



**THE CORPORATION of the UNITED TOWNSHIPS of HEAD, CLARA & MARIA**  
**AGENDA**

Thursday, December 17, 2020 at 1:00 p.m.

1. Call to Order and Moment of Silence  
*Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long term benefit of our Municipality and those we represent.*
2. Roll Call
3. Recital of the Municipal Mission and Vision Statements
4. Disclosure of Pecuniary interest & General Nature Thereof
5. Deputations/Presentations
  - Judy Cavan – Proposed changes to Road Maintenance
  - Tommy Clouthier – Proposed changes to Road Maintenance
6. Adoption of Minutes of previous meeting
  - Council Minutes
    - i. November 19<sup>th</sup>, 2020
  - Library Board Minutes
    - i. November 3<sup>rd</sup>, 2020
  - Recreation Committee Minutes - none
  - Public Works Advisory Committee Minutes
    - i. November 10<sup>th</sup>, 2020
    - ii. December 8<sup>th</sup>, 2020
7. Petitions and Correspondence  
Information Only – (Please advise if you feel any item warrants further consideration)
  - i. Bill 229, Conservation Authorities – City of Shellburne
  - ii. OMPF - Letter from Minister Yakabuski
  - iii. Property Tax Exemptions for Veterans – Peel
  - iv. 2021 OCIF Allocation – Ministry of Infrastructure
8. Mayor's Report
  - Report 20/12/17/801 – Mayor Debbi Grills
9. Staff Reports
  - None
10. Unfinished Business
  - Report 20/12/17/1001 – PWAC Recommendations
  - Report 20/12/17/1002 – Procedural By-Law Review
  - Report 20/12/17/1003 – Policy Review Schedule
11. Addendum (New Business)
  - Report 20/12/17/1101 – COLA/CPI
  - Report 20/12/17/1102 – CBO Report
  - Report 20/12/17/1103 – Council 2020 Meeting Schedule
  - Report 20/12/17/1101 – Council 2020 Donations
  - Report 20/12/17/1101 – Tax Billing Error

- Report 20/12/17/1101 – Community Safety and Well Being Plan

12. By-Laws

- Emergency Management #2020-19
- Interim Taxation By-Law #2020-20

13. Closed

- Report 20/12/17/1301 – Employee Contracts

14. Questions and Answers

15. Confirmation of Proceedings By-law # 2020-21

16. Adjournment

Note\* Alternate formats and communication supports are available on request.

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HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.

HCM Vision: Providing a healthy, connected, and sustainable community teeming with possibilities for our citizens now and into the future.



**THE CORPORATION OF THE UNITED TOWNSHIPS OF  
HEAD, CLARA & MARIA**  
15 Township Hall Road  
STONECLIFFE, ONTARIO, K0J 2K0

Phone: (613) 586-2526 | Fax: (613) 586-2596 | E-mail: [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)

**REQUEST FOR DEPUTATION**

**Judy Cavan**

Person Requesting a Deputation: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Contact Information: Tel # 613-322-3040 Email : Dbing@sympatico.ca

Meeting Date Requested: December 17, 2020

Subject Matter: Changes to Road Maintenance

Brief Description of Purpose of Deputation: To voice disagreement with the recommendations of the PWAC in regards to the elimination of and/or reduction to Municipal services in HCM.  
Said recommendations appear to give no consideration to the impact on the ability of rate payers to access and enjoy their properties. No consultation was conducted.  
These recommendations will have a direct negative impact on the value of private properties accessed via the effected roads.  
Failure to continue minimal maintenance would result in roads becoming impassable - thereby requiring major capital investment to ever see roadways reopened.

Have you been in contact with a member of staff with regard to this matter?

Yes  No  If Yes, provide name: April Peplinski

I will have a presentation ...

For Handout at Meeting \* Yes  No

PowerPoint \*\* Yes  No

(I will require use of a \_\_\_\_\_ computer, \_\_\_\_\_ projector, and \_\_\_\_\_ screen.)

\* Handouts require six (6) copies to be provided to the Clerk **prior** to the meeting.

\*\* PowerPoint is to be e-mailed to the Clerk's Office no later than 12:00 Noon on the Friday **prior** to the meeting. Any speaking notes should be provided to Council for its record.

The following are pertinent sections of the Municipal Procedure By-law. Please review these sections and the entire documents on-line so you are sure you understand the requirements and privileges awarded to you in making a deputation to Council.

## **12.0 DEPUTATIONS**

12.1. Persons requesting to present information verbally on matters of fact, give a presentation to or make a request of Council shall give verbal/written notice to the Clerk at least five (5) business days prior to the next regular meeting of the Council. Any information received later than that date may be withheld to the next regular meeting of Council.

12.2. Written documentation of the contents of the deputation shall be provided to the Clerk in order to allow staff time to prepare a report to Council.

12.3. Notwithstanding Section 12.1, delegations not listed with the Clerk prior to the meeting may be heard upon unanimous consent of Council however; any decision shall be deferred on the matter in question until a staff report can be prepared for further consideration by Council or Committee.

12.4. Deputation requests are screened by the Municipal Clerk, in consultation with the Head of Council. The Clerk will contact the requester by telephone or email to confirm or deny the request. The Clerk will inform Council of requests not granted through the Clerk's report.

12.5. Persons wishing to present information verbally on matters of fact or to make a request of Council shall be limited in speaking to not more than ten (10) minutes excluding points of clarification or questioning.

12.6. Notwithstanding Section 12.5, delegations consisting of more than five (5) persons shall be limited to two (2) speakers, each restricted to speaking in total, for not more than ten (10) minutes."

12.7. Modifications to these limits shall be at the discretion of the majority of members of Council.

12.8. During or following a deputation Council members may ask the delegate questions relating to the presentation for the purpose of clarification without statement or comment.

12.9. A limit of 5 minutes per Council Member, including the question and the response is to be allowed.

12.10. If the delegate has written materials to support any presentation, even if the presentation is verbal, a copy shall be provided to Council and to staff for official record.

12.11. Any matter put before Council by a delegate shall be referred to staff for a report prior to any decision being made by Council.

12.12. The subject matter of the deputation must fall within municipal jurisdiction.

12.13. No delegate shall speak to any subject other than that for which they have received prior approval to address Council. Straying from that issue (those issues) may result in the deputation being terminated.

12.14. All content, debate or presentation material shall be germane to the issue or subject of the presentation, must be courteous and respectful and no one may impugn the motives of another.

12.15. Delegates are to be respectful of everyone in attendance including Council, the Public and Staff and are not to use offensive words or gestures, un-parliamentary language, disobey the rules of civil procedure or any decision or direction of Council.

12.16. No more than two deputations shall be scheduled for any Council meeting, subject to the necessity to deal with matters of an urgent nature.

12.17. Deputations to Council from declared candidates for elected office shall not be permitted.

12.18. A delegation is an opportunity to make a presentation to or request of Council. Delegates are to address Council only and not staff or the gallery without express permission of the majority of Council and should stand facing Council during their entire presentation.

12.19. Except as required by law, any person appearing before Council who has previously appeared before the same board or before the same committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances and are further limited by our reconsideration clause 24.6.

12.20. Failure to comply with the above rules or abuse of the process may result in the deputation being terminated and/or the privilege being denied to the individual in the future at the discretion of Council.

Amended in May of 2018...

1. **THAT** a clause under section 12.0 – Delegations be added... *"Except as required by law, any person being a member of a special interest group, club, organization or group of persons with a common issue appearing before Council and who has previously appeared before the same board, committee or Council on the same subject matter shall be limited to providing only new information in their second and subsequent appearances and are further limited by our reconsideration clause 24.6"*.

## **13.0 COMMENTS AND PRESENTATION BECOMES PART OF THE PUBLIC RECORD**

13.1. Written comments together with the personal information of the delegate will become part of the public record.

13.2. If written comments on an item are submitted prior to the agenda being published, they will be reproduced in the printed version of the agenda.

13.3. If written comments are received after the printed agenda has been distributed, the correspondence will be copied and distributed to all Members of Council and relevant Municipal staff.

13.4. Copies will also be made available for public inspection at the meeting and posted on-line.

13.5. If an individual is presenting in a personal capacity, he/she will be listed as a correspondent in any relevant agenda, decisions and minutes. These documents will be posted online, so the individual's name in connection with an agenda item or future reports to Council may be indexed by internet search engines. A full copy of correspondence will be made available for public inspection.

13.6. When a delegate appears before Council, the entire presentation becomes part of the public record.

13.7. Council records all meetings of council and/or committee, so it is possible that all presentations, deputations and delegations will be recorded and remains a permanent part of the public record. Council reserves the right to record all proceedings in audio and/or video formats.



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**REQUEST FOR DEPUTATION**

Person Requesting a Deputation: Thomas Clouthier, Shannon Clouthier

Organization (if applicable): Hee Clouthier and Sons Inc., Clouthier Bros. Farms  
CT Holdings

Contact Information: Tel # 613732-7487 Email: hecandsons@gmail.com

Meeting Date Requested: Dec 17/20

Subject Matter: Changes to Road Maintenance

Brief Description of Purpose of Deputation: To voice disagreement with the reduction or elimination of road maintenance on numerous roads with the Township of Head, Clara & Maria. The recommendations from the PWAC will have a direct negative impact on property values for properties accessed through the affected roads. Failure to continue minimal road maintenance will eventually result in roads becoming impassible ex: washouts, brush etc. The elimination of road maintenance will ~~also~~ hinder future development within the township.

Have you been in contact with a member of staff with regard to this matter?

Yes  No  If Yes, provide name: April Peplinski

I will have a presentation ...

For Handout at Meeting \* Yes  No

PowerPoint \*\* Yes  No

(I will require use of a \_\_\_ computer, \_\_\_ projector, and \_\_\_ screen.)

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*A People Place, A Change of Pace*  
**SHELBURNE**  
ONTARIO, CANADA

November 25, 2020

Hon. Sylvia Jones  
Solicitor General  
George Drew Building, 18th Floor  
25 Grosvenor St.  
Toronto, ON M7A 1Y6

RE - Bill 229 and the Conservation Authorities

Dear Honourable Sylvia Jones:

Shelburne Town Council passed the following resolution unanimously at its Council meeting held Monday November 23, 2020:

Moved By Councillor Walter Benotto  
Seconded By Councillor Kyle Fegan

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 - Conservation Authorities Act; and

WHEREAS the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authority's' role in regulating development, permit appeal process and engaging in review and appeal of planning applications; and

WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the Planning Act; and

WHEREAS the changes allow the Minister to make decisions without conservation authority watershed data and expertise; and



WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs; and

WHEREAS municipalities believe that the appointment of municipal representatives on Conservation Authority Boards should be a municipal decision, and the Chair and Vice Chair of the Conservation Authority Board should be duly elected; and

WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a Conservation Authority Board member to represent the best interests of the conservation authority and its responsibility to the watershed; and

WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative; and

WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process; and

WHEREAS municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water;

NOW THEREFORE BE IT RESOLVED:

1. That the Province of Ontario repeal Schedule 6 of the Budget Measures Act (Bill 229);
2. THAT the Province continue to work with conservation authorities to find workable solutions to reduce red tape and create conditions for growth;
3. THAT the Province respect the current conservation authority and municipal relationships; and



4. THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

**CARRIED, Mayor Wade Mills**

This motion was passed unanimously.

Thank You

*J. Willoughby*

Jennifer Willoughby  
Director of Legislative Services/Clerk  
Town of Shelburne

CC: Hon. Doug Ford, Premier  
Hon. Rod Phillips, Minister of Finance  
Hon. Jeff Yurek, Minister of the Environment, Conservation and Parks  
Andrea Horwath, Leader, Official Opposition  
Steven Del Duca, Leader, Ontario Liberal Party  
Mike Schreiner, Leader, Green Party of Ontario  
Sandy Shaw, Critic, Finance and Treasury Board  
Ian Arthur, Critic, Environment  
Peter Tabuns, Critic, Climate Crisis

Email copies to: NVCA, CVC, TRCA, Canadian Environmental Law Association, AMO & all Ontario municipalities



*From the Desk of*  
**John Yakabuski, MPP**  
*Renfrew-Nipissing-Pembroke*

*November 9<sup>th</sup>, 2020*

*Mayor Debbi Grills  
c/o Head, Clara & Maria Twp.  
202 Loon Valley Lane  
Stonecliffe, ON K0J 2K0*

*Dear Mayor Grills:*

*I would like to express my congratulations to your township for receiving an increase in the 2021 Ontario Municipal Partnership Fund. Your allocation for this year was \$59,600, which will go up to \$60,600 next year, a 0.1% increase to \$171 per household.*

*As well, your allocation for the Safe Restart Agreement (Phase 1) will be \$21,400, amounting to \$60 per household for Municipal Operating Funding, largely to support operating pressures related to the COVID-19 pandemic.*

*As announced at the Association of Municipalities of Ontario annual conference in August, the provincial government is maintaining the \$500 million OMPF program and structure for 2021, thereby providing much needed financial stability for municipalities. I know these funds will be well utilized by your township.*

*Sincerely,*

*John Yakabuski, MPP  
Renfrew-Nipissing-Pembroke*

November 26, 2020

The Honourable Rod Phillips  
Minister of Finance  
95 Grosvenor St.  
Toronto, ON M7A 1Y8

Dear Minister Phillips:

**Re: Motion Regarding Property Tax Exemptions for Veteran Clubs**

Each year on November 11<sup>th</sup> we pause to remember the heroic efforts of Canadians who fought in wars and military conflicts and served in peacekeeping missions around the world to defend our freedoms and secure our peace and prosperity. One way that the Province and Ontario municipalities have recognized veterans and veteran groups is by exempting their properties from property taxation.

In late 2018, your government introduced a change to the *Assessment Act* that exempted Royal Canadian Legion Ontario branches from property taxes effective January 1, 2019. Veterans clubs however were not included under this exemption. While veterans' clubs in Peel are already exempt from Regional and local property taxes, they still pay the education portion of property taxes.

To address this gap, your government has proposed in the 2020 budget bill (*Bill 229*) to amend the *Assessment Act* that would provide a full property tax exemption to veterans' clubs retroactive to January 1, 2019. The Region of Peel thanks you for introducing this change in recognition of our veterans.

At its November 12, 2020 meeting, Peel Regional Council approved the attached resolution regarding this exemption and look forward to this change coming into effect as soon as possible after Bill 229 is passed. This would ensure that veteran clubs benefit from the exemption in a timely way.

I thank your government for moving quickly to address this gap and for your support of veterans.

Kindest personal regards,



Nando Iannicca,  
Regional Chair and CEO

CC: Peel-area MPPs  
Ontario Municipalities  
Stephen Van Ofwegen, Commissioner of Finance and CFO

## **Resolution Number 2020-939**

Whereas each year on November 11, Canadians pause to remember the heroic efforts of Canadian veterans who fought in wars and military conflicts, and served in peacekeeping missions around the world to defend our freedoms and democracy so that we can live in peace and prosperity;

And whereas, it is important to appreciate and recognize the achievements and sacrifices of those armed forces veterans who served Canada in times of war, military conflict and peace;

And whereas, Section 6.1 of the Assessment Act, R.S.O. 1990, c. A31 as amended, Regional Council may exempt from Regional taxation land that is used and occupied as a memorial home, clubhouse or athletic grounds by persons who served in the armed forces of His or Her Majesty or an ally of His or Her Majesty in any war;

And whereas, through By-Law Number 62-2017 Regional Council has provided an exemption from Regional taxation to Royal Canadian Legions and the Army, Navy and Air Force Veterans Clubs that have qualified properties used and occupied as a memorial home, clubhouse or athletic grounds;

And whereas, local municipal councils in Peel have provided a similar exemption for local property taxes;

And whereas, Royal Canadian Legion branches in Ontario are exempt from all property taxation, including the education portion of property taxes, under Section 3 (1) paragraph 15.1 of the Assessment Act, and that a municipal by-law is not required to provide such an exemption;

And whereas, the 2020 Ontario Budget provides for amendments to the Assessment Act to apply the existing property tax exemption for Ontario branches of the Royal Canadian Legion, for 2019 and subsequent tax years, to Ontario units of the Army, Navy and Air Force Veterans in Canada;

Therefore, be it resolved, that the Regional Chair write to the Minister of Finance, on behalf of Regional Council, to request that upon passage of the 2020 Ontario Budget, the amendment to the Assessment Act be implemented as soon as possible;

And further, that copies of this resolution be sent to Peel-area Members of Provincial Parliament as well as to all Ontario municipalities for consideration and action.

## Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on **2020, November 4** was called to order at 10:20 a.m.

### 1. Roll Call

Designation	Name	P	A	E	Designation		P	A	E
Chair	Marlene Gibson	X			Member	Gay Baribeau	X		
Member	Catherine Sutherland	X			Member	Fran Kelly - Chamberlain	X		
Member	Betty Condie	X			CEO	Judy Zilney	E		

### 2. Pecuniary Interest: None

### 3. Approval of Agenda:

**Resolution #1:** Moved by Gay Baribeau, Seconded by Catherine Sutherland. Be it resolved that the agenda for November 4, 2020 be accepted as presented.  
CARRIED

### 4. Approval of Minutes of Previous Meeting:

**Resolution #2:** Moved by Fran Kelly Chamberlain, Seconded by Betty Condie. Be it resolved that regular minutes of October 7, 2020 be accepted as presented.  
CARRIED

### 5. Business Arising from the Minutes:

Information on Library Week will be included in the November newsletter. Posters were put at all the bulletin boards. The draw for the gift basket will be done at the December Library Board meeting.

### 6. CEO Report

#### Circulation Report for October 2020

Type	Amount
DVDs/CD	10
Junior Fiction/YA	
Adult	39
Periodicals	1
Total Circulation	<b>50</b>

### 7. Report of The Chair:

No report

**8. Financial Reports: Revenue and Expense -** None to review at this time.

**9. Correspondence:** DVD Pool – Rotation Nov Rotation – Check for dates  
Subscription Renewals – Overdrive was discussed. It was decided to continue with Overdrive and to promote it especially during Library week.  
Renew Canadian Living. Cancel Eganville Leader  
Letter – Lisa MacLead – Minister Heritage, Sport, Tourism & Culture – regarding the Resilient Communities Fund – forwarded to the Clerk

**10. Policies:** GVV-07, GOV-08 – moved to December meeting.

**11. New Business:** The results of the MacLaren Municipal Consulting Inc Service review. were discussed. The Board felt that they needed more clarification in some areas. The following resolution will be sent to Council.

**Resolution #3** Moved by Catherine Sutherland and Seconded by Gay Baribeau

Be it resolved that the Head, Clara and Maria Library ask for further clarification of the results of the MacLaren Municipal Consulting Firm. We do not agree with the recommendations of the review. The monies stated do not correspond to our annual financial statements. We ask that this motion be presented at the next council meeting.

All in favour

**12. Reports of Projects:** None

**13. Questions and Answers:** None

**14. Adjournment:** **Resolution # 4** It was Moved by Gay Baribeau and, Seconded by Catherine Sutherland that the meeting by adjourned at 12:20 p.m. to meet again on Wednesday, December 2, 2020 at 10:00 a.m. CARRIED.

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Chair – Marlene Gibson

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CEO – Judy Zilney

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA  
PUBLIC WORKS ADVISORY COMMITTEE  
**AGENDA**

Tuesday, December 8, 2020 at 9:30 a.m.

1. Roll Call

Committee Members: David Balla-Boudreau, Andy Boissonneault, Neville Chamberlain,  
Ken Giroux, John Miller, Jim Gibson, Pat McGurran

Council Reps: Mayor Debbi Grills

Staff: Charlotte Toope

Chairperson: Councillor Ernie Villeneuve

2. Adoption of Minutes of previous meeting – November 10, 2020

- Adopted as circulated.
- Update provided on ICIP COVID grant.

3. Unfinished Business

a. Gravel Pit

- N. Chamberlain provided a report on crushing costs and recommends keeping the municipal gravel pit.
- **Recommendation** to proceed with a three year trial of purchasing gravel.  
**Recommendation** to not close the gravel pit, but to discontinue using it.  
**Recommendation** to re-evaluate annually.  
**Recommendation** to discontinue maintenance at school bus turn around on Mackey Creek Road.
- ACTION: E. Villeneuve will bring this recommendation to council.

b. Ownership of Harvey Creek Road and Boudreau Road

- Ownership of Harvey Creek Road has been confirmed. The township owns this road as it was purchased from CP Rail in 1978 for \$1.
- OPG has leased land on the shoreline at the end of Harvey Creek Road and Boudreau Road.

- Snow plowing was done previously on Boudreau Rd by the township. This was discontinued several years ago.
  - **Recommendation** that council not make changes to allow access to water at Harvey Creek Road and Boudreau Road water access.
  - **Recommendation** that there be changes made to control access (using gates if necessary), increase maintenance and remove brush that restricts view of park to help reduce vandalism.
- c. Report on recommendations to Council
- Council reviewed recommendations for road maintenance changes. Waiting for recommendation on gravel pit before decision was made.
- d. Council as Chair of Committees
- Discussed at Council and the Chair of Committees is appointed by the Mayor. David Balla-Boudreau has been appointed as the new chair of the committee.
- e. Plains Camp Road – seasonal maintenance
- There has been no maintenance on Plains Camp Road for several years.
  - **Recommendation** to discontinue Plains Camp seasonal minimal maintenance.

#### 4. Questions and Answers

1. Reported that there has been excessive sanding so far this year. Clerk-Treasurer will follow up with roads superintendent.
2. A deputation will be coming to Council to discuss the road recommendations.  
ACTION: Clerk-Treasurer will attempt to find out ownership of this road.
3. Discussed the possibility of closing one end of Dunlop Crescent to remove the dangerous intersection. This would remove the need for a streetlight, and remove sanding and maintenance.

ACTION: Clerk-Treasurer to send a letter to impacted residents to find out if they have any concerns with this proposal and contact MTO to find out what needs to be done procedurally.

5. Adjournment –

Next Meeting Date: To be determined by Chair

THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA  
PUBLIC WORKS ADVISORY COMMITTEE  
**MINUTES**

Tuesday, November 10, 2020 at 9:30 a.m.

1. Roll Call

Committee Members: David Balla-Boudreau, Andy Boissonneault, Neville Chamberlain,  
Ken Giroux, Jim Gibson, Pat McGurran

Council Reps:

Staff: Charlotte Toope

Chairperson: Councillor Ernie Villeneuve

Regrets: John Miller, Mayor Debbi Grills

2. Adoption of Minutes of previous meeting – October 13, 2020

3. Unfinished Business – none

- Recommendations for road maintenance changes will be brought to Council on November 17<sup>th</sup>.
- Request to revisit the gravel pit decision at the next meeting.
- ACTION: N. Chamberlain will bring a report to the December meeting.

4. New Business

i. COVID-19 ICIP Funding

- We have been given an allocation of \$100,000 for ONE project.
- Several options including washroom upgrades, hall upgrades, windows, street lights, water access, septic systems were discussed.
- Chosen project will be dependent upon eligibility and project requirements. More information will be available on November 16<sup>th</sup>.

ii. Deux Rivieres Landfill

- The Deux Rivieres waste disposal site is a closed landfill. The Ministry of the Environment, Conservation and Parks (Ministry) requires the property to remain 'unused' for a minimum of 25 years post closure. As the site was closed to landfill in 2007, the earliest an alternative use could be considered would be 2032. Further to this requirement, the Ministry is

generally only supportive of passive uses such as green space for historical landfills.

- iii. Water access at Harvey Creek Road and Boudreau Road
  - Discussed possibility of opening water access at these locations. Before any decisions are made ownership of these locations must be confirmed.
  - ACTION: Clerk-Treasurer to investigate ownership.
  - ACTION. J. Gibson will speak to resident that formerly plowed this path to Boudreau Road water access.
- iv. Ownership of Harvey Creek Road
  - ACTION: Clerk-Treasurer to contact OPG and CP Rail to investigate ownership.
- v. Gravel for boat launch at Mackey Park
  - ACTION: E. Villeneuve will discuss recommendation to add gravel to allow boats to launch.
- vi. Garbage Bag Tags
  - ACTION: E. Villeneuve will bring recommendation to Council to discontinue bag tags.

## 5. Questions and Answers

- i. Council Chairing Committees
  - The topic of Council members chairing committees was discussed. This came out of a webinar recently attended by Council.
  - This will be discussed at the upcoming Council meeting and further information will be brought back to this committee in December.

## 6. Adjournment

Next Meeting Date: Tuesday, December 8<sup>th</sup>, 2020 @ 9:30.

## PWAC RECOMMENDATIONS TO COUNCIL DEC 2020

The group had commented on the varying degrees of road maintenance that has occurred in the Municipality. Specifically it was noted that some of the roads on the seasonal maintenance list had been serviced to a level better than some of the all-season roads.

The group conducted 2 separate road tours (west, east) covering every road in the Municipality that has had maintenance performed to some degree.

It was noted that some seasonal roads were maintained to a high standard while other roads within the municipality receive no maintenance at all. It was also noted that roads within the municipality on waterfront property generally are private roads and although waterfront property owners pay the highest municipal taxes, they receive no services for road maintenance or garbage collection. There are large discrepancies in the level of service provided on roads within the municipality.

According to **Ontario Municipal Law-A User's Manual, 2019**

- The courts have frequently stated that “repair” is a question of fact. It is local and relative because what may be good repair in one locality may amount to non-repair in another. The extent of duty therefore depends on conditions and surrounding circumstances, including the requirements of local traffic, the means at the command of the council, the ordinary purposes for which the road is used and varying conditions likely to arise. **A municipality is entitled to decide to what degree it will maintain gravel roads within its jurisdiction.**

From **Russell on Roads, 3<sup>rd</sup> edition, 2020**

- Amendments to the Municipal Act effectively say that municipalities can now defend themselves against claims of maintenance by designating roads that they will no longer maintain or partially maintain. These designations need to be in a by-law with details sufficient to determine the exact area to which the by-law is referring.

According to **Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways**-**this standard does not apply to Class 6 Highways.**

With the exception of Mackey Creek Road and Pine Valley Road which are Class 5, every other road in the municipality is Class 6.

### **Recommendations:**

Discontinue Seasonal Maintenance on the following roads or sections of roads:

- Francoeur Road-no maintenance past the farm

## PWAC RECOMMENDATIONS TO COUNCIL DEC 2020

- Mackey Creek Road-no maintenance past the school bus turnaround
- Plains Camp Road-no maintenance
- Kenny Road-no maintenance past the entrance to the dump
- Buckshot Road-no maintenance
- Adelard Road-no maintenance

Additionally:

- Rewrite and update Level Of Service Policy-By-law 2008-06
- Rewrite and update Road Construction Minimum Standards Schedule "A" to by-law 2008-06
- Rewrite and update Level of Service Policy Appendix "A" Calculations and Determinations
- Update grading contract to reflect changes in distance graded from 28 km to ~20km

### **Note:**

-that these roads have 56 out of the total 106 culverts in the municipality according to our Municipal Asset Plan of 2014.

-that this will eliminate 15.4km of the 34.8km roads currently maintained in some fashion, per Appendix A of By-law 2008-06

### **Gravel Pit on Mackey Creek Road**

The group looked at the cost of crushing and storing our own "A" gravel in the pit on Mackey Creek Road vs purchasing "A" gravel on an as-needed basis. It was difficult to find out exact costs involved in hauling gravel from our own pit but using the information provided the two options seem to be comparable if we exclude maintenance of Mackey Creek Road and maintenance costs of the gravel pit.

### **Recommendations:**

- Discontinue use of the gravel pit on Mackey Creek Road for a period of 3 years
- Proceed with a three year trial of purchasing gravel so that exact costs and amount used can be established
- Review the cost and usage of "A" gravel annually
- Cancel plans for crushing gravel in municipal pit for at least 3 years
- If and when crushing gravel resumes at the pit have the contractor dig to determine water table depth and depth of available gravel in order to establish lifetime of the pit.

## PWAC RECOMMENDATIONS TO COUNCIL DEC 2020

- Consider tendering the gravel supply if it is determined that usage is around 1000 tonnes per year

### **Mackey Boat Launch**

In order to reduce vandalism consider:

- controlled access to the Mackey Boat Launch, access gates is one suggestion for off-season
- Increase maintenance time, washroom cleaning
- Remove brush and trees that restrict viewing the boat launch area from the highway

### **Old Mackey Park**

Supply and spread one or two loads of gravel at the unofficial boat launch to make it easier to launch small boats



**THE CORPORATION OF THE UNITED TOWNSHIPS OF  
HEAD, CLARA & MARIA**

**BY-LAW NUMBER \_\_\_\_\_**

**BEING** a by-law to establish rules governing the proceedings of Council, the calling of Meetings and the conduct of Members, Staff and the Public.

**SHORT TITLE** – This By-Law may be cited as the “Procedural By-Law.”

**WHEREAS** a Municipality is a level of government and requires formality and procedures in Meetings so that clear, informed written decisions, direction, Resolutions and by-laws can be both adopted and implemented.

**AND WHEREAS** Council, pursuant to section 238 of the Municipal Act, 2001, is required to establish the procedures governing the Meetings of Council and Committees, the conduct of its Members and the calling of Meetings.

**AND WHEREAS** Council must adopt by by-law, the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise.

**NOW THEREFORE** the Council of the Corporation of the United Townships of Head, Clara & Maria enacts as follows:

**Preamble**

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- Municipal Code of Conduct
- *Municipal Elections Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Accessibility for Ontarians with Disabilities Act*
- *Occupational Health and Safety Act*
- Harassment, Bullying and Workplace Violence Policy
- Staff Council Relations Policy
- *Planning Act*
- Accountability and Transparency, By-Law 2009-10
- Policy and Guidelines for Compensation for Travel & Mileage – Employees and Council Members
- Council Honorarium, By-Law ~~2016-04~~ 2020-01

Members of council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

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## 1. Definitions

### 1.1 **Ad-Hoc Committee**

“Ad-Hoc Committee” means a committee to advise council or staff on specific issue or project. An Ad-Hoc committee shall be governed by clear terms of reference, set out in a Resolution or By-Law which includes language indicating when the committee will cease to exist.

### 1.2 **Agenda**

“Agenda” means the list of business to be conducted at a Meeting.

### 1.3 **Chair**

“Chair” means the person presiding at a meeting.

### ~~1.4 **Chief Administrative Officer**~~

~~“Chief Administrative Officer” means the person appointed by the municipality pursuant to Section 299 of the Municipal Act.~~

### ~~1-51.4~~ **Clerk**

“Clerk” means the person appointed by the municipality pursuant to section 228 of the Municipal Act, and other relevant legislation.

### ~~1-61.5~~ **Committee of the Whole**

“Committee of the Whole” means a Committee of all Members of Council.

### ~~1-71.6~~ **Consent Agenda**

“Consent Agenda” means a list of items of a routine nature that do not require substantial discussion or debate at a Council Meeting. Items on the Consent Agenda are approved in a single Resolution.

### ~~1-81.7~~ **Council**

“Council” mean the elected Members of the Municipal Council.

### ~~1-91.8~~ **Council Package**

“Council Package” means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that members require prior to a Meeting.

### ~~1-101.9~~ **Closed Meeting**

“Closed Meeting” means a Member of Council or committee that is not open to the public pursuant to Section 239 of the Municipal Act or other legislation.

### ~~1-111.10~~ **Deputy Mayor**

“Deputy Mayor” means a Member of Council appointed, in accordance with the Municipality’s policies, to act in place of the Mayor when the Mayor is absent.

### ~~1-121.11~~ **Electronic Meeting**

“Electronic Meeting” means a Meeting where any Member is not physically present but participates via electronic means of communication. Such Member does not count for Quorum. The Member participating electronically

can vote. The member participating electronically may not participate in a Closed Meeting.

**1-131.12 Emergency Meeting**

“Emergency Meeting” means a meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter confronting the Municipality.

**1-141.13 Ex Officio**

“Ex Officio” means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.

**1-151.14 Head of Council**

“Head of Council” means the Mayor or, in the absence of the mayor, the Deputy Mayor.

**1-161.15 Local Board**

“Head of Council” means the Mayor or, in the absence of the mayor, the Deputy Mayor.

**1-171.16 Meeting**

“Meeting” means any regular, special or other Meeting of Council, a Local Board or a committee where a Quorum of Members is present, and members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee as stated in Section 238 of the Municipal Act,

**1-181.17 Member**

“Member” means a Member of Council, Local Board or Committee.

**1-191.18 Motion**

“Motion” means a written question moved and seconded by two Members, presented at a Meeting, read by the Chair or Clerk/Secretary subject to debate and voting by Council or Committee. When a Motion passes, it becomes a Resolution or By-Law.

**1-201.19 Motion to Amend**

“Motion to Amend” means a Motion to vary the main Motion before Council or a Committee.

**1-211.20 Municipal Act**

“Municipal Act” means the Municipal Act, 2001 S.O. c.25. as amended.

**1-221.21 Municipality**

“Municipality” means the Municipal Corporation of the United Townships of Head, Clara & Maria.

**1.231.22 Notice of Motion**

“Notice of Motion” means an advance notice to Members regarding a matter on which Council will be asked to take position.

**1.241.23 Officers**

“Officer(s)” means a person, such as the Clerk-Treasurer, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.

**1.251.24 Order of Business**

“Order of Business” means the sequence of business to be introduced and considered a meeting.

**1.261.25 Point of Procedure**

“Point of Procedure” is a verbal statement made by a Member to the Chair when the Member believes there has been a contravention of the rules laid out in the procedural By-Law.

**1.271.26 Presentation/Deputation**

“Presentation” or “Deputation” means a person or group (including a Member, staff or public) who provides information to Council or Committee.

**1.281.27 Quorum**

“Quorum” means a majority of Members of Council or Committee.

**1.291.28 Recorded Vote**

“Recorded Vote” means a vote in Council or Committee where the names of the Members and the position in favor or against a Motion are recorded in the minutes.

**1.301.29 Regular Meeting**

“Regular Meeting” means a scheduled Meeting held at regular intervals in accordance with the approved schedule of Meetings.

**1.311.30 Report**

“Report” means a written or other Report from the ~~chief administrative Officer~~, Clerk-Treasurer, Department Heads, Staff or committee which is approved by the ~~Chief Administrative Officer or Clerk-Treasurer~~.

**1.321.31 Resolution**

“Resolution” means a Motion that has been approved by Council.

**1.331.32 Special Meeting**

“Special Meeting” means a Meeting that is called for specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings.

**1.341.33 Standing Committee**

“Standing Committee” means a committee comprised solely of Members of Council.

**1.351.34 Unfinished Business**

“Unfinished Business” means matters listed in the Agenda which have not been dealt with in their entirety at a previous Meeting.

**1.361.35 Urgent**

“Urgent” means, for the purposes of calling an Emergency Meeting, a matter that is occurring or imminent, and if not brought forward immediately, could result in or cause:

- a) Danger to the life, health of safety of individuals;
- b) Damage to property;
- c) An interruption of the essential services provided by the Municipality;
- d) Immediate and significant loss of revenue by the Municipality;
- e) Legal Issue and/or
- f) Prejudice to the Municipality

**2. General Meeting Rules**

**2.1. Rules – to be observed at all time**

The rules contained in this By-Law shall be observed in all Meetings of Council and with necessary modifications in every Committee Meeting.

**2.2. Suspending Procedural By-Law**

This By-Law may be suspended, except for those rules or regulations set out by legislation, with consent of at least two-thirds of the Members of Council and may be suspended before, during or after a Meeting.

**2.3. Mayor**

The Mayor shall act as the Chair for all Council Meetings. The mayor may delegate his or her authority to Chair any Meeting.

**2.4. Absence of Mayor**

In the absence of the Mayor, if he or she refuses to act or if the office is vacant, the Deputy Mayor shall carry out the Mayor’s duties and shall have all the rights, powers and authority of the Head of council.

**2.5. Absence of Deputy Mayor**

If both the Mayor and the Deputy Mayor are unable to act as Head of Council for a Meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the head of Council for the purposes of that Meeting. The Clerk-Treasurer shall call the meeting to order.

**2.6. Meeting Location**

Unless otherwise authorized by Council, all Meetings of Council shall be held in the Council Chambers, at the Municipal Hall, located at 15 Township Hall Road, Stonecliffe, Ontario.

During emergencies declared locally or provincially under the Emergency Management and Civil Protection Act, all members may participate electronically and any member participating electronically may be counted in

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determining whether or not a quorum of members is present at any time during the meeting.

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**2.7. Clerk**

A Clerk or Deputy Clerk must be present at all Council Meetings or other Meetings where there is a Quorum of Council. The Clerk or Deputy Clerk may attend by electronic means.

**2.8. Quorum**

Quorum must be present at all Meetings. ~~(2.8.1)~~

If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to deal with at the adjourned Meeting. ~~(2.8.2)~~

The Clerk-~~Treasurer~~ shall record the names of the Members present at the fifteen (15) minute time limit, will include those names on the minutes for the adjourned Meeting and will include those Minutes on the Agenda for the next Meeting. ~~(2.8.3)~~

If at any time during a Meeting there is not Quorum, the Meeting shall automatically be recessed until there is Quorum again or until the Chair adjourns the Meeting. ~~(2.8.4)~~

**2.9. Minutes**

Minutes of all Meetings will be recorded without note or comment. ~~(2.9.1)~~

After approval, minutes of all Meetings, except Closed Meetings, will be posted in accordance with the applicable municipal policies. ~~(2.9.2)~~

**2.10. Arriving Late/Leaving Early**

If a member arrives after a Meeting has started or leaves before the end of a Meeting, the Clerk-~~Treasurer~~ will record in the minutes the time of arrival/departure. If a Member needs to leave before the end of a Meeting, they must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of a Meeting that the Member needs to leave before the end of the meeting.

**2.11. Staff Attendance**

Staffs have a statutory duty to provide advice to Council. As such, staff, and particularly Officers and Department Heads, are expected to attend Council Meetings and to provide advice on a regular basis. Staff and officers shall attend Meetings of Council when required by the ~~Chief Administrative Officer~~ Clerk-~~Treasurer~~.

**2.12. Declarations of Conflict of Interest**

Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the Municipal Conflict of Interest Act, the Member ~~will~~:

- ~~a) Provide a written statement of the interest and its general nature to the Clerk in accordance with Schedule A;~~
- ~~b) Leave the Council Meeting while the issue is considered; and~~
- ~~c) Will take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed. (2.12.1)~~

- a) Shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) Shall not take part in the discussion of, or vote on any questions in respect of the matter; and
- c) Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

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If the Member is not at a Meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next Meeting ~~and complete the written statement~~. Alternatively, if the Member knows they will not be at the Meeting where they have a conflict of interest in an item Council will consider, they can advise the Clerk ~~-Treasurer and complete the declaration~~ prior to the Meeting. (2.12.2)

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Members will, at all times, comply with their statutory obligations pursuant to the Municipal Conflict of interest Act. (2.12.3)

### 2.13. Rules of Debate

The Chair shall preside over the Meeting, ensure good order and decorum, and rule on procedural questions. (2.13.1)

All agenda items to be discussed are to proceed by Motion. (2.13.2)

Each motion requires a moving Member and a seconding Member. If no Member agrees to move or second the Motion, the item will be struck from the agenda and will not be subject to debate. (2.13.3)

The Chair or Clerk ~~-Treasurer~~ will read the Motion or question. (2.13.4)

The mover has the first right of speaking on that Motion, after the Chair.

The seconder has the next right of speaking on the Motion after the Chair and the mover have spoken.

After the Chair, the mover and the seconder have spoken, the Chair will canvas each remaining Member for their opinion on the motion.

After being recognized by the Chair, every Member shall respectfully acknowledge the Chair before speaking on any matter.

A Member shall not speak a second time on a matter until all Members have had a chance to speak, except:

- a) With permission of Council,
- b) If questioned by another Member;
- c) To explain comments which the Member believes have been misunderstood; or,
- d) In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken.

No Member, without the permission of Council or the Committee, shall speak to a matter or in reply for longer than five (5) minutes.

Motions and amendments to a Motion must be moved and seconded in writing and signed by the mover and seconder.

A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present.

When a matter is being debated, no other Motion shall be entertained other than a Motion:

- a) To refer the matter to a certain body;
- b) To amend the Motion;
- c) To defer the Motion;
- d) To adjourn the Meeting
- e) That the vote be taken

A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn.

A Motion to refer shall require direction as to the body to which it is being referred and a date the body is to Report to Council or Committee. A motion to refer is not debatable.

A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable.

A Motion that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once.

Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate.

#### **2.14. Conduct**

Members are required to follow the Municipality's Code of Conduct during all Meetings.

No Member shall:

- a) Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff or any member of the public;
- b) Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;
- c) Speak on any subject other than the subject in debate;
- d) Speak in open Council about matters discussed in a Closed Meeting until authorized by Council'
- e) Interrupt a Member who is speaking by speaking out, or making a noise or disturbance, except to raise a procedural question ;and
- f) Disobey the procedural rules or the decisions of the Chair or of the Council or Committee.

At meeting, no person shall;

- a) Speak disrespectfully of the Mayor, Deputy Mayor, a Member, any staff person, or any Member of the Public;
- b) Use offensive words;
- c) Disobey the procedural rules or the decision of the Chair or of the Council or Committee;

- d) Leave his or her seat while a vote is being taken;
- e) Make any disruptive noise or disturbance;
- f) Enter the Meeting while a vote is being taken;
- g) Walk between a Member who is speaking and the Chair; and
- h) Display signs or placards, applaud, and engage in conversation or any other behavior, which may disrupt debate.

Electronic devices must be silenced during a Meeting and must not be used to disrupt a Meeting.

No persons, except Members, the Clerk-[Treasurer](#) or the Secretary of a Committee, may approach Members without permission from the Chair. No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair.

All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized unless:

- a) Consent is given by a majority of Council; and
- b) The Member(s) of the public are speaking to an item on the agenda

Electronic devices must be silenced during a Meeting and must not be used to disrupt a Meeting.

No persons, except Members, the Clerk-[Treasurer](#) or the Secretary of a Committee, may approach Members without permission from the Chair. No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair.

All remarks shall be addressed to Chair. Members of the Public will not routinely be recognized and permitted to speak during a debate. Members of the Public may not be recognized unless:

- a) Consent is given by a majority of Council; and
- b) The member(s) of the Public are speaking to an item on the Agenda.

Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair.

#### **2.15. Questions during Debate**

A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks.

A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any staff of the Municipality in attendance at the Meeting.

Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair. A Member may only make such a request once and may not interrupt another Member while they are speaking.

#### **2.16. Points of Procedure**

When a Member believes there is a violation of this By-Law, the Member shall state that they wish to raise a Point of Procedure can only be raised during the Meeting.

Upon raising the point of Procedure, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure.

Once the Point of Procedure has been dealt with, the debate shall resume, unless the ruling has changed this procedure.

Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final. Upon appeal, the Member shall state the reason for the appeal. The Chair may then indicate why the appeal should be rejected.

Without debate on the appeal, the Members, apart from the Members making the appeal and the Chair, shall vote on the appeal.

If the appeal is upheld by the majority of voting Members, the chair shall change his or her ruling accordingly; if the appeal is rejected then ruling stands.

No member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on question of order or procedure or an interpretation of the rules of Council.

Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room.

If the person engaging in misconduct is a Member and the Member apologizes, he or she may, by vote of the majority Council, be permitted to retake his or her seat.

#### **2.17. Voting – General**

Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken. Voting shall be by way of a "show of hands" in favor or against, except when a Recorded Vote is requested.

A member may request a Recorded Vote on any Motion. Such request ~~may~~ be made before, during or after the vote. When a Recorded Vote is requested, the Clerk-Treasurer shall call each Member's name in alphabetical order and request and record their vote on the motion. Notwithstanding the alphabetical calling of names, the Chair shall vote last in a Recorded vote. After completion of a Recorded Vote, the Clerk-Treasurer shall announce the result.

If a Member present at a Meeting fails to or refuses to vote, their vote will be counted as a vote against the Motion.

The Chair shall announce the results of the vote once the vote is complete.

If during a non-recorded vote, a Member disagrees with the Chair's results of the vote, the Member may object immediately to the Chair's declaration and require a Recorded Vote be taken.

If there is a tie vote, the Motion will be defeated.

When the question under consideration contains multiple options/issues, the motion shall be split without requiring a separate Motion and each option/issue will be voted on separately. The Motion shall be split without debate.

During emergencies declared locally or provincially under the Emergency Management and Civil Protection Act, a recorded vote is not necessary unless requested by a member of Council.

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#### 2.18. **Corrections**

A Motion containing a minor or typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion ~~and initialed by the mover and seconder.~~

#### 2.19. **MISSING Appeals on Procedural/Decorum Rulings**

~~-Any Member may appeal a ruling of the Chair by announcing their appeal to the Members.~~

~~The Member shall state the reasons for their appeal and the Chair may then indicate why the appeal should be rejected.~~

~~Without debate on the appeal, the Members apart from the member making the appeal and the Chair shall then vote on the appeal.~~

~~If the appeal is upheld by the majority of voting Members, then the Chair shall change his or her ruling accordingly; if the appeal is rejected then the ruling stands.~~

~~Unless a Member immediately appeals the ruling of the Chair, the ruling of the Chair on the procedural question shall be final.~~

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#### 2.20. **Amendments**

The following rules shall apply to amendments to Motions:

- a) A "Motion Amendment" is a change to the question asked in the Motion;
- b) An "amendment to an amendment" is a change to the proposed Motion Amendment;
- c) Only one amendment (whether a Motion Amendment or an amendment to an amendment) can be presented at a time;
- d) When an amendment has been decided upon, another may be introduced;
- e) The order of voting shall be:
  - i. An amendment to amendment shall be voted upon;
  - ii. A Motion Amendment shall be voted upon next, and
  - iii. The Motion, as amended, shall finally be voted upon.
  - iv. An amendment which is simply a rejection of the Motion will not be permitted.

#### 2.21. **Voting – Reconsiderations**

When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the "Motion to Reconsider". Members who in the majority cannot move for a Motion to Reconsider.

Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall only be added to the Agenda upon Council's approval.

The process whereby a Motion to Reconsider is added to the Agenda is set out below:

- a) A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda.
- b) The Chair shall ask the Member to affirm that they voted with the majority;
- c) The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda.
- d) When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, the majority of Members must agree to add the Motion to Reconsider to the Agenda.
- e) Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, a 2/3 majority must agree to add the Motion to Reconsider to the Agenda.
- f) Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other motions.
- g) No Motion shall be reconsidered more than twice in the same calendar year.
- h) A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.
- i) Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.
- j) No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council.

### **3. Roles and Responsibilities**

#### **3.1 Head of Council (Municipal Act, s.225)**

It is the role of the Head of Council to:

- a) Act as Chief Executive Officer (“CEO”) of the Municipality
- b) Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c) Assign the seating arrangement in Council Chambers for all members prior to the First Meeting of Council;
- d) Provide leadership to Council
- e) Provide information and recommendation to Council with respect to the role of Council.
- f) Represent the Municipality at official functions;
- g) Uphold and promote the purposes of the Municipality;
- h) Promote public involvement in the Municipality activities;
- i) Act as the representative of the Municipality both within and outside the Municipality and promote the municipality locally, nationally and internationally;
- j) Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- k) Carry out duties prescribed by the municipal Act;

k)) During emergencies declared locally or provincially under the Emergency Management and Civil Protection Act, the Mayor can preside over and chair the meeting by Alternative Means.

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### **3.2 Chair**

It is the role of the Chair to:

- a) Open Meeting by calling the Meeting to order;
- b) Address the business listed on the Agenda
- c) Receive and have read to Council all Motions presented by Members;
- d) Put to a vote all Motions which are moved and seconded, and announce the results of a vote;
- e) Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;
- f) Enforce, on all occasion, order, polite conduct and decorum among all present at a meeting.
- g) When, in the Chair's opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;
- h) Provide information to Members on any matter relating to the business of the Municipality;
- i) Authenticate by signature all By-Laws, Resolution and Minutes;
- j) Rule on any points of order raised by Members;
- k) Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council without any Motion being put forward; and
- l) Call for the adjournment of the Meeting when business is concluded.

### **3.3 Deputy Head of Council (Municipal Act, s.242)**

In the event the Head of Council is absent from the Municipality, the Deputy Head of Council shall act in his or her absence and shall have all the rights, powers, and authority as the Head of Council.

If the Deputy Head of Council is unable to act in the place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk-Treasurer shall call the Meeting to order and another Councilor shall be appointed by Council to act as the presiding official and shall preside over the Meeting.

### **3.4 Council (Municipal Act, s.224)**

It is the role of Council to:

- a) Represent the public and to consider the well-being and interests of the Municipality;
- b) Develop and evaluate the policies and programs of the Municipality;
- c) Determine which services the Municipality provides;
- d) Ensure that administrative policies, practices, and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;

- e) Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f) Maintain the financial integrity of the Municipality; and,
- g) Carry out duties of council prescribed by the Municipal Act.

**3.5 Clerk-Treasurer (Municipal Act, s.228)**

It is the duty of the Clerk-Treasurer to:

- a) Record, without note or comment, all Resolutions, decisions and other proceedings of Council;
- b) If required by any Member present at a vote, record the names and vote of every Member voting on any matter or question;
- c) Keep the originals or copies of all By-Laws and of all minutes of the proceedings of Council;
- d) Perform other duties required under the Municipal Act or any other Act; and
- e) Prepare and circulate Council Packages to all Members.
- f) Perform any other duties as assigned by the Municipality;

The Clerk-Treasurer, where appropriate, may delegate, in writing, the duties of the Clerk-Treasurer to another person in accordance with Section 228(4) of the Municipal Act.

**3.6 Staff (Municipal Act, s.227)**

It is the duty of Staff to:

- a) Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and
- b) Perform such other duties as are assigned by the Municipality.

~~**3.7 Chief Administrative Officer (Municipal Act, s.229)**~~

~~It is the duty of the Chief Administrative Officer to:~~

- ~~a) Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and~~
- ~~b) Perform such other duties as are assigned by the Municipality.~~

**3.83.7 Members of the Public**

It is the role of Members of the Public to:

- a) Attend Meetings which are open to the public;
- b) Follow the rules of order, polite conduct and decorum;
- c) Provide input and information to Council only at Meetings, or portions of Meetings specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.)

**4. Meetings**

**4.1. First Meeting**

The First Meeting of the newly elected or acclaimed Council after a regular election shall be held on the first Tuesday in December at 7:00 PM

At the First Meeting, the Clerk-Treasurer shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members. No business shall be conducted at the First Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members.

**4.2. Regular Meetings**

**4.2.1** Time and Place. Regular Meetings shall be held on the third Thursday of each month at 17:00 PM, with the exception of the August meeting being held on the third Saturday at 1:00 PM. There are no meetings in July.

**4.2.2** Election Year. Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk-Treasurer, until the new term of Council takes effect.

**4.3. Special Meetings**

**4.3.1** A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

**4.3.2** The Head of Council. The Head of Council may, at any time, summon a Special Meeting by providing a Notice of the Meeting to Members twenty-four (24) hours before the Meeting.

**4.3.3** Upon receipt of a petition from the majority of Council, the Clerk-Treasurer may summon a Special Meeting by providing a Notice of Meeting to Members twenty-four (24) hours before the Special Meeting.

**4.3.4** The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.

**4.3.5** Special Meetings may be open or closed, depending on the business of the Special Meeting, as provided in the Municipal Act.

**4.4. Emergency Meetings**

**4.4.1** An Emergency Meeting may be called by the Head of Council and/or the Clerk-Treasurer without written notice, to deal with an Urgent Matter.

~~**4.4.2**~~

~~**4.4.23**~~ The ~~Chief Administrative Officer~~-Clerk-Treasurer will attempt to notify all Members and the appropriate staff about the Urgent Meeting in the most expedient manner available and as soon as possible. The Clerk-Treasurer shall make a reasonable effort to advertise the Urgent Meeting to the public.

~~**4.4.34**~~. Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.

~~**4.4.45**~~. Quorum is still required at an Emergency Meeting.

~~**4.4.56**~~. These provisions shall apply, with necessary modifications, to Committees and Local Boards.

**4.5. Closed Meetings**

**4.5.1** A Closed Meeting is a Meeting, or a portion of a Meeting, that is not opened to the public.

**4.5.2**. No Member, Officer or employee shall disclose the subject matter or deliberation of a Closed Meeting, unless expressly authorized to do so by Council or the Committee.

**4.5.3** After the Closed Meeting is adjourned the Chair shall report to the public:

- a) That the Meeting is adjourned the Chair shall report to the public;
- b) The general nature of the matters dealt with in the Closed Meeting.

**4.6. Permissive Closed Meetings.**

A Meeting may be closed where the matter to be discussed is, as contemplated in Section 239(2) of the Municipal Act, as follows;

- 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;
- h) Information explicitly supplied in confidence to the Municipal or Local Board by Canada, a province or territory or a crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relation information, supplied in confidence to the Municipality or Local Board, Which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belong to the Municipality or Local Board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or Local Board.

A meeting may be closed if the Meeting is held for the purpose of educating or training the Members and 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.

**4.6.4.7. Mandatory Closed Meeting**

A Meeting must be closed if the subject matter being considered is, as detailed in Section 289(8) of the Municipal Act, as follows:

- a) 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;

- b) An ongoing investigation respecting a Municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in Subsection 223.13 (1) of the Municipal Act.

A Meeting must be closed if the subject matter being considered is harassment, complaint or investigation, pursuant to the Occupation Health and Safety Act.

#### **4.7.4.8. ~~Cancelled Meetings~~**

**4.6.1** A Meeting may be cancelled by the Head of Council, in consultation with the ~~Chief Administrative Officer~~-Clerk-~~Treasurer~~, in the following instances:

- a) Quorum cannot be achieved;
- b) By Council Resolution;
- c) In the event of an unforeseen, significant event; or,
- d) The Meeting is no longer required

**4.6.2** For the purposes of section 4.6, an unforeseen, significant event includes, but is not limited to, the following:

- a) Safety concern for participants in the Meeting, including Members and Members of the Public (ex. Snow storm, closing of the highway);
- b) Loss of heat/electricity or water;
- c) Clerk-~~Treasurer~~/Deputy Clerk-~~Treasurer~~'s inability to attend;
- d) A state of emergency
- e) The inability of a required participant to attend; and /or
- f) The Meeting becomes redundant.

**4.6.3** The ~~Chief Administrative Officer~~-Clerk-~~Treasurer~~ will attempt to notify all Members and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The ~~Chief Administrative Officer~~-Clerk-~~Treasurer~~ shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

## **5. Notice of Meetings**

### **5.1. Annual Schedule of Meetings**

**5.1.1** The Clerk-~~Treasurer~~ shall, by ~~January-December~~ 31<sup>st</sup> of each calendar year, submit a schedule of the upcoming Regular Meeting for each Council year for consideration and adoption by Council.

**5.1.2.** The Clerk-~~Treasurer~~ shall post on the municipal website notice of all Meetings. This posting will constitute notice to the public of Meeting.

**5.1.3** Prior to the first Meeting in January of each year, the Clerk-~~Treasurer~~ shall post on the municipal website the schedule for all regular Meetings for the calendar year.

**5.1.4.** The Clerk-~~Treasurer~~ may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk-~~Treasurer~~'s amendments shall be circulated to all members and will be posted on the Municipal website as soon as possible after the amendments are made.

**5.1.5.** The Clerk shall give at least twenty-four (24) hours' notice to the public of all Special Meetings and Committee Meetings unless the time for notice is

waived unanimously by Members who are in attendance at the Special Meeting or ~~Comiittee~~Committee Meeting.

**5.1.6.** Where a statute or Notice By-Law requires, notice will be published in accordance with statute/ By-law. The notice will also be posted on the municipal website.

**5.1.7.** Nothing in this Procedural By-Law prevents the Clerk-~~Treasurer~~ from using more comprehensive methods of notice of providing for a long notice period.

**5.1.8.** Lack of receipt of notice or failure to comply with the notice provision of this Procedural By-Law shall not invalidate the Meeting or any decision of Council of the Committee made at the Meeting.

## **6. Agenda**

### **6.1. Agenda**

**6.1.1** It shall be the duty of be the Clerk-~~Treasurer~~ to prepare the Agenda of all Meetings in consultation with the Mayor. Where there is a dispute about including or excluding an item from the Agenda, the Clerk-~~Treasurer~~'s decision shall be final.

**6.1.2** All Council Agendas shall be prepared by the Clerk-~~Treasurer~~ in writing and shall be in accordance with the attached Schedule B.

**6.1.3** The Council Meeting shall consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise decided by Resolution of the Members present at the Meeting.

**6.1.4** Item on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting Agenda under "Unfinished Business" unless set to a subsequent Meeting by Resolution of the Members present.

**6.1.5** If a Member wishes to add an item that is not otherwise on the Agenda, when Council is considering the Meeting Agenda, the Member shall advise Council of the item and the Member shall require a two-thirds majority vote to have the item considered.

**6.1.6** All items to be included on the Agenda will be provided to Clerk-~~Treasurer~~ by Members, Staff or the Public no later than ten (10) calendar days before the Meeting. Reports for a Meeting will be finalized and filed with the Clerk-~~Treasurer~~ no later than seven (7) calendar days before the Meeting.

**6.1.7** Reports to Council shall be in the standard form set out in Schedule C.

**6.1.8** Members wishing to have a matter placed on the Agenda will provide the Clerk-~~Treasurer~~ with a completed form provided hereto at Schedule D.

**6.1.9** Individuals or Bodies wishing to have a matter placed on the Agenda will provide the Clerk-~~Treasurer~~ with a complete form as shown in Schedule E to this By-Law.

**6.1.10** The Mayor and ~~Chief Administrative Officer~~-Clerk-~~Treasurer~~ may decline to add items and/or Reports to an Agenda. Reasons to decline, but are not limited to the following:

- a) More time is required to prepare Staff Reports for Council;
- b) The Delegation Request Form was not submitted by the deadline;
- c) The Delegation Request Form is incomplete;
- d) The subject matter of the Delegation is outside of the jurisdiction of Council;
- e) The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- f) The Meeting Agenda is already too lengthy;
- g) The subject matter is set to be discussed on another Agenda;
- h) The issue is frivolous or vexatious;
- i) The issue has been or is to be considered by the Committee of Adjustment;

- j) Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
- k) Council previously indicated that it will not hear further from this Delegation; or
- l) The issue should be referred to the Administrative Department for action.

Council Packages will be provided to Council no later than five (5) calendar days before the Meeting.

**6.2. Closed Meeting Agenda**

**6.2.1** In the event the Clerk-Treasurer receives items for a Closed Meeting Agenda, they shall be placed on the Closed Meeting Agenda and provided to Council in a separate confidential Council Package.

**6.3. Adjournment**

**6.3.1** A Motion to adjourn does not need a seconding Member.

**6.3.2** A Motion to adjourn a Meeting will be considered at any time except the following:

- a) When another Member has been recognized by the Chair and is speaking on a matter, or
- b) During the taking of a vote.

6.3.3. If a Motion to adjourn is defeated, the moving Members may not bring another Motion to adjourn until the Agenda is completed.

**6.4. Curfew**

Meetings shall be automatically adjourned at 11:00p.m. Unless otherwise determined by Resolution passed by a majority of the Members present.

**Comment [CF- HCM2]:**  
11:00 pm is based on 7:00 meeting. Should this be 5:00? 4 hour limit?

**6.5. Committees/Appointments**

6.5.1 Committees and Appointments will be governed as per **Policy/Schedule F.**

**6.6. Public Engagement Meetings**

6.6.1 Policy/Schedule G

**6.7. Electronic Participation**

6.7.1 Policy/Schedule H

**6.8. Amendment**

Any provision contained in this By-Law may be repealed, amended or varied and additions may be made to this By-Law by a majority vote, provided that no motion for additions may be made to this By-Law by a majority vote, provided that no Motion that purpose may be considered unless notice thereof had been given in accordance with the Municipality's Notice By- Law.

**6.9. Mandatory Review**

This By-Law shall have a mandatory review in one year following the date of approval.

**Comment [CF- HCM3]:**  
Change to reflect "on a regular basis as deemed necessary by Council"?

**6.10. Repeal – Enactment**

**6.10.1** That By-Law 2015-07 and amendments thereto be and are hereby repealed.

**6.10.2.** This By-Law comes into force and takes effect on the date of enactment.

Read a first and second time this \_\_\_\_ day of \_\_\_\_\_, 2019.

**7. Schedules to the By-Law**

Schedule A- Conflict of Interest

Schedule B- Agenda and Consent Agenda

Schedule C- Reports

Schedule D- Member Request for Item to be added to the Agenda (Standard Forms)

Schedule E- Form for Individuals or Bodies to put Matters on the Agenda.

Schedule F- List of Committees/ Appointments

**Comment [CF- HCM4]:**  
Do we need this form if declaration in writing is no longer required?

**Comment [CF- HCM5]:** Do we use this?

**Comment [CF- HCM6]:**  
Library Board  
PWAC  
Rec Committee

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**THE CORPORATION OF THE UNITED TOWNSHIPS OF  
HEAD, CLARA & MARIA**

**BY-LAW NUMBER \_\_\_\_\_**

**BEING** a by-law to establish rules governing the proceedings of Council, the calling of Meetings and the conduct of Members, Staff and the Public.

**SHORT TITLE** – This By-Law may be cited as the “Procedural By-Law.”

**WHEREAS** a Municipality is a level of government and requires formality and procedures in Meetings so that clear, informed written decisions, direction, Resolutions and by-laws can be both adopted and implemented.

**AND WHEREAS** Council, pursuant to section 238 of the Municipal Act, 2001, is required to establish the procedures governing the Meetings of Council and Committees, the conduct of its Members and the calling of Meetings.

**AND WHEREAS** Council must adopt by by-law, the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise.

**NOW THEREFORE** the Council of the Corporation of the United Townships of Head, Clara & Maria enacts as follows:

**Preamble**

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- Municipal Code of Conduct
- *Municipal Elections Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Accessibility for Ontarians with Disabilities Act*
- *Occupational Health and Safety Act*
- Harassment, Bullying and Workplace Violence Policy
- Staff Council Relations Policy
- *Planning Act*
- Accountability and Transparency, By-Law 2009-10
- Policy and Guidelines for Compensation for Travel & Mileage – Employees and Council Members
- Council Honorarium, By-Law 2016-04

Members of council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

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**1. Definitions**

**1.1 Ad-Hoc Committee**

“Ad-Hoc Committee” means a committee to advise council on specific issue or project. An Ad-Hoc committee shall be governed by clear terms of reference, set out in a Resolution or By-Law which includes language indicating when the committee will cease to exist.

**1.2 Agenda**

“Agenda” means the list of business to be conducted at a Meeting.

**1.3 Chair**

“Chair” means the person presiding at a meeting.

**1.4 Chief Administrative Officer**

“Chief Administrative Officer” means the person appointed by the municipality pursuant to Section 299 of the Municipal Act.

**1.5 Clerk**

“Clerk” means the person appointed by the municipality pursuant to section 228 of the Municipal Act, and other relevant legislation.

**1.6 Committee of the Whole**

“Committee of the Whole” means a Committee of all Members of Council.

**1.7 Consent Agenda**

“Consent Agenda” means a list of items of a routine nature that do not require substantial discussion or debate at a Council Meeting. Items on the Consent Agenda are approved in a single Resolution.

**1.8 Council**

“Council” mean the elected Members of the Municipal Council.

**1.9 Council Package**

“Council Package” means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that members require prior to a Meeting.

**1.10 Closed Meeting**

“Closed Meeting” means a Member of Council or committee that is not open to the public pursuant to Section 239 of the Municipal Act or other legislation.

**1.11 Deputy Mayor**

“Deputy Mayor” means a Member of Council appointed, in accordance with the Municipality’s policies, to act in place of the Mayor when the Mayor is absent.

**1.12 Electronic Meeting**

“Electronic Meeting” means a Meeting where any Member is not physically present but participates via electronic means of communication. Such Member does not count for Quorum. The Member participating electronically can vote. The member participating electronically may not participate in a Closed Meeting.

**1.13 Emergency Meeting**

“Emergency Meeting” means a meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter confronting the Municipality.

**1.14 Ex Officio**

“Ex Officio” means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.

**1.15 Head of Council**

“Head of Council” means the Mayor or, in the absence of the mayor, the Deputy Mayor.

**1.16 Local Board**

“Head of Council” means the Mayor or, in the absence of the mayor, the Deputy Mayor.

**1.17 Meeting**

“Meeting” means any regular, special or other Meeting of Council, a Local Board or a committee where a Quorum of Members is present, and members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee as stated in Section 238 of the Municipal Act,

**1.18 Member**

“Member” means a Member of Council, Local Board or Committee.

**1.19 Motion**

“Motion” means a written question moved and seconded by two Members, presented at a Meeting, read by the Chair or Clerk/Secretary subject to debate and voting by Council or Committee. When a Motion passes, it becomes a Resolution or By-Law.

**1.20 Motion to Amend**

“Motion to Amend” means a Motion to vary the main Motion before Council or a Committee.

**1.21 Municipal Act**

“Municipal Act” means the Municipal Act, 2001 S.O. c.25. as amended.

**1.22 Municipality**

“Municipality” means the Municipal Corporation of the United Townships of Head, Clara & Maria.

**1.23 Notice of Motion**

“Notice of Motion” means an advance notice to Members regarding a matter on which Council will be asked to take position.

**1.24 Officers**

“Officer(s)” means a person, such as the Clerk-Treasurer, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.

**1.25 Order of Business**

“Order of Business” means the sequence of business to be introduced and considered a meeting.

**1.26 Point of Procedure**

“Point of Procedure” is a verbal statement made by a Member to the Chair when the Member believes there has been a contravention of the rules laid out in the procedural By-Law.

**1.27 Presentation**

“Presentation” means a person or group (including a Member, staff or public) who provides information to Council or Committee.

**1.28 Quorum**

“Quorum” means a majority of Members of Council or Committee.

**1.29 Recorded Vote**

“Recorded Vote” means a vote in Council or Committee where the names of the Members and the position in favor or against a Motion are recorded in the minutes.

**1.30 Regular Meeting**

“Regular Meeting” means a scheduled Meeting held at regular intervals in accordance with the approved schedule of Meetings.

**1.31 Report**

“Report” means a written or other Report from the chief administrative Officer, Clerk, Department Heads, Staff or committee which is approved by the Chief Administrative Officer or Clerk.

**1.32 Resolution**

“Resolution” means a Motion that has been approved by Council.

**1.33 Special Meeting**

“Special Meeting” means a Meeting that is called for specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings.

**1.34 Standing Committee**

“Standing Committee” means a committee comprised solely of Members of Council.

**1.35 Unfinished Business**

“Unfinished Business” means matters listed in the Agenda which have not been dealt with in their entirety at a previous Meeting.

**1.36 Urgent**

“Urgent” means, for the purposes of calling an Emergency Meeting, a matter that is occurring or imminent, and if not brought forward immediately, could result in or cause:

- a) Danger to the life, health of safety of individuals;
- b) Damage to property;
- c) An interruption of the essential services provided by the Municipality;
- d) Immediate and significant loss of revenue by the Municipality;
- e) Legal Issue and/or
- f) Prejudice to the Municipality

**2. General Meeting Rules**

**2.1. Rules – to be observed at all time**

The rules contained in this By-Law shall be observed in all Meetings of Council and with necessary modifications in every Committee Meeting.

**2.2. Suspending Procedural By-Law**

This By-Law may be suspended, except for those rules or regulations set out by legislation, with consent of at least two-thirds of the Members of Council and may be suspended before, during or after a Meeting.

**2.3. Mayor**

The Mayor shall act as the Chair for all Council Meetings. The mayor may delegate his or her authority to Chair any Meeting.

**2.4. Absence of Mayor**

In the absence of the Mayor, if he or she refuses to act or if the office is vacant, the Deputy Mayor shall carry out the Mayor’s duties and shall have all the rights, powers and authority of the Head of council.

**2.5. Absence of Deputy Mayor**

If both the Mayor and the Deputy Mayor are unable to act as Head of Council for a Meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the head of Council for the purposes of that Meeting. The Clerk shall call the meeting to order.

**2.6. Meeting Location**

Unless otherwise authorized by Council, all Meetings of Council shall be held in the Council Chambers, at the Municipal Hall, located at 15 Township Hall Road, Stonecliffe, Ontario.

**2.7. Clerk**

A Clerk or Deputy Clerk must be present at all Council Meetings or other Meetings where there is a Quorum of Council. The Clerk or Deputy Clerk may attend by electronic means.

**2.8. Quorum**

Quorum must be present at all Meetings. (2.8.1)

If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to deal with at the adjourned Meeting. (2.8.2)

The Clerk shall record the names of the Members present at the fifteen ( 15) minute time limit, will include those names on the minutes for the adjourned Meeting and will include those Minutes on the Agenda for the next Meeting. (2.8.3)

If at any time during a Meeting there is not Quorum, the Meeting shall automatically be recessed until there is Quorum again or until the Chair adjourns the Meeting. (2.8.4)

**2.9. Minutes**

Minutes of all Meetings will be recorded without note or comment. (2.9.1)

After approval, minutes of all Meetings, except Closed Meetings, will be posted in accordance with the applicable municipal policies. (2.9.2)

**2.10. Arriving Late/Leaving Early**

If a member arrives after a Meeting has started or leaves before the end of a Meeting, the Clerk will record in the minutes the time of arrival/departure. If a Member needs to leave before the end of a Meeting, they must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of a Meeting that the Member needs to leave before the end of the meeting.

**2.11. Staff Attendance**

Staffs have a statutory duty to provide advice to Council. As such, staff, and particularly Officers and Department Heads, are expected to attend Council Meetings and to provide advice on a regular basis. Staff and officers shall attend Meetings of Council when required by the Chief Administrative Officer-Clerk.

**2.12. Declarations of Conflict of Interest**

Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the Municipal Conflict of Interest Act, the Member will:

- a) Provide a written statement of the interest and its general nature to the Clerk in accordance with Schedule A;
- b) Leave the Council Meeting while the issue is considered; and

- c) Will take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed. (2.12.1)

If the Member is not at a Meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next Meeting and complete the written statement. Alternatively, if the Member knows they will not be at the Meeting where they have a conflict of interest in an item Council will consider, they can advise the Clerk and complete the declaration prior to the Meeting. (2.12.2)

Members will, at all times, comply with their statutory obligations pursuant to the Municipal Conflict of interest Act. (2.12.3)

### **2.13. Rules of Debate**

The Chair shall preside over the Meeting, ensure good order and decorum, and rule on procedural questions. (2.13.1)

All agenda items to be discussed are to proceed by Motion. (2.13.2)

Each motion requires a moving Member and a seconding Member. If no Member agrees to move or second the Motion, the item will be struck from the agenda and will not be subject to debate. (2.13.3)

The Chair or Clerk will read the Motion or question. (2.13.4)

The mover has the first right of speaking on that Motion, after the Chair.

The seconder has the next right of speaking on the Motion after the Chair and the mover have spoken.

After the Chair, the mover and the seconder have spoken, the Chair will canvas each remaining Member for their opinion on the motion.

After being recognized by the Chair, every Member shall respectfully acknowledge the Chair before speaking on any matter.

A Member shall not speak a second time on a matter until all Members have had a chance to speak, except:

- a) With permission of Council,
- b) If questioned by another Member;
- c) To explain comments which the Member believes have been misunderstood; or,
- d) In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken.

No Member, without the permission of Council or the Committee, shall speak to a matter or in reply for longer than five (5) minutes.

Motions and amendments to a Motion must be moved and seconded in writing and signed by the mover and seconder.

A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present.

When a matter is being debated, no other Motion shall be entertained other than a Motion:

- a) To refer the matter to a certain body;
- b) To amend the Motion;
- c) To defer the Motion;

- d) To adjourn the Meeting
- e) That the vote be taken

A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn.

A Motion to refer shall require direction as to the body to which it is being referred and a date the body is to Report to Council or Committee. A motion to refer is not debatable.

A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable.

A Motion that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once.

Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate.

#### **2.14. Conduct**

Members are required to follow the Municipality's Code of Conduct during all Meetings.

No Member shall:

- a) Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff or any member of the public;
- b) Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;
- c) Speak on any subject other than the subject in debate;
- d) Speak in open Council about matters discussed in a Closed Meeting until authorized by Council'
- e) Interrupt a Member who is speaking by speaking out, or making a noise or disturbance, except to raise a procedural question ;and
- f) Disobey the procedural rules or the decisions of the Chair or of the Council or Committee.

At meeting, no person shall;

- a) Speak disrespectfully of the Mayor, Deputy Mayor, a Member, any staff person, or any Member of the Public;
- b) Use offensive words;
- c) Disobey the procedural rules or the decision of the Chair or of the Council or Committee;
- d) Leave his or her seat while a vote is being taken;
- e) Make any disruptive noise or disturbance;
- f) Enter the Meeting while a vote is being taken;
- g) Walk between a Member who is speaking and the Chair; and
- h) Display signs or placards, applaud, and engage in conversation or any other behavior, which may disrupt debate.

Electronic devices must be silenced during a Meeting and must not be used to disrupt a Meeting.

No persons, except Members, the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair.

No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair.

All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized unless:

- a) Consent is given by a majority of Council; and
- b) The Member(s) of the public are speaking to an item on the agenda

Electronic devices must be silenced during a Meeting and must not be used to disrupt a Meeting.

No persons, except Members, the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair.

No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair.

All remarks shall be addressed to Chair. Members of the Public will not routinely be recognized and permitted to speak during a debate. Members of the Public may not be recognized unless:

- a) Consent is given by a majority of Council; and
- b) The member(s) of the Public are speaking to an item on the Agenda.

Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair.

#### **2.15. Questions during Debate**

A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks.

A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any staff of the Municipality in attendance at the Meeting.

Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair. A Member may only make such a request once and may not interrupt another Member while they are speaking.

#### **2.16. Points of Procedure**

When a Member believes there is a violation of this By-Law, the Member shall state that they wish to raise a Point of Procedure can only be raised during the Meeting.

Upon raising the point of Procedure, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure.

Once the Point of Procedure has been dealt with, the debate shall resume, unless the ruling has changed this procedure.

Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final.

Upon appeal, the Member shall state the reason for the appeal. The Chair may then indicate why the appeal should be rejected.

Without debate on the appeal, the Members, apart from the Members making the appeal and the Chair, shall vote on the appeal.

If the appeal is upheld by the majority of voting Members, the chair shall change his or her ruling accordingly; if the appeal is rejected then ruling stands.

No member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on question of order or procedure or an interpretation of the rules of Council.

Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room.

If the person engaging in misconduct is a Member and the Member apologizes, he or she may, by vote of the majority Council, be permitted to retake his or her seat.

#### **2.17. Voting – General**

Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken. Voting shall be by way of a “show of hands” in favor or against, except when a Recorded Vote is requested.

A member may request a Recorded Vote on any Motion. Such request can be made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall call each Member’s name in alphabetical order and request and record their vote on the motion. Notwithstanding the alphabetical calling of names, the Chair shall vote last in a Recorded vote. After completion of a Recorded Vote, the Clerk shall announce the result.

If a Member present at a Meeting fails to or refuses to vote, their vote will be counted as a vote against the Motion.

The Chair shall announce the results of the vote once the vote is complete.

If during a non-recorded vote, a Member disagrees with the Chair’s results of the vote, the Member may object immediately to the Chair’s declaration and require a Recorded Vote be taken.

If there is a tie vote, the Motion will be defeated.

When the question under consideration contains multiple options/issues, the motion shall be split without requiring a separate Motion and each option/issue will be voted on separately. The Motion shall be split without debate.

#### **2.18. Corrections**

A Motion containing a minor or typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion and initialed by the mover and seconder.

#### **2.19. MISSING**

#### **2.20. Amendments**

The following rules shall apply to amendments to Motions:

- a) A “Motion Amendment” is a change to the question asked in the Motion;

- b) An “amendment to an amendment” is a change to the proposed Motion Amendment;
- c) Only one amendment (whether a Motion Amendment or an amendment to an amendment) can be presented at a time;
- d) When an amendment has been decided upon, another may be introduced;
- e) The order of voting shall be:
  - i. An amendment to amendment shall be voted upon;
  - ii. A Motion Amendment shall be voted upon next, and
  - iii. The Motion, as amended, shall finally be voted upon.
  - iv. An amendment which is simply a rejection of the Motion will not be permitted.

**2.21. Voting – Reconsiderations**

When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the “Motion to Reconsider”. Members who in the majority cannot move for a Motion to Reconsider.

Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall only be added to the Agenda upon Council’s approval.

The process whereby a Motion to Reconsider is added to the Agenda is set out below:

- a) A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda.
- b) The Chair shall ask the Member to affirm that they voted with the majority;
- c) The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda.
- d) When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, the majority of Members must agree to add the Motion to Reconsider to the Agenda.
- e) Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, a 2/3 majority must agree to add the Motion to Reconsider to the Agenda.
- f) Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other motions.
- g) No Motion shall be reconsidered more than twice in the same calendar year.
- h) A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.
- i) Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion.
- j) No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a

decision inconsistent with such Council decision, unless specifically authorized by Council.

### **3. Roles and Responsibilities**

#### **3.1 Head of Council ( *Municipal Act, s.225* )**

It is the role of the Head of Council to:

- a) Act as Chief Executive Officer (“CEO”) of the Municipality
- b) Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c) Assign the seating arrangement in Council Chambers for all members prior to the First Meeting of Council;
- d) Provide leadership to Council
- e) Provide information and recommendation to Council with respect to the role of Council.
- f) Represent the Municipality at official functions;
- g) Uphold and promote the purposes of the Municipality;
- h) Promote public involvement in the Municipality activities;
- i) Act as the representative of the Municipality both within and outside the Municipality and promote the municipality locally, nationally and internationally;
- j) Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- k) Carry out duties prescribed by the municipal Act;

#### **3.2 Chair**

It is the role of the Chair to:

- a) Open Meeting by calling the Meeting to order;
- b) Address the business listed on the Agenda
- c) Receive and have read to Council all Motions presented by Members;
- d) Put to a vote all Motions which are moved and seconded, and announce the results of a vote;
- e) Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;
- f) Enforce, on all occasion, order, polite conduct and decorum among all present at a meeting.
- g) When, in the Chair’s opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;
- h) Provide information to Members on any matter relating to the business of the Municipality;
- i) Authenticate by signature all By-Laws, Resolution and Minutes;
- j) Rule on any points of order raised by Members;
- k) Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council without any Motion being put forward; and
- l) Call for the adjournment of the Meeting when business is concluded.

**3.3 Deputy Head of Council (Municipal Act, s.242)**

In the event the Head of Council is absent from the Municipality, the Deputy Head of Council shall act in his or her absence and shall have all the rights, powers, and authority as the Head of Council.

If the Deputy Head of Council is unable to act in the place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk shall call the Meeting to order and another Councilor shall be appointed by Council to act as the presiding official and shall preside over the Meeting.

**3.4 Council (Municipal Act, s.224)**

It is the role of Council to:

- a) Represent the public and to consider the well-being and interests of the Municipality;
- b) Develop and evaluate the policies and programs of the Municipality;
- c) Determine which services the Municipality provides;
- d) Ensure that administrative policies, practices, and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e) Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f) Maintain the financial integrity of the Municipality; and,
- g) Carry out duties of council prescribed by the Municipal Act.

**3.5 Clerk (Municipal Act, s.228)**

It is the duty of the Clerk to:

- a) Record, without note or comment, all Resolutions, decisions and other proceedings of Council;
- b) If required by any Member present at a vote, record the names and vote of every Member voting on any matter or question;
- c) Keep the originals or copies of all By-Laws and of all minutes of the proceedings of Council;
- d) Perform other duties required under the Municipal Act or any other Act; and
- e) Prepare and circulate Council Packages to all Members.
- f) Perform any other duties as assigned by the Municipality;

The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the Municipal Act.

**3.6 Staff (Municipal Act, s.227)**

It is the duty of Staff to:

- a) Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and
- b) Perform such other duties as are assigned by the Municipality.

**3.7 Chief Administrative Officer (Municipal Act, s.229)**

It is the duty of the Chief Administrative Officer to:

- a) Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and
- b) Perform such other duties as are assigned by the Municipality.

### **3.8 Members of the Public**

It is the role of Members of the Public to:

- a) Attend Meetings which are open to the public;
- b) Follow the rules of order, polite conduct and decorum;
- c) Provide input and information to Council only at Meetings, or portions of Meetings specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.)

## **4. Meetings**

### **4.1. First Meeting**

The First Meeting of the newly elected or acclaimed Council after a regular election shall be held on the first Tuesday in December at 7:00 PM

At the First Meeting, the Clerk shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members.

No business shall be conducted at the First Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members.

### **4.2. Regular Meetings**

**4.2.1** Time and Place. Regular Meetings shall be held on the third Thursday of each month at 7:00 PM. There are no meetings in July.

**4.2.2** Election Year. Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk, until the new term of Council takes effect.

### **4.3. Special Meetings**

**4.3.1** A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

**4.3.2** The Head of Council. The Head of Council may, at any time, summon a Special Meeting by providing a Notice of the Meeting to Members twenty-four (24) hours before the Meeting.

**4.3.3** Upon receipt of a petition from the majority of Council, the Clerk may summon a Special Meeting by providing a Notice of Meeting to Members twenty-four (24) hours before the Special Meeting.

**4.3.4** The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.

**4.3.5** Special Meetings may be open or closed, depending on the business of the Special Meeting, as provided in the Municipal Act.

### **4.4. Emergency Meetings**

**4.4.1** An Emergency Meeting may be called by the Head of Council and/or the Clerk without written notice, to deal with an Urgent Matter.

**4.4.2 ?**

**4.4.3** The Chief Administrative Officer- Clerk will attempt to notify all Members and the appropriate staff about the Urgent Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public.

**4.4.4.** Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.

**4.4.5.** Quorum is still required at an Emergency Meeting.

**4.4.6.** These provisions shall apply, with necessary modifications, to Committees and Local Boards.

**4.5. *Closed Meetings***

**4.5.1** A Closed Meeting is a Meeting, or a portion of a Meeting, that is not opened to the public.

**4.5.2.** No Member, Officer or employee shall disclose the subject matter or deliberation of a Closed Meeting, unless expressly authorized to do so by Council or the Committee.

**4.5.3** After the Closed Meeting is adjourned the Chair shall report to the public:

- a) That the Meeting is adjourned the Chair shall report to the public:
- b) The general nature of the matters dealt with in the Closed Meeting.

**4.6. *Permissive Closed Meetings.***

A Meeting may be closed where the matter to be discussed is, as contemplated in Section 239(2) of the Municipal Act, as follows;

- 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;
- h) Information explicitly supplied in confidence to the Municipal or Local Board by Canada, a province or territory or a crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relation information, supplied in confidence to the Municipality or Local Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

- j) A trade secret or scientific, technical, commercial or financial information that belong to the Municipality or Local Board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or Local Board.

A meeting may be closed if the Meeting is held for the purpose of educating or training the Members and 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.

#### **4.5.5 Mandatory Closed Meeting.**

A Meeting must be closed if the subject matter being considered is, as detailed in Section 289(8) of the Municipal Act, as follows:

- a) 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;
- b) An ongoing investigation respecting a Municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in Subsection 223.13 (1) of the Municipal Act.

A Meeting must be closed if the subject matter being considered is harassment, complaint or investigation, pursuant to the Occupation Health and Safety Act.

#### **4.7. Cancelled Meetings**

**4.6.1** A Meeting may be cancelled by the Head of Council, in consultation with the Chief Administrative Officer-Clerk, in the following instances:

- a) Quorum cannot be achieved;
- b) By Council Resolution;
- c) In the event of an unforeseen, significant event; or,
- d) The Meeting is no longer required

**4.6.2** For the purposes of section 4.6, an unforeseen, significant event includes, but is not limited to, the following:

- a) Safety concern for participants in the Meeting, including Members and Members of the Public (ex. Snow storm, closing of the highway);
- b) Loss of heat/electricity or water;
- c) Clerk/Deputy Clerk's inability to attend;
- d) A state of emergency
- e) The inability of a required participant to attend; and /or
- f) The Meeting becomes redundant.

**4.6.3** The Chief Administrative Officer-Clerk will attempt to notify all Members and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Chief Administrative Officer-

Clerk shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

## **5. Notice of Meetings**

### **5.1. Annual Schedule of Meetings**

**5.1.1** The Clerk shall, by January 31<sup>st</sup> of each calendar year, submit a schedule of the upcoming Regular Meeting for each Council year for consideration and adoption by Council.

**5.1.2.** The Clerk shall post on the municipal website notice of all Meetings. This posting will constitute notice to the public of Meeting.

**5.1.3** Prior to the first Meeting in January of each year, the Clerk shall post on the municipal website the schedule for all regular Meetings for the calendar year.

**5.1.4.** The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all members and will be posted on the Municipal website as soon as possible after the amendments are made.

**5.1.5.** The Clerk shall give at least twenty-four (24) hours' notice to the public of all Special Meetings and Committee Meetings unless the time for notice is waived unanimously by Members who are in attendance at the Special Meeting or Committee Meeting.

**5.1.6.** Where a statute or Notice By-Law requires, notice will be published in accordance with statute/ By-law. The notice will also be posted on the municipal website.

**5.1.7.** Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice of providing for a long notice period.

**5.1.8.** Lack of receipt of notice or failure to comply with the notice provision of this Procedural By-Law shall not invalidate the Meeting or any decision of Council of the Committee made at the Meeting.

## **6. Agenda**

### **6.1. Agenda**

**6.1.1** It shall be the duty of be the Clerk to prepare the Agenda of all Meetings in consultation with the Mayor. Where there is a dispute about including or excluding an item from the Agenda, the Clerk's decision shall be final.

**6.1.2** All Council Agendas shall be prepared by the Clerk in writing and shall be in accordance with the attached Schedule B.

**6.1.3** The Council Meeting shall consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise decided by Resolution of the Members present at the Meeting.

**6.1.4** Item on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting Agenda under "Unfinished Business" unless set to a subsequent Meeting by Resolution of the Members present.

**6.1.5** If a Member wishes to add an item that is not otherwise on the Agenda, when Council is considering the Meeting Agenda, the Member shall advise Council of the item and the Member shall require a two-thirds majority vote to have the item considered.

**6.1.6** All items to be included on the Agenda will be provided to Clerk by Members, Staff or the Public no later than ten (10) calendar days before the Meeting. Reports for a Meeting will be finalized and filed with the Clerk no later than seven (7) calendar days before the Meeting.

**6.1.7** Reports to Council shall be in the standard form set out in Schedule C.

**6.1.8** Members wishing to have a matter placed on the Agenda will provide the Clerk with a completed form provided hereto at Schedule D.

**6.1.9** Individuals or Bodies wishing to have a matter placed on the Agenda will provide the Clerk with a complete form as shown in Schedule E to this By-Law.

**6.1.10** The Mayor and Chief Administrative Officer-Clerk may decline to add items and/or Reports to an Agenda. Reasons to decline, but are not limited to the following:

- a) More time is required to prepare Staff Reports for Council;
- b) The Delegation Request Form was not submitted by the deadline;
- c) The Delegation Request Form is incomplete;
- d) The subject matter of the Delegation is outside of the jurisdiction of Council;
- e) The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- f) The Meeting Agenda is already too lengthy;
- g) The subject matter is set to be discussed on another Agenda;
- h) The issue is frivolous or vexatious;
- i) The issue has been or is to be considered by the Committee of Adjustment;
- j) Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
- k) Council previously indicated that it will not hear further from this Delegation; or
- l) The issue should be referred to the Administrative Department for action.

Council Packages will be provided to Council no later than five (5) calendar days before the Meeting.

## **6.2. *Closed Meeting Agenda***

**6.2.1** In the event the Clerk receives items for a Closed Meeting Agenda, they shall be placed on the Closed Meeting Agenda and provided to Council in a separate confidential Council Package.

## **6.3. *Adjournment***

**6.3.1** A Motion to adjourn does not need a seconding Member.

**6.3.2** A Motion to adjourn a Meeting will be considered at any time except the following:

- a) When another Member has been recognized by the Chair and is speaking on a matter, or
- b) During the taking of a vote.

6.3.3. If a Motion to adjourn is defeated, the moving Members may not bring another Motion to adjourn until the Agenda is completed.

## **6.4. *Curfew***

Meetings shall be automatically adjourned at 11:00p.m. Unless otherwise determined by Resolution passed by a majority of the Members present.

## **6.5. *Committees/Appointments***

6.5.1 Committees and Appointments will be governed as per **Policy/Schedule F**.

## **6.6. *Public Engagement Meetings***

6.6.1 Policy/Schedule G

**6.7. *Electronic Participation***

6.7.1 Policy/Schedule H

**6.8. *Amendment***

Any provision contained in this By-Law may be repealed, amended or varied and additions may be made to this By-Law by a majority vote, provided that no motion for additions may be made to this By-Law by a majority vote, provided that no Motion that purpose may be considered unless notice thereof had been given in accordance with the Municipality's Notice By- Law.

**6.9. *Mandatory Review***

This By-Law shall have a mandatory review in one year following the date of approval.

**6.10. *Repeal – Enactment***

**6.10.1** That By-Law 2015-07 and amendments thereto be and are hereby repealed.

**6.10.2.** This By-Law comes into force and takes effect on the date of enactment.

Read a first and second time this \_\_\_\_ day of \_\_\_\_\_, 2019.

**7. Schedules to the By-Law**

Schedule A- Conflict of Interest

Schedule B- Agenda and Consent Agenda

Schedule C- Reports

Schedule D- Member Request for Item to be added to the Agenda (Standard Forms)

Schedule E- Form for Individuals or Bodies to put Matters on the Agenda.

Schedule F- List of Committees/ Appointments







**THE CORPORATION of the UNITED TOWNSHIPS of HEAD, CLARA & MARIA**  
**AGENDA**

Date at Time

1. Call to Order and Moment of Silence  
*Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long term benefit of our Municipality and those we represent.*
2. Roll Call
3. Recital of the Municipal Mission and Vision Statements
4. Disclosure of Pecuniary interest & General Nature Thereof
5. Deputations/Presentations
6. Adoption of Minutes of previous meeting
  - Council Minutes
    - i.
  - Library Board Minutes
    - i.
  - Recreation Committee Minutes – none
    - i.
  - Public Works Advisory Committee Minutes
    - i.
  - Rural Mayor's Forum of Eastern Ontario
7. Petitions and Correspondence  
Information Only – (Please advise if you feel any item warrants further consideration)
8. Mayor's Report
9. Staff Reports
10. Financial Reports
11. Unfinished Business
12. Addendum (New Business)
13. Notice of Motion
14. By-Laws
15. Closed
16. Questions and Answers
17. Confirmation of Proceedings By-law #\_\_\_\_\_
18. Adjournment

Comment [CF- HCM1]: Should this be removed? Or should we start to include these minutes?

Comment [CF- HCM2]: Should we remove this?

Note\* Alternate formats and communication supports are available on request.

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HCM Mission: At your service; working effectively to bring together people, partnerships and potential for a strong, connected community.

HCM Vision: Providing a healthy, connected, and sustainable community teeming with possibilities for our citizens now and into the future.

*United Townships of Head, Clara & Maria Council*  
**Request for Decision**

Type of Decision								
Meeting Date					Report Date			
Decision Required		Yes		No	Priority		High	Low
Direction		Information Only			Type of Meeting		Open	Closed
<b>Report #</b>								

**Subject:**

**Recommendation:**

**Background/Executive Summary:**

**Financial Considerations/Budget Impact:**

**Enclosures:**

Approved and Recommended by the Clerk
Clerk/Treasurer



**THE CORPORATION OF THE UNITED TOWNSHIPS OF  
HEAD, CLARA & MARIA**

**15 Township Hall Road  
STONECLIFFE, ONTARIO, K0J 2K0**

Phone: (613) 586-2526 | Fax: (613) 586-2596 | E-mail: [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)

**REQUEST FOR DEPUTATION**

Person Requesting a Deputation: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Contact Information: Tel # \_\_\_\_\_ Email : \_\_\_\_\_

Meeting Date Requested: \_\_\_\_\_

Subject Matter: \_\_\_\_\_

Brief Description of Purpose of Deputation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been in contact with a member of staff with regard to this matter?

Yes  No  If Yes, provide name: \_\_\_\_\_

I will have a presentation ...

For Handout at Meeting \* Yes  No

PowerPoint \*\* Yes  No

(I will require use of a \_\_\_\_\_ computer, \_\_\_\_\_ projector, and \_\_\_\_\_ screen.)

\* Handouts require six (6) copies to be provided to the Clerk **prior** to the meeting.

\*\* PowerPoint is to be e-mailed to the Clerk's Office no later than 12:00 Noon on the Friday **prior** to the meeting. Any speaking notes should be provided to Council for its record.

*United Townships of Head, Clara & Maria Council*

**Report to Council**

Type of Report									
Meeting Date	Thursday, December 17, 2020				Report Date	Wednesday, December 9, 2020			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

**Report #20/12/17/1003 - Policy Review Schedule**

**Subject:** Policy Review Schedule

**Background/Executive Summary:**

Below is the schedule for the policy review for six months. Schedule for the following six months will be provided at a later time. Schedule subject to change based upon municipal requirements.

Policy Review Schedule		
Name	Given to Council	First review at Council
Staff Council Relations Policy	December Council meeting	January 2021 Council Meeting
Harassment, Bullying and Workplace Violence Policy	December Council meeting	January 2021 Council Meeting
Policy for Compensation for Travel & Mileage	January 2021 Council Meeting	February 2021 Council Meeting
Municipal Code of Conduct	January 2021 Council Meeting	February 2021 Council Meeting
Customer Service Policy	February 2021 Council Meeting	March 2021 Council Meeting
Alternate Work Schedule	February 2021 Council Meeting	March 2021 Council Meeting
Divulging Personal Information via Phone	March 2021 Council Meeting	April 2021 Council Meeting
Email Management Policy	March 2021 Council Meeting	April 2021 Council Meeting
Holidays, Sick, Personal & Vacation Policy	March 2021 Council Meeting	April 2021 Council Meeting
Employee Training & Development Policy	April 2021 Council Meeting	May 2021 Council Meeting
Council Training & Development Policy	April 2021 Council Meeting	May 2021 Council Meeting
Legal Services to Employees Policy	April 2021 Council Meeting	May 2021 Council Meeting
Pregnancy & Parental Leave Policy	May 2021 Council Meeting	June 2021 Council Meeting
Bereavement Leave Policy	May 2021 Council Meeting	June 2021 Council Meeting
General Unpaid Leave of Absence	May 2021 Council Meeting	June 2021 Council Meeting

**Financial Considerations/Budget Impact:**

None at this time.

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Request for Decision

Type of Decision									
Meeting Date	Thursday, December 17, 2020				Report Date	Wednesday, December 9, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
<b>Report #20/12/17/1101 – COLA and CPI</b>									

**Subject:** Review of the annual cost of living increase for contracts, salaries and honorarium.

**Recommendation:** Based upon the 2019-2020 CPI it is the recommendation of the Clerk-Treasurer that there be no COLA increase for 2021. Due to the impact of COVID-19 the CPI for 2019-2020 has been under 1% for the first time since 2013.

**Background/Executive Summary:**

**WHEREAS** Council policy and past practise has been to award cost of living adjustments to staff salary, municipal contracts and council honorarium when the October to October Consumer Price Index surpassed 1%;

**AND WHEREAS** numbers for Ontario show an increase of .7% for 2019-2020;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby direct that there be no cost of living adjustment based on the October to October Statistics Canada’s Consumer Price Index for Ontario and that the rates remain consistent with those paid in 2020.

**Financial Considerations/Budget Impact:**

None

**Enclosures:**

None

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer

*United Townships of Head, Clara & Maria Council*

**Report to Council**

Type of Report									
Meeting Date	Thursday, December 17, 2020				Report Date	Thursday, December 10, 2020			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

**Report #20/12/17/1102 – CBO Annual Report**

**Subject:** Chief Building Officer’s Annual Reporting

**Recommendation:** None – information only.

**Background/Executive Summary:**

Permits issued in 2020:

NUMBER	GFA_SQFT	PERMIT_VALUE	STATCANBLDGDESC	WORKDESC	Fees collected
1	14.8	\$15,000.00	Water Damage	Repair damage	\$72.00
2	130	\$6,000.00	Accessory Building	utility garage 28' x50'	\$308.00
3	26	\$12,000.00	Repair roof		\$61.60
4		\$2,100.00	Repair roof		\$30.00
5	153	\$125,000.00	New SFD		\$745.20
6	29		Demolish cottage		\$40.00
7		\$10,000.00	Repair roof		\$54.00
8		\$6,500.00	Repair roof		\$30.00
9	41	\$500.00	Pole shed		\$99.00
10	109	\$380,000.00	New SFD		\$529.20
11	179.5	\$350,000.00	New SFD		\$869.40
12	67.59	\$25,000.00	Garage	detached	\$160.16
13	11.89	\$1,000.00	Pole shed		\$30.00
14	29.65	\$70,000.00	Addition	on existing house	\$144.00
Total:		\$1,003,100.00		Total:	\$3,172.56

SFD = Single Family Dwelling

**Financial Considerations/Budget Impact:**

None

**Enclosures:**

None

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Report to Council

Type of Report									
Meeting Date	Thursday, December 17, 2020				Report Date	Thursday, December 10, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

**Report #20/12/17/1102 – 2021 Regular Council Meeting Schedule**

**Subject:** 2020 Council Meeting Schedule

**Recommendation:** That Council adopt the schedule of regular Council meetings for 2020, outlined below. This is consistent with the 2020 meetings schedule.

**Background/Executive Summary:**

Proposed Schedule:

Meeting Date	Time
Thursday, January 21, 2021	1:00 pm
Thursday, February 18, 2021	1:00 pm
Thursday, March 18, 2021	1:00 pm
Thursday, April 15, 2021	1:00 pm
Thursday, May 20, 2021	1:00 pm
Thursday, June 17, 2021	1:00 pm
Saturday, August 21, 2021	1:00 pm
Thursday, September 16, 2021	1:00 pm
Thursday, October 21, 2021	1:00 pm
Thursday, November 18, 2021	1:00 pm
Thursday, December 16, 2021	1:00 pm

Committee of the Whole, public or special meetings of Council may be scheduled as required during the year with appropriate notice provided. These dates will be posted publicly in appropriate areas (Google Calendar, Facebook, community bulletin boards, municipal website).

**Financial Considerations/Budget Impact:**

There is no direct budget impact as honorariums are budgeted for regular council meetings.

**Enclosures:**

None

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Report to Council

Type of Report									
Meeting Date	Thursday, December 17, 2020				Report Date	Thursday, December 10, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting		Open	X	Closed
<b>Report #20/12/17/1104 – Council 2020 Donations</b>									

**Subject:** Council 2020 Donations

**Recommendation:** That council give direction to staff on how to distribute the \$2000 that has been budgeted for 2020 Council donations.

**Background/Executive Summary:**

There has been \$2000 allocated in the 2020 municipal budget for Council donations. So far this year, no donations have been made.

The Clerk-Treasurer is requesting that direction be given on which organizations these funds should be donated to.

**Financial Considerations/Budget Impact:**

\$2000 allocated in budget

**Enclosures:**

None

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Report to Council

Type of Report									
Meeting Date	Thursday, December 17, 2020				Report Date	Wednesday, December 9, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting		Open	X	Closed
<b>Report #20/12/17/1105 – Final Tax Billing Error</b>									

**Subject:** Final Tax Billing Error

**Background/Executive Summary:**

It was discovered during the pre-audit work that when the Clerk-Treasurer issued the 2020 Final Tax Bills in July 2020 and error was made. The Clerk-Treasurer inadvertently used the incorrect report from the Ontario Property Tax Analysis (OPTA) tool. The report used was the “calculated rates”, but should have been “actual rates”.

This has resulted in residents being under billed 2.48%, which amounts to a reduction of approximately \$30,000 in collected taxation revenue.

It is the recommendation of our auditor that no further action be taken to remediate this issue, as this amount will be covered in the projected 2020 surplus. This was also the recommendation in 2015 and 2018 when similar errors were made and council at that time accepted the recommendation of the auditor.

The Clerk-Treasurer is fully aware of the significance of this error and has contacted the County of Renfrew finance director to gain an understanding of how this error was made to ensure that it is not made again in future tax billings.

**Financial Considerations/Budget Impact:**

As outlined in background/executive summary.

**Enclosures:**

None

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer

United Townships of Head, Clara & Maria Council

Report to Council

Type of Report									
Meeting Date	Thursday, December 17, 2020				Report Date	Wednesday, December 9, 2020			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed

**Report #20/12/17/1106 – Community Safety and Wellbeing Plan**

**Subject:** Community Safety and Well Being Plan

**Recommendation:** That council review and approve the resolution below, outlining participation in the County of Renfrew Community Safety and Wellbeing Planning Group

**Background/Executive Summary:**

**Agreement to Develop a Joint Community Safety and Well-Being Plan with Consenting Municipalities.**

**WHEREAS** the province of Ontario has enacted legislation which now forms part of the Police Services Act of Ontario, requiring all municipalities to develop a community safety and well-being plan and publish that completed plan on the internet;

**AND WHEREAS** the legislation permits municipalities to work together to complete a joint community safety and well-being plan that focuses on emergency response, risk mitigation, prevention and social development as the pillars of community safety and well-being planning;

**AND WHEREAS** there have been discussions and a consensus has been reached between the municipalities of the City of Pembroke, the Town of Petawawa, the Town of Laurentian Hills, the Town of Deep River, the Township of Laurentian Valley, the Townships of Whitewater Region, The United Townships of Head Clara & Maria, the Township of North Algona Wilberforce and portions of Admaston Bromley, to develop a joint community safety and well-being plan;

**AND WHEREAS** the City of Pembroke has obtained a provincial grant and hired a qualified coordinator to guide the municipalities through the plan development process;

**AND WHEREAS** an advisory committee has been established with broad representation from the participating municipalities including municipal employees and members of the respective councils as well as representatives of local health, human and justice services;

**NOW BE IT THEREFORE RESOLVED** that the United Townships of Head, Clara & Maria formally agree to participating in the development of a joint community safety and well-being plan guided by the advisory committee which will develop and present a joint plan for the review and ultimate final approval by each participating council.

**Financial Considerations/Budget Impact:**

None – a grant was secured by the City of Pembroke to cover costs.

**Enclosures:**

None

Approved and Recommended by the Clerk

Charlotte Toope,  
Clerk/Treasurer



**THE CORPORATION OF THE UNITED TOWNSHIPS OF  
HEAD, CLARA & MARIA  
BY-LAW NUMBER 2020-19**

**BEING** a by-law to adopt the municipality's Emergency Management Program, Program Committee and Emergency Response Plan and appoint a Chair of the Community Emergency Management Committee.

**WHEREAS** the Province of Ontario has passed the *Emergency Management and Civil Protection Act*, R.S.O. 1990 which requires the formulation and implementation of an emergency plan by the Council of a Community;

**AND WHEREAS** Section 2.1 (1) of the Act states that "every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program."

**AND WHEREAS** the Act requires that "The emergency management program shall consist of: (a) an emergency plan; (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities; and (c) public education on risks to public safety and on public preparedness for emergencies;

**AND WHEREAS** the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

**NOW THEREFORE** the Council of the Corporation of the United Townships of Head, Clara & Maria enacts as follows:

1. **THAT** the Emergency Response Plan dated November 2020 and reviewed by the Municipal Community Control Group authorized by Council is hereby approved and adopted;
2. **THAT** updates and/or corrections made to the plan and appendices as authorized during the plan review be formally adopted;
3. **THAT** an training of the Municipal Community Control Group occurred on in November 2020;
4. **THAT** a Municipal Emergency Management Program Committee be confirmed with the Mayor, One Member of Council, the CEMC and Alternate CEMC be appointed with Stephany Rauche being appointed as "Chair" of that committee;
5. **THAT** By-Law No. 2019-21 is hereby repealed and replaced;
6. **THAT** this by-law comes into force on the day of final reading.

**READ** a first and second time this 17<sup>th</sup> day of December, 2020.

**READ** a third time and passed this      day of      , 2020.

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MAYOR

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CLERK



## THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA & MARIA

### BY-LAW NUMBER 2020-20

**BEING** a by-law to provide for an interim tax levy on properties designated as residential, farmland, managed forest, pipeline, industrial and commercial and to provide for payment of taxes and penalty and interest of 1.25%.

**WHEREAS** the Municipal Act, S. O. 2001, c.25, section 317 provides that a local municipality, before the adoption of estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**AND WHEREAS** under section 317 the amount levied on a property shall not exceed the prescribed percentage or 50 per cent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

**NOW THEREFORE** the Council of the Corporation of the United Townships of Head, Clara & Maria does hereby enact as follows:

1. **THAT** an interim levy of 50% of the total rate for each property for 2020 be applied to each property;
2. **THAT** this interim levy shall become due on the 28<sup>th</sup> day of February 2021;
3. **THAT** on all amounts of the interim levy, that are in default on the 2<sup>nd</sup> day of March, 2020, a penalty of 1.25% shall be added and thereafter interest of 1.25% per month shall be added to outstanding taxes after the first day of each month;
4. **THAT** this By-Law comes into effect on the day of passage.

**READ** a first and second time this 17<sup>th</sup> day of December 2020.  
**READ** a third time and passed this 17<sup>th</sup> day of December 2020.

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MAYOR

---

CLERK



**THE CORPORATION OF THE UNITED TOWNSHIPS OF  
HEAD, CLARA & MARIA**

**BY-LAW NUMBER 2020-21**

**BEING** a by-law to confirm proceedings of the Council of the United Townships of Head, Clara & Maria at its meeting held on Thursday, December 17, 2020.

**WHEREAS** Subsection 5(1) of the *Municipal Act, 2001*, as amended, provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** Subsection 5(3) of the said *Municipal Act* provides that all municipal power including the municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the United Townships of Head, Clara & Maria at this meeting be confirmed and adopted by by-law;

**NOW THEREFORE** the Council of the United Townships of Head, Clara & Maria enacts as follows:

1. **THAT** the action of the Council of the United Townships of Head, Clara & Maria in respect of each recommendation or resolution contained in the minutes of the council meeting of Thursday, December 17, 2020 and any reports of committees and of local boards and each motion and resolution passed and other action taken by the Council of the United Townships of Head, Clara & Maria at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. **THAT** the Mayor and the appropriate officials of the United Townships of Head, Clara & Maria are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the United Townships of Head, Clara & Maria referred to in the proceeding section.
3. **THAT** the Mayor, or in the absence of the Mayor, the alternate head of council and the Municipal Clerk, or in the absence of the Municipal Clerk, the Deputy Clerk, or in the absence of the Municipal Clerk and the Deputy Clerk, the Acting Clerk, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the United Townships of Head, Clara & Maria.

**READ** a 1<sup>st</sup> time short and passed this 17<sup>th</sup> day of December, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK