

THE CORPORATION OF THE TOWNSHIP OF TAY

BY-LAW NO. 2011-38

Being a By-Law to govern the proceedings of Council and Committees and to outline the standards for public notice.

WHEREAS Section 238 (2) of the *Municipal Act, 2001*, as amended, requires that every municipality and local board shall pass a procedural by-law for governing the calling, place and procedures of meetings;

AND WHEREAS Section 238 (2.1) of the *Municipal Act, 2001*, as amended, requires that the procedural by-law provide for public notice of meetings.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF TAY ENACTS AND BE IT ENACTED AS FOLLOWS:

SECTION 1 – DEFINITIONS

- 1.1 "Act" means the *Municipal Act, 2001*, as amended from time to time.
- 1.2 "Acting Head of Council" means the Member of Council appointed, under the Act, to act from time to time in place and instead of the Head of Council.
- 1.3 "Chair" means the person presiding over a meeting and who is charged with deciding questions and points of order or practice, preserving order and maintaining decorum in the proceeding.
- 1.4 "Clerk" means the Clerk of the Corporation of the Township of Tay and/or their designate.
- 1.5 "Closed Session/In Camera" means a meeting, or portion thereof, closed to the public in accordance with Section 239(2) & 239(3) of the Act.
- 1.6 "Consent Agenda" means a list of items on the agenda containing recommendations from the Clerk as to their disposition, all of which may be adopted by one motion of Council.
- 1.7 "Corporation" means the Corporation of the Township of Tay.
- 1.8 "Council" means the Council of the Corporation of the Township of Tay.
- 1.9 "Councillor" means a person elected or appointed as a member of Council.
- 1.10 "Defer" means to postpone all discussion on the matter until later in the same meeting or to a future date which is established as part of the motion.
- 1.11 "Delegation" means a person or group of persons who address Council on behalf of an individual or a group for the purpose of making a presentation to Council.
- 1.12 "Emergency Governance Committee" means a Committee created to carry out the duties and responsibilities of Council, only under the following circumstances:

- (a) for the duration of an emergency which has been declared by the Mayor and/or his/her designate, in accordance with the Township's Emergency Plan; and
 - (b) at such times during which at least three members of Council have died, or are otherwise not able, for valid reasons, to attend a properly scheduled meeting of municipal Council.
- 1.13 "Head of Council" means the Head of Council of the Corporation of the Township of Tay or their alternate as elected by general vote.
- 1.14 "Inaugural Meeting" means the first meeting of a new Council after a regular election or by-election held in accordance with the Act.
- 1.15 "Items for Information" means a list of items on the agenda for information purposes only, but any of which may be transferred onto the agenda for consideration.
- 1.16 "Meeting" means any regular, special, committee or other meeting of Council, or a local board or of a committee of either of them.
- 1.17 "Notice of Motion" means an advance notice to members of a matter on which Council will be asked to take a position.
- 1.18 "Pecuniary Interest" means a direct or indirect Pecuniary Interest within the means of the *Municipal Conflict of Interest Act, 1900*, chapter M.50, as amended.
- 1.19 "Session" means a calendar year; however, in an election year the new session will commence once the new Council have taken their Oaths of Office.
- 1.20 "Recorded Vote" means documenting in the minutes of a Council meeting the name of each member and their vote on a matter or question: in favour, opposed or absent.
- 1.21 "Township" means the Corporation of the Township of Tay.

SECTION 2 – GENERAL

- 2.1 This By-law shall be cited as the "Council Procedural By-Law";
- 2.2 The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in Council and Standing Committees of Council;
- 2.3 For procedural matters that may arise from time to time and are not covered under this by-law, reference may be made to Robert's Rules of Order;
- 2.4 As per Section 228 of the *Municipal Act, 2001* as amended it is a requirement that the Clerk or their designate be in attendance for every meeting of Council as defined under Section 1.16 of this by-law.
- 2.5 All Council and staff present shall adhere to a business casual dress code for Council and Committee meetings.
- 2.6 No persons shall bring cellular telephones or other electronic devices into the Council Chamber or Committee meeting which emit a sound unless such devices are turned off or silenced.
- 2.7 No persons shall utilize electronic mail (e-mail) during a Council or Committee meeting.
- 2.8 All Council and staff be required to remove any head attire when in the Council Chamber, with the exclusion of head attire worn for religious or ceremonial reasons as well as extenuating circumstances.

SECTION 3 - COUNCIL MEETINGS

- 3.1 Except as provided for in the *Municipal Act*, as amended, all meetings of Council, shall be open to the public and no person shall be excluded except in the event of improper conduct. The Mayor, or in absence of the Mayor, the Chair of the meeting, may expel or exclude from any meeting any person who, in the discretion of the Mayor or Chair, has been guilty of improper conduct at that meeting;
- 3.2 The first regular meeting of a newly-elected Council, the Inaugural Meeting, shall be held on the first Thursday of December following the election at 7:30 p.m.;
- 3.3 The Council shall meet in the Council Chambers or in such other place as the Mayor or Acting Head of Council shall appoint. The Regular Council meeting shall take place on the second Wednesday of each month, commencing at the hour of 7:00 P.M., local time;
- 3.4 Notwithstanding Section 3.3, Council may meet at a different time and date outside of the regular Council meeting schedule provided that notice is given pursuant to Section 17 of this by-law.
- 3.5 As soon after the hour fixed for the meeting as there shall be a quorum present, the meeting shall be called to order and The Head of Council shall preside. A majority of the members of Council shall constitute a quorum, subject to the provisions of the *Municipal Conflict of Interest Act* or any successive legislation and amendments thereto;
Where a quorum is not present within thirty minutes after the hour fixed for a meeting, the meeting shall be considered cancelled and the Clerk shall record the names of the Members of Council present and the matters listed on the agenda shall be listed on the agenda of the next regular meeting of Council;
- 3.6 In the event the Mayor shall not be in attendance within fifteen minutes of the hour appointed for a meeting, or if this Office is vacant, or if the Mayor refuses to act, the Deputy Mayor shall chair the meeting until the arrival of the Mayor or in the event of his or her continued absence or refusal to act, until the close of the meeting;
- 3.7 In the event that both the Mayor and Deputy Mayor shall not be in attendance within fifteen minutes of the hour appointed for a meeting, or if these offices are vacant, or if the Mayor and Deputy Mayor refuse to act, the Clerk shall call the Council to order and a Chair shall be chosen by the members present who shall preside until the arrival of the Mayor or Deputy Mayor or, in the event of their continued absence or refusal to act, until the close of the meeting;
- 3.8 If a member of Council wishes Staff to prepare a report on a particular matter the majority of the members of Council must be in favour of same prior to having staff move forward with the report;
- 3.9 Unless otherwise determined by a resolution of Council, the Council shall adjourn at 11:00 P.M. local time if it is then in session. Any unfinished business shall be adjourned until the next regular meeting unless a resolution is passed by Council permitting an extension to the meeting.
- 3.10 Members shall be requested to verbally report to Council on the actions noted in the minutes of the Committee or Boards they represent during the correspondence portion of the Council meeting.

SECTION 4 – COUNCIL AGENDA

- 4.1 The Clerk shall prepare a list of the items in the order of the topics set out as the order of business for the use of each member.
- 4.2 The order of business for the regular meetings of Council shall be as follows (reference Schedule 'A' to this by-law):
 1. Call to Order
 2. Moment of Silent Reflection
 3. Adoption of the Agenda
 4. Declarations of Pecuniary Interest
 5. Correspondence (consent)
 6. Delegations
 7. Municipal Report and Recommendations
 8. Other Business
 9. By-laws (consent)
 10. Notices of Motion
 11. In Camera Session
 12. Adjournment

SECTION 5 – MINUTES

- 5.1 Per Sections 228(1a) & 239(7) of the *Municipal Act, 2001*, as amended the Minutes shall record without note or comment all resolutions, decisions and other proceedings at a meeting, and the following:
 - the place, date and time of meeting;
 - the name(s) of the Presiding Officer or Officers and the Members and staff present;
- 5.2 The Minutes may be adopted by Council, without having been read, at the meeting considering the question of their adoption.

SECTION 6 – CLOSED SESSION/ "IN CAMERA"

- 6.1 All meetings of Council or any Standing Committee of Council shall be open to the public except as provided for in Section 239 of the *Municipal Act, 2001*, as amended.
- 6.2 A meeting or part of a meeting of Council or any Standing Committee of Council may be closed to the public if the subject matter being considered is,
 - (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 council, board, committees or other body may hold a closed meeting under another Act.
- 6.3 A meeting shall be closed to the public if the subject 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 head of an institution for the purposes of that Act.

- 6.4 Per Section 239(3.1) of the Act, a meeting of council or local board or committee of either of them may be closed to the public if the following conditions are both satisfied:
- (a) The meeting is held for the purpose of educating or training the members; and
 - (b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- 6.5 Before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee of either of them shall state by resolution,
- (a) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or
 - (b) in the case of a meeting under subsection 239(3.1), the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection.
- 6.6 Council or Committee shall be required to state by resolution that they have risen from the meeting.
- 6.7 All records or minutes of a meeting under this section shall state the time that the meeting commenced and ended.

SECTION 7 – SPECIAL MEETING AGENDA

- 7.1 The Clerk, when reasonably possible, shall cause an agenda to be prepared, in the following order, for the use of members at Special Meeting of Council or any Standing Committee of Council (reference Schedule 'B' to this by-law):
- 1. Call to Order
 - 2. Adoption of the Agenda
 - 3. Declaration of Pecuniary Interest
 - 4. Consideration of Business for Which Notice is Given
 - 5. Adjournment
- 7.2 Additional or extra items for which notice has not been given will not be entertained by the Council or Standing Committee at a Special Meeting and are to be brought forward at the next regular meeting.
- 7.3 Notice of a Special Meeting will be provided for in accordance with Section 17 of this by-law.

SECTION 8 - ADDITIONS & ADOPTION OF THE AGENDA

- 8.1 Additional items directly related to a matter in the Agenda and not provided to Members either with their Agenda material or prior to the day of the meeting, shall not be placed on Members' desks before or during the meeting without permission of Council;
- 8.2 An item which is not on the agenda of a Council or Committee meeting as printed shall require a majority vote of the members present to be added to the agenda.
- 8.3 Any additions to the agenda shall be done through the adoption of the agenda at the start of the Council/Committee meeting. ;
- 8.4 Notwithstanding Sections 8.1 to 8.3, where Council is required by law to hear interested parties or to afford them the opportunity to make representations, written submissions that have not been distributed under Sections 8.1 and 8.2 shall be placed on the Members' desks by the Clerk upon receipt of sufficient copies either immediately prior to or during the holding of the Public meeting or Hearing, as the case may be.

SECTION 9 - COMMUNICATIONS

- 9.1 The Clerk may, upon receipt, refer any communication or petition to a Committee or a Department Head without prior consideration of Council.
- 9.2 Every communication or petition, to be printed on an agenda, shall be delivered to the Clerk no later than 4:30 on the Wednesday prior to the meeting. If, in the Clerk's opinion, the communication/petition is of a time sensitive nature, the Clerk may bring forward such communication/petition for consideration, after the aforementioned deadline.
- 9.3 Every communication, including a petition designed to be presented to the Council/Committee and filed with the Clerk, shall be legibly written or printed; shall not contain any obscene or improper matter or language; shall be signed and dated by at least one person; and shall include an address and telephone number where return correspondence or contact is to be directed and shall become part of the public record of the meeting at which it is received.
- 9.4 Petitions designed to be presented to the Council/Committee and filed with the Clerk, shall contain original signatures, and all information on the petition, including names, addresses and telephone numbers shall become part of the public record of the meeting at which it is received.

SECTION 10 - DELEGATIONS

- 10.1 Persons desiring to present information verbally on matters of fact or make a request to Council shall give notice to the Clerk no later than 4:00 P.M. on the Tuesday preceding the Committee of All Council meeting. In the event that the regular meeting date has changed then the same number of days shall apply;
- 10.2 The deputant must provide the subject matter that is going to be discussed when they book their delegation;
- 10.3 No more than two delegations relating to the same matter shall be scheduled for any Council meeting;
- 10.4 The CAO/Deputy Clerk has the authority to limit the number of delegations for a particular meeting provided the reasoning for same is justifiable and the delegations have been rescheduled to a subsequent meeting;
- 10.5 Requests from deputants who have previously addressed Council on a topic shall not be granted unless they have evidence that they have new information to present to Council;
- 10.6 No delegation, other than those listed on the agenda, shall be allowed to address Council unless the majority of the members present grant approval;
- 10.7 Persons who are allowed to address Council shall be limited in speaking for not more than 10 minutes;
- 10.8 During a meeting the Mayor or other authorized Presiding Officer has the right to limit the number of delegations when in their opinion the views are being repetitive and no new information is being brought forward;
- 10.9 Deputations shall not be received if the subject matter is of a personal and derogatory nature relating to any person including Municipal Officials or personnel in the employ of the Municipality. Such personal and derogatory deputations will be dismissed forthwith;
- 10.10 Where an individual in making a delegation to Council does not adhere to the rules as outlined within this section, the Mayor or Presiding Officer has the right to require the delegation to cease and has the authority to have the individual ejected from the Council Chambers. Council may require that future delegations from the individual be in a written format only for a period of time that Council may determine;

- 10.11 In the event of gross or repetitive misconduct, Council may by resolution suspend the privileges of attendance at Council Meetings for a specified time period.
- 10.12 Any person/organization shall be limited to two (2) delegations in a calendar year on the same subject matter. Presentations from Township consultants are excluded from this provision.

SECTION 11 - DUTIES OF PRESIDING OFFICER

- 11.1 Open the Meetings of Council by taking the Chair and calling the Members to order;
- 11.2 Receive and submit, in the proper manner, all written motions presented by the members;
- 11.3 Put to vote all questions, which are regularly moved and seconded, or necessarily arise in the course of the proceedings and to announce the result;
- 11.4 Require a recorded vote to be taken on any question upon request of a Member if such request is made prior to commencement of voting or immediately thereafter;
- 11.5 Decline to put motions which infringe the rules of procedure;
- 11.6 Enforce on all occasions the observance of order and decorum among the Members and all persons in attendance;
- 11.7 Call to order any Members or persons in attendance persisting in breach of the rules of the Council and to order such person or persons to vacate the Council Chamber;
- 11.8 Receive all messages and other communications directed to Council and announce them to Council;
- 11.9 Authenticate by signature, when necessary, all by-laws, resolutions, minutes and documents authorized by Council;
- 11.10 To inform the Council, when necessary or when referred to for the purpose, in a point of order or usage;
- 11.11 Represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
- 11.12 Ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of Council;
- 11.13 Adjourn the meeting without question in the case of grave disorder arising in the Council Chamber;
- 11.14 Designate the Member who has the floor when two or more Members wish to speak; and
- 11.15 Shall rule on a point of order. If the Presiding Officer is unsure how to rule they may turn the question over to the members or consult with staff.

SECTION 12 - CONDUCT OF MEMBERS

No member shall:

- 12.1 Disturb another Member, or the Council itself, by any disorderly deportment disconcerting to any Member speaking;
- 12.2 Resist the rules of Council, or disobey the decision of the Presiding Officer or of the Council on questions of order or practice or upon the interpretations of the rules of procedure;
- 12.3 Ignore or disregard a directive of Council. In the event that this occurs, the Presiding Officer shall not recognize that member, except for the purpose of receiving an apology tendered by that Member at that meeting or any subsequent meeting until that member has tendered an apology and had it accepted by Council;
- 12.4 Speak without first addressing the Presiding Officer;

- 12.5 Cause a disturbance when the Presiding Officer is putting the question (Members shall occupy their seats while the vote is being taken);
- 12.6 Speak disrespectfully of her Majesty the Queen or of the Royal Family, or of the Governor General, or of the Lieutenant-Governor in Council, or use indecent or insulting language in or against the Council, staff or any member thereof;
- 12.7 Speak other than to the question in debate;
- 12.8 Speak for more than a total of five minutes upon the matter under discussion except with the consent of Council;
- 12.9 Speak more than once to the same question without the leave of the Mayor or acting Head except:
 - after the last speaker, a reply shall be allowed to be made only by a Member of Council who has presented a motion to the Council, but not by any Member who has moved an amendment or a procedural motion; or
 - in the explanation of a material part of the speech which may have been interpreted incorrectly;
- 12.10 Speak after a motion that the vote now be taken has carried;
- 12.11 Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking;
- 12.12 All debate must be germane to the issue or subject being discussed;
- 12.13 Every member of Council shall declare to the meeting any pecuniary interest immediately upon establishing that such an interest exists. The declaration of any pecuniary interest shall be recorded in the minutes and the member declaring the interest may, at his or her discretion, leave the meeting until Council has dealt with the matter in relation to which the pecuniary interest exists. If the interest relates to an In Camera item the member would be required to leave the Council Chambers until the item had been dealt with. In any event, the member declaring any pecuniary interest shall not participate in the discussion or in any voting on the issue with which he or she has declared a pecuniary interest.

SECTION 13 – CONDUCT OF MEMBERS OF THE PUBLIC

- 13.1 Members of the public shall respect the decorum of Council/Committee and shall refrain from public outbursts; applause; shouting; or behaviour intended to disrupt the debate, discussion and/or general proceedings of Council/Committee.
- 13.2 The Mayor or Chair may request that a member or members of the public vacate the meeting room if their behaviour is deemed to be disruptive to the business at hand.
- 13.3 The Mayor or Chair may unilaterally suspend the meeting until order is restored in the meeting room.

SECTION 14 - MOTIONS

- 14.1 Friendly amendments may be permitted by the Presiding Officer with the concurrence of Council/Committee. Friendly amendments may be made before the Presiding Officer states the motion or calls for a vote at the request of a member of Council/Committee. If the mover or seconder accepts the proposed amendment the change is accepted and the amended motion may be read.
- 14.2 A motion must be formally seconded before the Presiding Officer can put the question or a motion be recorded in the minutes;
- 14.3 No motion shall be debated or put unless the same be in writing and seconded, excepting only a motion to adjourn which shall not require to be in writing;

- 14.4 When a motion is presented in Council in writing, it shall be read or if it is a motion which may be presented orally, it shall be stated by the Presiding Officer before debate;
- 14.5 After a motion is read or stated by the Presiding Officer, it shall be deemed to be in possession of Council but may, with the permission of Council, be withdrawn at any time before decision or amendment;
- 14.6 A motion properly before the Council for decision must receive disposition before any other motion can be received;
- 14.7 A motion to refer a matter under discussion by the Council to a Committee of Council shall preclude all amendments of the main question until it is decided;
- 14.8 A motion to amend:
- Shall be presented and receive disposition of Council before an amendment to the question is put;
 - Shall be directly relevant to the question to be received;
 - Shall not be received proposing a direct negative to the question;
- 14.9 A tabled motion must be dealt with during the same meeting that it was tabled unless Council agrees to defer the motion to a later date;
- 14.10A motion to adjourn shall always be in order except as provided below:
- When resolved in the negative, cannot be made again on the same item;
 - Is not in order when a Member is speaking, or during the verification of a vote;
 - Is not in order immediately following the affirmative resolution of a motion that the vote now be taken;
 - Cannot be amended.
- 14.11 The rules governing the procedure of Council and the conduct of members of Council shall be observed in Committee insofar as they are applicable, excepting that:
- motions may be moved and seconded orally; and
 - as determined by the Committee, latitude may be allowed in the time for discussion.

SECTION 15 - VOTING ON MOTIONS

- 15.1 After a question is finally put by the Presiding Officer no Member shall speak to the question or shall any other motion be made until after the vote is taken and a result has been declared;
- 15.2 A show of hands shall be the method by which Members indicate their votes on motions;
- 15.3 Where a vote is taken and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by an Act, shall when called on by the Clerk announce his or her vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote;
- Such voting shall proceed on a basis whereby the order of announcing votes rotates and it shall be the responsibility of the Clerk to maintain this system;
- When a recorded vote is called for, the Clerk shall read the question and then call for the individual votes from the members and when each member who is qualified has voted, announce the results of the vote;
- 15.4 A motion is defeated when the voting results in a tied vote;

- 15.5 Every member who is present in the Council Chamber when a question is put forth shall vote thereon, unless the Council excuses the member, or unless the member has declared a conflict of interest with respect to the matter. If any member present persists in refusing to vote for other than the reasons stated in this Section, that member shall be recorded as voting in the negative on the question before the Council;

SECTION 16 - BY-LAWS

- 16.1 By the one motion, which may include one or more by-laws under consideration at a meeting, by-laws are to be considered severally read to the number of times required for that session of Council.
- 16.2 A by-law shall be passed when a majority of the members present on the third reading vote in favour of the by-law(s), provided no statute requires a greater majority.
- 16.3 All By-Laws finally passed by Council shall be under the seal of the Corporation and shall be signed by the Mayor (and in his or her absence, the Deputy Mayor) and the Clerk (and in his or her absence, the Deputy Clerk) as required by the *Municipal Act*, as amended;
- 16.4 The Clerk shall endorse on all by-laws read in the Council, the dates of the several readings thereof, and shall be responsible for the correctness of such by-laws, should they be amended.

SECTION 17 - COMMITTEES

- 17.1 There shall be (4) Standing Committees of Council composed of Members of Council as follows;
- General Government & Finance
 - Planning & Development
 - Protection to Persons & Property
 - Public Works
- 17.2 The Committees shall be comprised of all members of Council.
- 17.3 Notwithstanding the provisions of Section 16.1 and 16.2, the Emergency Governance Committee shall be comprised of a minimum of three members of Council, and shall elect its own Chair.
- 17.4 The Council of the Corporation of the Township of Tay hereby delegates to the Emergency Governance Committee all powers and duties that may legally be delegated to the Committee pursuant to the Municipal Act, 2001, or any other applicable provincial or federal legislation, subject to the following conditions and restrictions:
- (a) the delegation shall be effective only during the times specified in Section 1.12;
- 17.5 The Standing Committees of Council shall meet as the Committee of All Council on the 3rd Wednesday of each month at 1:00 p.m. unless such a day is a public or civic holiday. For the month of July, the regular Committee meeting shall be suspended unless otherwise determined by Council resolution.
- 17.6 Notwithstanding Section 16.3, Council may meet at a different time and date outside of the regular Council meeting schedule provided that notice is given pursuant to Section 17 of this by-law.
- 17.7 Committee Chairs of the Standing Committees of Council will be responsible for introducing legislation and policy to Council directly through the written Committee Report system and will through the Chair of their respective Committees, respond to questions from Council when the reports are being dealt with and provide other relevant information required for consideration by Council;

- 17.8 Appointments to the Standing Committees of Council (including appointment of the Chairs) will be made by the Mayor at the Inaugural Meeting of Council, or as soon after as possible. The Mayor may make changes to these appointments as he or she deems necessary;
- 17.9 In the event of absence of appointed members to a Standing Committee meeting which results in the said Committee not having a quorum, the Mayor may appoint other Members to the Committee on an interim basis to allow the business of the Committee to continue and the interim members shall have the same rights as the regular Committee Members, including the right to vote, while acting in this capacity. Interim appointments made under this section shall be recorded in the report of the respective Standing Committee;
- 17.10 The Mayor shall be an ex-officio Member of each Committee, and have the same rights as the other Committee Members, including the right to vote;
- The Mayor may transfer the ex-officio status for up to two Committees to another Member by announcing the appointment at an open Council meeting;
- 17.11 All members of Council are entitled to debate and vote at any Standing Committee meeting provided they are in attendance for the entire meeting;
- 17.12 In the event a Standing Committee Motion for a recommendation to Council results in a tied vote, the said recommendation will be forwarded to Council for a decision and the Minutes from the respective Standing Committee will reflect that the Committee was unable to reach consensus relating to the particular manner;
- 17.13 The order of business for the Committee of All Council meeting shall be as follows (reference Schedule 'C' to this by-law):
1. Call to Order
 2. Adoption of the Agenda
 3. Declarations of Pecuniary Interest
 4. Delegations
 5. Standing Committee Business:
 - A: Protection to Persons & Property
 - B: Public Works
 - C: General Government & Finance
 - D: Planning & Development
 6. In Camera
 7. Adjournment
- 17.14 The order of business for all Standing Committees of Council, as so named under section 16.1 of this by-law shall be as follows (reference Schedule 'D' to this by-law):
1. Call to Order
 2. Reports of Municipal Officials
 3. Other Business
 4. Items for Information (consent)
- 17.15 It shall be the responsibility of the Standing Committees of Council to consider and to report to Council as outlined following;
- GENERAL GOVERNMENT AND FINANCE:**
- general financial management of the municipality;
 - annual operating budget;
 - audit liaison;
 - reserves and reserve fund management and control;
 - capital financing arrangements including short term borrowing;
 - taxation and other forms of revenue;

- accounts payable and receivable;
- the co-ordination and integration of the financial administration of the municipality through common practices and policies;
- insurance programmes for the municipality;
- health and safety program and policies;
- maintenance of municipal office;
- the acquisition, maintenance and disposal of office furnishings and equipment;
- sale and acquisition of lands of a general nature;
- requests for grants and donations;
- personnel policies;
- the operation, generally, of the administration and finance departments;
- legal and banking service liaison;
- appointments to Boards and Committees (except standing committees of Council);
- provision of cultural and recreational services and programs;
- acquisition/disposal of parkland;
- subdivision considerations related to culture, recreation and parks;
- planning for and monitoring culture and recreation activities;
- use of recreation facilities and parkland;
- control of encroachments on parkland;
- library liaison; and
- any other responsibilities delegated by Council.

PLANNING & DEVELOPMENT COMMITTEE:

- general planning programmes;
- official plan and implementation;
- zoning by-law and implementation;
- review of applications to amend the Official Plan and Zoning By-Law;
- plans of subdivision and condominium (to agreement stage);
- site plan applications;
- deeming and validation applications;
- general planning practices and procedures;
- changes to Provincial/County and adjacent municipal planning policies and guidelines and their impact on the Township;
- special planning studies as required and/or assigned;
- administration of the provision of building services required under the Building Code Act;
- general policy and practices on building services (including drainage requirements in consultation with the Public Works Department);
- monitoring of building activity;
- changes to Provincial Policies and Regulations concerning building services;
- related legal proceedings;
- changes to existing legislation related to building and by-law services;
- the acquisition, maintenance and disposal of department vehicles and equipment;
- reports and recommendations from The Tay Heritage Committee; and
- any other responsibilities delegated by Council.
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PROTECTION TO PERSONS & PROPERTY COMMITTEE:

- animal control service;
- fire protection, prevention and operation of the fire department;
- policing issues;
- livestock evaluation and related issues;
- pound keeper and related issues;
- maintenance of fire stations;
- the acquisition, maintenance and disposal of fire vehicles and equipment;
- the acquisition maintenance and disposal of animal control vehicles and equipment;
- health and social service issues;
- administration of the provision of By-law Enforcement services respecting Township By-laws; and
- any other responsibilities delegated by Council.

PUBLIC WORKS:

- the provision and maintenance of roads;
- the provision and maintenance of sidewalks;
- the provision and maintenance of streetlights;
- the provision of garbage collection;
- the acquisition, maintenance and disposal of public works vehicles, equipment and machinery;
- the provision and maintenance of wastewater collection systems;
- provision and maintenance of storm water drainage systems;
- the provision and maintenance of water supply and distribution systems;
- the acquisition and disposal of municipal road allowances;
- the assumption of subdivision road and water systems;
- the control of encroachments upon municipal road allowances;
- maintenance of garage and Works facilities;
- traffic regulatory and warning signs;
- provision of cultural and recreation facilities;
- maintenance of parks and recreational facilities, vehicles and equipment; and
- any other responsibilities delegated by Council.

SECTION 18 – SPECIAL COUNCIL TOWN HALL MEETINGS

- 18.1 Special Council Town hall meetings may be scheduled by request or resolution of Council.
- 18.2 The purpose of Special Council Town Hall meeting is to allow deputations on any municipal issue, receiving of petitions and questions by residents. The Mayor shall chair the meetings, each Council liaison shall respond to the questions asked within their area of jurisdiction and the Department Heads shall attend to assist in answering all concerns raised

SECTION 19 – NOTICE OF MEETINGS

- 19.1 The published agenda shall be considered as adequate notice of regular meetings of Council and its Committees, except for meetings held on a day or at a time other than as provided for in this by-law;
- 19.2 The Clerk shall ensure that the agenda for each regular meeting of Council and Committee shall be made available to Council and Staff no later than the Friday of the week preceding the meeting.

- 19.3 The Clerk shall ensure that the agenda for each regular meeting of Council and Committee shall be made available to the Public no later than the Monday prior to the meeting.
- 19.4 A copy of the agenda shall be posted on the Township's website by 4:00 p.m. on the Monday prior to the meeting.
- 19.5 The Clerk shall ensure that, in the event of a Special Meeting, that each member of Council or Standing Committee or Local Board is notified at least twenty-four (24) hours before the time set for such special meeting. At the same time, the Clerk shall also ensure that the agenda is provided to the Chief Administrative Officer, Senior Staff and that it be posted on the Township's website for the Public.
- 19.6 Special meetings may be held without twenty-four (24) hours notice, provided that the majority of Council polled are in concurrence;
- 19.7 The twenty-four (24) hour notice requirement may be waived in the case of an emergency as may be determined by the Head of Council or their alternate.
- 19.8 Lack of receipt of the notice shall not affect the validity of holding the meeting nor any action taken at the meeting.
- 19.9 The Head of Council may, if it appears that a severe weather event or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising the Clerk and as many members as they are able to reach. Postponement shall not be for any longer than the next regularly scheduled meeting of Council or its Committees.
- 19.10 The Clerk shall provide notice of cancellation to Council, Staff, the press and all other interested parties a minimum of three (3) hours in advance of any Council, Committee, Public Meeting, Hearing or Information Session in the case of a severe weather event.
- 19.11 The annual meeting schedule of Council and Committees, as adopted by Council, shall be published on the Township's website.

SECTION 20 - SUSPENSION OF RULES

- 20.1 Any procedure required by this By-Law may be suspended with the consent of the majority of the members of the Council present.

SECTION 21 - ADMINISTRATION

- 21.1 This By-law shall be administered by the Clerk.

SECTION 22 - REPEAL

- 22.1 That By-law No. 2008-60 as amended by By-law 2010-14 are hereby repealed.
- 22.2 That this By-Law shall come into force and take effect immediately after the final passing thereof.

BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11TH DAY OF MAY, 2011.

THE CORPORATION OF THE TOWNSHIP OF TAY

MAYOR

CLERK

Schedule 'A' to By-law 2011-38

THE CORPORATION OF THE TOWNSHIP OF TAY

REGULAR MEETING OF MUNICIPAL COUNCIL
(INSERT MEETING DATE)

7:00 P.M.

MUNICIPAL OFFICE COUNCIL CHAMBERS
AGENDA

1. **CALL TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **ADOPTION OF THE AGENDA**
4. **DECLARATIONS OF PECUNIARY INTEREST**
5. **CORRESPONDENCE**
6. ***DELEGATIONS***
7:00 P.M. –
7. **MUNICIPAL REPORT & RECOMMENDATIONS**
8. **OTHER BUSINESS**
 - 7.1
 - 7.2
 - 7.3
9. **BY-LAWS**
 - 2011-
 - 2011-
10. **NOTICES OF MOTION**
11. **IN CAMERA SESSION**
 - 10.1
 - 10.2
 - 10.3
11. **ADJOURNMENT**

Schedule 'B' to By-law 2011-38

THE CORPORATION OF THE TOWNSHIP OF TAY

SPECIAL MEETING OF MUNICIPAL COUNCIL
(INSERT MEETING DATE)

7:00 P.M.

MUNICIPAL OFFICE COUNCIL CHAMBERS
AGENDA

1. **CALL TO ORDER:**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **ADOPTION OF THE AGENDA**
4. **CONSIDERATION OF BUSINESS FOR WHICH NOTICE WAS GIVEN**
 - 4.1
 - 4.2
4. **ADJOURNMENT:**

Schedule 'C' to By-law 2011-38

THE CORPORATION OF THE TOWNSHIP OF TAY
COMMITTEE OF ALL COUNCIL MEETING
(INSERT DATE OF MEETING)
1:00 P.M.

MUNICIPAL OFFICE – COUNCIL CHAMBERS
AGENDA

1. **CALL TO ORDER**
2. **DECLARATIONS OF INTEREST**
3. **ADOPTION OF THE AGENDA**
4. **DELEGATIONS**
5. **COMMITTEE BUSINESS**
 - A: Protection to Persons & Property (1:00 p.m.)
 - B: Public Works (2:00 p.m.)
 - C: General Government & Finance (3:00 p.m.)
 - D: Planning & Development (4:00 p.m.)
5. **IN CAMERA SESSION**
6. **ADJOURNMENT**

PLEASE BE ADVISED THAT THE TIMES INDICATED FOR COMMITTEE BUSINESS IS AN ESTIMATE ONLY; SCHEDULED COMMENCEMENT TIME FOR EACH COMMITTEE WILL BE ADJUSTED BY THE MAYOR AS THE MEETING TAKES PLACE.

Schedule 'D' to By-law 2011-38

(INSERT COMMITTEE NAME) COMMITTEE
(INSERT MEETING DATE)

MUNICIPAL OFFICE COUNCIL CHAMBERS
AGENDA

1. **CALL TO ORDER**

2. **REPORTS OF MUNICIPAL OFFICIALS**
 - 2.1
 - 2.2
 - 2.3
 - 2.4

3. **OTHER BUSINESS:**
 - 3.1
 - 3.2
 - 3.3
 - 3.4

4. **ITEMS FOR INFORMATION**
 - 4.1
 - 4.2
 - 4.3