

TOWNSHIP OF DUBREUILVILLE

ADMINISTRATIVE POLICIES AND PROCEDURES

C-3

Section of Manual <p style="text-align: center;">- C -</p>	Effective Date <p style="text-align: center;">April 2, 2020</p>				
Subject <p style="text-align: center;">COUNCIL PROCEDURE BY-LAW</p>					
Department <p style="text-align: center;">All</p>	<table border="0"> <tr> <td style="padding-right: 20px;">Resolution</td> <td>No. 20-107 / 14-486</td> </tr> <tr> <td>By-law</td> <td>No. 2020-17 / 2014-53</td> </tr> </table>	Resolution	No. 20-107 / 14-486	By-law	No. 2020-17 / 2014-53
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By-law	No. 2020-17 / 2014-53				

As per attached Council Procedure By-Law.



By-Law No. 2020-17

Being a By-law to amend By-Law No. 2014-53, being a By-law to govern the calling, place and proceedings of the meetings of the Council of the Corporation of the Township of Dubreuilville.

WHEREAS pursuant to Section 238 (2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, requires that every municipality and local board shall adopt a Procedure By-law for governing the calling, place and proceedings of meetings; and

WHEREAS Section 5 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, provides that the powers of a municipal corporation are to be exercised by its Council; and

WHEREAS Section 5 (3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law; and

WHEREAS the Province has recently amended Section 238 of the Municipal Act, 2001, specifically adding sections 3.3 and 3.4 pertaining to electronic participation and quorum requirements during any period where an emergency has been declared to exist; and

WHEREAS the Council of the Corporation of the Township of Dubreuilville deems it necessary to amend its existing Procedure By-law No. 2014-53; and

WHEREAS if there is a conflict between this by-law and the Municipal Act, the latter shall prevail;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Dubreuilville enacts the following as a By-Law:

1. That By-Law No. 2014-53 is hereby amended with the following:

Add to Section 1 General Provisions:

1.11 Emergency

1.11.1 As per Section 3.3 of the Municipal Act, 2001, Council authorizes that during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that:

- A member of a council, or a local board or of a committee of either of them who is participating electronically in a meeting may be counted in

determining whether or not a quorum of members is present at any point in time; and

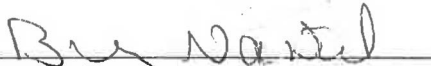
- A member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public;

1.11.2 As per Section 3.4 of the Municipal Act, 2001, Council authorizes that a municipality or local board may hold a special meeting to amend an applicable procedure by-law for the purposes of subsection 3.3 during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act and despite subsection 3.1, a member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting;

WHEREAS Council fully supports this new legislation that gives municipalities the ability to fully conduct Council, local board and committee meetings electronically when faced with local and province-wide emergencies, empowering the government's municipal partners to respond quickly when in-person meetings cannot be held.

WHEREAS That this By-law shall come into force and take effect upon the passing thereof.

READ a first, second and third time and be finally passed this 2nd day of April, 2020.


MAYOR


CAO-CLERK



By-Law No. 2014-53

Being a By-law to govern the calling, place and proceedings of the meetings of the Council of the Corporation of the Township of Dubreuilville.

WHEREAS, pursuant to Section 238 (2), the Municipal Act, 2001, S.O. 2001, c. 25 requires every municipality and local board to adopt a Procedure By-law for governing the calling, place and proceedings of meetings;

AND WHEREAS, the Council of the Corporation of the Township of Dubreuilville deems it necessary to revise its exiting Procedure By-law No. 2012-15;

NOW THEREFORE the Council of the Corporation of the Township of Dubreuilville enacts as follows:

1. That By-law No. 2012-15 be and is hereby repealed.
2. That Schedule "A" attached to this By-Law and forming an integral part of this By-law be adopted as the Procedure Policy of the Corporation of the Township of Dubreuilville.
3. That the Mayor and the Clerk be and are hereby authorized to sign this By-law and to affix the corporate seal thereto.
4. That this By-law shall come into force upon its reading and being passed and be referred to as the Council Procedure By-Law.

PASSED this 10th day of December, 2014.


MAYOR


CLERK



COUNCIL

PROCEDURE BY-LAW

Revised: December 10, 2014

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PREAMBLE

1. This Policy shall apply to the Township of Dubreuilville or its successors.
2. This policy is being developed and presented as a matter of Public record according to Section 238, the Municipal Act, 2001, S.O. 2001, c. 25. It is therefore a legislative requirement.

DEFINITIONS

1. The following definitions shall be used when referring to this policy:
 - 1.0 **“Adjournment”** shall mean the temporary discontinuation of a meeting or portion of a meeting with the intent of returning to finish the subject matter on the Agenda.
 - 1.1 **“Chairperson/Chair”** means the person presiding at a meeting.
 - 1.2 **“Clerk”** means the Clerk of the Township of Dubreuilville or his/her successor or designate.
 - 1.3 **“Committee”** means any committee, Local Board, or similar entity comprised of all Members appointed by the Council of the Township, but does not include a Library Board or Local Board as defined.
 - 1.4 **“Council”** means the Council of the Corporation of the Township of Dubreuilville or its successors.
 - 1.5 **“Close”** when referred to in the context of a meeting, shall refer to final act prior to the completion of a Meeting.
 - 1.6 **“Deputy Mayor”** shall mean a Member of the Council appointed by Resolution or By-Law who may act in the Mayor’s place and stead, during the Mayor’s absence through illness, etc.; and while so acting, such Member has and may exercise all the rights, powers and authority of the Head of Council. This position shall also be referred to as Deputy Head of Council.
 - 1.7 **“Head of Council”** shall mean the Mayor of the Township.
 - 1.8 **“In-Camera”** shall refer to a meeting of the Council of the Corporation of the Township of Dubreuilville closed to the Public to discuss certain items and subject matters as set out in this policy.
 - 1.9 **“Local Board”** means a Local Board as defined in the Municipal Act, 2001.
 - 1.10 **“Mayor”** shall mean the Head of Council or his/her successor.
 - 1.11 **“Meeting”** means any regular, special, committee or other Meeting of Council, committee, or Local Board.
 - 1.12 **“Member”** means a Member of the Council of the Corporation of the Township of Dubreuilville or a Member of a Committee (whichever the context indicates).
 - 1.13 **“Point of Order”** shall be an appeal by a Member of the Council to the Head of Council when the member notices or objects to the proceedings of the meeting. Such objection must be due to the fact that the proceedings are at variance with the governing by-law, the approved procedures of the meeting or on a procedure to deal with a previous decision. The point of order halts proceedings while the Head of Council (presiding member) rules whether or not it is valid.
 - 1.14 **“Point of Privilege”** shall be an appeal by a Member of the Council made to the Head of Council (presiding member) with respect to a situation that affects the comfort, convenience, integrity, right or privileges of a meeting or of an individual member (i.e. noise, inadequate ventilation, introduction of a confidential subject in the presence of guests, etc.) The member of Council may raise a point of privilege which permits him/her to interrupt pending business to make an urgent statement, request or motion. However, if a motion is made, it must be seconded. The motion may also concern the reputation of a member, group of members, or the members as a whole. If the matter is complex and cannot be taken care of informally, the Head of Council rules as to whether it is admitted as a question of privilege and whether it requires consideration before the pending business is resumed. A point of privilege may be used to seek permission of the meeting to present a motion of an urgent nature.
 - 1.15 **“Township”** means the Corporation of the Township of Dubreuilville or its successors.
 - 1.16 **“Two-Thirds Vote”** means the affirmative vote of two-thirds (2/3) of the Members present at a Meeting.
 - 1.17 **“Council Advisor”** shall be defined as Council Members, appointed by Resolution who become Council Representatives or Intermediaries on municipal matters, either internal or external in nature.
 - 1.18 **“Core Business Service Areas”** shall refer to the main business areas defined in the organization chart of the Township of Dubreuilville.

MEETINGS OF COUNCIL

1. General Provisions

1.1. Notice of Council Meetings

- 1.1.1. Notice of all meetings shall be given through the availability of this by-law as well as through permanent posting of notice on the main bulletin board in the Municipal Complex.
- 1.1.2. Notice may also be given through advertising on the local community channel, local newspaper, local bulletin boards, social media and/or Township website.

1.2. Inaugural Meeting of Council

- 1.2.1. The Inaugural Meeting of the Council of the Corporation of the Township of Dubreuilville shall be held no later than the second **Wednesday** of December following a regular election. Such meeting is to be held at 6:30 p.m.
- 1.2.2. No business shall be proceeded with at the first meeting until after all the Members who present themselves for that purpose have made the declarations of office.

1.3. Council Advisor

- 1.3.1. It shall be the responsibility of the Head of Council to appoint a Council Advisor for each of the following Core Business Service Areas:
 - a) Administration/Finance
 - b) Infrastructure Services
 - c) Health & Safety
 - d) Parks & Recreation
- 1.3.2. The appointments of Council Advisors shall be confirmed by resolution of the Council.
- 1.3.3. Council Advisors shall be responsible for acting as Council's representatives with Senior Municipal Staff and reporting to Council on matters of general interest and as directed by Council from time to time.
- 1.3.4. Council Advisors shall meet as needed with Senior Municipal Staff on municipal governance matters, either internal or external. Such meetings shall be for the express purpose of collecting information and not for providing direction to staff.

1.4. Regular Meetings of Council

- 1.4.1. Subsequent meetings of the Council shall be held on the second (2nd) and fourth (4th) **Wednesday** of each month at 6:30 p.m., except in the month of December wherein meetings will be held on the second (2nd) **Wednesday** only.
- 1.4.2. Council may, by Resolution, direct other than noted in Section 1.3.1, in which case such notice shall be posted on the main bulletin board in the Municipal Complex.

1.5. Location of Meetings

- 1.5.1. Regular meetings of the Council will be held in the Council Chambers of the Municipal Complex located at 23, rue des Pins, Dubreuilville, Ontario or in such other location as determined by the Council.

1.6. Cancellation and Rescheduling of Meetings

- 1.6.1. The Council at its discretion at a preceding regular meeting may cancel or reschedule a regular meeting of the Council.
- 1.6.2. The Head of Council may cancel any meeting if notice has been given that a quorum will not be available to conduct a meeting.

1.7. Quorum

- 1.7.1. A quorum of Council shall be a majority of the total Members (5) thereof that is three (3) Members.
- 1.7.2. A quorum of any of the committees appointed by Council shall be a majority of its Members.

1.8. No Quorum

- 1.8.1. If there is no quorum within fifteen (15) minutes after the time appointed for the meeting, and unless all those present agree to an extension, the Clerk shall call the roll and record the names of the members then present, and the meeting shall then adjourn until the next regular meeting or at such time as the Council directs.

1.9. Quorum Lost

- 1.9.1. If during the course of a meeting a quorum is lost, the meeting will stand adjourned, not ended, to reconvene at the next regularly scheduled meeting or at such other time as Council may direct.

1.10. Closing Hour (curfew)

- 1.10.1. The Corporation of the Township of Dubreuilville shall not remain in session later than 11:00 p.m. unless so determined by a unanimous vote of the members present.

2. **Special Meetings**

2.1. **Calling of a Special Meeting**

- 2.1.1. A Special Meeting of the Council may be called by the Mayor on a specific item or items identified in the calling of the meeting.
- 2.1.2. A Special Meeting of the Council may be called by the majority of Council Members, upon receipt of a petition by the Clerk, on a specific item or items identified in the calling of the meeting.
- 2.1.3. Unless otherwise specified in the notice or petition mentioned in Section 2.1.1 or 2.1.2 above, a Special Meeting shall be held in the Council Chambers at the Municipal Complex.

2.2. **Agenda – Special Meeting**

- 2.2.1. The Agenda of a Special Council Meeting is limited to the topic(s) listed on the Agenda of the meeting. No other items shall be added to the Agenda of a Special Meeting. The Clerk shall make available, an Agenda and copy of all applicable reports, Motions or items on the Agenda to each Member the day prior to the Meeting.

2.3. **Notice of Special Meeting**

- 2.3.1. In ordinary circumstances, notice of a Special Meeting will be delivered to all Council Members, via email, at least twenty-four (24) hours prior to holding the meeting, and confirmed via email.

2.4. **Waiving of Written Notice**

- 2.4.1. In an emergency as determined by the Mayor, the requirements of twenty-four (24) hours notice may be waived and notice may be given by telephone, email, text or oral communications as circumstances may require. When such action is taken as required it shall be duly confirmed as proper procedure on the Agenda of the meeting concerned. Attempts must be made to reach all Council Members and a record of all such attempts shall be kept and made available to Council Members if requested.

3. **Duties of the Mayor (Head of Council)**

3.1. **Mayor to preside Council Meetings**

- 3.1.1. The Mayor (Head of Council) shall preside all meetings of Council and shall preserve order and decorum, and decide questions of order, subject to an appeal to the Council. The Mayor (Head of Council) shall call by name any member persisting in breach of the rules of order of the Council, thereby ordering him or her to vacate the Council Chambers.
- 3.1.2. In the absence of the Mayor, the Deputy-Mayor shall preside as per description above in **Definitions 1.6 “Deputy Mayor”** shall mean a Member of the Council appointed by Resolution or By-Law who may act in the Mayor’s place and stead, during the Mayor’s absence through illness, etc.; and while so acting, such Member has and may exercise all the rights, powers and authority of the Head of Council. This position shall also be referred to as Deputy Head of Council.
- 3.1.3. If both the Mayor and the Deputy-Mayor are absent, the Members of Council present shall appoint a presiding officer for that meeting.

3.2. **Right to Vote**

- 3.2.1. The Head of Council (except where the Head of Council is disqualified to vote by reason of interest or otherwise) shall vote with the other members on all questions. Any question on which there is an equality of votes shall be deemed to be defeated.

3.3. **State Facts and Position**

- 3.3.1. The Head of Council may state relevant facts and his or her position on any matter before Council and may debate the question before Council without leaving the Chair.

3.4. **Information to Council**

- 3.4.1. The Head of Council may, without leaving the Chair, address the Council between proceedings on any matter which the Head of Council deems pertinent to the business of the municipality.

AGENDA

4. Preparation - Order

4.1. Preparation by Clerk

- 4.1.1. The Clerk shall be responsible for preparing the Regular Council Meeting Agenda prior to being distributed to Council Members.
- 4.1.2. All individuals or groups wishing to appear before Council at a regular meeting shall advise the Clerk in writing not later than 1:00 p.m. on the Friday prior to the meeting, and the Clerk may make a determination as to the deferral of delegations to a subsequent meeting.
- 4.1.3. The Clerk shall make available, an Agenda and copy of all applicable reports, motions or items on the Agenda to each Member **two (2)** days prior to the meeting. The Clerk shall make available to the public a copy of the Agenda on the day of the Council meeting.

4.2. Order of Business

- 4.2.1. The business before the Council shall be dealt with in the following order:
 - a) Call to order
(The Mayor shall call the meeting to order after first checking to ensure the presence of the Clerk or designate and the presence of Council Members. At this time, all guests are welcomed.)
 - b) Roll Call
 - c) Declaration of Pecuniary Interest and the general nature thereof
 - d) Approval of Agenda
 - e) Approval of Minutes
 - f) Delegations
 - g) Correspondence
 - h) Reports from committees
 - i) Approval of cheque register
 - j) By-laws
 - k) Addendum
 - l) In-Camera Meeting
(If necessary, Council may move to a closed meeting subject to the requirements of this procedural by-law and governing legislation.)
 - m) Adjournment

4.3. Recording of Minutes

- 4.3.1. The Clerk shall record:
 - a) the place, date, time of meeting and the hour of adjournment;
 - b) the name of the Chairperson, Members, Clerk, and Department Heads in attendance;
 - c) the adoption of the minutes of prior meetings
 - d) all motions voted on
 - e) all other proceedings of the meeting without note or comment whether it is closed to the public or not.

4.4. Roll Call

- 4.4.1 At regular Council meetings, the Members and those in attendance at the meeting shall be seated and the roll call shall then be called by the Head of Council/Chairperson. If a Member arrives at a meeting after the roll has been called, the Clerk shall note the time of arrival in the minutes.

4.5. Approval of Minutes

- 4.5.1 When the item on the Council Agenda "Approval of Minutes" is called, no changes can be made at that time in the action taken or not taken at a previous Council meeting, only changes in the form of errors or omissions in the recording.

4.6. Delegations

- 4.6.1 Delegations will be dealt with during the regular meeting of Council. Individuals or groups wishing to appear before Council shall be limited in speaking to not more than then (10) minutes except that a presentation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes.

4.7. Addendum

- 4.7.1 There shall only be one Addendum to an Agenda for a meeting when an item arises after the closing of the deadline for submitting items for the Agenda and prior to the meeting, which item the Clerk believes is of an urgent nature requiring the immediate consideration of the Council.

- 4.7.2 Before an Addendum is dealt with, a resolution must be passed, to deal with all or any of the items on the Addendum.
- 4.8 **Access to Meetings and Minutes of Council Meetings**
- 4.8.1 Access to meetings and Minutes of Meetings of the Council shall be in accordance with the Municipal Act, 2001, and the Municipal Freedom of Information and Protection of Privacy Act.
- 4.9 **Open Meetings of Council**
- 4.9.1 All meetings of Council shall be open to the public except as otherwise provided in the Municipal Act or any other Act.
- 4.10 **In-Camera (Closed) Portion of Meetings of Council**
- 4.10.1 The Council may proceed into closed session under authority of section 239 of the Municipal Act, 2001 S.O. 2001, c. 25. A meeting or part of a meeting may be closed to the public if the subject matter being considered is related to:
- a) the security of the property of the municipality or local board;
 - b) personal matters about an identifiable individual, including municipal or local board employees;
 - c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) a matter in respect of which a council, board committee or other body may hold a closed meeting under another Act, 2001, c. 25, s. 239 (2);
 - h) a matter related to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the council, board, commission or other body is the head of an institution for the purposes of that Act, 2001, c. 25, s. 239 (3);
 - i) educating or training of the members provided that no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103(1).
- 4.10.2 Any portion of a Council Meeting that proceeds to an 'In-Camera' or Closed session shall be considered a separate meeting. 'In-Camera' Meetings shall be held and conducted in accordance with the provisions of the Municipal Act, 2001.
- 4.10.3 Before holding a meeting or part of a meeting that is to be closed to the public, Council shall adopt a resolution stating the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting.
- 4.10.4 If a meeting or part of a meeting is closed to the public, the Head of Council/Chairperson shall inquire as to whether any member present has a conflict of interest, to allow a member to declare any conflict, the reasons therefore, and leave the meeting.
- 4.10.5 The In-Camera minutes shall record as a confidential record, the proceedings of the In-Camera portion of the meeting and shall be maintained in a separate and secure location as determined by the Clerk.
- 4.10.6 Confidentiality:
- a) Every member of Council shall make an affirmation of confidentiality and execute a confidentiality agreement in the form attached as Schedule "B";
 - b) No person in attendance at an In-Camera meeting shall disclose to any person not in attendance at the meeting any of the information provided at such closed session meeting;
 - c) Any person who contravenes subsection b) of this Section shall be guilty of an offence and upon conviction is liable to a fine under the Provincial Offences Act.

RULES OF PROCEDURE

5. Rules of Conduct and Debate

5.1. Address the Chair

- 5.1.1. Any member desiring to speak shall, when seated, so signify a desire by fully extending his or her arm until the attention of the Head of Council has been received and, upon being recognized by the Head of the Council, shall respectfully address the Chairperson.

5.2. Conduct of Members

- 5.2.1. A member shall not:
- a) Use offensive words or unparliamentarily language in or against the Council or against any Member, staff or guest;
 - b) Disturb another, Council, staff, or guest, by any disorderly conduct disconcerting to the speaker or the assembly;
 - c) Speak on any subject other than the subject in debate;
 - d) Resist the rules of Council or disobey the decisions of the Head of Council/Chairperson or of Council on questions of order or practices or upon the interpretation of the rules of Council;
 - e) Leave a meeting without first obtaining permission from the Head of Council/Chairperson; .
 - f) Speak on any subject without first obtaining permission from the Head of Council/Chairperson;
 - g) Attend Council meetings dressed inappropriately;
 - h) Interrupt the Member who has the floor except to raise a point of order.
 - i) Be permitted to regain his/her seat after being ordered to vacate, having committed a breach of any rule of the Council, until the next meeting and without making an apology to Council.

5.3. Improper Conduct of Members

- 5.3.1 Any person who contravenes any of the rules set out in the preceding two (2) sections at a meeting is hereby deemed to be guilty of improper conduct and is subject to expulsion or exclusion by the Head of Council/Chairperson.

5.4. Rules of Debate

- 5.4.1 The Head of Council/Chairperson may speak on any matter before the commencement of debate on that matter. In addition, the Head of Council/Chairperson may speak to close the debate on any matter after every Member wishing to speak has spoken.
- 5.4.2 A Member who moves a main motion on a matter has the first right of speaking on that matter after the Head of Council/Chairperson, once the motion has been seconded.
- 5.4.3 A Member shall not speak more than once on a matter without leave of the Head of Council/Chairperson except:
- a) if requested by the Head of Council/Chairperson or a fellow Member for answers and/or explanations respecting part or parts of a Member's remarks; or
 - b) to explain remarks which the Member believes have been misunderstood; or
 - c) in the case of a main motion, just before the Head of Council/Chairperson and every Member wishing to speak on the main motion has spoken provided that the Member is the one who moved the main motion concerned.
- 5.4.4 No member, without leave of the Head of Council/Chairperson, shall speak to a matter or in reply for longer than ten (10) minutes.
- 5.4.5 A Member may, during the discussion of any particular item on the Agenda, ask questions, through the Head of Council/Chairperson, of any Department Head of the Municipality in attendance at the meeting, pertaining to the item concerned.
- 5.4.6 Every motion is the property of the Council and may be withdrawn or modified at any time prior to the vote thereon with the consent of the mover and seconder.

5.5. Points of Order

- 5.5.1 Whenever any point of order or matter of urgency arises, it shall be immediately taken into consideration by the Head of Council/Chairperson.

- 5.5.2 A Member who desires to call attention to a violation of the rules of procedure shall obtain recognition from the Head of Council/Chairperson before raising his point of order. When recognized, the Member shall state the point of order with a concise explanation following which the Member shall remain seated until the Head of Council/Chairperson has decided the point or order. The speaker in possession of the floor when the point of order or privilege was raised shall have the right to the floor when debate resumes.
- 5.5.3 A Member called to order by the Head of Council/Chairperson shall immediately be seated until the point of order is dealt with and shall not speak again without the permission of the Head of Council/Chairperson unless to appeal the ruling of the Head of Council/Chairperson.
- 5.5.4 When the Head of the Council/Chairperson is called on to decide a point of order or procedure, the point shall be stated without unnecessary comment, and he or she shall state the rule or authority applicable to the case.

5.6 Appeal - Point of Order

- 5.6.1 The decision of the Head of Council/Chairperson on a point of order shall be final subject to an immediate appeal by a Member of Council.
- 5.6.2 If the decision is appealed, the Head of Council/Chairperson shall give concise reasons for his or her ruling and Council, without debate shall decide the question. The decision of Council is hereby final.

6 Motions

6.1 Motions – Questions – Resolutions

- 6.1.1 Any proposition made to the Council is called a Motion; when it is stated to the Council for acceptance or rejection, it is a Question; and when it is adopted it becomes a Resolution.
- 6.1.2 A motion may, at any time before the motion is stated by the Head of Council/Chairperson or the Clerk be withdrawn by the mover and the consent of the Members present. After a motion is read by the Head of Council/Chairperson or the Clerk, it shall be deemed to be in possession of the Council, but it may be withdrawn at any time before the vote is taken by adopting a resolution to do so.
- 6.1.3 Any Member may appeal to the Head of Council/Chairperson to have a motion divided. If, in the opinion of the Head of Council/Chairperson, the motion under consideration contains two or more distinct propositions, he/she may grant the request and direct the Members consider and vote on the proposition as separate items.

6.2 Motions – Order of Precedence

- 6.2.1 When a Main Motion is under consideration, no motion shall be received other than a subsidiary motion, a privileged motion, or an incidental motion.
- 6.2.1.1 The order of precedence of motions is given, from lowest (12) to highest (1) in the following table:

Motion	Ranking
Postpone Indefinitely	12
Amend	11
Refer to a Committee	10
Postpone to a Certain Time	9
Limit or Extend Debate	8
Close Debate	7
Postpone Temporarily	6
Raise a Question of privilege – individual	5
Raise a Question of privilege – assembly	4
Recess	3
Adjourn	2
Fix the Time for a Continued Meeting	1

6.3 Motions – Amending

- 6.3.1 Only one amendment at a time can be presented to the Main Motion (primary amendment) and only one amendment can be presented to an amendment (secondary amendment). However, when a secondary amendment has been disposed of, another may be introduced and when an amendment has been decided, another may be introduced.

- 6.3.2 When amendments are presented on a main motion, the secondary amendment shall be put to question first, followed by the amendment (as amended if in order), and finally the main motion shall be put to question as amended.

7 By-Laws

7.1 By-Law

- 7.1.1 Except as otherwise may be required by statute or Council, every by-law may be enacted and passed on a motion as follows:
“That By-law (number), being a by-law (definition) be enacted.”
- 7.1.2 Every by-law shall be open to debate and to amendment.
- 7.1.3 The Clerk shall endorse on all by-laws enacted and passed in open Council the date of enactment and passing and by-law number and shall be responsible for the correctness of such by-laws should they be amended.
- 7.1.4 Every by-law which has been enacted and passed by the Council shall be sealed with the seal of the Corporation, signed by the Mayor, and the by the Clerk and shall be deposited by the Clerk in his or her office for safekeeping.

8 Voting

8.1 Rules of Voting

- 8.1.1 After the Head of Council commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion, amendment or secondary amendment.
- 8.1.2 Voting shall be by way of “Show of Hands” in favor or against; except when a recorded vote is requested by any Member on a main motion.
- 8.1.3 Unless prohibited by statute, every member present at a meeting when a vote is taken on a matter shall vote thereon; and if any member present persists in refusing to vote, he/she shall be deemed as voting in the negative, and any questions in which there is an equality of votes shall be deemed to be negative.

8.2 Recorded Votes

- 8.2.1 Every Member may request a recorded vote on any main motion prior to taking of the vote or prior to the next item on the Agenda. When a Member so requests a recorded vote, each Member present unless otherwise prohibited by Statute, shall announce his or her vote openly and individually in favor of or against the question except for the Head of Council/Chairperson who shall announce his or her vote last. The Clerk shall record each Member’s vote and the vote shall be noted in the minutes. After completion of the vote, the Clerk shall announce the results.

9 Pecuniary Interest

9.1 Member’s responsibility

- 9.1.1 All members of Council are bound by the provisions of the Municipal Conflict of Interest Act and shall declare the pecuniary interest and its general nature.

Schedule "B" to By-Law 2014-53

Affirmation of Confidentiality

I, _____, member of the Council of The Corporation of the Township of Dubreuilville, do hereby affirm that I will not disclose to any person any information or document arising from confidential Council meetings of the Corporation of the Township of Dubreuilville that come to my knowledge or possession by reason of those meetings, except as I may be legally required or expressly authorized to do so or except as that information or document has otherwise already been properly made public.

Sworn (affirmed) before me
At the Township of Dubreuilville in
The District of Algoma this
_____ day of _____, 20____.

Township Clerk
A Commissioner etc.

Council Member

Confidentiality Agreement

By signing this document I agree that:

I will not disclose to any person any information or document communicated to me in a confidential meeting held by the Council of The Corporation of the Township of Dubreuilville in connection with any matter designated as confidential by the Procedural By-law except as I may be legally required or expressly authorized to do so or except as that information or document has otherwise already been properly made public.

Signed, sealed and delivered at Dubreuilville, Ontario, this _____ day of _____, 2014.

Witness

Council Member

COUNCIL RESOLUTION



Moved By: Martin

DATE: December 10, 2014

Seconded By: Hélène

Resolution No. 14-386

Whereas that By-Law No. 2014-53, being a By-law to govern the calling, place and proceedings of the meetings of the Council of the Corporation of the Township of Dubreuilville, be adopted.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Carried</u>	<u>Defeated</u>	<u>Deferred</u>

RECORDED VOTE:	YES	NO
Councillor Beverly Nantel	_____	_____
Councillor Hélène Perth	_____	_____
Councillor Martin Bergeron	_____	_____
Councillor Léandre Moore	_____	_____
Mayor Alain Lacroix	_____	_____

Declaration of Pecuniary Interest and General Nature Thereof: