

**CORPORATION OF THE TOWNSHIP OF HORTON
BY-LAW NO. 2015-11**

**BEING A BY-LAW GOVERNING THE CALLING, PLACE
AND PROCEEDINGS OF COUNCIL, THE CONDUCT OF
ITS MEMBERS AND THE CALLING OF MEETINGS**

WHEREAS Section 238(2) of the Municipal Act, 2001, as amended, every municipality and local board shall pass a procedure By-Law governing the calling, place and proceedings of meetings.

WHEREAS Section 11(2) of the Municipal Act, 2001, as amended, allows Council to pass a by-law to implement a municipal code of conduct for municipal elected officials.

NOW THEREFORE, the Council of the Township of Horton **ENACTS AS FOLLOWS:**

1. **Definitions**

- 1) **“CAO”** means the Chief Administrative Officer/Clerk of the Township of Horton.
- 2) **“Committee”** means any advisory or standing committee, subcommittee or similar entity that has been established by Council.
- 3) **“Committee of the Whole”** means Council acting as a Committee, Chaired by the appointed Council Members.
- 4) **“Council”** means the Council of the Township of Horton.
- 5) **“Delegation”** includes presentation or award by Council, presentation to Council, or a Public Hearing.
- 6) **“Head of Council”** means the Mayor of the Council of the Township of Horton.
- 7) **“Local Newspaper”** means the Renfrew Mercury.
- 8) **“Local Radio Station”** means Valley Heritage Radio, and MyFm radio.
- 9) **“Meeting”** means any meeting duly convened at the proper time and place with adequate notice and includes meetings designated as “regular”, “special”, “committee”, “committee of the whole”, or other meeting of Council that has the authority to and furthers the business of Council.
- 10) **“Member”** means a member of the Council, or of a committee or public committee representative.
- 11) **“Municipality”** means the Township of Horton.

2. **Applicability**

- 1) **THAT** the rules and regulations contained in this By-Law shall be observed in all proceedings of the Council of the Township of Horton and, with

necessary modifications, the committees of Council as set out herein, and shall be the rules and regulations for the order and conduct of business therein.

- 2) **THAT** any procedure not specified in this By-Law, or in any Act, shall have reference to the rules of order set out in the most current edition of **ROBERTS RULES OF ORDER**.
- 3) **THAT** this By-Law shall apply to Council, and its committees, as set out in Section 19 of this By-Law.
- 4) **THAT** this By-Law does not apply to the following committees:
 - a) Horton Minor Variance Committee/Committee of Adjustment/Property Standards Committee
 - b) Ad-Hoc and Sub-Committees created by Council from time to time.

3. Scheduling/Calling/Notice of Council Meetings

1) First (Inaugural) Meeting

THAT the first (inaugural) meeting of the new Council of the Municipality shall be held no later than 31 days after its term commences.

2) Regular Meetings

- a) **THAT** the regular meetings of Council shall be held in the Horton Council Chambers or at a location chosen by Council at 4:00 PM on the first Tuesday of every month.
- b) **THAT** Council may, by motion, alter the date and/or time of a regular meeting provided that adequate notice of the change is published or broadcast in a manner approved by Council. Publishing means posting notice on the Municipal Website and **may** also include advertising in a local newspaper and/or local radio stations.
- c) **THAT** Council will not meet in regular session in the month of August.
- d) **THAT** the Municipal Clerk or his/her designate shall be in attendance at all regular, special and closed Council Meetings.

3) Special Meetings

- a) **THAT** subject to the provisions of this By-Law, the Head of Council may, at any time, call a Special Meeting.
- b) **THAT** the CAO shall call a Special Meeting upon receipt of a petition of the majority of the members of Council for the purpose and at the time mentioned in the petition.

See Form Attached

- c) **THAT** in either case of (a) or (b) above, the Special Meeting shall be held not sooner than 24 hours following the Mayor's summons or receipt of the petition, as the case may be, and that the CAO shall provide written or verbal notice of the Special Meeting immediately following receipt of the summons or petition.
See Form Attached
- d) **THAT** notwithstanding the notice requirements set out above, in the event of a emergency, the meeting may be held as soon as practicable following the receipt of the summons or petition as the case may be and notice may be given by telephone, email or personal contact as determined by the CAO.
- e) **THAT** unless otherwise specified in the notice described in (c) above, a Special Meeting shall be held in the Council Chambers.
- f) **THAT** the notice of Special Meeting shall specify the purpose for the meeting and the only business to be dealt with at a Special meeting is that which is listed in the notice of meeting, unless otherwise approved by motion at the Special Meeting.

4. Standing Committee Meetings

- a) **THAT** Committee's, as set out in Section 19 (1) will meet as required with at least one municipal staff member present.
- b) **THAT** Council **may** appoint one or more public representatives to Standing Committees.
- c) **THAT** Standing Committees will only meet in August at the call of the Chair.

5. Notice of Meetings

THAT notice of all Standing Committee, Committee of the Whole, Regular and Special Council meetings will be posted as soon as possible on the Municipal Website, and **may** be advertised, time permitting, in a local paper and/or local radio stations for notification of the public.

4. **OPEN/CLOSED ("IN-CAMERA") MEETINGS**

- 1) **THAT** except as provided in Section 239(2) and (3) of the Municipal Act, S.O. 2001 c. 25, all meetings shall be open to the public.
- 2) **THAT** a meeting or part of a meeting may be closed to the public if the subject matter being considered is:
 - a) the security of property of the municipality;

- b) personal matters about an identifiable individual, including municipal employees;
 - c) a proposed or pending acquisition or disposition of land by the municipality;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) a matter in respect of which a council, committee or other body may hold a closed meeting under another Act, such as the Statutory Power Procedure Act, and the Emergency Measures Act; and
 - h) if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council is the head of the institution for the purposes of that Act
 - i) for the purpose of educating or training the members provided no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.
- 3) **THAT** before holding a meeting or part of a meeting that is to be closed to the public, the Council or Committee 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 Section 4. 2) (i) above (Section 239.3.1 of the Municipal Act S.O. 2001, c. 25), 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.
- 4) **THAT** a meeting shall not be closed to the public during the taking of a vote except as follows:
- a) when Subsection 4(2) above permits or requires a meeting to be closed to the public, and
 - b) the vote is for a procedural matter or for giving directions, instructions to officers, employees, or agents of the municipality or committee of either of them or persons retained by or under contract with the municipality.

- 5) **THAT** meetings or sessions which are closed to the public may be referred to as “Closed” meetings or sessions.
- 6) **THAT** all information, documentation or deliberation received, reviewed or taken in closed session of Council and its Committees is confidential. Members and Staff shall not disclose, release or allow access to any confidential information except when required by law to do so. All confidential materials will be printed on colored paper which must be handed back to staff to be shredded immediately after the meeting.

5. CALL TO ORDER AND QUORUM

- 1) **THAT** as soon after the time fixed for the holding of a meeting as a quorum is present; the meeting shall be called to order.
- 2) **THAT** a majority of the members of the Municipal Council is necessary to form a quorum. A quorum for Standing Committees is set out in Section 20(1) of this By-Law.
- 3) **THAT** where a quorum is not present 15 minutes after the time fixed for the holding of the meeting or where a member has not advised they would be arriving late, the CAO shall record the names of the members present and the meeting shall stand adjourned until the date of the next Regular Meeting or until rescheduled.

6. PRESIDING OFFICER

- 1) **THAT** the Mayor, except where otherwise provided, shall preside at all meetings of Council.
- 2) **THAT** with regards to Standing Committee meetings, the Chair of the committee shall be the presiding officer.
- 3) **THAT** when the Mayor or Deputy Mayor of Council is absent or refuses to act, or the office is vacant, the CAO shall call the meeting to order and immediately call for a nomination for Chair of the meeting. As soon as a person has been nominated and confirmed by resolution of Council, the member shall immediately assume the Chair from the CAO. The person nominated shall only act in the capacity of Mayor for the meeting so elected however during said meeting the member has and may exercise all the rights, powers and authority of the Mayor.
- 4) **THAT** notwithstanding Subsection (3) above, members of Council may appoint another presiding officer from among themselves for the purpose of chairing a particular meeting.
- 5) **THAT** for duties of the Presiding Officer see Section 10 of this By-Law.

7. AGENDAS

1) **THAT** Council Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be changed without requiring amendment to this By-Law:

1. Call to Order
2. Members, Staff and the public requested to turn off all cell phones & electronic devices
3. Declaration of Pecuniary Interest
4. Minutes from Previous Meetings:
5. Business Arising from Minutes
6. Committee Reports:
 - 4:05 Public Works Committee:
 - Motion for Minutes of Public Works Committee Meetings
 - Chair's Report
 - Recommendations
 - Other Committee Business
 - 4:20 Waste Management Committee
 - Motion for Minutes of Waste Management Committee
 - Recommendations
 - Other Committee Business
 - 4:35 Finance Committee of the Whole
 - Motion for Minutes of Finance Meeting
 - Chair's Report
 - Recommendations
 - Accounts Payable
 - Budget to Actual Report
 - Other Committee Business
 - 4:50 Fire Committee
 - Motion for Minutes of Fire Committee Meeting
 - Chair's Report
 - Recommendations
 - Other Committee Business
 - 5:05 Recreation Committee
 - Motion for Minutes of Recreation Committee Meeting
 - Chair's Report
 - Recommendations
 - Other Committee Business
 - 5:10 Planning Committee
 - Motion for Minutes of Planning Committee Meeting
 - Chair's Report
 - Recommendations
 - Other Committee Business
 - 5:20 Human Resources Committee
 - Motion for Minutes of Human Resources Committee Meeting
 - Chair's Report
 - Recommendations
 - Other Committee Business
 - 5:25 Home Support
 - Motion to Receive Renfrew & Area Home Support Report
 - Representative's Report
 - 5:30 Community Policing Advisory Committee (CPAC) – Monthly report
 - Motion to Receive Community Policing Advisory Committee Report
 - Representative's Report
 - 5:35 Building Report - Monthly Report
 - Motion to Receive Building Permit Report
 - 5:45 Emergency Plan Preparedness Committee
 - Motion to Receive Minutes of Emergency Plan Preparedness Committee
 - Recommendations
 - Other Committee Business
 - 5:50 Lime Stabilization Committee
 - Motion to Receive Minutes of Lime Stabilization Committee Meeting
 - Chair's Report
 - Recommendations
 - Other Committee Business
 - 5:55 - Conference Reports

7. Correspondence Summary
Information Correspondence
Action Correspondence
8. Delegations or Public Meeting
6:30 p.m.
6:45 p.m.
7:00 p.m.
7:15 p.m.
9. By-laws:
10. Notice to file motion at next Council Meeting
11. Council Members Concerns
12. Motion for Reconsideration (debate on motion to reconsider only)
13. Closed Meeting (if required)
14. Confirming By-law
15. Adjournment

- 2) **THAT** the business of the Council shall be taken up in the order and as listed on the approved agenda unless authorized by Council.

8. SUPPORTING MATERIAL

- 1) **THAT** the CAO/Clerk or designate shall be responsible for the preparation of the agendas for Council meetings as required.
- 2) **THAT** the staff support for the Council Standing Committees in consultation with the Committee Chair, shall be responsible for the agendas for the Standing Committee meeting as required.
- 3) **THAT** insofar as is practicable, Council agendas, along with supporting material, shall be prepared and made available to members by 4 pm on the Friday prior to the scheduled meeting Council Meeting.
- 4) **THAT** copies of the Council Meeting Package will be posted on the Township's website on the Friday preceding the Meeting. If requested, the Meeting Package would be made available at the Municipal Office for pickup at the start of the Meeting.
- 5) **THAT** any item being considered at the Council meeting or Standing Committee meeting shall be supported by written documentation prepared by municipal staff or by a written overview provided by the person when requesting an appointment to address the Council meeting or Committee Meeting.

See Form Attached

9. Presentations/Delegations/Public Hearings

- 1) **THAT** individuals or groups wishing to appear before Council shall advise the CAO/Clerk no later than 12:00 noon, the Tuesday prior to the scheduled Council meeting. The CAO/Clerk may make a determination as to deferral of delegations to a subsequent meeting. Public Hearings will be scheduled during regular meetings of Council.
- 2) **THAT** individuals or groups who wish to appear during a Special Council Meeting shall advise the CAO/Clerk no later than the start of the Special Council Meeting.

- 3) **THAT** individuals or groups who are listed on an agenda or are otherwise approved to appear before a committee of Council shall be limited to not more than 15 minutes to make their presentation. This time limit may be extended subject to the approval of the Committee Members.
- 4) **THAT** individuals or groups who are listed on an agenda or are otherwise approved to appear before Council at a Regular or Special Meeting of Council shall be limited to not more than 15 minutes to make their presentation. This time limit may be extended subject to the approval of Council Members.
- 5) **THAT** the number of Presentations, Delegations and Public Hearings at a Standing Committee or Regular Council Meeting shall be limited to four.
- 6) **THAT** notwithstanding Sections (1) to (4) above, Public Hearings shall be dealt with under the Public Meeting/Delegation portion of the agenda, but shall be governed by their own procedures, as set out in applicable legislation.
- 7) **THAT** in the case of a group requesting the opportunity to address a regular meeting of Council or Standing Committee meeting, only one person of the group shall address Council or committee unless approved by Council or Committee.

10. DUTIES OF THE PRESIDING OFFICER

THAT it shall be the duty of the Mayor or other presiding officer:

- 1) **To** open the meeting by taking the chair and calling the members to order.
- 2) **To** announce the business before Council, or Standing Committee of Council in the order in which it is to be acted upon.
- 3) **To** present a report, the Mayor or Presiding Officer may remain in the Chair.
- 4) **To** receive and submit, in the proper manner, all motions presented by the members.
- 5) **To** put to a vote all questions which are moved and seconded, or that necessarily arise in the course of the proceedings, and to announce the results.
- 6) **To** decline to put to a vote motions which infringe upon the rules of procedure.
- 7) **To** designate the member who has the floor when two or more members wish to speak at the same time.
- 8) **To** restrain the members within the rules of order when engaged in debate.

- 9) **To** enforce on all occasions the observance of order and decorum among the members.
- 10) **To** call by name any member persisting in breach of the rules or order of the Council or the committee thereby ordering the member to leave the meeting.
- 11) **To** expel from a meeting anyone who engages in improper conduct.
- 12) **To** authenticate by signature all By-Laws, resolutions and minutes of Council.
- 13) **To** inform the Council or committee, when necessary or when referred to for the purpose, on a point of order or usage.
- 14) **To** appoint, in consultation with Council, members of all Standing Committees, other meetings of Council and other Municipal Appointees to Community, County and Provincial Committees, Agencies and Organizations.
- 15) **To** represent and support Council or committee, declaring its will and implicitly obeying its decisions in all things.
- 16) **To** ensure that the decisions of Council or the committee are in conformity with the laws and By-Laws governing the activities of the municipal corporation.
- 17) **To** order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to leave the meeting where such behavior persists. If disruption persists, OPP will be called.
- 18) **To** adjourn the meeting without question in the case of grave disorder arising at the meeting.
- 19) **To** adjourn the meeting when the business is concluded.

11. CONDUCT OF MEMBERS OF COUNCIL AND COMMITTEES

Members of Council and Committees shall, at all Meetings, observe the Rules of Conduct set out in this section.

THAT no member shall:

- 1) **Speak** disrespectfully of the Reigning Sovereign, the Royal Family, the Governor-General, the Lieutenant Governor of any province, any member of the Senate, any member of the House of Commons, or any member of the Legislative Assembly of the Province of Ontario;
- 2) **Use** indecent, offensive or insulting words, profanity or unparliamentarily language in or against the

Council or against any member, staff, guest or individual;

- 3) **Use** handheld communication device during a closed Meeting, and not use handheld devices for voice communication during a Meeting;
- 4) **Disturb** another or the Council, staff member, guest or individual by any disorderly conduct disconcerting to the speaker or assembly;
- 5) **Be** allowed to address Council or the committee or speak in debate without the permission of the Mayor or other presiding officer, who may consult with Council or the committee regarding permission;
- 6) **Resist** the rules of Council or disobey the decision of the presiding officer or of Council or the committee on questions of order or practice or upon the interpretation of the rules of Council;
- 7) **Leave** their seat or make any noise or disturbance when the Mayor or presiding officer is reading a motion and shall remain in their seat while a vote is being taken and until the result of the vote is declared;
- 8) **Be** permitted to retake their seat after being ordered to leave a meeting, having committed a breach of any rule of the Council and without making an apology to Council and having the consent of Council or the committee expressed by a majority vote of the other members present, determined without debate;
- 9) **Release**, make public or in any way divulge any matters or information dealt with "Closed Meeting" or any aspect of closed meeting deliberations, unless expressly authorized or required by Provincial or Federal Legislation;
- 10) **Unless** authorized by the Mayor or presiding officer, all members and staff shall address Council or the Committee through the Chair and only when recognized to do so;
- 11) **In** all matters and under all circumstances, the members shall be guided by and shall have regard to the Municipal Conflict of Interest Act.
- 12) **Failure** of a member to Obey the above Rules of Conduct may result in the Head of Council/Chair ordering the member to leave his/her seat for the duration of the meeting. If a member apologizes, the Head of Council/Chair may allow the member to remain seated. If the member does not leave his/her seat at the order of the Chair, the Chair may at his/her discretion adjourn the Meeting without debate or vote.

Elected Officials shall observe the Code of Conduct set out in this section.

- 1) Council members recognize that their mandate incorporates tasks to include:

- Fairly representing the diversity of community views in developing an overall strategy for the future of the Township
 - Setting objective and policy for the Township
 - Achieving sound financial management, planning and accountability
 - Being aware of statutory obligations imposed on Council of the whole, as well as individual Members of Council
 - Respect the status of confidential (personnel, legal and property acquisition) information until the matter ceases to be so defined by Council
 - Only release information according to the provisions of the ***Municipal Freedom of Information and Protection of Individual Privacy Act.***
- 2) Council members shall accurately communicate the attitudes and decisions of Council even if they disagree with a majority decision. This ensures respect for the decision making process of Council.
 - 3) Official information to be communicated to the public related to decisions and resolution of Council will be communicated to the media in an official capacity by the Mayor or designate. Confidential information will be communicated only when and after determined by Council.
 - 4) Council shall encourage public respect for all Township policies and by-laws.
 - 5) Members of Council shall not accept gifts.
 - 6) Members of Council acknowledge that only Council of the whole has the capacity to direct staff and will refrain from using their position on Council to influence members of staff in their duties. Members of Council will refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility.
 - 7) Members of Council will recognize their obligation to follow and respect the ***Municipal Act and Municipal Conflict of Interest Act.***
 - 8) Members of Council will endeavor to conduct and convey Council business in an open and public manner (other than decisions of personnel, legal or property acquisition).
 - 9) Harassment of another member, staff or any member of the public is misconduct. It is policy of the Township that all persons be treated fairly.
 - 10) At the beginning of each term of Council, all members will be expected to sign a Code of Conduct/Confidentiality document.

(See Attached Form)

12. **CONDUCT OF GUESTS/DELEGATIONS/GENERAL PUBLIC**

THAT no Guest/Delegation/Member of the General Public attending the meeting shall:

- 1) **Speak** disrespectfully of the Reigning Sovereign, the Royal Family, the Governor-General, and the Lieutenant Governor of any province, any Member of the Senate, any member of the House of Commons, or any member of the Legislative Assembly of the Province of Ontario.
- 2) **Use** indecent, offensive, or insulting words, profanity or unparliamentarily language in or against the Council, or against any member of Council or staff member of the municipality.
- 3) **Disturb** another or the Council, member of Council, staff member or individual by any disorderly conduct disconcerting to the speaker or the assembly.
- 4) **Be** allowed to address Council or the committee or speak during a meeting without the permission of the Mayor or Presiding Officer.
- 5) **Resist** the rules of Council or disobey a decision of the Mayor, Presiding Officer or of Council or the committee on questions or order or practice or upon interpretation of the rules of Council.
- 6) **Be** permitted to re-enter the Council Chambers or meeting room after being ordered to leave a meeting, having committed a breach of any rule of the Council and without making an apology to Council or the committee, and having the consent of Council or committee expressed by a majority vote of the members present, determined without debate.
- 7) **Unless** otherwise authorized by the Mayor or Presiding Officer, all guests, delegations and members of the General Public given permission to address the Council and Committee shall address Council, or the committee through the chair and only when recognized to do so.

13. **MOTIONS, RULES OF DEBATE, VOTING ON MOTIONS**

- 1) **THAT** the Mayor or Presiding Officer of Council or Committees must vacate the Chair to move or second a resolution.
- 2) **THAT** a motion must be formally moved and seconded before debate can be put or a motion recorded in the minutes.
- 3) **THAT** when a motion is presented to Council or a committee in writing, it shall be read by the Mayor or Presiding Officer.

- 4) **THAT** a motion to amend may be made verbally and must be agreed to by the mover and seconder of the main motion, before it is voted on.
- 5) **THAT** once read by the Mayor or Presiding Officer, a motion belongs to the meeting and may not be withdrawn without the consent of the mover and seconder. The motion is to be entered into the minutes and noted as being "WITHDRAWN".
- 6) **THAT** immediately prior to voting on a motion, if requested by a Member, the Mayor or Presiding Officer shall have the motion stated by staff in the precise form it is to be recorded in the minutes, including any amendments to the question.
- 7) **THAT** after a motion as amended is finally put, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result declared.
- 8) **THAT** a member shall not speak more than once to the same question without the consent of the Mayor or Presiding Officer.
- 9) **THAT** on an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Mayor or Presiding Officer and may be by voice, show of hands, standing or otherwise at the Mayor's discretion.
- 10) **THAT** no member shall speak on any subject other than the subject under debate.
- 11) **THAT** no member shall interrupt a member who has the floor.
- 12) **THAT** no member shall reflect upon, review, discuss, recount, or criticize any decision of the Council or committee except for the purpose of moving that the question be reconsidered.
- 13) **THAT** where a vote is taken for any purpose and a member requests, either immediately before or immediately after the vote, that the vote be recorded, each member present, except a member disqualified from voting by any Act, shall, in an order determined by the Mayor or Presiding Officer, announce their vote openly and the CAO/Clerk shall record each vote. Any failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 14) **THAT** the Mayor or Presiding Officer, except where disqualified to vote, may vote on all questions and when doing so, shall vote last.
- 15) **THAT** except where expressly provided in Statute, any question on which there is a tie vote shall be deemed to be lost.

- 16) **THAT** subject to Subsection 4(2), no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.
- 17) **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.
- 18) **EXCEPT** as provided in Subsection 17, all motions shall be in writing and shall be moved and seconded.
- 19) **COUNCIL** shall employ a Confirmatory By-Law immediately prior to adjournment for the purpose of validating decisions made in a resolution of direction given at the same meeting and which are not set out in another By-Law.
- 20) **A** motion containing distinct proposals may be divided if approved by a majority of Council or the committee.
- 21) **RECONSIDERATION** of a motion:
 - i. **WHEN** a motion/By-Law has been decided upon, it shall be in order for any Councillor to move for reconsideration and requires a seconder. Such motion must be in writing and, therefore, can only be presented at a Regular or Special meeting of Council.

The motion to reconsider shall be considered at that meeting, but if passed, the original motion/by-law will not be debated until the next Regular Council Meeting.
 - ii. **COUNCIL** shall not reconsider a substantive motion/By-Law until a motion to reconsider has been disposed of by Council.
 - iii. **A** motion for reconsideration shall not be in order if Council is made aware that the motion/By-Law has been implemented resulting in legally binding commitments as of the date the motion to reconsider is moved.
 - iv. **DEBATE** on a motion to reconsider shall be limited and confined to discussion that new information has come forward, errors in documentation were presented, incorrect statements were made during the original debate, or other brief and concise statements outlining the reasons for reconsideration. Debate on original motion/By-Law proposed for reconsideration shall be prohibited until the motion to reconsider has been disposed of.
 - v. **A** motion to reconsider shall not be reconsidered.
 - vi. **IF** a motion to reconsider is disposed of in the affirmative, it shall be in order to reconsider the

original motion/By-Law at that meeting if so directed by Council by a majority vote.

- vii. **ONCE** a substantive motion/By-Law is reopened, it is reopened in its entirety unless the motion to reconsider specifies otherwise. The original motion/By-Law being reconsidered shall be subject to the rules of debate and amendment outlined herein.
- viii. **IF** a motion to reconsider has been disposed of in the affirmative, no action shall be taken to carry into effect the original motion/By-Law until Council has made a decision on the original motion/By-Law after reconsideration.

14. **By-Laws**

- 1) Except as otherwise provided, no By-Law shall be considered unless the subject matter has been considered and approved by resolution of Council.
- 2) Every By-Law shall be prepared in writing and be introduced upon the recommendation of a Council Standing Committee or upon resolution of full Council.
- 3) Other than the Municipal Confirmatory By-Law, all By-Laws shall be passed in bulk unless, upon a request from a Member of Council for the severance of a specific By-Law, the Mayor is of the opinion that the subject matter of the By-Law has not previously been adopted in a report to Council, or a Member of Council has advised the desire to declare a pecuniary interest regarding the By-Law, and in such instance only that By-Law not previously adopted by report or which is subject to a declared pecuniary interest, shall be subject to a separate vote.
- 4) The CAO/Clerk shall endorse on all By-Laws enacted by Council the dates of the readings and the date of passage by Council.
- 5) Every By-Law which has been enacted by Council shall be numbered, dated, signed by the Mayor and CAO/Clerk, sealed with the seal of the Municipality and deposited in the office of the CAO/Clerk for safekeeping.
- 6) That subject to Section 13(19) a Confirmatory By-Law to confirm the proceedings of all Council Regular and Special meetings will be passed at the end of each meeting by motion.

15. **ADJOURNMENT/CURFEW**

- 1) **Regular** meetings of Council shall adjourn at 8:30 PM., unless extended before that hour by a motion of Council passed by a majority.
- 2) **Standing** Committees shall adjourn 2.5 hours after the meeting had been called to order.

16. APPOINTMENT OF DEPUTY MAYOR

- 1) **AT** the Inaugural meeting of Council, the Mayor shall nominate a Councillor as Deputy Mayor for the Term of Office, and the appointment requires the approval of Council. The Deputy Mayor shall have bank signing authority.
- 2) **THE** duties of the Deputy Mayor shall be to represent the Mayor at any function, event or municipal activity during the absence of the Mayor.
- 3) **THE** Deputy Mayor receives the Mayor's Remuneration if the Mayor is absent for a period of 30 days or more.
- 4) **IN** the event that a member does not wish to continue the Deputy Mayor responsibilities as approved at the Inaugural Meeting of Council, the Mayor shall make an appointment to the position for the remaining period of time the member was to be appointed. An appointment in this case does not require approval of Council.

17. SUSPENSION OF THE RULES

- 1) **ANY** procedure under this By-Law, which is discretionary and not mandatory under statute, may be suspended with the consent of a simple majority of the members present if requested by a member.

18. MINUTES

- 1) **THE** minutes of Regular and Special Council meetings shall record:
 - The place, date and time of the meeting
 - The name of the Presiding Officer and of the members, parties to public hearings, delegations, presentations/awards and staff and shall indicate if the media and/or interested public are in attendance.
 - The correction and adoption of the minutes of prior meetings.
 - All resolutions, decisions and other proceedings of the Council without comment or note.

19. COMMITTEES

- 1) **THIS** By-Law shall apply to Council and its committees, with necessary changes, as follows:

<u>Committee</u>	<u>Council Members</u>	<u>Public Members</u>	<u>Quorum</u>
a. Finance Committee of the Whole	4	0	3
b. Public Works Standing Committee	2	2	3
c. Planning Standing Committee	2	4 *	4
d. Committee of the Whole	5	0	3
e. Waste Management Standing Committee	2	1	2

- | | | | |
|--|---|-----|---|
| f. Recreation Standing Committee | 2 | 8 | 5 |
| g. Human Resources Standing Committee | 1 | 1 | 2 |
| h. Fire Standing Committee | 1 | 2** | 2 |
| l. Informational Committee meetings and Ad-Hoc meetings called by/for Council. Membership to be determined | | | |
| j. Mayor shall be ex-officio on all Standing Committees. | | | |

* to be reduced to 3 Public Members through attrition.

**Chief and Deputy Chief

- 2) **THE** purpose of the above committees shall be determined from time to time by Council and the members of the committees.
- 3) **MEETINGS** of the above committees shall be open to the public and held at a time and location as determined from time to time by Council or the members of the committees.
- 4) **PROCEDURES** of the above committees shall be as determined from time to time by Council or the members of the committee.
- 5) **THE** above committees may appoint a staff person to record significant proceedings of the meetings.
- 6) **THE** committees listed above are advisory to Council only and cannot make commitments on behalf of Council. Recommendations from the committees are forwarded to Council before being approved for implementation.
- 7) **THE** above committees may discuss items noted in Section 4 (2) (a – g) and shall discuss items noted in Section 4(2) (h) & (i) in a closed session, and such session shall be closed as per procedures determined by Council or the committees.

20. **GENERAL**

- 1) **FOLLOWING** a regular or new/By-election, the CAO/Clerk shall provide each member of Council with a copy of this By-Law including any amendments thereto.
- 2) **ELECTION** campaign materials such as signs, buttons, brochures, etc. from municipal, provincial and federal campaigns are not allowed in the Council Chambers or in any location where Council or Council Committee Meetings are held.
- 3) Any reference to “local Board” has been removed from this By-law as the Township does not have any local boards.

21. **PREVIOUS BY-LAWS RESCINDED**

- 1) **By-laws 98-08, 99-17, 99-35, 2003-23, 2008-19, 2009-13 and 2012-28 and 2014-11 are hereby repealed.**

22. EFFECTIVE DATE

- 1) **THIS** BY-Law shall come into force and take effect on the date of its final passing.

READ A FIRST AND SECOND TIME THIS 6th DAY OF JANUARY, 2015.

READ A THIRD TIME AND PASSED THIS 6TH DAY OF JANUARY, 2015.

MAYOR

CAO/CLERK



PETITION FOR SPECIAL COUNCIL MEETING
BY HORTON TOWNSHIP COUNCIL MEMBERS

Section 3 (b)
Procedural By-law 2015-11

We, being a majority of the Members of Horton Township Council, hereby request the CAO/Clerk to call a Special Meeting of Council to be held on _____ 20__ at _____ p.m. in the Municipal Council Chambers for the following purpose:

SIGNATURES:
Council Members (require minimum of 3 signatures)

CAO/Clerk of Designate:

DATE



NOTICE OF SPECIAL COUNCIL MEETING

PURSUANT TO SECTION 3(c) OF THE PROCEDURAL BY-LAW 2015-11

A SPECIAL COUNCIL MEETING WILL BE HELD ON
_____ (DATE) AT _____ (TIME)
IN THE MUNICIPAL COUNCIL CHAMBERS
2253 Johnston Road, RR 5 Renfrew, Ontario.

THE PURPOSE OF THE SPECIAL COUNCIL MEETING IS TO:

Mackie J. McLaren, CAO/Clerk



DELEGATION REQUEST

TO ATTEND REGULAR COUNCIL OR COMMITTEE MEETING

Section 8 (5)

Procedural By-law 2015-11

MEETING DATE: _____

ADDRESS: _____

NAME: _____

TELEPHONE NO.: _____

E-

MAIL: _____

NUMBER OF PEOPLE EXPECTED TO BE IN

ATTENDANCE: _____

SPOKESPERSON(S): _____

REASON FOR DELEGATION REQUEST:



**Township of Horton
COUNCIL / COMMITTEE REPORT**

Title:	Date:
	Council/Committee:
	Author:
	Department:

RECOMMENDATIONS:

BACKGROUND:

ALTERNATIVES:

FINANCIAL IMPLICATIONS:

CONSULTATIONS:

Author: _____
signature

Other: _____
signature

Treasurer: _____
signature

C.A.O./Clerk _____
signature



CODE OF CONDUCT/CONFIDENTIALITY

I, _____, member of the Council of the Township of Horton do hereby affirm that I will adhere to the Code of Conduct as presented in By-law 2015-11

And as a member of Council do hereby affirm that I will not disclose to any person any information or document arising from confidential Council meetings of the Township of Horton 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 been properly made public.

Affirmed before me at the Township of Horton
In the County of Renfrew this _____ day of
_____, 201__.

Signature

Commissioner of Oath