

CENTRAL TIMISKAMING PLANNING BOARD

PROCEDURAL

BYLAW



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CENTRAL TIMISKAMING PLANNING BOARD

BYLAW NUMBER 2013- 01

**BEING A BYLAW TO GOVERN THE PROCEEDINGS
OF THE CENTRAL TIMISKAMING PLANNING BOARD,
THE CONDUCT OF ITS MEMBERS
AND THE CALLING OF MEETINGS.**

WHEREAS pursuant to Section 238 of the Municipal Act. S.O. 2001 (as amended) Chapter 25, every council and local board shall adopt a procedure bylaw to govern the calling, place and proceedings of meetings; and,

WHEREAS the Central Timiskaming Planning Board is a local board made under Section 9 of the Planning Act, R.S.O. 1990 and so defined by order of the Minister of Municipal Affairs and Housing; and

WHEREAS the Central Timiskaming Planning Board further deems it appropriate and desirable to establish certain rules and procedures for the conduct of its meetings;

NOW THEREFORE THE CENTRAL TIMISKAMING PLANNING BOARD ENACTS AS FOLLOWS:

This Bylaw shall be known as the "Procedural Bylaw" of the Central Timiskaming Planning Board.

The rules and regulations contained in this Bylaw shall be observed in all proceedings of the Board and shall be the rules and regulations for the dispatch of business by the Board and its committees, as applicable.

Robert's Rules of Order shall prevail where applicable in all circumstances not covered by this bylaw.

No standing rule or order shall be suspended except by a majority vote of the Board, but the Board shall not be permitted to suspend any statutory requirement with respect to its proceedings.

BODY CORPORATE as per the Planning Act, RSO 1990, Section 11

A planning board is a body corporate and a majority of its members constitutes a quorum.

Chair

A planning board shall annually elect a chair and a vice-chair who shall preside in the absence of the chair.

Annual elections shall be held at the first meeting of the calendar year.

Secretary-treasurer, employees, consultants

A planning board shall appoint a secretary-treasurer, who may be a member of the board, and may engage such employees and consultants as are considered appropriate.

Execution of documents

The execution of documents by a planning board shall be evidenced by the signatures of the chair or the vice-chair and of the secretary-treasurer, and the corporate seal of the board. R.S.O. 1990, c. P.13, s. 11.

1.0.0 DEFINITIONS

- 1.1.0 In the Bylaws and resolutions of the Central Timiskaming Planning Board, unless the context otherwise requires, the following definitions shall apply to the terms and phrases used therein:
- 1.2.0 In this bylaw:
- 1.2.1 "Agenda" means those items which are to be dealt with by the Board or a Committee at a meeting;
 - 1.2.2 "Board" means the Central Timiskaming Planning Board; or committee assembly, as the case may be;
 - 1.2.3 "Bylaws" means this Bylaw and all other Bylaws of the Board as may be enacted from time to time;
 - 1.2.4 "Chair" means the person presiding at a meeting;
 - 1.2.5 "Closed Session" means a meeting or part of a meeting that is not open to the public, to discuss matters authorized by the Municipal Act S.O. 2001 Chapter 25, as amended;
 - 1.2.6 "Committee" means any advisory or other committee, subcommittee or similar entity composed of members of the Board, and established by the Board from time to time;
 - 1.2.7 "Delegation" means a person or group of persons who wish to address the Board on a matter this is not concerning a planning application;
 - 1.2.8 "Meeting" means any regular, special, committee or other meeting of the Board;
 - 1.2.9 "Members" means a member of the Board or a Committee, as the case may be;
 - 1.2.10 "Minister" means the Minister of Municipal Affairs and Housing;
 - 1.2.11 "Motion" means a question to be considered by the Board or Committee which is moved, seconded, presented, read by the Chair or Secretary-Treasurer and is subject to debate. When a motion is adopted, it becomes a resolution.

- 1.2.12 "Quorum" means a majority of the whole number of members required to constitute a Board/Committee. In this Board a quorum is 5 members of the Board, and a majority of whole numbers of members for committees, as the case may be.
- 1.2.13 "Resolution" means a motion that is carried, or defeated and therefore represents the vote and will of the Board.
- 1.2.14 "Secretary-Treasurer" means the Secretary-Treasurer of the Central Timiskaming Planning Board;
- 1.2.15 "Vice-Chair" means a person appointed by the Board in the absence of the Chair to preside over the meeting of the Board and to have the same powers as the Chair.

2.0.0 MEMBERS

2.1.0 The Board shall consist of 9 members – each of which is a council member of the member municipality - duly appointed as follows:

- 2.1.1** Two (2) members appointed by the Council of the Municipality of Charlton-Dack;
- 2.1.2** Two (2) members appointed by the Council of the Township of Chamberlain;
- 2.1.3** Two (2) members appointed by the Council of the Township of Evanturel;
- 2.1.4** Two (2) members appointed by the Council of the Town of Englehart;
- 2.1.5** One (1) non-voting member appointed as Secretary-Treasurer;
- 2.1.6** Each municipality shall appoint one alternate member.

2.2.0 The term of office of the members shall be as follows:

- 2.2.1** In the case of members appointed by a council of a Municipality, such members shall hold office for the term of the council that appointed them;
- 2.2.2** Members shall hold office until their successors are appointed.

2.3.0 The term of office of a member shall also expire, upon:

- 2.3.1** Death or resignation of a member, or
- 2.3.2** In the case of a member who is also a member of a council of a Municipality, the termination of his/her appointment by such council, and
- 2.3.3** Such council shall forthwith appoint a new member in his/her stead.

3.0.0

CONVENING MEETINGS OF THE BOARD

3.1.0

REGULAR MEETINGS

- 3.1.1 Regular meetings of the Board shall be held on the second Tuesday of each month at 6:00 p.m., at the meeting room of the Town of Englehart, providing that prior to the Thursday preceding the upcoming meeting, that there is business to attend to, unless so changed by resolution of the Board.
- 3.1.2 If the designated meeting day falls on a public holiday, the Board shall meet the following Tuesday or the day following the public holiday; or at another date and time set by resolution of the Board.
- 3.1.3 The Board may, by Resolution passed by 2/3 of the members present, dispense with or alter the date, time or place of a regular meeting, provided that adequate notice of the change is posted.

3.2.0

SPECIAL MEETINGS

- 3.2.1 The Chair may, at any time, summon a special or emergency meeting.
- 3.2.2 Upon receipt of a petition from the majority of the members of the Board, the Secretary-Treasurer shall summon a special meeting for the purpose and at the date and time mentioned in the petition.

4.0.0 NOTICE OF MEETINGS

4.1.0 REGULAR MEETINGS

- 4.1.1 Subject to Section 3.2.2 herein, the Secretary-Treasurer shall give notice of the meeting to all Board members or Committee members, and where required to such other persons as the Chair or the Secretary-Treasurer deems advisable and conforming to the provisions in this bylaw.
- 4.1.2 The notice shall be in the form of an Agenda which shall first make mention of the day, time and place for the meeting. The Agenda shall be sent out on the Friday preceding the meeting.

4.2.0 SPECIAL MEETINGS

- 4.2.1 The notice of a special meeting shall specify the date, the place, the time and the purpose for the meeting.
- 4.2.2 The special meeting shall be held not sooner than 24 hours following the Chair's summons, or receipt of the petition, as the case may be and the Secretary-Treasurer shall provide notice of the special meeting immediately following receipt of the summons or petition.
- 4.2.3 The notice of a special meeting may be given by electronic mail, telephone, personal contact or any other technological means, as determined by the Secretary-Treasurer and as time permits.
- 4.2.4 Despite article 3.2.2 a special/emergency meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, upon a 2/3 vote of the Board to suspend such requirement.

5.0.0

DUTIES OF THE CHAIR/PRESIDING OFFICER

5.1.0

It shall be the duty of the Chair or other presiding officer;

- 5.1.1 To open the meeting by taking the chair and calling the members to order;
- 5.1.2 To announce the business before the Board/Committee in the order in which it is to be acted upon;
- 5.1.3 To receive and submit, in the proper manner all motions presented by the members;
- 5.1.4 To put to a vote all questions which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result.
- 5.1.5 To decline to put to vote motions which infringe upon the rules of procedure;
- 5.1.6 To enforce on all occasions the observance of order and decorum among the members and guests;
- 5.1.7 To call by name any person persisting in breach of the rules of order of the Board/Committee thereby ordering the person to vacate the Boardroom, or other place of meeting, as the case may be;
- 5.1.8 To authenticate by signature all bylaws, resolutions and minutes of the Board/Committee;
- 5.1.9 To inform the Board/Committee when necessary or when referred to for the purpose, on a point of order or usage;
- 5.1.10 To select the members of the Board who are to serve on Committees, and have such approved by resolution of the Board, from time to time;
- 5.1.11 To represent and support the Board/Committee, declaring its will and implicitly obeying its decisions in all matters;
- 5.1.12 To ensure that the decisions of the Board/Committee are in conformity with the laws and bylaws governing the activities of the Board/Committee;

- 5.1.13 To order any person or group in attendance at the meeting to cease and resist any behaviour which disrupts the order and decorum of the meeting;
- 5.1.14 To expel from a meeting, any person or group who continues to disrupt the meeting after being so warned, and who engages in improper conduct.
- 5.1.15 To adjourn the meeting without question in the case of grave disorder arising in the Boardroom, or other place of meeting, as the case may be;
- 5.1.16 To adjourn the meeting without question in the case of any person or group who refuses to vacate the place of meeting after being ordered to do so by the Chair;

6.0.0

CONDUCT OF MEMBERS OF THE BOARD/COMMITTEE

6.1.0

No member at a meeting shall:

- 6.1.1 Speak aloud at a meeting or address members without first receiving permission of the Chair to do so;
- 6.1.2 Use profane or offensive words or insulting expressions against the Board or against any member, staff or guest;
- 6.1.3 Resist the rules of the Board or disobey the decisions of the Chair or presiding officer or of the Board on questions of order or practice or upon the interpretation of the rules of the Board;
- 6.1.4 Leave his seat or make any noise or disturbance while a matter is being considered or discussed by the Board; while a vote is being taken; or until the results are declared;
- 6.1.5 Disturb another, or the Board, staff, or guest, by any disorderly conduct disconcerting to the speaker or the assembly;
- 6.1.6 Interrupt any member while speaking through speaking out, noise or disturbance, except for a member of the Board/Committee to raise a point of order;
- 6.1.7 Speak on any subject other than the subject in debate;
- 6.1.8 Enter the meeting while a vote is being taken;
- 6.1.9 Leave a meeting without first obtaining permission from the Chair or presiding officer; and
- 6.1.10 Be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of the Board, until the next meeting and without making an apology to the Board;

6.2.0

DISCLOSURE OF CONFIDENTIAL INFORMATION

- 6.2.1 Where a matter is discussed during a closed session permitted under the provisions of this bylaw, members of the Board/Committee, staff or other persons in attendance shall not discuss or repeat the discussion, in whole or in part, with any other person outside of the closed session.
- 6.2.2 Following a closed session, members of the Board/Committee, staff or other persons in attendance are hereby instructed to restrict their response to public and media inquiries as to the content of a closed session to "**No Comments**", unless appointed by resolution, passed by 2/3 of the members present, as the official spokesperson; or to issue a press release or comments approved by the Board/Committee, as the case may be.
- 6.2.3 Any violation will result in the exclusion of the offending member, staff or persons from any future closed session, and that member will no longer be provided with correspondence, materials or information proposed to be dealt with in closed session; and
- 6.2.4 Such violation shall be recognized by the Board/Committee and the exclusion of the offending member, staff or persons, shall be by resolution passed by 2/3 of the members present, during a closed session.

7.0.0

CONDUCT OF MEMBERS OF THE PUBLIC

7.1.0

No person at a meeting shall:

- 7.1.1 Speak aloud at a meeting or address members without first receiving permission of the Chair to do so.
- 7.1.2 Use profane or offensive words or insulting expressions against the Board/Committee or against any member, staff or guest;
- 7.1.3 Resist the rules of the Board/Committee or disobey the decisions of the Chair or presiding officer or of the Board/Committee on questions of order or practice or upon the interpretation of the rules of the Board;
- 7.1.4 Leave his seat or make any noise or disturbance while a matter is being considered or discussed by the Board/Committee; while a vote is being taken; or until the results are declared;
- 7.1.5 Disturb another, or the Board/Committee, staff, or guest, by any disorderly conduct disconcerting to the speaker or the assembly;
- 7.1.6 Interrupt any member while speaking through speaking out, noise or disturbance, except for a member of the Board/Committee to raise a point of order;
- 7.1.7 Enter the meeting while a vote is being taken;
- 7.1.8 Leave a meeting without first obtaining permission from the Chair or presiding officer;
- 7.1.9 Be permitted to attend another meeting of the Board after being ordered to vacate, having committed a breach of any rule of the Board, and without having first met with the Chair/Presiding Officer and the Secretary-Treasurer, and having satisfied the Chair that the persons conduct at future meetings will be in conformity to the rules of this bylaw;

8.0.0 PREPARATION OF AGENDA

8.1.0 The Secretary-Treasurer shall prepare Agendas of the Board and Committee meetings as applicable; and when expedient, may extend this responsibility to another member of the administrative staff.

8.2.0 The Secretary-Treasurer shall:

8.2.1 Accept items for any Agenda from the Chair/Presiding Officer and members of the Board/Committee;

8.2.2 Receive correspondence and petitions from the public and if, in the opinion of the Chair, the matter warrants the consideration of the Board/Committee, place the correspondence or petition on an Agenda.

8.3.0 Insofar as is practicable, the Board/Committee Agendas along with supporting material, shall be prepared, circulated, and made available to members of the Board/Committee ONLY, on the Friday prior to the regular meeting.

8.3.1 All supporting material included in the Agenda packages for the Board/Committee members shall not be disclosed to the general public until duly considered, accepted or dealt with by the Board/Committee at a meeting, unless protected from disclosure under any other Act;

8.4.0 Agenda cover sheets (excluding the supporting material) will be made available to the public, at the Board office, on the Friday prior to the regular meeting.

9.0.0

AGENDA FORMAT

9.1.0

Agendas shall be generally formatted as follows, but modifications to the matters to be included or the order of business may be effected without requiring amendment to this bylaw:

- 9.1.1 Meeting called to order
- 9.1.2 Adoption of Agenda
- 9.1.3 Disclosures of Pecuniary Interest (and general nature thereof)
- 9.1.4 Adoption of Minutes
- 9.1.5 Presentations / Delegations
 - Announcements and Inquiries
 - From the Board
 - From the public (1 announcement or inquiry per person)
- 9.1.6 Land Use Planning Applications
- 9.1.7 Correspondence
- 9.1.8 Business Arising from previous minutes
- 9.1.9 New Business
- 9.1.10 Notices of Motion; (received by the Secretary-Treasurer prior to the closing of the meeting)
- 9.1.11 Approval of accounts payable

- 9.1.13 Closed Session
- 9.1.14 Adjournment

9.2.0

The items on the Agenda of each meeting shall be taken in the order in which they stand on the Agenda unless otherwise decided by resolution passed by 2/3 of the members present.

9.3.0

All items on an Agenda NOT dealt with at a meeting shall be placed on the Agenda for the next regular meeting unless otherwise decided by resolution passed by 2/3 of the members present.

10.0.0 COMMENCEMENT OF MEETINGS

10.1.0 Call to Order - As soon as there is a quorum after the hour fixed for the meeting, the Chair shall take the chair and call the meeting to order.

10.2.0 If the Chair or the Vice Chair, or Committee Chair are not present at a meeting by the commencement of the meeting, the Secretary-Treasurer shall call the meeting to order, and the members present shall, from amongst themselves, appoint a member to act as Chair in the place and stead of the Chair until the Chair arrives.

10.2.1 If a member arrives at a meeting after the commencement of the meeting, The Secretary-Treasurer shall note the time of arrival in the minutes.

11.0.0 QUORUM

11.1.0 A quorum is required to commence and continue any meeting of the Board/Committee.

11.2.0 A quorum of this Board shall be a majority of the total of 9 members, being 5 members present.

11.3.0 **No Quorum** - Unless a quorum is present within 10 minutes after the time appointed for the commencement of the meeting, the meeting shall automatically be deemed to stand adjourned until the next regular meeting, or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.

11.3.1 The Secretary-Treasurer shall record the names of such members present at the expiration of the 10 minute time limit and such record shall form part of the Agenda for the next regular meeting.

11.4.0 If at any time during the meeting there is no quorum, the meeting shall automatically be deemed to stand recessed until there is a quorum again in attendance or should the lack of a quorum continue for 10 minutes, then the meeting shall automatically be adjourned until the next regular meeting, or until a special meeting is called to deal with the matters still to be dealt with at the adjourned meeting.

12.0.0

DISCLOSURES OF PECUNIARY INTEREST

- 12.1.0 Any member who has a direct or indirect pecuniary interest on matters brought before the Board/Committee is required by law to make a disclosure of his interest in accordance with the Municipal Conflict of Interest Act;
- 12.1.1 Disclose the interest and its general nature at the meeting, prior to any discussion on the matter taking place;
- 12.1.2 Leave that portion of the meeting dealing with the matter;
- 12.1.3 Make no attempt to influence the voting at any time before, or after the meeting.

12.2.0

Closed meeting - If the matter in which the member has a pecuniary interest is discussed at a meeting closed to the public, the member must disclose his interest as outlined above, and also leave the meeting, or that portion of the meeting dealing with the matter.

- 12.2.1 A member's disclosure of pecuniary interest during a closed meeting must also be recorded in the minutes of the next meeting that is open to the public. This can be achieved when the member makes a disclosure of pecuniary interest on the resolution adopting the minutes of the closed meeting in question, at which time; the member is again prohibited from discussing or voting on the minutes relating to the matter.

12.3.0

Not in Attendance - If the matter in which the member has a pecuniary interest is discussed at a meeting he has not attended, the member must disclose his interest in the appropriate manner at the first meeting he does attend afterwards.

12.4.0

Chair - If the Chair has made a disclosure of pecuniary interest on any matter before the Board/Committee, the Chair shall withdraw from the chair during the deliberations on that matter.

- 12.4.1 In the event that the Chair has made a disclosure of pecuniary interest on a matter before the Board/Committee, the Acting Chair shall replace the Chair and take the chair.
- 12.4.2 In the event that the Chair and the Acting Chair are unable to chair the portion of a meeting in which a disclosure of pecuniary interest applies, the remaining members present shall, amongst themselves, appoint a member to act as Chair for that portion of the meeting.

13.0.0 DELEGATIONS

13.1.0 A delegation may be heard by the Board/Committee at a meeting provided that the following requirements are complied with:

13.1.1 A delegation shall submit to the Secretary-Treasurer a verbal or written request to be placed on the Agenda, together with a written submission, to be included in the Agenda, detailing the matters that the delegation wishes to present to the Board/Committee.

13.1.2 Such requests must be submitted to the Secretary-Treasurer no later than 12:00 p.m., three (3) working days prior to the regular meeting, and the Secretary-Treasurer may make a determination as to deferral of delegations to subsequent meetings or referral to the appropriate Committee of the Board.

13.1.3 The Secretary-Treasurer shall reply to such requests indicating approval, refusal, deferral or referral of the delegation/presentation, and the reasons thereof.

13.2.0 A delegation shall be listed on the Agenda and heard in the order determined by the Secretary-Treasurer.

13.3.0 Only **one person** shall be permitted to address the Board/Committee for each delegation representing a group or organization.

13.4.0 A delegation shall have up to **10 minutes** to make its presentation. Such time limit may be extended by such amount of time as the Chair deems advisable.

13.5.0 Any person at a meeting may request to make a presentation to the Board or a Committee, as the case may be, respecting an item on the Agenda, provided that:

13.6.1 The request is made to the Secretary-Treasurer before 3:00 p.m. on the day of the meeting, and

13.6.2 The request is approved by resolution passed by 2/3 of the members present and if approved by the Board/Committee, such delegation shall be placed as the final delegation on the Agenda,

13.6.3 Not more than 1 delegation shall be added under the provisions of this article.

13.6.0 No delegation will be permitted to address the Board/Committee with respect to a specific issue dealt with during closed sessions.

13.7.0 Presentations by a delegation shall be followed by questions to the delegation from members of the Board/Committee. If time permits, members of the public will be invited to address or question the delegation.

14.0.0 MINUTES

14.1.0 It is the duty of the Secretary-Treasurer to truly record all resolutions, decisions and other proceedings of the Board/Committee.

14.2.0 The Minutes shall also record:

14.2.1 The place, date and time of the meeting;

14.2.2 The names of the Board/Committee members in attendance; and the absence of any members, and the reason for their absence, if known.

14.3.0 The Board/Committee shall adopt at a public meeting, all minutes of previous meetings submitted by the Secretary-Treasurer.

During the adoption of the minutes of a previous meeting, no changes can be made in the action taken at the previous meeting by the Board/Committee, except for changes in the form of errors.

Omissions in the recording of any action taken at the previous meeting may be made in adopting the minutes.

15.0.0 CORRESPONDENCE

15.1.0 Correspondence included in the Agenda for consideration of the Board/Committee shall be deemed to be accepted by the Board/Committee whether there are questions or discussions at the meeting on such correspondence or not. Some correspondence shall be deemed to be dealt with by the Board/Committee upon the passing of a resolution expressing the Board's/Committee's decision or action.

15.2.0 All correspondence identified "Confidential" which is received by Members of the Board/Committee shall be returned to the Secretary-Treasurer's Office for proper disposal, immediately following the meeting at which the Board/Committee dealt with the matter.

16.0.0 **MOTIONS**

16.1.0 Motions shall be debated in the order of their presentation on the Agenda.

16.2.0 **Ultra Vires** - A motion relating to a matter not within the jurisdiction of the Board/Committee is not in order and shall not be entertained by the Chair.

16.3.0 **Mover & Seconder** - Every motion, amendment to a main motion, or amendment to an amendment must be formally moved and seconded in writing, before the Chair can put the question to the Board/Committee, and prior to any discussion on the question.

16.4.0 Any member may require a motion under discussion to be read by the Chair at any time during the debate, but not so as to interrupt another member who is speaking.

16.5.0 **Disposition** - A motion properly before the Board/Committee for consideration must receive disposition before any other motions can be received, unless it is a motion:

16.5.1 To amend;

16.5.2 To refer to a committee, or staff for report;

16.5.3 To defer indefinitely or to a specified time;

16.5.4 To adjourn the meeting; or

16.5.5 That the vote be now taken.

- 16.6.0 **Motion to refer** - A motion to refer shall require direction as to the body to which it is being referred to, and is not debatable.
- 16.7.0 **Motion to defer** - A motion to defer must include a reason for the deferral, and a time certain to which the matter is deferred.
- 16.7.1 A motion to refer or defer shall take precedence over any motion or amendment except a motion to adjourn.
- 16.8.0 **Amendments** - Amendments are changes in the form of a Motion. An amendment is designed to alter or vary the main motion without materially changing its intent or meaning. It may propose certain words be omitted, replaced or added.
- 16.8.1 An amendment modifying a motion may be made provided it is not contrary to the main intention of the motion. An amendment relating to a different subject is not in order.
- 16.8.2 A motion to amend shall be made in writing and shall be relevant to the main motion.
- 16.8.3 **Limitation** - Only one amendment at a time can be presented to a main motion, and only one amendment to an amendment can be presented.
- 16.8.4 **Order of Vote** - An amendment to the amendment shall be voted on first, then if no other amendment to the amendment is presented, the amendment to the main motion shall be voted on next, then if no other amendment to the main motion is presented, the main motion, as amended shall be put to a vote.
- 16.09.0 **Withdrawal** - Every motion is the property of the Board/Committee, once it has been presented to the Chair and read to the meeting, but may be withdrawn by resolution passed by 2/3 of the members present at any time prior to the vote thereon.
- 16.10.0 **Reconsideration** - When a Board/Committee has decided either for or against a certain question, it shall NOT reconsider the same question during the same calendar year, until a motion to reconsider, presented by a prevailing member, and has been passed by 2/3 of the members present.
- 16.10.1 Debate on a motion to reconsider must be confined to reasons for or against reconsideration.
- 16.10.2 If a motion to reconsider is decided in the affirmative, such reconsideration shall not be made until a subsequent meeting of the Board/Committee and must be presented to the Secretary-Treasurer in the form of a Notice of Motion prior to the preparation of the Agenda for that meeting.

- 16.10.3 No more than 2 motions to reconsider the same question shall be permitted in the same calendar year.
- 16.10.4 In the event of a resolution that was defeated due to an equality of votes, both sides shall be considered as prevailing.

17.0.0 VOTING

17.1.0 Voting shall be by way of a “show of hands” in favour or against, except when a recorded vote is requested by any member.

17.2.0 The Chair, except where disqualified to vote, may vote on all questions, and when so doing, shall vote last.

17.3.0 After the Chair commences to take a vote on a question, no member shall speak to such question or present any other motion until a vote has been taken on such question.

17.4.0 The Chair or the Secretary-Treasurer shall announce the results of the vote once the vote is completed.

17.5.0 **Recorded Vote** - Where a vote is taken for any purposes and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except otherwise prohibited by law to vote, shall announce his vote openly and individually in favour of or against the question.

17.5.1 The Secretary-Treasurer shall call by name the members present in alphabetical order except for the Chair whose name shall be called last, and the Secretary-treasurer shall so record each member's vote, and such vote shall be recorded in the Minutes.

17.5.2 Every member present at a meeting other than the Chair who refuses or fails to vote during a recorded vote and when permitted by law to vote on the question, shall be deemed as voting against the question.

17.5.3 After completion of the recorded vote the Secretary-Treasurer shall announce the results.

17.6.0 **Record Vote For/Against** - If there is no request for a recorded vote, a member may request the Secretary-Treasurer to record his/her vote only, either for or against the question, as the case may be.

17.7.0 **Votes Equal** - Any question on which there is an equality of votes shall be deemed to be defeated, except where expressly provided in legislation.

18.0.0 BYLAWS

18.1.0 No bylaw, except the bylaw to confirm the proceedings of the Board, shall be presented to the Board/Committee unless the subject matter has been considered and approved by the Board/Committee.

18.2.0 Every bylaw shall be presented in printed format, and shall contain no blanks except as may be required to conform to accepted procedure, or to comply with provisions of any Act.

18.3.0 A bylaw shall be introduced by the Chair reading the resolution which will state:

18.3.1 Who is the proposer and who is the seconder

18.3.2 Whether the bylaw is being read a first time only; a first and second time only; or a first, second and third time and passed;

18.3.3 And a short description of its contents.

18.4.0 A summary of the contents of the bylaw shall be contained in the Agenda and incorporated into the bylaw resolution. If a majority of the Board/Committee present wishes the bylaw to be read in its entirety, the Secretary-Treasurer shall do so.

18.5.0 Every bylaw shall have three readings prior to it being passed.

18.5.1 The first and second reading shall be decided without amendment or debate.

18.5.2 Following the first and second reading, the Board/Committee shall receive the by-law, and the bylaw shall be open to debate and amendment before it is ordered for the third reading.

18.5.3 All amendments to a bylaw shall be presented in the form of a resolution, and shall be voted on before the bylaw is ordered for the third reading.

18.5.4 The Secretary-Treasurer shall be authorized to provide a copy of the bylaw, as amended, and shall be responsible for its correctness when amended.

- 18.6.0 A bylaw may be given three readings on the same day except when requested otherwise by resolution passed by 2/3 of the members present, or unless otherwise provided by law.
- 18.7.0 The Secretary-Treasurer shall set out on all bylaws enacted by the Board/Committee, the date of the several readings, as the case may be.
- 18.8.0 Upon passage, a bylaw shall be signed by the Chair and the Secretary-Treasurer and the corporate seal shall be affixed.

19.0.0

ADDENDUM

19.1.0

There shall only be an Addendum to an Agenda for a meeting when one or more items arise after the closing of the deadline for preparation of the agenda and prior to the meeting, which items the Secretary-Treasurer believes are of urgent nature and require the immediate consideration of the Board/Committee at the meeting.

20.0.0 ANNOUNCEMENTS AND INQUIRIES

20.1.0 **Announcements** may be made by any member of the Board/Committee by first obtaining permission from the Chair. Board/Committee members who have brief verbal reports (i.e.: conference attendance, Committee meeting report, etc...) may do so at this time.

20.2.0 **Inquiries** shall deal with an item of an immediate nature not previously dealt with, for the purpose of clarification, and shall not be used to table new items that require the Board's/Committee's consideration;

20.3.0 The Chair shall, subsequently, instruct the public to make any announcements or inquiries of the Board/Committee or Staff.

22.0.0 CLOSED SESSIONS

22.1.0 All Board and Committee meetings shall be open to the public, in accordance with section 239 of the Municipal Act 2001, as amended

22.2.0 Despite article 22.1.0, a meeting or part of a meeting may be closed to the public if the subject matter being considered is contained within the Municipal Act, such as,

22.2.1 the security of the property of the municipality or local board;

22.2.2 Personnel matters about an identifiable individual, including municipal or local board employees;

22.2.3 Labour relations or employee negotiations;

22.2.4 A proposed or pending acquisition or disposition of land by the municipality or local board;

22.2.5 Litigation or potential litigation;

22.2.6 The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

22.2.7 A matter in respect of which a Board, committee or other body has authorized a meeting to be closed under another Act; or

22.2.8 A matter that relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if the Board, commission or other body is designated as head of the institution for the purposes of that Act.

22.3.0 Before holding a meeting or part of a meeting that is to be closed to the public, a Board shall state by resolution:

22.3.1 The fact of the holding of the closed meeting; and

22.3.2 The general nature of the matter to be considered at the closed meeting.

22.4.0 Subject to article 22.5.0, a meeting shall not be closed to the public during the taking of a vote.

22.5.0 Despite article 22.4.0, a meeting may be closed to the public during a vote if,

22.5.1 Article 22.2.0 permits or requires a meeting to be closed to the public, and

22.5.2 The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Board/Committee or persons retained by or under contract with the Board/Committee.

22.6.0 The presentation of the annual report of the auditors shall be presented to the Board and debated in Closed Session. Once approved in open meeting, the Annual Report of the Auditors, shall be made available to the public.

22.7.0 Unless one or more members of the public are specifically requested to remain for a "closed session", all public shall leave the meeting room.

22.8.0 Upon completion of the closed session, a motion to rise and reconvene to the Regular/Special meeting shall be passed, and the Board/Committee shall report any results and any resolutions to the public, if so appropriate.

23.0.0

ADJOURNMENT AND CURFEW

23.1.0

Adjourn at 9:00 p.m. - Board/Committee meetings shall stand adjourned at 9:00 p.m. if in session at that hour, unless continued by resolution passed by 2/3 of the members present.

23.2.0

Extend to 10:00 p.m. -Where by article 23.1.0, a meeting continues past 9:00 p.m., the meeting shall be deemed to be automatically adjourned at 10:00 p.m., unless continued by the unanimous consent of all members present.

24.0.0

RULES OF DEBATE

24.1.0

The Chair may speak on any matter either before the commencement of the debate on that matter, or to close the debate on any matter after everyone else wishing to speak has spoken.

25.0.0 POINTS OF ORDER

25.1.0 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings.

25.2.0 When a member wishes to call attention to what the member believes to be a violation of the rules of procedure, the member shall, when once recognized by the Chair, raise the point of order.

25.2.1 On raising the point of order, a member shall state the point of order with a concise explanation and the Chair shall rule upon the point of order.

25.3.0 Unless a member immediately appeals the ruling of the Chair, the ruling on the point of order shall be final.

25.4.0 If an appeal is made, the member appealing shall, after announcing the appeal, state the reasons for the appeal and the Chair may then indicate why the appeal should be rejected and the ruling upheld.

25.5.0 Without debate, the members by roll call will then vote on the appeal and its decision shall be final.

25.6.0 If the appeal is upheld, then the Chair shall change his/her ruling accordingly; if the appeal is rejected, then the Chair's ruling stands.

26.0.0

FISCAL YEAR

- 26.0.1 The fiscal year of the Board shall be from the first day of January until the 31st day of December of each year.
- 26.0.2 At the beginning of each fiscal year, as soon as is practicable, the Board shall submit its financial statement and anticipated budget, including estimated financial requirements for the fiscal year, to the councils of the Municipalities and the Minister, in accordance with the Act.

27.0.0 POINTS NOT PROVIDED FOR

27.1.0 Subject to the provisions of the Municipal Act, and except as expressly provided in this bylaw, Robert's Rules of Order, shall be referred to when questions arise respecting the interpretation of the rules contained in this bylaw, and on all points of order or procedure not provided for in this bylaw.

27.2.0 Subject to article 27.1.0 all points of order or procedure not provided for in this bylaw shall be decided by a vote of the Board/Committee members present.

28.0.0

SUSPENSION OF PROCEDURES

28.1.0

Any standing rule, order of the Board/Committee or provision in this bylaw, which is not discretionary and not mandatory under statute, may be suspended, for a particular meeting, with the consent of the members present.

29.0.0 AMENDMENT OR REPEAL OF BYLAW

29.1.0 Any provision contained in this bylaw may be amended, varied, or repealed, and additions may be made to this bylaw by a majority vote, provided that no motion for that purpose be considered unless notice thereof has been given at a preceding regular meeting, and such notice may not be waived.

29.2.0 All bylaws inconsistent with this bylaw are hereby repealed.

29.0.0 This bylaw shall come into force and take effect immediately upon the final passing thereof.

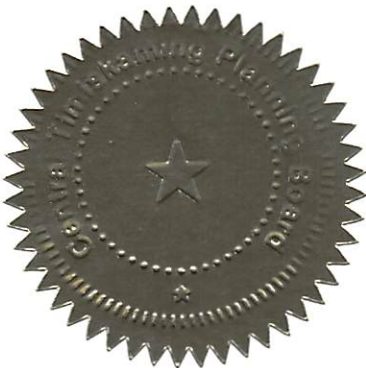
READ A FIRST, AND SECOND TIME THIS 8th DAY OF October 2013



[Signature]
Chair

[Signature]
Secretary-Treasurer

READ A THIRD AND FINAL TIME AND PASSED THIS 8th DAY OF October 2013



[Signature]
Chair

[Signature]
Secretary-Treasurer