the Town during the previous month. Submitting this report monthly ensures transparency and accountability in financial management. It allows Council and members of the public to review all payments made, ensuring alignment with the approved budget and fostering trust in the Town's financial practices.

**Appendix “C” - Table of Motions**

Desired Action	Motion Statement	Interrupt	2 <sup>nd</sup> Required	Debatable	Amendable	Votes Needed
<b>Privileged Motions</b> These motions do not relate to the pending business but to the rights or needs of the assembly. They can interrupt a pending motion.						
Close (end) the meeting	I move to adjourn	No	Yes	No	No	Majority
Take a break	I move to recess for....	No	Yes	No	Yes	Majority
<b>Incidental Motions</b> These motions relate to the pending business or arise out of another motion and must be decided before the motion out of which they arise. They generally have no order of precedence among themselves but take precedence over the motion to which they are incidental.						
To call the attention of the Chair to a violation of the rules	Point of Order	Yes	No	No	No	None (unless appealed)
To address matters that affect the rights, comfort, convenience, or reputation of the members	Point of Privilege	Yes	No	No	No	None (unless appealed)
Suspend the rules (to set aside a specific rule or procedure)	I move to suspend the rules	No	Yes	No	No	2/3
Divide the motion so that each part can be debated and voted on separately	I move to divide the motion into # parts (indicate how you wish for it to be divided)	No	Yes	No	Yes	Majority

Desired Action	Motion Statement	Interrupt	2 <sup>nd</sup> Required	Debatable	Amendable	Votes Needed
<b>Subsidiary Motions</b> These motions assist the assembly in treating or disposing of a main motion. They are presented while a main motion is pending and must be decided before the main motion. They have a definite order of precedence among themselves.						
Temporarily set aside a motion to deal with more urgent business	I move to table the item...	No	Yes	No	No	Majority
Close Debate	I move to call the question	No	Yes	No	No	2/3
Postpone the matter to a certain time (defer)	I move to postpone the matter to... (include point in time, i.e. next regular meeting)	No	Yes	No	No*	Majority
Refer to a Committee or to staff	I move to refer the motion to (Committee/staff/individual), with direction to (specify task or terms), and report back by (specific meeting date or timeline)	No	Yes	Yes	Yes	Majority
Amend a motion	I move that this motion be amended by...	No	Yes	Yes	Yes	Majority
Resume consideration of a motion previously tabled	I move to take from the table...	No	No	No	No	Majority

\* Unless the amendment relates to the time to which the motion is to be postponed