

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2014-91

**By-law to govern the proceedings of Council, the
conduct of its members and the calling of meetings**

WHEREAS pursuant to Section 238(2) of the *Municipal Act*, S.O. 2001 Chapter 25, every Council and local board shall adopt a procedure by-law to govern the calling, place and proceedings of meetings;

AND WHEREAS the Corporation of the Town of Amherstburg deems it advisable to repeal By-law 2008-16, to create a comprehensive by-law to govern the proceedings of Council and the conduct of its members and the calling of meetings;

NOW THEREFORE the Council of the Corporation of the Town of Amherstburg hereby enacts as follows:

1. THAT By-law 2014-91, attached hereto, is hereby adopted as the by-law to govern the proceedings of Council, the conduct of its members and the calling of meetings in the Town of Amherstburg.
2. THAT By-law 2014-91 may also be referred to as the Procedural By-law.
3. THAT By-law 2008-28 and any other by-laws dealing with the same subject matter are hereby repealed.
4. In all matters and under all circumstances the members shall be guided by and shall have regard to the *Municipal Conflict of Interest Act*.
5. Any procedure under this By-law which is discretionary and not mandatory under statute may be suspended with the consent of a majority of the members present.

Read three times and finally passed this 21st day of January, 2015.



MAYOR — Aldo DiCarlo

Deputy Mayor — Bart DiPasquale


CLERK — Paula Parker

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1. DEFINITIONS

For the purpose of this By-law:

- a) "Agenda" shall mean the written or electronic Order of Business;
- b) "Abstain" shall mean to refrain from voting. Abstentions are recorded as a negative vote unless the member is not participating in the vote due to a declared conflict;
- c) "Board" shall mean established by provincial legislation and tasked with overseeing the operation and delivery of services identified in legislation;
- d) "Chair" shall mean the person presiding over a meeting of Council or of a Committee of Council. The Chair may vote on all questions;
- e) "Chief Administrative Officer" shall mean the Chief Administrative Officer of the Corporation of the Town of Amherstburg;
- f) "Civic or Public Holiday" shall mean those listed as holidays in the *Legislation Act, 2006 Section 88*, as amended from time to time;
- g) "Clerk" shall mean the Municipal Clerk, or designate, of the Corporation of the Town of Amherstburg;
- h) "Closed session" shall mean a meeting or portion thereof, closed to the public in accordance with this by-law and section 239 of the Municipal Act, may also be referred to as "In-Camera;"
- i) "Committee" shall mean any Advisory Committee of Council which has been duly appointed to deal with specific administrative matters and provides advice and/or recommendations to Council;
- j) "Council Member" shall mean any member of the Council of the Corporation of the Town of Amherstburg;
- k) "Delegation" means a person intending to address the Council or committee on a matter where a decision of the Council may be required;
- l) "Division of the Question" shall mean a request by a Member to have a long motion divided into parts which are capable of standing alone, so that the parts can be considered separately;
- m) "Emergency" shall mean where there are circumstances that could not have been reasonably foreseen which require immediate attention and possible action by Council, committee or board, and which of necessity make it impracticable to provide notice as require by this by-law.
- n) "Head of Council" shall mean the Mayor of the Corporation of the Town of Amherstburg;
- o) "Improper Conduct" shall mean the conduct of any person or persons which obstructs the proceedings of Council;

- p) "Local Board" does not include police services boards or public library boards;
- q) "Majority" shall mean more than half of the votes cast by Members entitled to vote;
- r) "Mayor" shall mean the Mayor of the Corporation of the Town of Amherstburg;
- s) "Meeting" means any regular, special, committee or other meeting of a Council or local board;
- t) "Notice of Motion" shall mean an advanced notice to members of a substantial matter in which Council will be asked to make a decision;
- u) "Pecuniary Interest" shall mean a direct or indirect Pecuniary Interest as defined by the *Municipal Conflict of Interest Act*, R.S.O. 1990, chapter M. 50, as amended;
- v) "Point of Personal Privilege" shall mean a matter that a Council member considers to impugn in their integrity or the integrity of the Council;
- w) "Point of Order" shall mean a matter that a member considers to be a departure from or contravention of the rules, procedure or generally accepted practices of the Council;
- x) "Quorum" shall mean a majority of members that comprise the Council or Committee (the quorum for the purpose of Town of Amherstburg Council Meetings, the quorum will be 4 members). For committees, quorum shall mean the majority of the whole number of appointed members eligible to vote;
- y) "Recorded Vote" shall mean the recording of the name and vote in the minutes of every Council member on a matter;
- z) "Regular Meeting" shall mean a scheduled meeting held in accordance with the approved calendar/schedule of meetings;
- aa)"Rules of Procedure" shall mean the applicable procedural rules and rules of conduct contained in or referred to in this By-law;
- bb) "Special Meeting" means a meeting not scheduled in accordance with the approved calendar/schedule of meetings; and further includes any meeting of Council called prior to the regular session of Council at every regularly scheduled meeting.

In this by-law, words in the singular include the plural and vice versa, and all references to gender are intended as gender neutral.

2. RULES OF PROCEDURE

- 2.1 The rules of procedure shall be observed in all council proceedings. The rules of procedure may be suspended by a majority vote of Council.
- 2.2 At committee meetings, the Chair is not bound by, but will have regard for, the rules of procedure to assist in the conduct of the meeting and to the extent necessary to comply with provincial statutes.

- 2.3 In any case where provision is not made in this by-law or the Act, then the Chair shall make a decision on the appropriate procedure. The Chair may have regard for Roberts Rules of Order for assistance, if necessary.
- 2.4 All members, except the Mayor and Deputy Mayor shall be addressed as, COUNCILLOR (surname inserted).
- 2.5 The Deputy Mayor shall be addressed as, DEPUTY MAYOR (surname inserted).
- 2.6 The Mayor shall be addressed as, MAYOR (surname inserted) or as YOUR WORSHIP.

3. COUNCIL MEETINGS

- 3.1 All meetings of Council shall be held in the Council Chambers of Town of Amherstburg Town Hall, 271 Sandwich Street, Amherstburg, or such other place within the Town of Amherstburg as the Chair may from time to time determine.
- 3.2 The inaugural meeting of Council shall be held on the first Monday in December at a time no later than 6:00p.m. following a regular municipal election, except when the day is a public holiday, in which case, the meeting shall be held on the following business day.
 - a) The Clerk shall call the inaugural meeting to order and chair the meeting until the Mayor-Elect has taken the Oath of Office. The Mayor shall then assume the chair.
- 3.3 Regular meetings of Council will be held on the second and fourth Mondays of each month at 6:00p.m., unless that day is a legal, public or civic holiday, in which case, the Council shall meet at the same hour the following day, unless postponement is made in the manner hereinafter provided.
- 3.4 Any regular meeting of the Council may be postponed to a day named in a notice by the Head or acting Head of Council given through the Clerk's office at least two days in advance of the regular meeting.
- 3.5 The Mayor shall preside at all meetings of Council;
 - a) When the Mayor is absent or refuses to act, or the office is vacant, the Deputy Mayor shall act as the presiding officer for the purpose of chairing a particular meeting, and while so acting, the Deputy Mayor may exercise all the rights, powers and authority of the Mayor.
 - b) The Mayor or presiding officer may expel from a meeting anyone who engages in improper conduct.
- 3.6 If a quorum is present, as soon after the hour fixed for a meeting the meeting shall be called to order. The quorum of any meeting of Council shall be four members thereof;

- a) If no quorum is present 15 minutes after the time appointed for a Council or Committee meeting, the Clerk or recording secretary shall record the names of the members present and the names of the members not present and the meeting shall stand adjourned until the date of the next regular meeting or until rescheduled.
- 3.7 If both the Mayor and Deputy Mayor are absent from the council meeting and a quorum is present, the Clerk shall call the meeting to order and another council member shall be appointed by the Council members present to act as the presiding official and shall preside over the meeting until the Mayor or Deputy Mayor arrive.
- 3.8 Council and Committee meetings shall stand adjourned at 10:00 p.m. Business may be continued upon a Resolution passed by a majority vote before that hour.
- 3.9 Advisory Committees of Council shall meet quarterly unless otherwise required, and subject to the approval of the Clerk.

3.1 Special Council Meetings

- 3.1.1 The Head of Council may, at any time, summon a special meeting.
- 3.1.2 The Clerk shall summon a special meeting upon receipt of a petition of the majority of the Council members for the purpose and at the time and date mentioned in the petition.
- 3.1.3 The CAO may, at any time, summon a special meeting.
- 3.1.4 In the case of section 2 above, the Special Meeting shall be held not sooner than 48 hours following the notification or receipt of the petition, as the case may be and the Clerk shall provide notice of the special meeting.
- 3.1.5 Notwithstanding the notice requirement set out above, in the event of a bona fide emergency the meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, and notice may be given by telephone or personal contact as determined by the Clerk.

3.2 Special In-Camera (Closed Session) Council Meetings

- 3.2.1 Council or committee meetings, or portions thereof, may be held in closed session to consider only those matters provided for in accordance with section 239(2), (3) and/or (3.1) 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 a local board;
 - f) advice that is subject to solicitor- client privilege, including communications necessary for that purpose;
 - g) a matter in respect of which council, board, committee or other body may hold a closed meeting under another Act;
- 3.2.2 Prior to moving into closed session for one of the reasons listed in section 1 above, Council shall pass a motion to move into closed session. The motion shall state the general nature of the matter to be considered in the closed session and the section of the Act which authorizes the matter being discussed in closed session.
- 3.2.3 Only those matters contained in the motion to move into closed session shall be discussed in the closed session.
- 3.2.4 As per section 239(6) of the Municipal Act, a vote may occur in closed session if the subject of the vote is for a procedural matter or for giving direction or instructions to officers, employees or agents of the municipality, committee, local board or persons retained by or under a contract with the municipality or local board.
- 3.2.5 Any reports for closed session must be approved by the Clerk and/or CAO or their designate, to verify that the report is appropriately being dealt with in closed session. It is the responsibility of the initiating department, in consultation with the Clerk and/or CAO, to confirm that the matter should be addressed in closed session.
- 3.2.6 Minutes shall be kept of all closed meetings.
- 3.2.7 At the next regular council meeting following the closed session, the Clerk may report in open session, during the "In-Camera Report Out" section of the agenda, the general nature of the matter discussed, the section of the Act the matter was held under and whether any staff direction was given.
- 3.2.8 When council or committee members determine during a meeting that a matter should be discussed in closed session, then no further notice to the public is required.
- 3.2.9 The Clerk, or designate is responsible for the preparation of the closed meeting agenda. All closed meeting agendas, minutes, reports, etc. are considered confidential and are the property of the municipality. All closed meeting materials, in hard copy and/or electronic form, are to be returned to the Clerk upon adjournment of the closed meeting with signed acknowledgement of receipt and understanding of the information discussed.
- 3.2.10 Notwithstanding sections 1 through 9 above, all other procedural rules, as outlined in By-law 2014-91, shall apply during closed meetings.

4. PUBLIC NOTICE OF MEETINGS

- 4.1 The Clerk shall post on the home page of the Town website, notice for all Council and committee meetings established by Council. This posting serves as notice of the meeting to the public as required by the Act.
- 4.2 Prior to the first meeting in January of each year, the Clerk, or designate, shall post on the home page of the Town website, the Council approved schedule for all regular meetings for the calendar year.
- 4.3 The Clerk shall give at least 48 hours' notice, to the public, of all Special Council meetings and committee meetings, unless the matter is due to the emergency calling of a meeting, then notice requirements are waived.
- 4.4 The Clerk shall post on the home page of the Town website, an agenda for each meeting as soon as reasonably possible, prior to the meeting, for which posting may also serve as notice to the public of the meeting.
- 4.5 Where notice of intention to pass a by-law or notice of a public meeting is required to be given by statute, the Clerk shall cause such notice to be published in a local public newspaper in addition to posting on the Town website and other Town media.
- 4.6 Notwithstanding section 5 above, such notice shall be provided in the time frame prescribed in the said statute, or its regulations, and if not so prescribed, notice shall be given at least four calendar days prior to the proposed action being taken.
- 4.7 Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.
- 4.8 If a matter arises, which in the opinion of the Mayor, is considered to be of an urgent or time sensitive nature, the Mayor may schedule a meeting even if no notice to the public can be given. In such case, the Clerk shall provide as much prior notice to the public, if any, as is reasonable under the circumstance.
- 4.9 Lack of receipt of notice or failure to comply with the notice requirements of this by-law shall not invalidate the holding of the meeting or any decision of Council or a committee made at the meeting.

5. AGENDAS AND SUPPORTING MATERIALS

- 5.1 The Clerk shall prepare agendas of Council and Committee meetings as assigned.
- 5.2 The Clerk shall not register a delegation unless there is a specific item listed on the Order of Business to which the delegate has a bona fide interest and wishes to address Council. In this instance, a delegation may register with the Clerk by the Friday, 12:00 noon, preceding the Council meeting. Any material submitted to the Clerk shall be circulated to Council as a "Delegation" submission.

- 5.3 In the event registration with the Clerk is not made by 12:00 noon on the Friday preceding the meeting, but prior to 4:00 pm on the date of the meeting, the Clerk will bring the request to the attention of Council. Council, on a majority vote, may decide to hear the delegation. Any persons registering after the 12:00 noon deadline will be advised by the Clerk that they may not be heard as a delegation unless a majority vote by Council allows the delegation.
- 5.4 A person may also be placed on the agenda as a delegation for the purpose of bringing a specific matter before Council, provided they notify the Clerk prior to the preparation of the agenda (Wednesday prior to the Monday meeting). The person shall inform the Clerk of the purpose of the requested appearance before Council and shall provide the Clerk with any material that the person intends to present to Council. The Clerk shall place the name of the person and the material, if any, on the agenda. The Clerk and/or CAO may refuse or defer the delegation based on the subject matter to be presented.
- 5.5 Council will allow a maximum of five minutes per delegation per regular Council meeting. No more than 4 delegations will be heard per item of discussion by Council. The five minute timeline will be strictly enforced. The Clerk shall set a timer at the commencement of the delegation's presentation. The Mayor/Chair at the conclusion of the five minutes shall inform the delegation that the time limit has been exceeded and thank the delegation for the presentation. Only upon a verbal motion to extend the five minute limit adopted by a majority of members shall the five minute limit be extended.
- 5.6 The Clerk, with consultation from the CAO, shall prepare for the use of its members at Regular Council meetings, an Agenda in the following form and order, however the order may be affected without requiring amendment to this by-law:

Call to Order

Prayer

Disclosure of Pecuniary Interest & General Nature Thereof

Minutes of previous meeting

Report Out from In-Camera

Recognitions

Delegations

Presentations

Reports – Police Services

Reports – Corporate and Community Services

Reports – Financial Services

Reports – Engineering and Public Works

Reports – Community and Economic Development

Reports – CAO's Office

Communications

Consent Correspondence

Correspondence

Consent Other Minutes

Other Minutes

Unfinished Business

New Business

Notices of Motion

By-laws
Adjournment

- 5.7 The Clerk may, under the direction of the CAO, prepare a Supplementary Agenda in order to deal with urgent matters only.
- 5.8 The Clerk shall provide copies of the agenda to Council 24 hours in advance of the public and media, to allow Council time to prepare for possible questions concerning agenda items from the public and/or media.
- 5.9 Agendas for regular Council meetings will be made available to the public and media by 4:30pm the Thursday prior to the scheduled meeting. A list of business on the agenda, will be available at the municipal building and the agenda with attachments will be available on the Town's website.
- 5.10 The business of the Council shall be taken up in the order as listed on the agenda unless otherwise decided by the Mayor or presiding officer.
- 5.11 Every communication/correspondence designed to be presented to the Council shall be legibly written or printed and shall not contain any obscene or improper matter or language, and shall be dated and signed by at least one person and filed with the Clerk before the agenda is prepared. The Clerk shall not include any correspondence in the agenda that does not meet the above requirements.
- 5.12 All correspondence will be grouped together for approval as a whole and any specific items of discussion on correspondence shall be dealt with by exception.
- 5.13 Communication items received by the municipality and addressed to a member of Council will not be placed on the agenda. These communication items will be provided directly to all members of Council.
- 5.14 Members of Council will be governed by the following rule respecting questions relative to any items included in the agenda:
- a) Council members are encouraged to contact the appropriate Director or the CAO prior to the meeting to raise questions or clarify issues relevant to the matter and to secure additional information as may be required. This does not prevent Council from asking the questions in public but provides administration an opportunity to be better prepared and have answers to the questions at the meeting.

5.1 Minutes of Meetings

- 5.1.1 The minute of Council and Committee meetings shall include:
- a) The place, date and time of meeting
 - b) The names of the presiding officer or officers and record of the attendance of the Members
 - c) The adoption of the minutes of prior meetings
 - d) All other proceedings of the meeting without note or comment

- 5.1.2 In the absence of the Clerk and the Deputy Clerk, the CAO or designate of the Clerks choice, will act as recording secretary of the meeting.
- 5.1.3 Minutes that are not considered "confidential" will be made available to the public as soon as the material is complete and adopted by Council. Minutes can be viewed via the link to on the Town's website or can be obtained for a fee at the Clerk's office.

6. CONDUCT OF PROCEEDINGS

- 6.1 It shall be the duty of the Chair of any meeting to:
- a) open the meeting by taking the Chair and calling the meeting to order
 - b) address the business listed on the agenda
 - c) receive and address in the proper manner all motions presented by Council members
 - d) put to a vote all questions which are regularly moved and seconded or necessarily arise in the course of proceedings and to announce the results
 - e) decline to put to a vote any motions which infringe the rules of procedure
 - f) enforce on all occasions the observance or order and decorum among members
 - g) adjourn the meeting in the case of disorder arising in the council chamber
 - h) when, in the opinion of the Chair, the words or conduct of any person, including members of Council, is in contravention of the rules of procedure, or in contravention of the municipality's code of conduct for council members, or is causing unreasonable disruption to the meeting, the Chair may rule the person out of order and require the person to cease the activity.
- 6.2 No Member shall be deemed to have precedence or seniority over any other Member.
- 6.3 No Member shall speak to a question or motion until the Member is recognized by the Mayor or Chair.
- 6.4 When a Member is speaking no other Member shall interrupt that member except to raise a point of order.
- 6.5 The following matters may be introduced orally without written notice and without leave:
- a) A point of order
 - b) A question of privilege
 - c) A motion to amend
 - d) A motion to refer
 - e) A motion to table the question
 - f) A motion to vote on the question
 - g) A motion to suspend the rules of procedure
 - h) A motion to recess
 - i) A motion to adjourn

7. DUTIES OF THE MAYOR

- 7.1 It shall be the duty of the head of Council:
- a) to act as chief executive officer of the municipality;
 - b) to preside over council meetings;
 - c) to provide leadership to council;
 - d) to represent the municipality at official functions;
 - e) to carry out the duties of the head of Council under the Municipal Act or any other Act.
- 7.2 In addition to the duties in section 1 above, the Mayor is responsible to conduct meetings, consistent with the provisions of this by-law.
- 7.3 The Mayor shall act as Council's representative when dealing with other levels of government, their agencies and the private sector.
- 7.4 The Mayor shall represent the Town, when required, at meetings, receptions, functions and community activities.
- 7.5 The Deputy Mayor shall act in the absence of the Mayor and have all the authority set for the position of the Mayor.

8. DUTIES OF COUNCIL

- 8.1 Members of Council/Committees shall act in accordance with the Council Code of Conduct Policy. Members shall not use indecent, offensive words or insulting expressions at any time toward other members of Council, Administration, delegations or members of the public. Members shall not criticize any decision of Council or a decision of the Chair or Council.
- 8.2 Members of Council shall be governed by the following rules with respect to statements:
- a) Each member of Council shall be limited to 3 minutes
 - b) Statements shall be non-controversial in nature
 - c) Statements shall be intended for the purpose of sharing information about events/activities/community functions and general work of Council Members on behalf of their Council colleagues, constituents and the community.
- 8.3 Council is responsible for establishing policies within the authority of enabling legislation, for the purpose of guiding the administration of the Town of Amherstburg.
- 8.4 Subject to legislative restrictions, Council develops regulations to be adopted in by-laws and resolutions for the overall benefit of the Town.
- 8.5 Council appoints the Chief Administrative Officer to ensure that administrative practices and procedures are in place to implement the directions of Council.
- 8.6 Council members are to be prepared to attend regular and special meetings of Council and committee, to which a member will be appointed by Council to participate in the development of the Town.

- 8.7 Council acts as liaison between the citizens they represent and the Town, to ensure that the intention of established policies and regulations are applied in a manner that is conducive to the citizens and community as a whole.
- 8.8 Council oversees the financial affairs and delivery of municipal services through the adoption of policies and budget control guidelines and ensures that appropriate audit procedures and monitoring programs are in place.
- 8.9 Council collectively decides matters where the procedural by-law is silent and the matter is placed before the Council for disposition.
- 8.10 No member of Council or Committee shall have the authority to direct or interfere with the performance of any work being carried out by an employee of the Town. Employees shall be subject only to their supervisors, as established in the formal organizational structure of the Town. All administration takes direction from the CAO who takes direction from Council.
- 8.11 Council shall request reports from administration by Council motion. Any and all direction by Council to administration must be by motion or by-law duly approved by a majority of Council.
- 8.12 Council members shall treat the Chair, other members, staff and delegations with courtesy and respect.
- 8.13 Council shall hold in strict confidence all information concerning matters dealt with in closed session. The members shall not release, make public, or in any way divulge any such information or any aspect of the in-camera deliberations unless expressly authorized or required by law.

9. DISCLOSURE OF PECUNIARY INTEREST

- 9.1 It is the responsibility of each member of Council or boards to determine if he/she must disclose a pecuniary interest. The disclosure policy is supported by the *Municipal Conflict of Interest Act*, and is intended to prevent any individual from receiving a pecuniary benefit by virtue of his or her position on a Council or a board. If a member of Council or board thinks he/she has a pecuniary interest in a matter being considered by Council, whether the conflict is direct or indirect, then a conflict of interest may exist.
- 9.2 If the member determines that there is a pecuniary interest, the member should determine whether the interest is one that is accepted by legislation.
- 9.3 If a member's interest cannot be accepted by legislation, the declaration of interest must be made in compliance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50.

10. MOTIONS

- 10.1 Except as otherwise provided for in this by-law, all motions must be moved and seconded before the Chair can put the motion on the floor for consideration.

- 10.2 When a motion is presented, the Chair shall ensure that it is clearly stated before debate.
- 10.3 Any and all directions by Council to administration must be by motion or by-law duly approved by a majority of Council.
- 10.4 A motion before the Council for decision must be disposed of before any other motion can be moved, except:
- a) to adjourn;
 - b) to recess;
 - c) to move into closed session;
 - d) to defer;
 - e) to refer or table; and,
 - f) to divide the motion.
- 10.5 A point of personal privilege or a point of order may be raised at any time during a meeting. A point of order or point of personal privilege shall receive disposition of Council forthwith upon receipt and when decided, the matters so interrupted shall resume from the point where it was suspended.
- 10.6 A motion related to a matter which is not within Council's jurisdiction shall be deemed to be *ultra vires* and out of order.
- 10.7 After a motion is moved and seconded it shall be deemed to be in the possession of Council, but the Chair may, with the permission of the mover and seconder, allow the motion to be withdrawn at any time before a decision is made on the motion.
- 10.8 A motion to amend shall be made only to a previous question or to amend an amendment to the question, shall be relevant to the question to be decided, shall not be in order if in essence it constitutes a rejection of the main question and shall be put in the reverse order to that which it is moved.
- 10.9 A motion to refer a question should include the name of the body or official to whom the question is to be referred, instructions respecting the terms upon which the question is to be referred. A motion to refer shall not be debatable except where instructions are included, then only the instructions shall be debatable.
- 10.10 A motion to defer may include a fixed date for the question to come back before Council, may be made while the main motion or an amendment is on the floor and takes precedence, may be debated and amended only to change the length of postponement.
- 10.11 A motion to adjourn shall not be in order when:
- a) a member is speaking;
 - b) a vote is being taken; or
 - c) a recorded vote has been requested.
- 10.12 A motion to adjourn is not debatable except as to date and time if stated in the motion.

- 10.13 A Notice of Motion signed by a mover shall be provided to the Clerk prior to the council meeting. A notice of motion shall not be debated at the council meeting where it was introduced, but shall be dealt with at the subsequent meeting of Council unless otherwise agreed by majority vote of those members in attendance.
- 10.14 After any decision has been determined by Council, any member who voted on the prevailing side may, at the same meeting, or at any other meeting held thereafter, move for a reconsideration of the decision.
- 10.15 A motion to reconsider must be seconded by any member of Council that was present at the meeting where the original motion was introduced. A motion to reconsider is not debatable or amendable.
- 10.16 After a motion to reconsider has been moved and seconded, no further action will be taken on the matter that is subject to reconsideration until the motion to reconsider has been voted upon.
- 10.17 A motion to reconsider will be carried on a majority vote.
- 10.18 Any decision shall not be reconsidered more than once.

11. VOTING

- 11.1 Every member of Council, except where disqualified to vote, shall participate on all votes. Failure to vote on a matter shall be deemed as a negative vote.
- 11.2 The manner of determining the decision of Council shall be by show of hands, unless a recorded vote is requested. A vote on a motion will carry if a majority (more than 50%) of those eligible to vote are in favour. For appointments to Boards and/or Committee's Council may vote by secret ballot.
- 11.3 Before the taking of a vote, the Chair may request to have the motion read and shall do so if requested by a member of Council.
- 11.4 After a question has been put to a vote by the Chair, no member shall speak to the question nor shall any other motion be made until the vote has been taken and the result declared by the Chair.
- 11.5 Any member may ask that a motion be divided and that a separate vote be taken for each part of the motion. When requested, the Chair shall, without need for a seconder, put the request to Council.
- 11.6 Unless a recorded vote is requested, the votes of individual members shall not be recorded.
- 11.7 A member may, prior to a vote, or immediately after the vote is taken, but prior to the following issue on the agenda being presented, request that a recorded vote be taken.

- 11.8 When a recorded vote is taken, the Clerk will ask all Council members individually, in alphabetical order, except the Chair, who shall be called last, whether he/she is in favour or opposed to the motion on the floor. Following the recording of the vote, the Clerk shall declare whether the motion has carried or failed.

12. BY-LAWS

- 12.1 No By-law shall be presented to Council unless the subject matter has been considered and approved by Council.
- 12.2 Every By-law shall be introduced upon motion by a member specifying the title of the By-law.
- 12.3 Every By-law shall be given three readings prior to passage. The Clerk shall set out on each by-law enacted by Council, the date of each of the readings.
- 12.4 Every by-law enacted by the Council shall be numbered and dated and shall be affixed with the Corporate seal and signed by the Mayor and Clerk and shall be deposited by the Clerk in her office for safekeeping.
- 12.5 A confirmatory by-law shall be considered at each regular meeting to confirm all the resolutions passed by Council.