



REPORT TO COUNCIL

Prepared by: Trevor Hallam

Date: April 1st 2020

Subject: Amendment to Procedure By-Law

Recommendation:

That Council amend or repeal and replace by-law 19-2018, being a by-law to adopt a procedure for governing the calling, place and proceedings of meetings of council, committees of Council and boards of council of The Corporation of the Municipality of Morris-Turnberry, to allow for electronic participation in meetings during a declared emergency.

Background:

In light of the developing COVID-19 pandemic, holding person Council meetings potentially contravenes the precautionary measures introduced by the Federal and Provincial Governments, and the recommendations of the Medical Officer of Health for Huron Perth.

Up until recently, electronic participation in meetings of Council was permitted, but the number of Councillors participating by electronic means was limited, and those members could not be counted towards achieving quorum and could not participate in a closed session.

On March 19, 2020, the Government of Ontario introduced Bill 187, An Act to amend the Municipal Act, 2001, and the City of Toronto Act, 2006. The bill was given first reading through Royal Assent on the same day. The bill was introduced to make changes to the Municipal Act to allow for electronic participation in meetings of Council during a declared emergency:

Section 238

(3.3) The applicable procedure by-law may provide that, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act,

(a) despite subsection (3.1), a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and

(b) despite subsection (3.2), a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public.

Bill 187 also provided the ability to amend a municipality's procedure by-law accordingly by means of an electronic meeting, and is the authority under which this meeting of Council is being held electronically in spite of not being allowed under the current procedure by-law:

Section 238

(3.4) A municipality or local board may hold a special meeting to amend an applicable procedure by-law for the purposes of subsection (3.3) during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act and despite subsection (3.1), a member participating electronically in such a special meeting may be counted in determining whether or not a quorum of members is present at any time during the meeting. 2020, c. 4, s. 1.

The current procedure by-law for Morris-Turnberry was passed in 2018. Staff have reviewed that by-law, and have found numerous errors, duplications and contradictions. It was the intention of staff to review and propose replacement of this by-law during the 2020 calendar year, but the introduction of the amendments described above have offered an opportunity to make the necessary corrections now.

Council is presented here with two by-laws, and either one can be put forward based on the comfort level of Council with their content. The first is a draft of a new procedure by-law that corrects the errors in the existing by-law, and includes the new emergency provisions for electronic meetings. The second is an amendment to the existing by-law that makes no changes other than to include the new emergency provisions for electronic meetings. Also included is a blackline version of the new proposed by-law showing changes that were made. It should be noted that in either the new by-law or the amendment, the restrictions on electronic participation outside of a time of declared emergency remain unchanged.

It is the recommendation of staff that the new version of the procedure by-law be considered by Council. Aside from corrections, notable changes are the removal of the 10:30 curfew for meetings, and the removal of Question Period from the order of business.

Others Consulted:

None.

Respectfully submitted,



Trevor Hallam



CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. ##-2020

Being a by-law amend by-law 19-2018 to adopt a procedure for governing the calling, place and proceedings of meetings of Council, Council committees and boards of Council for the Corporation of The Municipality of Morris-Turnberry.

WHEREAS Section 238 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that every Council shall adopt a procedure for governing the calling, place and proceedings of meetings; and

WHEREAS Council deems it expedient to amend by-law 19-2018;

NOW THEREFORE, The Council of the Corporation of the Municipality of Morris-Turnberry hereby enacts as follows:

1. That section 11.1 (e) of by-law 19-2018 be removed in its entirety and replaced by the following;

(e) ELECTRONIC PARTICIPATION

- i. Council may authorize the electronic participation by telephone or electronic equipment of any member. Such member shall not be counted in determining whether or not a quorum of members is present at any point in time, and shall not participate in a meeting or portion thereof which is closed to the public.
- ii. The member wishing to participate electronically must submit a request to the Clerk in writing or by email prior to the meeting.
- iii. Approval of electronic participation shall be left to the discretion of the Clerk and/or Mayor.
- iv. No more than two members may participate by electronic means, at any one time.
- v. In the event that more than two members request participation by electronic means, approval for such shall be granted to the first two members to submit a request as determined by the date and time of the request.
- vi. A verbal roll call shall be taken at the call to order any meeting where a member is participating electronically to confirm attendance.
- vii. Any vote at a meeting where any member is participating electronically must be conducted by roll call. A roll call vote in such circumstances shall not be considered a Recorded Vote.
- viii. Notwithstanding sections i through v, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time and may participate electronically in a meeting that is closed to the public.

2. That this by-law shall come into effect immediately upon the passing thereof.

Read a FIRST and SECOND time this 1st day of April 2020.

Read a THIRD time and FINALLY PASSED this 1st day of April 2020.

Mayor, Jamie Heffer

Clerk, Trevor Hallam



CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. ##-2020

Being a by-law to adopt a procedure for governing the calling, place and proceedings of meetings of council, committees of Council and boards of council of The Corporation of the Municipality of Morris-Turnberry.

WHEREAS Section 238 of the Municipal Act, 2001, S .O. 2001, Chapter 25, as amended, provides that every Council shall adopt a procedure for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 8 of the Municipal Act, 2001, S .O. 2001, Chapter 25, as amended, guarantees that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

NOW THEREFORE, The Council of the Corporation of the Municipality of Morris-Turnberry hereby enacts as follows:

1. SHORT TITLE

- 1.1. This by-law shall be known as "The Procedural By-Law" for The Corporation of The Municipality of Morris-Turnberry.

2. DEFINITIONS

The following definitions shall apply to this by-law:

- 2.1. "Agenda" means the written Order of Business.
- 2.2. "Act" or "The Act" shall mean the Municipal Act, 2001, S.O. 2001, c. 25 as amended unless otherwise indicated.
- 2.3. "By-law" means a law or regulation in a form approved by Council for the purposes of giving general effect to a decision or proceeding of Council.
- 2.4. "Chair" shall mean the Mayor or the presiding officer of a meeting.
- 2.5. "Clerk" shall mean the Clerk of The Corporation of The Municipality of Morris-Turnberry, or a person delegated by the Clerk.
- 2.6. "Closed Session" shall mean a meeting or part of a meeting of Council, a committee of Council, a Communications Meeting, or a Local Board and its committees, not open to the public.
- 2.7. "Committee of Council" shall mean a committee established by Council.
- 2.8. "Committee" shall mean any advisory or other committee, subcommittee or similar entity of which at least 50% of the members are also members of one or more councils or local boards;
- 2.9. "Committee-of-the-Whole" shall mean a committee composed of all of the members of Council.

- 2.10. "Council" shall mean the Council of The Corporation of The Municipality of Morris-Turnberry, consisting of five (5) members.
- 2.11. "Corporation" shall mean The Corporation of the Municipality of Morris-Turnberry.
- 2.12. "Mayor" shall mean the Head of Council and Mayor of the Municipality of Morris-Turnberry.
- 2.13. "Alternate member of Huron County Council" shall mean an alternate member of the Municipality of Morris-Turnberry to represent the Municipality on Huron County Council, in the absence of the Mayor and as appointed in accordance with the provisions herein.
- 2.14. "Meeting" shall mean any regular, special or other meeting of a council, of a local board or of a committee of either of them, where;
- 2.14.1. A quorum of members is present; and
- 2.14.2. 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.
- 2.15. "Member" shall mean a member of Council, its committees or its local boards, and shall include the Mayor.
- 2.16. "Motion" shall mean a resolution of Council or a Recommendation of a committee that is under debate by Council or a committee.
- 2.17. "Pecuniary Interest" means a direct or indirect pecuniary (monetary) interest with as defined by the Conflict of Interest Act, RSO 1990 Chapter M. 50, as amended.
- 2.18. "Point of Order" means a statement made by a member during a meeting, drawing to the attention of the Chair:
- 2.18.1. Any breach of the Rules of Order of Council; or
- 2.18.2. Any defect in the constitution of any meeting of the Council; or
- 2.18.3. The use of improper offensive or abusive language; or
- 2.18.4. Notice of the fact that the matter under discussion is not within the scope of the proposed motion; or
- 2.18.5. Any other informality or irregularity in the proceedings of Council.
- 2.19. "Presentation" means the occurrence when staff, an individual or group have been invited to present information to Council or a committee.
- 2.20. "Chair" means the Mayor, Deputy Mayor or a person appointed by the members present at a Council Meeting in the event the Mayor and Deputy Mayor are not in attendance within five (5) minutes after the hour appointed for the Council meeting.
- 2.21. "Point of Privilege" means the raising of a question when a member believes that his or her rights, immunities or integrity or that of Council as whole has been impugned.
- 2.22. "Public Meeting" shall mean a public meeting as required by statute.
- 2.23. "Quorum" shall mean a majority of all members of Council.
- 2.24. "Recorded Vote" shall mean the recording of the name and vote of every member voting on any matter or question during a Council meeting.
- 2.25. "Rules of Procedure" shall mean the rules and regulations provided in this by-law.

- 2.26. “Two-thirds majority vote” shall mean a vote where at least two-thirds (2/3) of the members present and eligible to vote, vote in the affirmative.

3. GENERAL RULES

- 3.1. The rules and regulations contained in this by-law shall be observed in all proceedings of Council, committees of Council and Local Boards and shall be the rules and regulations for the order and the dispatch of business in Council, committees of Council and Local Board meetings.
- 3.2. Any part or parts of this by-law may be suspended by a vote with the consent of two-thirds majority of the Council, committee or local board members present, unless the part(s) is prescribed by statute or law.
- 3.3. In the absence of the Mayor, the Deputy Mayor shall act in the stead of the Mayor and shall have all the rights, powers and authority of the Mayor, while so acting.
- 3.4. Only members of Council’, or Officers of the Corporation, shall be allowed on the floor of Council Chambers during meetings, without the approval of the Mayor.

4. COUNCIL MEETINGS

4.1. Inaugural Meeting

The Inaugural Meeting shall be held on the first Tuesday in December following a Regular Municipal Election.

4.2. Open Meetings

All meetings of Council, its committees and local boards must be open to the public in accordance with Section 239 of the Act.

4.3. Location

Meetings of Council shall be held in the Council Chambers of the Municipal Building located at 41342 Morris Road, RR 4, Brussels, unless otherwise specified in the notice of the meeting, decided by resolution of Council or specified elsewhere in this by-law.

4.4. Alter Time, Day or Place

Council may, by resolution, alter the time, day or place of any Council and/or committee of Council Meeting.

4.5. Postponement of Meetings

Any regular meetings of the Council may be postponed to a day named in:

- 4.5.1. A notice by the Mayor or the Deputy Mayor given through the Clerk's Office no less than forty eight (48) hours in advance of the regular meeting;
- 4.5.2. A resolution of Council passed by a majority of all members; or,
- 4.5.3. A notice by the Clerk or Mayor upon verbal request to the Clerk or Mayor by a majority of all members on the day of the meeting, due to inclement weather or emergency.

4.6. Regular Meetings

- 4.6.1. Regular meetings of Council shall be held on the first and third Tuesdays of each month at 7:30 pm.
- 4.6.2. When the Regular Meeting falls on a Public Holiday, Council shall meet on the next business day at the prescribed time and location.

4.7. Special Meetings

- 4.7.1. The Head of Council may at any time call a Special Meeting of Council with adequate notice to the members of Council.
- 4.7.2. Upon receipt of the petition of a majority of all members, the Clerk shall call a Special Meeting for the purpose and at the time named in the petition.
- 4.7.3. Notice of all Special Meetings of Council shall be given to members through the Clerk's office. The only business to be dealt with at a Special Meeting is that which is listed in the notice of the meeting.

4.8. Statutory Public Meetings

Statutory Public Meetings shall convene during Regular Meetings of Council, unless otherwise specified in the notice of meeting.

4.9. Accessibility

The Municipality will attempt to remove any barriers for members of Council, staff and the public, for access to the meetings and audio and visual needs, upon request.

5. DEPUTY MAYOR SELECTION

- 5.1. The member elected at large to the position of Councillor with the greatest number of votes in the last regular election shall be appointed as Deputy Mayor and sworn in as such at the inaugural meeting of Council.
- 5.2. Should the member described in 5.1 not wish to assume the position of Deputy Mayor, all members of Council shall be eligible for the position, excluding the Mayor, and the position shall be filled by secret write in ballot in accordance with the following procedure.
 - 5.2.1. The Chair shall call for nominations from the floor. Any member of Council may nominate any other excluding themselves. No second is required.
 - 5.2.2. A vote shall be conducted by the Clerk by secret write in ballot. Ballots will be received from all members of council.
 - 5.2.3. In the event of a tie vote, the ballot will be chosen by lot. The first name drawn by the Clerk shall be the member to be appointed to the position of Deputy Mayor.
 - 5.2.4. A motion of council to confirm the appointment is required.

6. PUBLIC NOTICE OF MEETINGS AND AGENDAS

- 6.1. Where notice is required to be given under the municipality's Notice By-law, no business shall be brought before Council without first providing the prescribed form of notice.
- 6.2. The published Agenda shall be considered as adequate notice of regular meetings of Council, special meetings of Council, and committees of Council, except for meetings held on a day or at a time other than as provided for by this by-law.
- 6.3. The Agenda and corresponding information for regular and special meetings shall be published and made available to Council and the public not later than forty-eight (48) hours prior to the meeting.
- 6.4. Notwithstanding any other provision of this by-law, an Emergency Meeting may be held without written notice to deal with an emergency or extraordinary situation,

provided that an attempt has been made by the Clerk to notify the members about the meeting as soon as possible and in the most expedient manner available.

- 6.5. No business except the business that contained in the Notice or Agenda shall be addressed at any Emergency Meeting.
- 6.6. Failure to receive the Notice or Agenda by any member shall not affect the validity of any meeting, or any action taken thereat.
- 6.7. The Agenda for any meeting shall be deemed to be published upon being posted to the municipal website.
- 6.8. Agendas, including all public attachments, shall be made available through the Clerk's Office upon request in either standard or alternative formats.

7. COMMUNICATIONS AND PETITIONS

- 7.1. Every communication or petition intended for presentation to Council or a committee thereof shall be legibly written or printed and shall be signed by at least one person, giving his/her address, and filed with the Clerk or Recording Secretary.
- 7.2. The deadline for receipt of communications or petitions by the Clerk for inclusion on the Agenda shall be noon on the Thursday prior to the Regular Meeting of Council.
- 7.3. Communications and petitions addressed to the Mayor and or Council shall be included in the agenda of the next regular meeting as items of correspondence.
- 7.4. All resolutions received from other municipalities shall be included in the agenda of the next regular meeting as items for information.
- 7.5. Any member of Council may ask the Clerk to place any communication, petition or resolution on the next agenda for the next regular meeting of Council.
- 7.6. Communications or petitions containing obscene or defamatory language shall not be listed on the agenda but shall be held by the Clerk and may be directed to the police for investigation upon direction of the Mayor.

8. DEPUTATIONS

- 8.1. For the purpose of advancing the business of Council, persons desiring to verbally present new information on matters of fact or make a request of Council shall contact the Clerk to make a timed deputation at Council, subject to the provisions outlined herein.
- 8.2. A written brief outlining the subject matter of the presentation, as well as any supplementary information or handouts that will be relied upon, shall be provided to the Clerk at the time of the request to appear and shall clearly state the nature of the business to be discussed, by noon on the Thursday prior to the meeting. Any subject matter or materials not provided as described herein may be deemed inadmissible at the discretion of Council.
- 8.3. Deputations appearing before Council at statutory public meetings are exempt from the requirements of 8.1 and 8.2. All other provisions in section 8 apply.
- 8.4. Deputations shall be limited in speaking to not more than ten (10) minutes in total per person, group organization. A delegation consisting of five or more members will be limited to two (2) speakers.
- 8.5. Deputations not providing sufficient notice may be heard at the discretion of a majority of members of Council present.
- 8.6. Council may refuse to hear deputations when, in the opinion of Council, the subject of the presentation is beyond the jurisdiction of the Municipality.

- 8.7. No person will be permitted to address Council with respect to a specific personal issue, nor will a brief respecting such issue be listed on a Council agenda. A written brief by any person with respect to personal issues may be forwarded to the Clerk for consideration in closed session.
- 8.8. No person will be permitted to address Council regarding any matters related to pending or current litigation to which the Municipality may be a party.
- 8.9. Council may solicit comments from the gallery on specific issues through the Chair at any time provided no other member has the floor.

9. CLOSED MEETINGS:

- 9.1. A meeting or part of a meeting may be closed to the public, in accordance with Section 239 of The Act, if the subject matter being considered is;
 - 9.1.1. the security of the property of the municipality or local board;
 - 9.1.2. personal matters about an identifiable individual, including municipal or local board employees;
 - 9.1.3. a proposed or pending acquisition or disposition of land by the municipality or local board;
 - 9.1.4. labour relations or employee negotiations;
 - 9.1.5. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - 9.1.6. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - 9.1.7. a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
 - 9.1.8. information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - 9.1.9. a trade secret or scientific, technical, commercial, financial or labour relations 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;
 - 9.1.10. a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - 9.1.11. 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.
- 9.2. A meeting or part of a meeting shall be closed to the public if the subject matter being considered is;
 - 9.2.1. 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; or
 - 9.2.2. an ongoing investigation respecting the 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 Act, or the investigator referred to in subsection 239.2 (1) of the Act.

- 9.3. A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
 - 9.3.1. The meeting is held for the purpose of educating or training the members; and
 - 9.3.2. 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.
- 9.4. Before holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution;
 - 9.4.1. the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or
 - 9.4.2. in the case of a meeting under 9.3, the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection.
- 9.5. A meeting shall not be closed to the public during the taking of a vote unless;
 - 9.5.1. 9.1 or 9.2 permit or require the meeting to be closed to the public; and
 - 9.5.2. the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.
- 9.6. For the purposes of Section 9.3 above, the following actions are considered **to** materially advance the business or decision making of the Council, Board or committee:
 - 9.6.1. Structured or unstructured debate
 - 9.6.2. Adoption of recommendations or options.
- 9.7. For the purposes of section 9.3 above, the following actions are considered **to not** materially advance the business or decision making of the Council, Board or committee:
 - 9.7.1. Brainstorming and listing of potential options for consideration by staff and Council
 - 9.7.2. Conducting group problem identification and analysis
 - 9.7.3. Receiving staff or council member briefings on new or emerging topics
 - 9.7.4. A technical briefing to provide generalized background information necessary to assist in future decision making.
- 9.8. All deliberations while in Closed Session shall remain confidential unless otherwise approved by Council in Open Session. The Mayor or Chair will report out the time that the closed portion of the meeting ended, and any results at the conclusion of the closed portion of the meeting, including if any directions or instructions were given to officers, employees or agents of the Municipality.
- 9.9. Whenever a majority of the members present decide that Council should convene in closed session, the Chair shall continue to preside and maintain order during the in closed session portion of the Council meeting.

- 9.10. Council shall consider, in closed session, all matters contained in closed session reports of the standing committees included in the proceedings of the Council meeting, unless otherwise decided by a majority vote of the Council.
- 9.11. No Recorded Vote shall be permitted in closed session;
- 9.12. A motion to put the question shall not be permitted in closed session;
- 9.13. A motion to adjourn shall not be permitted in closed session
- 9.14. Any direction to staff or an agent at a closed meeting shall be included in a resolution, duly moved and seconded, and passed by a majority of the members present.
- 9.15. The Minutes of the closed session shall be recorded as outlined in Section 10.2 of this by-law.
- 9.16. The general nature of any business transacted in closed session shall be reported by the Chair upon the reconvening of open session.
- 9.17. A person may request that an investigation of whether Council or local board has complied with Section 239 of the Act or this by-law in respect of a meeting or part of a meeting that was closed to the public, be undertaken by the Closed Meeting Investigator as appointed by the Municipality.

10. ORDER OF PROCEEDINGS, AGENDAS & MINUTES

10.1. Council Agendas:

10.1.1. The Clerk or designate shall prepare the Agenda for all Regular Council Meetings consisting of the following Order of Business :

1. Call to order
2. Adoption of agenda, including any amendments thereto
3. Disclosures of pecuniary interest & the general nature thereof
4. Approval/amendment of the public regular and special Council meeting minutes
5. Approval of accounts
6. Public meetings and deputations
7. Staff reports
8. Business
9. Councillor and committee reports
10. Correspondence, minutes of local boards or committees, items for information
11. New business
12. By-laws and agreements
13. Closed session
14. Confirming By-Law
15. Adjournment

10.1.2. At each duly constituted regular meeting of Council, the minutes of the preceding regular meeting, public meeting and special meeting shall, unless otherwise decided by Council, be submitted for adoption.

Following their adoption by a majority of members present subject to any amendments being noted they shall be signed by the Mayor and Clerk.

10.1.3. The business of each meeting shall be taken up in the order in which it stands in the agenda, unless otherwise decided by a majority vote of the members present.

10.1.4. The Mayor may change the order of business, if required, to accommodate any timing issues.

10.2. Minutes

10.2.1. The municipality, local board or a committee shall have recorded without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not. The record shall be made by the Clerk, in the case of the meeting of council, or an appropriate officer in the case of a meeting of a local board or committee.

10.2.2. Minutes of the Council or committee, whether it is closed to the public or not, shall record:

10.2.2.1. The date of the meeting;

10.2.2.2. The record of the attendance of the members;

10.2.2.3. Disclosures of pecuniary interest and the general nature thereof;

10.2.2.4. the reading, if requested, correction and adoption of the minutes of prior meetings;

10.2.2.5. All resolutions and decisions;

10.2.2.6. All the other proceedings of the meeting without note or comment;

10.2.2.7. Time of call to order, time of adjournment and time in and out of closed session or committee meeting;

10.2.2.8. A list of other business items discussed.

11. ELECTRONIC PARTICIPATION

11.1. Council may authorize the electronic participation by telephone or electronic equipment of any member. Such member shall not be counted in determining whether or not a quorum of members is present at any point in time, and shall not participate in a meeting or portion thereof which is closed to the public.

11.2. The member wishing to participate electronically must submit a request to the Clerk in writing or by email prior to the meeting.

11.3. Approval of electronic participation shall be left to the discretion of the Clerk and/or Mayor.

11.4. No more than two members may participate by electronic means, at any one time.

11.5. In the event that more than two members request participation by electronic means, approval for such shall be granted to the first two members to submit a request as determined by the date and time of the request.

11.6. A verbal roll call shall be taken at the call to order any meeting where a member is participating electronically to confirm attendance.

- 11.7. Any vote at a meeting where any member is participating electronically must be conducted by roll call. A roll call vote in such circumstances shall not be considered a Recorded Vote.
- 11.8. Notwithstanding sections 11.1 through 11.5, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time and may participate electronically in a meeting that is closed to the public.

12. COMMENCEMENT OF MEETINGS

- 12.1. As soon after the scheduled time for a meeting as a quorum is present, the meeting shall be called to order by the Chair.
- 12.2. If there is no quorum present within fifteen (15) minutes after the scheduled time for the meeting, the meeting shall stand adjourned until the date and time of the next regular or special meeting and the Clerk shall record the names of the members present upon such adjournment.
- 12.3. The Mayor, if present, shall act as Chair at all meetings.
- 12.4. In the absence of the Mayor, the Deputy Mayor shall act as Chair for the duration of the meeting or until the arrival of the Mayor.
- 12.5. In the absence of both the Mayor and the Deputy Mayor, the Clerk shall call the Meeting to order fifteen (15) minutes after the hour appointed for the Meeting, and the members shall appoint a member by resolution to act as Chair during the Meeting or until the arrival of the Mayor or the Deputy Mayor.
- 12.6. If at any meeting the number of members is reduced to less than a quorum during the course of the meeting, the meeting shall stand adjourned.
- 12.7. Any member shall notify the Clerk if they are unable to attend a meeting of Council or a committee thereof.

13. DUTIES OF THE CHAIR

- 13.1. When presiding over any meeting, the Chair:
 - 13.1.1. Shall open the meeting by calling the members to order;
 - 13.1.2. Shall announce the business before the assembly and the order in which it is to be acted upon;
 - 13.1.3. Shall receive and submit, in the proper manner, all motions presented by the members;
 - 13.1.4. Shall put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, noting a yes or no, and announce the result;
 - 13.1.5. Shall decline to put to vote motions that infringe the rules of procedure;
 - 13.1.6. May, but is not obliged to, vote in a circumstance their vote will affect the result;
 - 13.1.7. Shall restrain the members, within the rules of order, when engaged in debate;
 - 13.1.8. Shall enforce on all occasions the observance of order and decorum among the members;

- 13.1.9. Shall call by name any member persisting in breach of the rules of order of the Council, thereby ordering the member to vacate the Council Chamber;
- 13.1.10. May expel from the Council Chamber any person or persons causing a disturbance or engaging in improper behavior;
- 13.1.11. Shall receive all messages and other communications and announce them to the Council;
- 13.1.12. Shall authenticate, by signature when necessary, all by-laws, resolutions, and minutes of Council;
- 13.1.13. Shall inform Council, when necessary or when referred to for the purpose, on a point of order or usage;
- 13.1.14. Shall represent and support Council, declaring its will, and implicitly obeying its decision in all things;
- 13.1.15. Shall ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;
- 13.1.16. Shall adjourn the meeting when the business is concluded;
- 13.1.17. Shall adjourn the meeting without question, in the case of grave disorder arising in the Council Chamber.

14. HURON COUNTY COUNCIL

- 14.1. The Mayor, as Head of Council, shall represent the municipality as a member of the Huron County Council by virtue of holding that office.
- 14.2. A member can be named as an ‘Alternate Member of Huron County Council’ to represent the Municipality on Huron County Council in the absence of the Mayor, pursuant to the following criteria:
 - 14.2.1. That the member is duly appointed by Council of the Municipality;
 - 14.2.2. That the member is properly sworn in to act as a County Councillor prior to attendance at a County meeting;
 - 14.2.3. That the Municipality provides a certificate to the County of Huron that that member has been duly appointed as an alternate;
 - 14.2.4. That Council does not appoint more than one member during the term of Council as alternate;
- 14.3. If the seat of the member who has been appointed as an alternate member becomes vacant, Council may appoint another member as an alternate for the remainder of the term of Council;

15. RULES OF CONDUCT

- 15.1. No member shall:
 - 15.1.1. Speak disrespectfully of the reigning sovereign, or any of the Royal Family, or of the Governor-General, the Lieutenant Governor, or any

person administering the government of the Dominion of Canada, the Province of Ontario or of The Corporation of the Municipality of Morris-Turnberry;

- 15.1.2. Use indecent, offensive or insulting language;
 - 15.1.3. Speak on any subject matter other than the subject in debate;
 - 15.1.4. Disobey the rules of the Council Code of Conduct or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council;
 - 15.1.5. Leave their seat or make any noise or disturbance while a vote is being taken until the result of the vote is announced;
 - 15.1.6. Disturb Council by any disorderly conduct;
 - 15.1.7. Interrupt a member who is speaking, except to raise a point of order or a question of privilege;
 - 15.1.8. Use municipal property, services and other resources unless specifically authorized to do so;
 - 15.1.9. Interfere with the work of staff or department heads regarding day to day operations of the Municipality;
 - 15.1.10. Work in conjunction with lobbyists.
- 15.2. All members shall:
- 15.2.1. Provide for disclosure of gifts and benefits received by submission of a written statement, as set out in Schedule 'A', attached hereto;
 - 15.2.2. Maintain confidentiality of information;
 - 15.2.3. Adhere to the harassment and violence policies of the municipality;
 - 15.2.4. Adhere to all council policies and procedures.
- 15.3. In the event that a member persists in a breach of the rules of this by-law after having being called to order by the Chair, the Chair shall put the question "Shall the member be ordered to leave his/her seat for the duration of the Meeting?" Such question shall not be debatable.
- 15.4. If the Council decides the question set out in Section 1653 of this by-law in the affirmative by a majority vote of the members present, the Chair shall order the member to leave his/her seat for the duration of the Meeting.
- 15.5. If the ejected member offers an apology, the Chair, with the approval of Council, may permit the member to resume his/her seat.

16. RULES OF DEBATE

- 16.1. The Chair shall preside over the conduct of the meeting including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to Council.
- 16.2. Where procedural matters of Council or committees of Council are not governed by the Municipal Act, Municipal Conflict of Interest Act or provisions of this bylaw, resort should be had to the current edition of 'Roberts's Rules of Order Newly Revised' for guidance on the question.
- 16.3. The Chair may answer questions and comments in a general way without leaving the Chair, but if he/she wishes to make a motion or to speak on a motion taking a

definite position and endeavoring to persuade Council to support a position, then he/she shall first leave the Chair and address Council from the podium. The Chair shall address deputations and if any member wishes to address a presenter, they must speak through the Chair.

- 16.4. If the Mayor desires to leave the Chair for the purpose of taking part in the debate or for any other reasons, the Deputy Mayor will sit in his/her place until he/she resumes the Chair.
- 16.5. Before a member may speak to any matter, he/she shall first be recognized by the Chair.
- 16.6. When two or more members indicate simultaneously that they wish to speak, the Chair shall name the member who is to speak first.
- 16.7. When a member is speaking to a motion, he/she shall confine his/her remarks to the motion and in speaking shall be limited to a maximum of five (5) minutes, unless otherwise decided by a majority vote of the members present.
- 16.8. A member shall not speak more than twice to any motion unless otherwise decided by a majority vote of the members present, except the member who made the motion who shall be allowed to reply for a maximum of five (5) minutes.
- 16.9. When a motion is under debate, a member may ask a concisely worded question of another member or a staff member through the Chair for clarification, prior to the motion being put to a vote by the Chair.
- 16.10. A member may request that the motion under debate be read at any time during the debate, provided no other member has the floor.
- 16.11. No member shall speak more than once on an item of business until every member who desires to speak, has spoken.

17. QUESTIONS OF PRIVILEGE AND ORDER

- 17.1. If a member believes that his/her rights, privileges or integrity or those of the members collectively have been prejudicially affected, he/she shall ask leave of the Chair to raise a question of privilege which shall take precedence over all other matters, but he/she shall not be permitted to enter into any argument or introduce any motion related to the question of privilege. When any point of personal privilege arises it shall be taken into consideration immediately.
- 17.2. When a member wishes to rise on a point of order, the member shall ask leave of the Chair to raise on a point of order, and after leave is granted, shall state the point of order to the Chair. The Chair shall then state and decide the point of order.
 - 17.2.1. Thereafter, a member shall only address the Chair for the purpose of appealing the decision of the Chair to Council.
 - 17.2.2. If no member appeals immediately, the decision of the Chair shall be final.
 - 17.2.3. Council, if appealed to, shall decide the question without debate and its decision shall be final.
- 17.3. When the Chair calls a member to order, that member shall cease speaking until the point of order is dealt with and that member shall not speak again to the matter under discussion without the permission of the Chair unless to appeal the ruling of the Chair.

18. MOTIONS

- 18.1. All main motions shall be submitted orally or in writing. Written motions will be signed by the mover and seconder and filed with the Clerk. Oral motions shall be restated by the Chair or the Clerk before debate or a vote.
- 18.2. Any member of Council may give notice of intent that he or she will introduce a motion the next or a subsequent meeting of Council. The giving of notice requires no seconder and is not debatable.
- 18.3. All Notices of Motion shall be in writing, signed by the mover and filed with the Clerk.
- 18.4. Notices of Motions filed with the Clerk shall be directed to the next regular meeting of Council unless otherwise noted.
- 18.5. Any motion may be introduced without notice if two-thirds of members present agree to its introduction.
- 18.6. Motions shall be seconded before being debated or put to a vote.
- 18.7. Every motion shall be deemed to be in the possession of Council for debate after it is accepted by the Chair, but may, with the permission of Council, be withdrawn at the joint request of the mover and seconder at any time before the motion is disposed of.
- 18.8. When a motion is under debate, no other motion shall be in order except a motion:
 - 18.8.1. To adjourn;
 - 18.8.2. To table;
 - 18.8.3. To call the question (close the debate);
 - 18.8.4. To postpone to a certain time (defer);
 - 18.8.5. To refer;
 - 18.8.6. To amend.
- 18.9. A motion to adjourn shall:
 - 18.9.1. Not be amended;
 - 18.9.2. Not be debated;
 - 18.9.3. Not include qualifications or additional statements; and,
 - 18.9.4. Always be in order except when a member is speaking or the members are voting or when made in Committee-of-the-Whole.
- 18.10. When a motion to adjourn has been decided in the negative, no further motion to adjourn shall be made until after material progress in business or debate on other business has taken place.
- 18.11. Council shall adjourn when there is no business before them.
- 18.12. A motion to table shall:
 - 18.12.1. Not be amended;
 - 18.12.2. Not be debated;
 - 18.12.3. Apply to the main motion and any amendments thereto under debate at a time when the motion to table was made;
 - 18.12.4. Not include qualifications or additional statements.
- 18.13. If a motion to table is decided in the affirmative by a majority vote of the members present, then the main motion and any amendments thereto shall be removed from

Council's consideration until such time as a notice of motion to lift the matter from the table is filed with the Clerk. A motion to take from the table is not debatable or amendable.

- 18.14. A motion to call the question (close the debate) shall:
 - 18.14.1. Not be amended;
 - 18.14.2. Not be debated;
 - 18.14.3. Apply to the motion or amendment under debate at the time when the motion to put the question is made;
 - 18.14.4. Not be received in any committee;
 - 18.14.5. Be moved using the words "That the question now be called."
- 18.15. If a motion to call the question is decided in the affirmative by a majority vote of the members present, then the preceding motion or amendment shall be voted on immediately without further debate or comment.
- 18.16. A motion to refer a matter under consideration to a committee, staff or elsewhere shall:
 - 18.16.1. Be open to debate;
 - 18.16.2. Be amendable; and,
 - 18.16.3. Preclude amendment or debate of the preceding motion, unless the motion to refer is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.
- 18.17. A motion to amend shall:
 - 18.17.1. Be open to debate;
 - 18.17.2. Not propose a direct negative to the main motion;
 - 18.17.3. Be relevant to the main motion; and
 - 18.17.4. Not be further amended more than once.
- 18.18. A motion to postpone to a certain time (defer) shall:
 - 18.18.1. Be open to debate;
 - 18.18.2. Be amendable; and
 - 18.18.3. Preclude amendment or debate of the preceding motion, unless the motion to postpone to a certain time is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

19. VOTING PROCEDURES

- 19.1. Voting on a main motion and amending motions shall be conducted in the following order:
 - 19.1.1. A motion to amend a motion to amend the main motion;
 - 19.1.2. A motion (as amended or not) to amend the main motion;
 - 19.1.3. The main motion (as amended or not).

- 19.2. When the motion under consideration contains two distinct propositions, upon the request of any member, the Chair shall divide the question and the vote upon each proposal shall be taken separately.
- 19.3. A motion shall be put to a vote by the Chair immediately after all members desiring to speak on the motion have spoken in accordance with section 16 of this by-law.
- 19.4. After a motion is put to a vote by the Chair, no member shall speak on that motion, with the exception of the Chair who may speak following a recorded vote or upon breaking a tie, after the result of the vote is announced by the Chair. No other motion shall be made until after the result of the vote is announced.
- 19.5. Every member of Council present at a Council meeting, when a question is put shall vote thereon, except where she/he is prohibited by statute from voting, ineligible to vote by reason of a conflict of or pecuniary interest, or is absent from the Council Chamber when the question is put.
- 19.6. Every member of Council who is not disqualified from voting by reasons of a declared pecuniary interest, shall be deemed to be voting against the motion if he/she declines or abstains from voting.
- 19.7. All votes shall be by show of hands, except when a Recorded Vote is requested. The manner of determining the decision of the Council on a motion shall not be by secret ballot or by any other method of secret voting.
- 19.8. Notwithstanding 19.7, during a meeting with electronic participation votes shall be conducted by roll call.
- 19.9. The Chair shall announce the result of every vote after it is taken. Upon the taking of any vote, if all of the members present when the vote is taken vote unanimously, the Chair may direct the Clerk to make note of such in the record.
- 19.10. If a member disagrees with the number of votes for and against a motion as announced by the Chair, he/she may object immediately to the Chair's declaration and, with the consent of the Council, the vote shall be re-taken.
- 19.11. When there is a tie vote on any motion, it shall be deemed to have been decided in the negative.
- 19.12. Any member may call for a Recorded Vote immediately prior to or immediately after the taking of the vote. A member may request a recorded vote on any question. When a member requests a recorded vote, each member present unless otherwise prohibited by statute, including the Chair shall announce his/her vote openly and individually in favour of or against the question.
- 19.13. When called for by any member or when required by law, a Recorded Vote shall be taken by the Clerk.
- 19.14. The order in which the Clerk shall record the vote shall be random, until all members have voted. After completion of the vote, the Clerk shall announce the results.
- 19.15. If during the recorded vote, any member present refuses to vote or fails to vote, he/she shall be deemed and recorded as voting against the question.
- 19.16. When a Recorded Vote is taken, the names of those who voted for and against the motion shall be entered in the Minutes.
- 19.17. In any vote required of the whole of Council, the number of members constituting the Council shall be determined by excluding:
 - 19.17.1. the number of members who are present at the meeting but who are excluded by voting by reasons of The Municipal Conflict of Interest Act;

19.17.2. the number of Council seats that are vacant by reasons of Section 259 of The Municipal Act.

20. RECONSIDERATION:

- 20.1. A motion to reconsider a decided matter shall only be introduced by a member who voted with the majority on the original motion. Before accepting a motion to reconsider, the Chair may ask the member to confirm that they voted with the majority on the issue in question.
- 20.2. A motion to reconsider a decided matter shall require the approval of at least two-thirds of the whole of Council.
- 20.3. No motion for reconsideration of any decided matter shall be permitted more than once during a period of twelve months following the date on which the question was decided.
- 20.4. If a motion to reconsider is decided in the affirmative, then consideration of the original matter shall become the next order of business.
- 20.5. No debate on a motion to reconsider a decided matter shall be permitted; however, the mover of a motion to reconsider may make a brief and concise statement outlining the reasons for proposing such reconsideration.

21. ENACTMENT OF BY-LAWS

- 21.1. The Clerk shall specify the title of all the by-laws to be introduced. Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any statute and shall be complete with the exception of the number and date.
- 21.2. Every by-law shall receive three readings before being passed.
- 21.3. The first reading of a by-law shall be decided without amendment or debate.
- 21.4. A by-law may be given all three readings at the same meeting, except when requested otherwise by motion passed by the majority of the members present or as otherwise provided for by statute.
- 21.5. Every by-law enacted by the Council shall be numbered and dated, and shall be sealed with the seal of the Corporation, signed by the Mayor and the Clerk.

22. COMMITTEES

- 22.1. A committee will conform to the rules governing protocol and procedures prescribed by this by-law unless otherwise stated in this section.
- 22.2. Establishment and Appointment:
 - 22.2.1. Council may establish Local Boards and committees of Council as required by statute or at their own discretion.
 - 22.2.2. The names of members required to serve on the committees of Council, Boards, Commissions or other bodies to which Council is required or empowered to appoint persons, may be determined by Council at any inaugural, regular or special meeting.
 - 22.2.3. Council may appoint members to any Local Boards or committees of Council to act in the place of any member thereof who, by reason of illness or absence from the Municipality, are unable to attend a meeting or who resign before their term of office has expired.

- 22.2.4. Members of Local Boards are appointed by Council by by-law and/or statute to fulfill their obligations under the same.
- 22.3. The duties of Advisory Committees, which may be created by Council, shall be to report and to make recommendations to Council on all matters relating to their terms of reference or that have been referred to them. Advisory Committees will generally have one representative appointed from Council.
- 22.4. Ad Hoc Committees shall be appointed by the Mayor and confirmed by Council by by-law or resolution, and shall report to Council on any matters relating to their terms of reference or that have been referred to them.
- 22.5. Mayor-Ex-officio:
- 22.5.1. The Mayor is an ex-officio member of every committee of Council. Where a committee of Council is established by reference to a particular number of members without specifically providing for the membership of the Mayor, such number is automatically increased by one, being the Mayor, as provided under this section.
- 22.5.2. The Mayor may vote and otherwise participate without any restriction in the business of the committee on the same basis as any other committee member.
- 22.6. Subject to the provision of any statute, in establishing any committee, Council shall set forth terms of reference and such other provisions as Council deems proper.
- 22.7. Council may consider any matter without referring it to a committee or may refer it to one or more committees, and may withdraw a matter from a committee regardless of whether or not the committee has entered into consideration of the matter.
- 22.8. A majority of the members of a Local Board or committee of Council shall be a quorum. The Mayor acting in an ex-officio capacity may be counted to achieve quorum.
- 22.9. Annually, each committee at its first meeting will appoint a committee Chair and committee Vice-Chair from among its members. Each committee will have the authority to alter the time of its meetings and to hold special meetings so that where possible they will not conflict with meetings of Council.
- 22.10. Members of Council may attend meetings of any Advisory Committee of which they are not members, but shall not have the privilege of voting and may not address the committee without the permission of the Chair.
- 22.11. Notwithstanding the provisions of section 6 of this by-law, the published Agenda shall be considered as adequate notice for committees of Council and Local Boards and shall be circulated not later than forty-eight (48) hours prior to the meeting. The complete paperless agenda package will be available not less than forty-eight (48) hours prior to the meeting, by email to committee members, each municipal council member, and posted on the Municipal public website.
- 22.12. A meeting of a committee or Local Board dealing directly with an emergency or extraordinary situation shall be transacted as an Emergency Meeting. Notice shall be delivered to the committee members and Council members and posted on the Municipal Website not later than 2 (2) hours prior to the meeting.

23. DISCLOSURES OF PECUNIARY INTEREST

- 23.1. If a member of Council or a committee has any pecuniary interest, direct or indirect, in any matter in which Council is concerned and if he/she is present at a Meeting at which the matter is the subject of consideration, he/she shall disclose his/her interest and the general nature thereof and shall not take part in the consideration or the discussion of the matter nor vote on any motion in regard to the matter. He/She shall leave his/her chair and may sit in the gallery for an Open session of Council and shall leave the Council Chamber for a closed session of Council. If a member is not present and has any pecuniary interest, he/she shall disclose his/her interest at the next meeting at which he/she is in attendance.
- 23.2. Notwithstanding the quorum requirements of this by-law, when a majority of the members have disclosed an interest in accordance with Section 24 .1 of this by-law or any related statute, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

24. CONFIRMATORY BY-LAW

- 24.1. The proceedings at every regular and special meeting shall be confirmed by by-law so that every decision and resolution of Council at that meeting shall have the same force and effect as if each had been individually enacted by by-law.

25. RECORDING EQUIPMENT

- 25.1. At any meeting of Council , a committee, or Local Board, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by the members of the public, including accredited and other representatives of any news whatsoever, may be permitted and shall be disclosed and be subject to the approval of Council and/or the Chair, unless otherwise decided by the Council or a committee, at the call to order of the meeting.

26. COMMUNICATION DEVICES

- 26.1. At the meetings of Council, the use of cellular phones, audible pagers or any other similar communication devise is only permitted in the gallery section of the Council Chambers.
- 26.2. All members of council shall turn off or silence all electronic devices and shall not operate such devices at the council table during a meeting, with the exception those device required during the meeting.

27. REPEAL PREVIOUS BY-LAWS

- 27.1. By-law 19-2018, 63-2019 and all previous by-laws, resolutions and policies and parts of by-laws, resolutions and policies inconsistent with the provisions of this by-law regarding the procedure for governing the calling, place and proceedings of meetings of Council, committees of Council and boards of the Municipality of Morris-Turnberry are hereby repealed.

28. ENACTMENT

28.1. This by-law shall come in to full force and effect upon the passing thereof.

Read a FIRST and SECOND time this 1st day of April 2020.

Read a THIRD time and FINALLY PASSED this 1st day of April 2020.

Mayor, Jamie Heffer

Clerk, Trevor Hallam

Schedule 'A' – By-law #- 2020

DISCLOSURE OF GIFTS AND BENEFITS

Description of Gift or Benefit	Donor	Recipient	Value

Signature of Council member

Dated



CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW ~~No. 19~~ 2018 NO. 13-2020

“Being a by-law to adopt a procedure for governing the calling, place and proceedings of meetings of council, ~~council~~ committees of Council and boards of council of The Corporation of the Municipality of Morris-Turnberry”.

WHEREAS Section 238 of the Municipal Act, 2001, S .O. 2001, Chapter 25, as amended, provides that every Council shall adopt a procedure for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 8 of the Municipal Act, 2001, S .O. 2001, Chapter 25, as amended, guarantees that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues.

~~**NOW THEREFORE, COUNCIL OF THE**~~ **NOW THEREFORE, The Council of the Corporation of the Municipality of Morris-Turnberry hereby enacts as follows:**
~~**CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY HEREBY ENACTS AS FOLLOWS:**~~

1. SHORT TITLE

- 1.1. ~~1.1~~ This by-law shall be known as "The Procedural By-Law" for The Corporation of The Municipality of Morris-Turnberry.

2. ~~2)~~ DEFINITIONS

~~2.1~~ The following definitions shall apply to this by-law:

- 2.1. “Agenda” means the written Order of Business.

~~2.2.~~ “Act” or “The Act” shall mean the Municipal Act, 2001, S.O. 2001, c. 25 as amended unless otherwise indicated.

~~2.2.2.3.~~ “By-law” means a law or regulation in a form approved by Council for the purposes of giving general effect to a decision or proceeding of Council.

~~2.3.2.4.~~ “Chair” shall mean the Mayor or the presiding officer of a meeting.

~~2.4.2.5.~~ “Clerk” shall mean the Clerk of The Corporation of The Municipality of Morris-Turnberry, or a person delegated by the Clerk.

~~2.5.2.6.~~ “Closed Session” shall mean a meeting or part of a meeting of Council, a committee of Council—~~Committee~~, a Communications Meeting, or a Local Board and its committees, not open to the public ~~in accordance with the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended.~~

~~2.6.2.7.~~ ~~_____~~ ~~"Committee of Council—Committee"~~ shall mean a committee established by Council.

~~2.7.2.8.~~ "Committee" shall mean any advisory or other committee, subcommittee or similar entity of which at least 50% of the members are also members of one or more councils or local boards;

~~2.8.2.9.~~ "Committee-of-the-Whole" shall mean a committee composed of all of the members of Council.

~~2.9.2.10.~~ "Council" shall mean the Council of The Corporation of The Municipality of Morris-Turnberry, consisting of ~~six (6)~~ five (5) members, ~~voted 'at large'~~.

~~_____~~ ~~"Council-In-Committee" shall mean all members of Council sitting as a~~
~~_____~~ ~~Committee-of-the-Whole during a regular, emergency or special meeting~~
~~of _____~~ ~~Council, to deal with business matters.~~

~~2.10.2.11.~~ ~~_____~~ "Corporation" shall mean The Corporation of the Municipality of Morris-Turnberry.

~~2.11.2.12.~~ "Mayor" shall mean the Head of Council and Mayor of the Municipality of Morris-Turnberry ~~and shall represent the Municipality on the Huron County Council.~~

~~2.12.2.13.~~ "Alternate member of Huron County Council" shall mean an alternate member of the Municipality of Morris-Turnberry to represent the Municipality on Huron County Council, in the absence of the Mayor and as appointed ~~by the Council of the Municipality of Morris-Turnberry, in accordance with the provisions herein.~~

~~"Meeting— as defined by Bill 68~~

~~2.13.2.14.~~ ~~A 'meeting' means" shall mean~~ any regular, special or other meeting of a council, of a local board or of a committee of either of them, where~~;~~

~~2.13.1.2.14.1.~~ A quorum of members is present~~;~~ and

~~2.13.2.2.14.2.~~ 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.

~~2.14.2.15.~~ "Member" shall mean a member of Council, its committees or its local boards, and shall include the Mayor.

~~2.15.2.16.~~ "Motion" shall mean a resolution of Council or a Recommendation of a committee that is under debate by Council or a committee.

~~2.16.2.17.~~ "Pecuniary Interest" means a direct or indirect pecuniary (monetary) interest with ~~the meaning of~~ as defined by the Conflict of Interest Act, RSO 1990 Chapter M. 50, as amended.

~~2.17.2.18.~~ "Point of Order" means a statement made by a member during a meeting, drawing to the attention of the Chair:

~~2.17.1.2.18.1.~~ Any breach of the Rules of Order of Council; or

~~2.17.2.2.18.2.~~ Any defect in the constitution of any meeting of the Council; or

~~2.17.3.2.18.3.~~ The use of improper offensive or abusive language; or

~~2.17.4.2.18.4.~~ Notice of the fact that the matter under discussion is not within the scope of the proposed motion; or

~~2.17.5-2.18.5.~~ Any other informality or irregularity in the proceedings of Council.

~~2.18-2.19.~~ "Presentation" means the occurrence when staff, an individual or group have been invited to present information to Council or a committee.

~~2.19-2.20.~~ "~~Presiding Officer~~" "~~Chair~~" means the Mayor, Deputy Mayor or a person appointed by the members present at a Council Meeting in the event the Mayor and Deputy Mayor are not in attendance within five (5) minutes after the hour appointed for the Council meeting.

~~2.20-2.21.~~ "Point of Privilege" means the raising of a question, ~~which concerns a Member of Council collectively,~~ when a member believes that his or her rights, immunities or integrity ~~or that~~ of Council as whole has been impugned.

~~2.21-2.22.~~ "Public Meeting" shall mean a public meeting as ~~defined under the Municipal Act or another Act where Council has a requirement to hold a public meeting, required by statute.~~

~~2.22-2.23.~~ "Quorum" shall mean a majority of ~~the whole number of Members required to constitute all members of~~ Council.

~~2.23-2.24.~~ "Recorded Vote" shall mean the recording of the name and vote of every member voting on any matter or question during a Council meeting.

~~2.24-2.25.~~ "Rules of Procedure" shall mean the rules and regulations provided in this by-law.

~~2.25-2.26.~~ "Two-thirds majority vote" shall mean a vote where at least two-thirds (2/3) of the members present and eligible to vote, vote in the affirmative.

3. ~~3)~~ **GENERAL RULES**

3.1. ~~3.1~~—The rules and regulations contained in this by-law shall be observed in all proceedings of Council, committees of Council, ~~Council Committees~~ and Local Boards and shall be the rules and regulations for the order and the dispatch of business in Council, committees of Council ~~Committees~~ and Local Board meetings.

~~3.2~~—~~The rules contained in the By-Law shall be observed, with necessary modifications, by every Local Board and Council Committee.~~

~~3.3~~—~~Those proceedings of Council, or the Local Boards or Council Committees thereof not specifically governed by the provisions of this By-Law shall be regulated in accordance with Robert's Rules of Order.~~

- 3.2. ~~3.4~~—Any part or parts of this by-law may be suspended by a vote with the consent of two-thirds majority of the Council, committee or local board members present, unless the part(s) is prescribed by statute or law.
- 3.3. ~~3.5~~—In the absence of the Mayor, ~~or if he/she is absent through illness or refuses to act, or if the Office is vacant,~~ the Deputy Mayor ~~for the purposes of this By Law~~ shall act in the ~~place and~~ stead of the Mayor and shall have all the rights, powers and authority of the Mayor, while so acting.
- 3.4. ~~3.6~~—Only ‘members of Council’, or ‘Officers of the ~~Corporation~~’, ~~Corporation~~, shall be allowed ~~withinon~~ the floor of Council ~~Chambers~~ during meetings, without the approval of the Mayor.

~~3.7—The Ward system has been dissolved by By-law No. 73-2012 and replaced by an ‘At Large’ System for Electoral Representation’.~~

4. ~~4)~~—COUNCIL MEETINGS

4.1. ~~4.1~~—Inaugural Meeting:

The Inaugural Meeting shall be held on the first Tuesday in December following a Regular Municipal Election ~~at 5 pm or as otherwise authorized by the Council.~~

4.2. ~~4.2~~—Open Meetings:

All meetings of Council, its committees and local boards must be open to the public. ~~Meetings or parts of meetings may be closed to the public pursuant to the provisions of the Municipal Act, in accordance with Section 239 and this By-law. of the Act.~~

4.3. ~~4.3~~—Location:

Meetings of Council shall be held in the Council Chambers of the Municipal Building located at 41342 Morris Road, RR 4, Brussels, unless otherwise specified in the notice of the meeting, decided by resolution of Council or specified elsewhere in this by-law.

4.4. ~~4.4~~—Alter Time, Day or Place:

Council may, by resolution, alter the time, day or place of any Council and/or committee of Council ~~Committee~~ Meeting.

4.5. ~~4.5~~—Postponement of Meetings:

Any regular meetings of the Council may be postponed to a day named in:

4.5.1. ~~a)~~ A notice by the Mayor or the Deputy Mayor given through the Clerk's Office ~~and two clear days~~ no less than forty eight (48) hours in advance of the regular meeting;

4.5.2. ~~b)~~ A resolution of Council passed by ~~the~~ a majority of all members; or,

4.5.3. ~~c)~~ A notice by the Clerk or Mayor upon verbal request to the Clerk or Mayor by a majority of all members on the day of the meeting, due to inclement weather or emergency.

4.6. ~~4.6~~ Regular Meetings:

~~(a)~~ Regular Meeting Schedule:

4.6.1. ~~Regular Council~~ meetings of Council shall be held ~~in the Council Chambers~~ on the first and third Tuesdays of each month at 7:30 pm, ~~and shall stand adjourned at 10:30 p.m.; however, business may be continued upon a Resolution passed by unanimous vote either during open council or during a closed portion of the meeting.~~

~~(b)~~ When the Regular Meeting is Scheduled for falls on a Public Holiday ~~And where such Tuesday may be a holiday, the~~ Council shall meet on the next business day ~~next following the regular day of the meeting and at the~~

4.6.2. ~~same~~ at the prescribed time ~~specified above, or as provided by council resolution, and location.~~

4.7. ~~4.7~~ Special Meetings:

4.7.1. ~~1.~~ The Head of Council may at any time ~~summon~~ call a Special Meeting of Council with adequate notice to the members of Council.

4.7.2. ~~2.~~ Upon receipt of the petition of ~~the~~ a majority of ~~the Members of the Council~~ all members, the Clerk shall ~~summon~~ call a Special Meeting for the purpose and at the time ~~mentioned~~ named in the petition.

4.7.3. ~~3.~~ Notice of all Special Meetings of Council shall be given to ~~the~~ members through the Clerk's office. The only business to be dealt with at a Special Meeting is that which is listed in the notice of the meeting.

4.8. ~~4.8~~ Public Statutory Public Meetings:

~~During regular Council meetings all Public~~ Statutory Public Meetings ~~of Council~~ shall convene ~~at 7:30 p.m. in the Municipal Office, or at~~ during Regular Meetings of Council, unless otherwise specified ~~time during a~~ Special Meeting as prescribed by Council on its in the notice of meeting.

4.9. ~~4.9~~ Accessibility

~~The~~ Municipality will attempt to remove any barriers for ~~the~~ members of Council, staff and the public, for access to the meetings and audio and visual needs, upon request.

5. ~~5)~~ **DEPUTY MAYOR POSITION; SELECTION**

~~5.1~~ The Deputy Mayor shall be chosen as follows:

~~5.1~~ The qualifications that must be satisfied for a member of council elected at large to act in the place position of Councillor with the head of council is the following:

5.1. The member shall be the one who polled the largest ~~largest~~ greatest number of votes in the last regular election. ~~If the member does not wish to be~~ shall be appointed as 'Deputy Mayor' ~~Mayor and sworn in as such at the following procedure will apply.~~ inaugural meeting of Council.

5.2. ~~As in the case of an acclamation or if the member with the largest number of votes, does~~ Should the member described in 5.1 not wish to assume the position, the Deputy Mayor position will be open to all council members except the Mayor, and a person or persons shall be nominated by of Deputy Mayor, all members of Council, shall be eligible for the position, excluding the Mayor, and the position shall be filled by secret write in ballot in accordance with the following procedure.

~~5.2.1.~~ The Chair shall call for nominations from the floor. Any member of Council may nominate any other excluding themselves. No second is required.

~~5.2.1.~~ 5.2.2. A vote shall be conducted by the Clerk ~~with~~ by secret write in ballot. Ballots will be received from all members of council.

~~5.2.2.~~ 5.2.3. In the event of a tie vote, the ballot will be chosen by lot. The first name drawn by the Clerk shall be the member to be ~~named as~~ 'appointed to the position of Deputy ~~Mayor~~ Mayor.

~~5.2.3.~~ 5.2.4. A motion of council to confirm the appointment ~~will be~~ is required.

~~6)~~ **RULES OF DEBATE IN COUNCIL:**

~~6.1~~ The Presiding Officer shall preserve order and decorum and decide questions of order subject to an appeal to the Council by any member.

~~6.2~~ Where procedural matters of Council or Committees of Council are not governed by the Municipal Act, Municipal Conflict of Interest Act or provisions of this bylaw, resort should be had to Bourinot's Rules of Order as a rule for guidance on the question.

~~6.3~~ **Point of Order**

- a) ~~When a Member rises to a point of order, the Member shall ask leave of the Presiding Officer to raise a point of order, and after leave is granted, shall state the point of order to the Presiding Officer. The Presiding Officer shall then state and decide the point of order.~~
- b) ~~Thereafter, a Member shall only address the Chair for the purpose of appealing to the Council from the Presiding Officer's decision.~~
- c) ~~If no Member appeals, the decision of the Presiding Officer shall be final.~~
- d) ~~The Council, if appealed to, shall decide the question without debate and its decision shall be final.~~

6.4.1 Point of Personal Privilege

~~A Member may raise at any time, with the consent of the Presiding Officer, a point of personal privilege, for the purpose of drawing the attention of Council to the matter. When any point of personal privilege arises it shall be taken into consideration immediately.~~

6. ~~7)~~ PUBLIC NOTICE OF MEETINGS ~~AND~~ AGENDAS

6.1. ~~7.1~~ — Where notice is required to be given under the municipality's Notice By-law ~~No. 79-2007,~~, no business shall be brought before Council without first providing the prescribed form of notice.

6.2. ~~7.2~~ — The published Agenda shall be considered as adequate notice of regular meetings of Council ~~and its, special meetings of Council Committees, and committees of Council~~, except for meetings held on a day or at a time other than as provided for by this by-law.

6.3. ~~7.3~~ — The Agenda and corresponding information for regular and special meetings shall be ~~delivered~~published and made available to Council and the Mayor and members public not later than forty-eight (48) hours prior to the meeting. ~~The complete paperless agenda package will be available not less than forty-eight (48) hours prior to the meeting, for each municipal council member, on the secured password-protected Municipal website.~~

~~7.4~~ — ~~Notice and Agendas of Special Meetings called in accordance with Section 7.7 of~~ ~~this By-Law shall be available prior to the meeting not later than forty-eight (48)~~ ~~hours before the hour appointed for the special meeting.~~

~~7.5~~ — ~~No business except the business dealing directly with the purpose mentioned in~~ ~~the Notice shall be transacted at any Special Meeting.~~

6.4. ~~7.6~~ — Notwithstanding any other provision of this by-law, an Emergency Meeting may be held without written notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the members about the meeting as soon as possible and in the most expedient manner available.

6.5. ~~7.7~~ — No business except the business dealing directly with that contained in the emergency Notice or extraordinary situation Agenda shall be ~~transacted~~addressed at ~~the~~any Emergency Meeting.

6.6. ~~7.8~~ — ~~Lack of receipt of a Failure to receive the~~ Notice or ~~of the~~ Agenda by ~~the members~~any member shall not affect the validity of ~~the~~any meeting, or any action

taken thereat, ~~except where prescribed by the Municipality's Notice By-law No. 79-2007.~~

~~7.9 A complete copy of the published The Agenda shall be posted on the Municipality's website for members of the news media and the public at least forty-eight (48) hours prior to the scheduled any meeting.~~

6.7. ~~7.10 The Meeting Schedule of Regular Council Meetings, shall shall be deemed to be published upon being posted to the municipal website ~~or a local newspaper with a one week notice period.~~~~

~~7.11 Agendas, including all public attachments, shall be made available through the Clerk's Office after distribution to the Members of Council for viewing and will be posted on the Municipal website and bulletin board and copies can be procured through the Clerk's Office.~~

6.8. ~~7.12 Accessibility: The Municipality will attempt to remove any barriers for the provision of the Council meeting notice and agenda package. Alternate Formats of the material shall be available upon request. in either standard or alternative formats.~~

7. ~~8)~~ COMMUNICATIONS AND PETITIONS

7.1. ~~8.1~~ Every communication or petition intended for presentation to Council or ~~to a Council Committee~~ a committee thereof shall be legibly written or printed and shall be signed by at least one person, giving his/her address, and filed with the Clerk or Recording Secretary.

7.2. ~~8.2~~ The deadline for receipt of communications or petitions by the Clerk for inclusion on the Agenda shall be noon, on the Thursday prior to the Regular Meeting of Council.

7.3. ~~8.3~~ Communications and petitions addressed to the Mayor and or Council shall ~~either be listed on the Agenda or included in a Council Information Package.~~ the agenda of the next regular meeting as items of correspondence.

7.4. ~~8.4~~ All resolutions received from other municipalities shall be ~~distributed, included in the agenda of the next regular meeting as items for information purposes, to the members of Council in a Council Information Package.~~

~~8.5 A Council Information Package will be provided to Council members on a bi-weekly basis for all regular meetings and as required for special meetings.~~

7.5. ~~8.6~~—Any member of Council may ask the Clerk to place any communication, petition or resolution ~~that is included in the Council Information Package~~ on the next ~~Regular Meeting Agenda~~agenda for the next regular meeting of Council.

7.6. ~~8.7~~—Communications or petitions containing obscene or defamatory language shall not be listed on the agenda ~~or a Council Information Package~~, but shall be held by the Clerk and may be directed to the police for investigation upon direction of the Mayor.

8. ~~9)~~—DEPUTATIONS

8.1. ~~9.1~~—For the purpose of advancing the business of Council, persons desiring to verbally present new information on matters of fact or make a request of Council shall contact the Clerk to make a timed deputation at Council, subject to ~~Section~~ ~~9.2 to 9.7.~~the provisions outlined herein.

8.2. ~~9.2~~—A written brief outlining the subject matter of the presentation, as well as any supplementary information or handouts that will be relied upon, shall be provided to the Clerk at the time of the request to appear and shall clearly state the nature of the business to be discussed, by noon on the Thursday prior to the meeting. Any subject matter or materials not provided as described herein may be deemed inadmissible at the discretion of Council.

8.3. ~~9.3~~—Deputations ~~not providing sufficient notice may be heard appearing before Council~~ at statutory public meetings are exempt from the discretion requirements of a ~~majority of members of Council present.~~8.1 and 8.2. All other provisions in section 8 apply.

8.4. ~~9.4~~—Deputations, ~~at regular and special council meetings,~~ shall be limited in speaking to not more than ten (10) minutes in total per person, ~~per group or per~~ organization. A delegation consisting of five or more members will be limited to two (2) speakers.

~~9.5~~—Notwithstanding Sections 9.1, 9.2, 9.3 and 9.4, deputations appearing before ~~Council at Public Meetings are not limited to time constraints or notification requirements.~~

~~8.5.~~ ~~9.6~~—Deputations not providing sufficient notice may be heard at the discretion of a majority of members of Council present.

~~8.5-8.6.~~ Council may refuse to hear deputations when, in the opinion of Council, the subject of the presentation is beyond the jurisdiction of the Municipality.

~~8.6-8.7.~~ ~~9.7~~—No person will be permitted to address Council with respect to a specific personal issue, nor will a brief respecting such issue be listed on a Council agenda. A written brief by any person with respect to personal issues may be forwarded to the Clerk for consideration ~~by~~in closed session.

~~8.7-8.8.~~ ~~9.8~~—No person will be permitted to address Council ~~relating to~~regarding any matters related to pending or current litigation ~~matters of~~ which the Municipality is~~may be~~ a party ~~to the proceedings.~~

~~9.9~~ Council may solicit comments from the gallery on specific issues, ~~on request~~ through the ~~chair~~;

~~10) CLOSED MEETINGS:~~

~~8.8.8.9. 10.1~~ Except as ~~Chair at any time~~ provided ~~in this Section, all meetings shall be open to no other member has~~ the ~~public floor~~.

~~10.2~~ The Mayor or other presiding Officer may expel any person for improper conduct ~~at a Meeting~~.

~~9. 10.3~~ **CLOSED MEETINGS:**

~~8.9.9.1.~~ A meeting or a part of a meeting may be closed to the public, in accordance with Section 239 of The Act, if the subject matter being considered is:

~~8.9.1.9.1.1.~~ ~~a)~~ the security of the property of the municipality or local board;

~~8.9.2.9.1.2.~~ ~~b)~~ personal matters about an identifiable individual, including municipal ~~employees~~ or local board ~~members; employees;~~

~~8.9.3.9.1.3.~~ ~~c)~~ a proposed or pending acquisition or disposition of land by the municipality or local board;

~~8.9.4.9.1.4.~~ ~~d)~~ labour relations or employee negotiations;

~~8.9.5.9.1.5.~~ ~~e)~~ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

~~8.9.6.9.1.6.~~ ~~f)~~ ~~The receiving of~~ advice that is subject to solicitor-client privilege; including communications necessary for that purpose;

~~8.9.7.9.1.7.~~ ~~g)~~ a matter in respect of which ~~the Council, Board or Committee~~ a council, board, committee or other body may hold a closed meeting under ~~the authority of~~ another Act;

~~8.9.8.9.1.8.~~ ~~h)~~ information explicitly supplied in confidence to the municipality or local board ~~of~~ by Canada, a province or territory or a Crown agency of any of them;

~~8.9.9.9.1.9.~~ ~~i)~~ a trade secret or scientific, technical, commercial, financial, or labour relations 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;

~~8.9.10.9.1.10.~~ ~~j)~~ a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

~~8.9.11.9.1.11.~~ ~~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 ~~of~~ local board.

Other Criteria:

~~9.2. l) Related~~ A meeting or part of a meeting shall be closed to the consideration of public if the subject matter being considered is:

~~8.9.12.9.2.1.~~ a request under the Municipal Freedom of Information and Protection of ~~Personal~~ Privacy Act, ~~as Council has designated the clerk as if the council, board, commission or other body is the~~ head of ~~the~~an institution for the purposes of that Act, ~~pursuant to By Law No. 104-2016.~~; or

~~8.9.13.9.2.2.~~ m) an ongoing investigation respecting the 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, 2001, S.O. 2001, c. 25~~Act, or the investigator referred to in subsection 239.2 (1) ~~of the Act.~~

~~8.10.9.3.~~ ~~10.4~~ A meeting ~~or part of a meeting of the Council, Board or Committee~~ council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

~~8.10.1.9.3.1.~~ a) The meeting is held for the purpose of educating or training the members, _____; and

~~8.10.2.9.3.2.~~ b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the _____
_____ ~~Council~~ council, local board or committee.

~~9.4.~~ ~~10.5~~ Before holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution:

~~9.4.1.~~ the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or

~~9.4.2.~~ in the case of a meeting under 9.3, the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection.

~~9.5.~~ A meeting shall not be closed to the public during the taking of a vote unless:

~~9.5.1.~~ 9.1 or 9.2 permit or require the meeting to be closed to the public; and

~~9.5.2.~~ the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

~~8.11.9.6.~~ For the purposes of Section ~~10.49.3~~ above, the following actions are considered **to** materially advance the business or decision making of the Council, Board or committee:

~~8.11.1.9.6.1.~~ a) Structured or unstructured debate

~~8.11.2.9.6.2.~~ b) Adoption of recommendations or options.

~~8.12.9.7.~~ ~~10.6~~ For the purposes of ~~section 10.4~~section 9.3 above, the following actions are considered **to not** ~~to~~ materially advance the business or decision making of the Council, Board or committee:

~~8.12.1.9.7.1.~~ ~~a)~~ Brainstorming and listing of potential options for consideration by staff and Council

~~8.12.2.9.7.2.~~ ~~b)~~ Conducting group problem identification and analysis

~~8.12.3.9.7.3.~~ ~~c)~~ Receiving staff or council member briefings on new or emerging topics

~~8.12.4.9.7.4.~~ ~~d)~~ A technical briefing to ~~relate~~provide generalized background information necessary to assist in future decision making.

~~10.7— Before holding a Meeting or part of a Meeting that is to be closed to the public, Council shall state by Resolution:~~

~~a) The fact of the holding of the Closed Meeting, and the time the closed meeting commenced~~

~~b) The general nature of the matter to be considered at the Closed Meeting~~

~~c) In the case of a meeting under Section 10.4, the fact of the holding of the closed meeting, the general nature of its subject matter and that it is to be closed under that Section.~~

~~10.8— A Meeting shall not be closed to the public during the taking of a vote except where:~~

~~a) Subsection 10.3 or 10.4 permits or requires a Meeting to be closed to the public; and,~~

~~b) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee or persons retained by or under contract with the municipality or local board.~~

~~8.13.9.8.~~ ~~10.9~~—All deliberations while in Closed Session shall remain confidential unless otherwise approved by Council in Open Session. The Mayor or Chair will report out the time that the closed portion of the meeting ended, and any results at the conclusion of the closed portion of the meeting, including if any directions or instructions were given to officers, employees or agents of the Municipality.

~~9.9. 11)~~ ~~Whenever a majority of the members present decide that Council should convene in closed session, the Chair shall continue to preside and maintain order during the in closed session portion of the Council meeting.~~

~~9.10. Council shall consider, in closed session, all matters contained in closed session reports of the standing committees included in the proceedings of the Council meeting, unless otherwise decided by a majority vote of the Council.~~

~~9.11. No Recorded Vote shall be permitted in closed session;~~

~~9.12. A motion to put the question shall not be permitted in closed session;~~

- 9.13. A motion to adjourn shall not be permitted in closed session
- 9.14. Any direction to staff or an agent at a closed meeting shall be included in a resolution, duly moved and seconded, and passed by a majority of the members present.
- 9.15. The Minutes of the closed session shall be recorded as outlined in Section 10.2 of this by-law.
- 9.16. The general nature of any business transacted in closed session shall be reported by the Chair upon the reconvening of open session.
- 9.17. A person may request that an investigation of whether Council or local board has complied with Section 239 of the Act or this by-law in respect of a meeting or part of a meeting that was closed to the public, be undertaken by the Closed Meeting Investigator as appointed by the Municipality.

9.10. ORDER OF PROCEEDINGS, AGENDAS & MINUTES

9.1.10.1. 11.1 Council Agendas:

9.1.1.10.1.1. a) The Clerk or ~~his/her~~ designate shall prepare the Agenda for all Regular Council Meetings consisting of the following Order of Business :

1. ~~1.~~ Meeting Called/Call to order
- ~~2.~~ Agenda Update
- ~~2.~~ ~~3.~~ Adoption of agenda, including any amendments thereto
- ~~2.3.~~ Disclosures of pecuniary interest & the general nature thereof
- ~~3.4.~~ ~~4.~~ Approval/amendment of the public regular and Regular/special Council meeting minutes
- ~~4.5.~~ ~~5.~~ Approval of accounts
- ~~5.6.~~ ~~6.~~ Public meetings and deputations
- ~~7.~~ Deputations / Delegations
- ~~6.7.~~ ~~8.~~ Staff reports
- ~~7.8.9.~~ Business ~~Unfinished Business~~
- ~~8.9.~~ ~~10.~~ Councillor and committee reports
- ~~11.~~ Mayor and Councillor Questions and Comments
- ~~9.10. 12.~~ Receiving Communications ~~Correspondence~~ ~~an Local Board and Committee Minutes~~, minutes of local boards or committees, items for information
- ~~10.11.~~ New business
- ~~11.12.~~ ~~13.~~ By-laws and agreements
- ~~14.~~ Other Business
- ~~15.~~ Break – Comfort break – approximately 5 minutes
- ~~16.~~ Question Period – Current Meeting's Business – Council Discretion

~~12.13.~~ ~~17.~~ ~~Council in Committee~~ (Closed session under Section 239)

~~18.~~ ~~Council in Committee (Closed Session) Reports~~

~~13.14.~~ ~~19.~~ Confirming By-Law

~~14.15.~~ ~~20.~~ Adjournment

~~9.1.2.10.1.2.~~ ~~b)~~ At each duly constituted regular meeting of Council, the minutes of the preceding regular meeting, public meeting and ~~any~~ special meeting shall, unless otherwise decided by ~~the~~ Council, be submitted for adoption, ~~and after~~ ~~they~~ ~~have~~ ~~been~~ ~~received.~~ Following their adoption by ~~the~~a majority of ~~the~~ members present, ~~with subject to~~ any ~~errors~~ ~~or~~ ~~omissions~~ amendments being noted, ~~they~~ shall be signed by the Mayor and Clerk.

~~9.1.3.10.1.3.~~ ~~c)~~ The business of each meeting shall be taken up in the order in which it stands in the agenda, unless otherwise decided by a majority vote of the members present.

~~9.1.4.10.1.4.~~ ~~d)~~ The Mayor may change the order of business, if required, ~~for~~ to accommodate any timing issues.

10.2. Minutes

~~10.2.1.~~ The municipality, local board or a committee shall have recorded without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not. The record shall be made by the Clerk, in the case of the meeting of council, or an appropriate officer in the case of a meeting of a local board or committee.

~~10.2.2.~~ Minutes of the Council or committee, whether it is closed to the public or not, shall record:

~~10.2.2.1.~~ The date of the meeting;

~~10.2.2.2.~~ The record of the attendance of the members;

~~10.2.2.3.~~ ~~The~~ Disclosures of pecuniary interest and the general nature thereof;

~~10.2.2.4.~~ the reading, if requested, correction and adoption of the minutes of prior meetings;

~~10.2.2.5.~~ All resolutions and decisions;

~~10.2.2.6.~~ All the other proceedings of the meeting without note or comment;

~~10.2.2.7.~~ Time of call to order, time of adjournment and time in and out of closed session or committee meeting;

~~10.2.2.8.~~ A list of other business items discussed.

11. ELECTRONIC PARTICIPATION

e) Council may authorize the electronic participation by a telephone or electronic equipment ~~for a council members attendance at a meeting.~~

~~9.2.11.1. The meeting must be open to the public and the of any member using the electronic equipment. Such member shall not be counted in determining whether or not a quorum of members is present at any point in time, and shall not participate in a meeting or portion thereof which is closed to the public.~~

~~9.3.11.2. The member wishing to participate electronically must submit a request participation by a telephone or electronic equipment prior to to the meeting, Clerk in writing or by email; prior to the meeting.~~

~~1. The member shall or shall not not be authorized to vote at the meeting, as determined by the Council at the commencement of the meeting;~~

~~9.4.11.3. In the case of a special council meeting, the decision on Approval of electronic participation shall be left to the discretion of the mayor; Clerk and/or Mayor.~~

~~2. For this section, Electronic means: telephone conferencing.~~

~~9.5.11.4. No more than two members may participate by electronic participation, at any one Special or Regular Meeting of Council; and shall be determined by the date and time of the requests from the members; means, at any one time.~~

~~3. Roll Call for the electronic meeting shall be taken verbally;~~

~~11.5. Voting In the event that more than two members request participation by electronic means, approval for such shall be granted to the first two members to submit a request as determined by the date and time of the request.~~

~~11.6. A verbal roll call shall be taken at the call to order any meeting where a member is participating electronically to confirm attendance.~~

~~9.6.11.7. Any vote at a meeting where any member is participating electronically must be by the recorded vote method. conducted by roll call. A roll call vote in such circumstances shall not be considered a Recorded Vote.~~

~~9.7.1.1. Notwithstanding sections 11.2-1 through 11.5, during any period where an emergency has been declared to exist in all or part of Minutes~~

~~9.8.11.8. a) the municipality or under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, a member of a council, of a local board or of a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a who is participating electronically in a meeting of the body, may be counted in determining whether or not a quorum of members is present at any point in time and may participate electronically in a meeting that is closed to the public or not. The minutes shall be made by a clerk, in the case of the meeting of council, or an appropriate officer, in the case of a meeting of a local board or committee.~~

~~b) Minutes of the Council or Committee, whether it is closed to the public or not, shall record:~~

~~1) The date of the meeting;~~

~~9.8.1.1.1.1.1. 2) The record of the attendance of the members;~~

~~9.8.1.2.1.1.1.1. 3) Disclosures of pecuniary interest and the general nature thereof;~~

- ~~b) To preside over Council meetings so that its business can be carried out efficiently and effectively;~~
- ~~c) To provide leadership to Council;~~
- ~~d) To represent the municipality at official functions; and,~~
- ~~e) To carry out the duties of the Head of Council under any Act.~~

~~13.2 As Chief Executive Officer of the Morris-Turnerry, the Head of Council shall:~~

- ~~a) Uphold and promote the purposes of the Municipality;~~
- ~~b) Promote public involvement in the Municipality's activities;~~
- ~~c) Act as the representative of Morris-Turnerry both within and outside the municipality and promote the Municipality locally, nationally and internationally; and,~~
- ~~d) Participate in and foster activities that enhance the economic, social and environmental well-being of the County and its residents.~~

~~11.1.13.1. 13.3~~ When presiding over ~~Council meetings~~any meeting, the ~~Head of Council shall~~ Chair:

~~11.1.1.13.1.1. a)~~ Shall open the meeting ~~of Council~~ by ~~taking the chair and~~ calling the members to order;

~~11.1.2.13.1.2. b)~~ Shall announce the business before the ~~Council in assembly and~~ the order in which it is to be acted upon;

~~11.1.3.13.1.3. c)~~ Shall receive and submit, in the proper manner, all motions presented by the members ~~of Council~~;

~~11.1.4.13.1.4. d)~~ Shall put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, noting a yes or no, and ~~to~~ announce the result; ~~the mayor shall have the opportunity to vote, in the same manner as all other members of council;~~

~~11.1.5.13.1.5. e)~~ Shall decline to put to vote motions that infringe the rules of procedure;

~~13.1.6. f)~~ May, but is not obliged to, vote in a circumstance their vote will affect the result;

~~11.1.6.13.1.7. Shall~~ restrain the members, within the rules of order, when engaged in debate;

~~11.1.7.13.1.8. g)~~ Shall enforce on all occasions the observance of order and decorum among the members;

~~11.1.8.13.1.9. h)~~ Shall call by name any member persisting in breach of the rules of order of the Council, thereby ordering ~~him or her~~the member to vacate the Council Chamber;

~~13.1.10. i)~~ May expel from the Council Chamber any person or persons causing a disturbance or engaging in improper behavior;

~~11.1.9.13.1.11. Shall~~ receive all messages and other communications and announce them to the Council;

~~11.1.10.13.1.12. j)~~ Shall authenticate, by ~~his or her~~ signature when necessary, all by-laws, resolutions, and minutes of ~~the~~ Council;

~~11.1.11.13.1.13.~~ ~~k)~~ ~~Inform the~~ Shall inform Council, when necessary or when referred to for the purpose, on a point of order or usage;

~~11.1.12.13.1.14.~~ ~~l)~~ Shall represent and support ~~the~~ Council, declaring its will, and implicitly obeying its decision in all things;

~~11.1.13.13.1.15.~~ ~~m)~~ Shall ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;

~~11.1.14.13.1.16.~~ ~~n)~~ Shall adjourn the meeting when the business is concluded;

~~11.1.15.13.1.17.~~ ~~o)~~ Shall adjourn the meeting without question, in the case of grave disorder arising in the Council Chamber.

~~12.14.~~ 14) ~~ROLE OF~~ HURON COUNTY COUNCIL

~~14.1~~ ~~It is the role~~ The Mayor, as Head of Council:

- ~~a)~~ ~~To, shall~~ represent the ~~public and consider the well-being and interests of Morris-Turnberry;~~
- ~~b)~~ ~~To develop and evaluate the policies and programs of Morris-Turnberry;~~
- ~~c)~~ ~~To determine which services Morris-Turnberry provides;~~
- ~~d)~~ ~~To ensure that administrative policies, practices and procedures and~~ ~~controllership policies, practices and procedures are in place to implement~~ ~~the decisions of Council;~~
- ~~e)~~ ~~To ensure the accountability and transparency of the Municipality's~~ ~~operations, including the activities of the Senior Management Team;~~
- ~~f)~~ ~~To maintain the financial integrity of the Municipality; and,~~
- ~~g)~~ ~~To carry out the duties of Council under any Act.~~

~~12.1.14.1.~~ 14.2 ~~If the office of municipality as~~ a member of ~~Council of the municipality becomes vacant, or if the member is absent from the meetings of Council for (3) three successive months, without being authorized to do so~~ ~~the Huron County Council~~ by a Motion of council, in accordance with the provisions of Section 259 (1) and in accordance with Exceptions (1.1) (2) (3), the procedures as set out in Section 263 of the Municipal Act, 2001 apply. virtue of holding that office.

~~12.2.14.2.~~ 14.3 ~~A member can be named as an 'Alternate Member of Huron County Council' to represent the Municipality on Huron County Council,~~ in the absence of the Mayor, pursuant to the following criteria:

~~12.2.1.14.2.1.~~ 1. That the member is duly appointed by ~~the~~ Council of the Municipality;

~~12.2.2.14.2.2.~~ ~~2.~~ That the member is properly sworn in to act as a County Councillor prior to attendance at a County meeting;

~~12.2.3.14.2.3.~~ ~~3.~~ That the Municipality provides a certificate to the County of Huron that that member has been duly appointed as an alternate;

~~12.2.4.14.2.4.~~ ~~4.~~ That ~~the~~ Council does not appoint more than one member during the term of Council as alternate;

~~12.3.14.3.~~ ~~5.~~ If the seat of the member who has been appointed as an alternate member becomes vacant, ~~the council of a local municipality~~ Council may appoint another ~~of its members~~ member as an alternate for the remainder of the ~~council~~ term; of Council;

~~14.4~~ ~~Any member shall notify the Administrator Clerk-Treasurer if they are unable to attend a council or committee meeting.~~

~~13.15.~~ ~~15)~~ **RULES OF CONDUCT**

~~13.1.15.1.~~ ~~15.1~~ No member shall:

~~13.1.1.15.1.1.~~ ~~a)~~ Speak disrespectfully of the reigning sovereign, or any of the Royal Family, or of the Governor-General, the Lieutenant Governor, or any person administering the government of the Dominion of Canada, the Province of Ontario or of The Corporation of the Municipality of Morris-Turnberry;

~~13.1.2.15.1.2.~~ ~~b)~~ Use indecent, offensive or insulting language;

~~13.1.3.15.1.3.~~ ~~c)~~ Speak on any subject matter other than the subject in debate;

~~13.1.4.15.1.4.~~ ~~d)~~ Disobey the rules of the Council Code of Conduct or a decision of the ~~Presiding Officer~~ Chair or of ~~the~~ Council on questions of order or practice or upon the interpretation of the rules of ~~the~~ Council;

~~15.1.5.~~ ~~e)~~ Leave their seat or make any noise or disturbance while a vote is being taken until the result of the vote is announced;

~~13.1.5.15.1.6.~~ Disturb ~~the~~ Council by any disorderly conduct. ~~—;~~ _____

~~15.1.7.~~ ~~f)~~ Interrupt a member who is speaking, except to raise a point of order or a question of privilege;

~~13.1.6.15.1.8.~~ Use municipal property, services and other resources ~~— unless specifically authorized to do so;~~

~~13.1.7.15.1.9. g)~~ — Interfere with the work of staff or department heads ~~for~~ regarding day to day operations of the Municipality.;

~~13.1.8.15.1.10. h)~~ — Work in conjunction with lobbyists.

~~13.2.15.2. _____~~ — ~~And the Member~~ All members shall:

~~13.2.1.15.2.1. h)~~ — Provide for disclosure of gifts and benefits received by submission of a written statement, as set out in Schedule ‘A’, ~~hereby~~ attached. hereto;

~~13.2.2.15.2.2. i)~~ — Maintain confidentiality of information. ~~A Confidentiality declaration must be signed and submitted to the Clerk.;~~

~~13.2.3.15.2.3. j)~~ — Adhere to the harassment and violence ~~policy~~ policies of the municipality;

~~13.2.4.15.2.4. _____~~ ~~k)~~ — Adhere to all council policies and procedures.

~~15.2 — A Member shall not disobey the rules of the Council or a decision of the Mayor or — of the Council on points of order or on the interpretation of the rules of procedure of the Council.~~

~~15.3 — A Member shall not leave his/her seat or make any noise or disturbance while a — vote is being taken or until the vote is declared.~~

~~15.4 — A Member shall not interrupt a Member who is speaking, except to raise a point — of order or a question of privilege.~~

~~13.3.15.3. _____~~ ~~15.5~~ — In the event that a member persists in a breach of the rules of this by-law, after having being called to order by the ~~Mayor~~ Chair, the ~~Mayor~~ Chair shall put the question "Shall the member be ordered to leave his/her seat for the duration of the Meeting?" ~~— and such~~ Such question ~~is~~ shall not be debatable.

~~13.4.15.4. _____~~ ~~15.6~~ — If the Council decides the ~~questions~~ question set out in Section ~~15.5~~ 16.5.3 of this by-law in the affirmative by a majority vote of the members present, the ~~Mayor~~ Chair shall order the member to leave his/her seat for the duration of the Meeting.

~~13.5.15.5. _____~~ ~~15.7~~ — If the ~~Member apologizes~~ ejected member offers an apology, the ~~Mayor~~ Chair, with the approval of ~~the~~ Council, may permit the member to resume his/her seat.

~~14.16. 16)~~ — **RULES OF DEBATE**

~~14.1.16.1. _____~~ ~~16.1~~ — The ~~Mayor~~ Chair shall preside over the conduct of the meeting including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to ~~the~~ Council.

~~16.2 —~~

~~16.2. Where procedural matters of Council or committees of Council are not governed by the Municipal Act, Municipal Conflict of Interest Act or provisions of this bylaw, resort should be had to the current edition of ‘Roberts’s Rules of Order Newly Revised’ for guidance on the question.~~

~~14.2.16.3.~~ The ~~Mayor~~Chair may answer questions and comments in a general way without leaving the Chair, but if he/she wishes to make a motion or to speak on a motion taking a definite position and endeavoring to persuade ~~the~~Council to support ~~that~~a position, then he/she shall first leave the Chair and address Council from the podium. The ~~Mayor~~Chair shall address ~~presentations~~deputations and if any member wishes to address a presenter, they must speak through the Chair.

~~14.3.16.4.~~ ~~16.3~~—If the Mayor desires to leave the Chair for the purpose of taking part in the debate or for any other reasons, the Deputy Mayor will sit in his/her place until he/she resumes the Chair.

~~14.4.16.5.~~ ~~16.4~~—Before a member may speak to any matter, he/she shall first be recognized by the ~~Mayor or~~ Chair.

~~14.5.16.6.~~ ~~16.5~~—When two or more members indicate simultaneously that they wish to speak, the ~~Mayor~~Chair shall name the member who is to speak first.

~~14.6.16.7.~~ ~~16.6~~—When a member is speaking to a motion, he/she shall confine his/her remarks to the motion and in speaking shall be limited to a maximum of five (5) minutes, unless otherwise decided by a majority vote of the members present.

~~14.7.16.8.~~ ~~16.7~~—A member shall not speak more than twice to any motion unless otherwise decided by a majority vote of the members present, except the member who made ~~the~~ motion who shall be allowed to reply for a maximum of five (5) minutes.

~~14.8.16.9.~~ ~~16.8~~—When a motion is under debate, a member may ask a concisely worded question of another member or a staff member through the ~~Mayor~~Chair for clarification, prior to the motion being put to a vote by the ~~Mayor~~Chair.

~~14.9.16.10.~~ ~~16.9~~—A member may ~~require~~request that the motion under debate ~~to~~be read at any time during the debate, ~~but not so as to interrupt a~~provided no other member ~~who is speaking~~has the floor.

~~14.10.16.11.~~ ~~16.10~~—No member shall speak more than once on an item of business until every member who desires to speak, has spoken.

~~15.17. 17)~~ — QUESTIONS OF PRIVILEGE AND ORDER

~~17.1~~ — If a member believes that his/her rights, privileges or integrity or those of the members collectively have been prejudicially affected, he/she shall ask leave of the MayorChair to raise a question of privilege which shall take precedence over all other matters, but he/she shall not be permitted to enter into any argument or introduce any motion related to the question of privilege.

~~15.1.17.1. 17.2~~ — When ~~the Mayor considers that the integrity of Administrator Clerk-Treasurer or municipal staff has been impugned or questioned, the Mayor may permit the Administrator Clerk-Treasurer or staff member to make a statement to the Council.~~ any point of personal privilege arises it shall be taken into consideration immediately.

~~17.2. 17.3~~ — When a member ~~desires/wishes to call attention to~~ rise on a violation point of order, the Rules of Procedure, ~~he/she/member~~ shall ask leave of the MayorChair to raise on a point of order, and after leave is granted, ~~he/she~~ shall state the point of order to the Mayor succinctly and the MayorChair. The Chair shall then state and decide upon the point of order and advise.

~~15.1.1.17.2.1.~~ Thereafter, a member shall only address the membersChair for the purpose of his/her appealing the decision of the Chair to Council.

~~15.1.2.17.2.2. 17.4~~ — ~~Unless a Member immediately~~ If no member appeals immediately, the Mayor's decision to the Council, the decision of the MayorChair shall be final.

~~15.1.3.17.2.3. 17.5~~ — ~~If the decision of the Mayor is Council, if~~ appealed to ~~the Council, then, shall decide~~ the question "Shall the ruling of the Chair be sustained?" shall be put immediately without debate and its result/decision shall be final.

~~15.2.17.3. 17.6~~ — When the MayorChair calls a member to order, that member shall cease speaking until the point of order is dealt with and that member shall not speak again to the matter under discussion without the permission of the MayorChair unless to appeal the ruling of the MayorChair.

~~16.18. 18)~~ — MOTIONS

~~16.1.18.1. 18.1~~ — All new/main motions shall be submitted orally or in writing. Written motions will be signed by the mover and seconder and filed with the Clerk. Oral motions shall be restated by the Chair or the Clerk before debate or a vote.

~~16.2.18.2. 18.2~~ — Any member of Council may give notice of intent that he or she will introduce a motion the next or a subsequent meeting of Council ~~to introduce a new matter, initiate any measure to make any change in the Council's established policy. The~~. The giving of notice requires no seconder and is not at that time debatable.

~~16.3.18.3. 18.3~~ — All Notices of Motion shall be in writing, signed by the mover and filed with the Clerk.

~~16.4.18.4.~~ ~~18.4~~—Notices of Motions filed with the Clerk shall be directed to the next regular meeting of Council Meeting unless otherwise noted.

~~16.5.18.5.~~ ~~18.5~~—Any motion may be introduced without notice if ~~the Council without debate,~~ ~~dispenses with notice on the affirmative vote of at least two-thirds of the~~ members present and voting agree to its introduction.

~~16.6.18.6.~~ ~~18.6~~—Motions shall be seconded before being debated or put to a vote.

~~16.7.18.7.~~ ~~18.7~~—Every motion shall be deemed to be in the possession of ~~the~~ Council for debate after it is accepted by the ~~Mayer~~Chair, but may, with the permission of ~~the~~ Council, be withdrawn at the joint request of the mover and seconder at any time before the motion is disposed of.

~~16.8.18.8.~~ ~~18.8~~—When a motion is under debate, no other motion shall be in order except a motion:

~~16.8.1.18.8.1.~~ ~~a)~~—To adjourn;

~~b)~~—~~To proceed beyond curfew;~~

~~16.8.2.18.8.2.~~ ~~c)~~—To table;

~~16.8.3.18.8.3.~~ ~~d)~~—To call the question (close the debate);

~~16.8.4.18.8.4.~~ ~~e)~~—To postpone to a certain time (defer);

~~16.8.5.18.8.5.~~ ~~f)~~—To refer;

~~16.8.6.18.8.6.~~ ~~g)~~—To amend.

~~16.9.18.9.~~ ~~18.9~~—A motion to adjourn shall:

~~16.9.1.18.9.1.~~ ~~a)~~—Not be amended;

~~16.9.2.18.9.2.~~ ~~b)~~—Not be debated;

~~16.9.3.18.9.3.~~ ~~c)~~—Not include qualifications or additional statements; and,

~~16.9.4.18.9.4.~~ ~~d)~~—Always be in order except when a member is speaking or the members are voting or when made in Committee-of-the-Whole.

~~16.10.18.10.~~ ~~18.10~~—When a motion to adjourn has been decided in the negative, no further motion to adjourn shall be made until after ~~some subsequent proceeding~~material progress in business or debate on other business has taken place.

~~16.11.18.11.~~ ~~18.11~~ The Council shall ~~always~~ adjourn when there is no business before them ~~or at~~ curfew if in session at that hour, unless otherwise decided before that hour by a ~~majority vote of the members present at the Meeting to go beyond that hour.~~

~~18.12~~ A Motion to proceed beyond the hour of curfew shall:

~~16.11.1.1.1.1.~~ ~~a)~~ ~~Not be amended;~~

~~b)~~ ~~Not be debated;~~ and,

~~c) Shall always be in order, except when a Member is speaking or the members are voting.~~

~~16.12.18.12.~~ ~~18.13~~—A motion to table shall:

~~18.12.1.~~ ~~a)~~ ~~Not be amended;~~

~~16.12.1.18.12.2.~~ ~~Not be debated;~~

~~16.12.2.1.1.1.~~ ~~Not be amended;~~

~~16.12.3.1.1.1.~~ ~~b)~~ ~~Not be debated;~~

~~16.12.4.18.12.3.~~ ~~c)~~—Apply to the main motion and any amendments thereto under debate at a time when the motion to table was made;

~~16.12.5.18.12.4.~~ ~~d)~~—Not include qualifications or additional statements.

~~16.13.18.13.~~ ~~18.14~~—If a motion to table is decided in the affirmative by a majority vote of the members present, then the main motion and any amendments thereto shall be removed ~~for the~~from Council's consideration until such time as a notice of motion to lift the matter from the table is filed with the Clerk. A motion to take from the table is not debatable or amendable.

~~16.14.18.14.~~ ~~18.15~~—A motion to call the question (close the debate) shall:

~~a)~~ ~~Not be amended;~~

~~b)~~ ~~Not be debated;~~

~~18.14.1.~~ ~~c)~~ ~~Not be amended;~~

~~18.14.2.~~ ~~Not be debated;~~

~~16.14.1.18.14.3.~~ Apply to the motion or amendment under debate at the time when the motion to put the question is made;

~~16.14.2.18.14.4.~~ ~~d)~~—Not be received in any committee;

~~16.14.3.18.14.5.~~ ~~e)~~—Be moved using the words "That the question now be called."

~~16.15.18.15.~~ ~~18.16~~—If a motion to call the question is decided in the affirmative by a majority vote of the members present, then the preceding motion or amendment shall be voted on immediately without further debate or comment.

~~16.16.18.16.~~ ~~18.17~~—A motion to refer a matter under consideration to a committee ~~or the~~ Administration, staff or elsewhere shall:

~~16.16.1.18.16.1.~~ ~~a)~~—Be open to debate;

~~16.16.2.18.16.2.~~ ~~b)~~—Be amendable; and,

~~16.16.3-18.16.3.~~ ~~c)~~ Preclude amendment or debate of the preceding motion, unless the motion to refer is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

~~16.17.18.17.~~ ~~18.18.~~ A motion to amend shall:

~~16.17.1-18.17.1.~~ ~~a)~~ Be open to debate;

~~16.17.2-18.17.2.~~ ~~b)~~ Not propose a direct negative to the main motion;

~~16.17.3-18.17.3.~~ ~~c)~~ Be relevant to the main motion; and

~~16.17.4-18.17.4.~~ ~~d)~~ Not be further amended more than once.

~~16.18.18.18.~~ ~~18.19.~~ A motion to postpone to a certain time (defer) shall:

~~16.18.1-18.18.1.~~ ~~a)~~ Be open to debate;

~~16.18.2-18.18.2.~~ ~~b)~~ Be amendable; and

~~16.18.3-18.18.3.~~ ~~c)~~ Preclude amendment or debate of the preceding motion, unless the motion to postpone to a certain time is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

~~18.20~~ When the Council amends a proposed zoning or re-zoning By-Law after the holding of a Public Meeting as required by The Planning Act, the Council shall immediately vote on the question of whether or not any further notice is to be given in respect of the proposed By-Law, as amended.

~~18.21~~ The question of whether or not any further notice is to be given shall be amendable and debatable.

~~18.22~~ The proposed zoning or re-zoning By-Law, as amended, shall not be introduced and enacted until the question of whether or not any further notice is to be given has been resolved.

~~17.19.~~ ~~19)~~ **VOTING PROCEDURES**

~~19.1~~ A motion to amend an amendment to a Motion shall be voted on first.

~~17.1-19.1.~~ ~~19.2~~ Voting on ~~the~~ main motion and amending motions shall be conducted in the following order:

~~19.1.1.~~ ~~a)~~ A motion to amend a motion to amend ~~a Motion~~ the main motion;

~~17.1.1-19.1.2.~~ A motion (as amended or not) to amend the main motion;

~~b)~~ A Motion (as amended or not) to amend the main Motion;

~~17.1.2-19.1.3.~~ ~~c)~~ The main motion (as amended or not).

~~17.2.19.2.~~ ~~19.3~~—When the motion under consideration contains two distinct propositions, upon the request of any member, the ~~Mayor or~~ Chair shall divide the question and the vote upon each proposal shall be taken separately.

~~17.3.19.3.~~ ~~19.4~~—A motion shall be put to a vote by the ~~Mayor or~~ Chair immediately after all members desiring to speak on the motion have spoken in accordance with section ~~19.7.16~~ of this by-law.

~~17.4.19.4.~~ ~~19.5~~—After a motion is put to a vote by the ~~Mayor or~~ Chair, no member shall speak on that motion, with the exception of the ~~Mayor or~~ Chair who may speak following a recorded vote or upon breaking a tie, after the result of the vote is announced by the ~~Mayor or~~ Chair. No other motion shall be made until after the result of the vote is announced.

~~17.5.19.5.~~ ~~19.6~~—Every member of Council present at a Council meeting, when a question is put shall vote thereon, except where ~~he/she is disqualified~~ she/he is prohibited by statute from voting, ineligible to vote by reason of a conflict of or pecuniary interest, or is absent from the Council Chamber when the question is put.

~~17.6.19.6.~~ ~~19.7~~—Every member of Council who is not disqualified from voting by reasons of a declared pecuniary interest, shall be deemed to be voting against the motion if he/she declines or abstains from voting.

~~17.7.19.7.~~ ~~19.8~~—All votes shall be by show of hands, except when a Recorded Vote is requested. The manner of determining the decision of the Council on a motion shall not be by secret ballot or by any other method of secret voting.

~~19.8.~~ ~~19.9~~—~~The Mayor~~ Notwithstanding 19.7, during a meeting with electronic participation votes shall be conducted by roll call.

~~17.8.19.9.~~ ~~The Chair~~ shall announce the result of every vote after ~~requesting both a yes and nos. it is taken.~~ Upon the taking of any vote, if all of the members present when the vote is taken vote unanimously, the ~~Mayor~~ Chair may direct the Clerk to make note of such in the record ~~the vote accordingly.~~

~~17.9.19.10.~~ ~~19.10~~—If a member disagrees with the number of votes for and against a motion as announced by the ~~Mayor~~ Chair, he/she may object immediately to the ~~Mayor's~~ Chair's declaration and, with the consent of the Council, the vote shall be re-taken.

~~17.10.19.11.~~ ~~19.11~~—When there is a tie vote on any motion, it shall be deemed to have been decided in the negative.

~~19.12~~ ~~When called for by any Member or when required by law, a Recorded Vote shall be taken by the Clerk, in random order and the results declared by the Clerk.~~

~~19.12.~~ ~~19.13~~—~~A~~Any member may call for a Recorded Vote immediately prior to or immediately after the taking of the vote. A member may request a recorded vote on any question ~~and~~. When a ~~members~~ member requests a recorded vote, each member present unless otherwise prohibited by statute, including the Chair shall

announce his/her vote openly and individually in favour of or against the question.
~~The Clerk shall record each member's vote as having voted "Yes"~~

~~19.13. When called for by any member or "No" and each members surname when required by law, a Recorded Vote shall be noted in taken by the minutes. Clerk.~~

~~17.11.19.14.~~ The order in which the Clerk shall record the vote shall be ~~in random order~~, until all members have voted. After completion of the vote, the Clerk shall announce the results.

~~17.12.19.15.~~ If during the ~~roll call recorded~~ vote, any member present refuses to vote or fails to vote, he/she shall be deemed and recorded as voting against the question.

~~17.13.19.16.~~ ~~19.14~~—When a Recorded Vote is taken, the names of those who voted for and against the motion shall be entered in the Minutes.

~~17.14.19.17.~~ ~~19.15~~—In any vote required of the whole of Council, the number of members constituting the Council shall be determined by excluding:

~~17.14.1.19.17.1.~~ ~~a)~~—the number of members who are present at the meeting but who are excluded by voting by reasons of The Municipal Conflict of Interest Act;

~~17.14.2.19.17.2.~~ ~~b)~~—the number of Council seats that are vacant ~~on the Council~~ by reasons of Section 259 of The Municipal Act.

~~19.16 Negative Vote: Any question on which there is an equality of votes, shall be deemed to negative and is defeated.~~

~~19.17 Every member of council present at a Council Meeting when a question is put, shall vote thereon, except where is prohibited by statute from voting or disqualified to vote by reason on a conflict of interest, or is absent from the Council Chambers, when the question is put.~~

~~19.18 A failure by a member to vote, who is present and qualified at the meeting at the time of the vote and who is qualified to vote, shall be deemed to be a negative vote.~~

~~18.20.~~ ~~20)~~—**RECONSIDERATION:**

~~18.1.20.1.~~ ~~20.1~~—A motion to reconsider a decided matter shall only be introduced by a member who voted with the majority on the original motion. Before accepting a motion to reconsider, the ~~Mayer~~Chair may ask the member to confirm that ~~he~~they voted with the majority on the issue in question.

~~18.2.20.2.~~ ~~20.2~~—A motion to reconsider a decided matter shall require the approval of at least two-thirds of the whole of Council.

~~18.3.20.3.~~ ~~20.3~~—No motion for reconsideration of any decided matter shall be permitted more than once during a period of twelve months following the date on which the question was decided.

~~18.4.20.4.~~ ~~20.4~~—If a motion to reconsider is decided in the affirmative ~~at a Meeting~~, then consideration of the original matter shall become the next order of business.

~~18.5-20.5.~~ ~~20.5~~—No debate on a motion to reconsider a decided matter shall be permitted; however, the mover of a motion to reconsider ~~may provide or~~ may make a brief and concise statement outlining the reasons for proposing such reconsideration.

~~19.21.~~ ~~21)~~—ENACTMENT OF BY-LAWS

~~19.1-21.1.~~ ~~21.1~~—The Clerk shall specify the title of all the by-laws to be introduced. Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any ~~Act~~statute and shall be complete with the exception of the number ~~a~~ ~~and~~ date ~~thereof~~.

~~19.2-21.2.~~ ~~21.2~~—Every by-law shall receive three readings before being passed.

~~19.3-21.3.~~ ~~21.3~~—The first reading of a by-law shall be decided without amendment or debate.

~~21.4~~—~~A~~ by-law may be given all three readings at the same meeting, except when requested otherwise by motion passed by the majority of the members present or as otherwise provided ~~in law~~.

~~19.4-21.4.~~ ~~21.5~~—~~By-Laws may, by a majority vote of the members present, be referred to the Council in~~ ~~Committee~~ ~~or~~ ~~a Communications Meeting~~ for consideration, prior to ~~third reading of a By-law~~ ~~by statute~~.

~~21.5~~—~~By-Laws may, by a majority vote of the members present, be referred to the~~ ~~Council in~~ ~~Committee~~ ~~or a Communications Meeting~~ for consideration, prior to ~~third reading of a By-law~~.

~~21.6~~—~~When By-Laws have been referred to the Council in~~ ~~Committee~~ ~~or a~~ ~~Communications Meeting, its recommendations shall be put to a vote~~ ~~immediately following the adoption of the Council in~~ ~~Committee Report~~.

~~19.5-21.5.~~ ~~21.7~~—Every by-law enacted by the Council shall be numbered and dated, and shall be, sealed with the seal of the Corporation, ~~and~~ signed by the Mayor and the Clerk ~~and shall be deposited in the vault by the Clerk for safekeeping~~.

~~22)~~—COUNCIL-IN-COMMITTEE IN CLOSED SESSION

~~22.1—Whenever a majority of the members present decide that the Council should resolve into a Closed Session of the Council in Committee, the Mayor as Chair shall maintain order during the Meeting and shall report the proceedings thereof to the Council.~~

~~22.2—All "Closed Session" items of Council shall be discussed in Meetings of the Council in Committee.~~

~~22.3—The rules governing the procedure of the Council and the conduct of its members shall be observed in the Closed Session of the Council in Committee with necessary modifications except that:~~

- ~~a) The number of times of speaking on any question shall not be limited;~~
- ~~b) No Recorded Vote shall be permitted;~~
- ~~c) A Motion to put the question shall not be permitted;~~
- ~~d) A Motion to adjourn shall not be permitted, except when meeting apart from Regular Meetings.~~
- ~~e) Any direction to staff or an agent at a closed meeting be included in a resolution, duly moved and seconded, and passed by a majority of the members present.~~

~~22.4—The Minutes of the closed session will be recorded as outlined in Section 11.2 of this By-law.~~

~~22.5—Any actions of the Closed Session of the Council in Committee Meeting shall be reported by the Mayor as soon as the Regular Council Meeting reconvenes into Open Session.~~

~~22.6—Investigation:~~

~~A person may request that an investigation of whether a municipality or local board has complied with Section 239 or a procedure By-law under Subsection 239.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, in respect of a meeting or part of a meeting that was closed to the public, be undertaken by the Ombudsman appointed under the Ombudsman Act.~~

~~22.7—Resolution:~~

~~If a municipality received a report from a person reporting that in their opinion that a meeting or part of a meeting that was subject matter of an investigation by that person, appears to have been closed to the public, the municipality or local board, shall pass a resolution stating how it intends to address the report.~~
~~For this purpose, under Bill 68, a "Person" shall mean Any person anywhere can make a complaint whether they are an elector or not or whether or they are doing business with the municipal government or its boards.~~

~~20.22. 23) COMMITTEES~~

~~23.1—Procedure:~~

~~20.1.22.1. A committee will conform to the rules governing protocol and procedures for Council in Committee meetings, prescribed by this by-law unless noted otherwise stated in this Part-section.~~

~~20.2.22.2. 23.2—Establishment and Appointment:~~

- ~~20.2.1.22.2.1. a) Council establishes may establish Local Boards and Council Committees to help support their work. Some are discretionary and others are mandatory committees of Council as required by legislation by statute or at their own discretion.~~

~~20.2.2.22.2.2.~~ ~~b)~~ The names of members required to serve on the ~~committees of Council Committees,~~ ~~_____~~, ~~_____~~ Boards, Commissions or other bodies to which Council is required or empowered to appoint persons, ~~will~~may be determined by Council ~~in-an~~ ~~_____~~ at any inaugural, regular or special meeting.

~~20.2.3.22.2.3.~~ ~~c)~~ Council may appoint members to any Local Boards or ~~committees of Council _____~~ ~~_____ Committees~~ to act in the place of any ~~members~~member thereof who, by reason of illness or absence from the Municipality, are unable to attend ~~the meetings _____ of the Council Committees or a meeting or~~ who resign before their ~~term~~term of office ~~have _____~~ ~~_____ has~~ expired.

~~23.3~~ ~~Local Boards:~~

~~20.2.4.22.2.4.~~ ~~_____~~ Members of Local Boards are appointed by Council by by-law and/or statute to fulfill their obligations under the same.

~~23.4~~ ~~Standing Committees:~~

~~_____ Standing Committees of Council are committees that consist of at least 50% of _____ the membership consisting of members of Council, which are appointed by _____ Council under Statute or By-law.~~

~~23.5~~ ~~Council Advisory and Program Committees:~~

~~20.3.22.3.~~ ~~_____~~ The duties of Advisory Committees, which may be created by Council, shall be to report and to make recommendations to Council on all matters relating to their terms of reference or that have been referred to them. Advisory Committees will generally have one representative appointed from Council.

~~23.6~~ ~~Special Purpose Ad Hoc~~ Committees:

~~20.4.22.4.~~ ~~_____~~ The duties of Special Purpose Committees, shall be appointed by the Mayor and confirmed by Council by by-law or resolution, and shall report to Council on any matters relating to their terms of reference or that have been referred to them.

~~20.5.22.5.~~ ~~23.7~~ Mayor-Ex-officio:

~~20.5.1.22.5.1.~~ The Mayor is an ex-officio member of every committee of Council ~~Committee~~. Where a committee of Council ~~Committee~~ is established by reference to a particular number of members without specifically providing for the membership of the Mayor, such number is automatically increased by one, being the Mayor, as provided under this section.

~~20.5.2.22.5.2.~~ The Mayor may vote and otherwise participate without any restriction in the business of the committee on the same basis as any other committee member.

~~23.8~~ ~~Terms of Reference:~~

~~20.6.22.6.~~ ~~_____~~ Subject to the provision of any ~~general or special Act, the Council~~statute, in establishing any committee, Council ~~Committee, will~~shall set forth terms of reference and such other provisions as ~~the~~ Council deems proper.

~~20.7-22.7.~~ Council may consider any matter without referring it to a ~~Council~~ committee or may refer it to one or more committees ~~or refer it to the Committee-in-Council or Committee-of-the-Whole-Meeting,~~ and may withdraw a matter from a ~~Council-Committee~~ committee regardless of whether or not the ~~Council~~ committee has entered into consideration of the matter.

~~23.9~~ **Quorum:**

~~20.8-22.8.~~ A majority of the members of a Local Board or committee of Council ~~Committee~~ shall be a quorum. The Mayor ~~is a member~~ acting in an ex-officio capacity may be counted to ~~be included in determining the~~ achieve quorum.

~~23.10~~ **Committee Chair:**

~~20.9-22.9.~~ Annually, each committee at its first meeting will appoint a committee Chair and committee Vice-Chair from among its members. Each committee will have the authority to alter the time of its meetings and to hold special meetings so that where possible ~~it~~ they will not conflict with meetings of Council.

~~23.11~~ **Attendance:**

~~20.10-22.10.~~ Members of Council may attend meetings of any Advisory Committee of which they are not members, but shall not have the privilege of voting and may not address the committee without the permission of the Chair.

~~20.11-22.11.~~ ~~23.12~~ **Notice and Agendas of Committee Meetings:** Notwithstanding the provisions of section ~~76~~ of this by-law, the published Agenda shall be considered as adequate notice for ~~its~~ committees of Council ~~Committees, and Local Boards~~ and shall be circulated not later than forty-eight (48) hours prior to the meeting. The complete paperless agenda package will be available not less than forty-eight (48) hours prior to the meeting, by email to committee ~~member,~~ members, each municipal council member, and posted on the Municipal public website.

~~20.12-22.12.~~ ~~23.13~~ **Emergency or Extraordinary Meeting:** A meeting of a committee or Local Board dealing directly with an emergency or extraordinary situation shall be transacted as ~~the~~ an Emergency Meeting. Notice shall be delivered to the committee members and Council members and posted on the Municipal Website not later than 2 (2) hours prior to the meeting.

~~23.14~~ **Minutes:**

~~The Minutes of all Council Committees shall be recorded according to the process set out in Section 11.2 forwarded to Council to be received as information. The Clerk or an appropriate officer will be the recording secretary for all Standing Committees of Council. Section 228 (4) of the Municipal Act. The Clerk may delegate in writing to any person, other than a member of council.~~

~~21.23.~~ ~~24)~~ **DISCLOSURES OF PECUNIARY INTEREST**

~~21.1.23.1.~~ **24.1**—If a member ~~or of~~ Council ~~Committee member~~ or a committee has any pecuniary interest, direct or indirect, in any matter in which ~~the~~ Council is concerned and if he/she is present at a Meeting at which the matter is the subject of consideration, he/she shall disclose his/her interest and the general nature thereof and shall not take part in the consideration or the discussion of the matter nor vote on any motion in regard to the matter. He/She shall leave his/her chair and may sit in the gallery for an Open session of Council and shall leave the Council ~~room~~ Chamber for a “closed session of Council. If a member is not present and has any pecuniary interest, he/she shall disclose his/her interest at the next meeting at which he/she is in attendance.

~~21.2.23.2.~~ **24.2**—Notwithstanding the quorum requirements of this by-law, when a majority of the members ~~has~~ have disclosed an interest in accordance with Section 24 .1 of this by-~~Law and the Municipal Conflict of Interest Act~~ law or any related statute, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

~~22.24.~~ **25) — CONFIRMATORY BY-LAW**

~~22.1.24.1.~~ **25.1**—The proceedings at every regular and special meeting shall be confirmed by by-law so that every decision and resolution of ~~the~~ Council at that meeting ~~and every Resolution~~ passed thereat shall have the same force and effect as if each ~~and every one of~~ them had been ~~the subject matter of a separate By-Law duly individually~~ enacted. by by-law.

~~26) — QUESTION PERIOD~~

~~26.1~~—Question period may be available to ask questions of Council regarding any ~~items relevant to the business discussed during the meeting. No new matters of~~ business may be brought up, nor is there to be debate or restating of positions ~~during the question period. Question period is at the discretion of council.~~

~~26.2~~—Question period shall be limited to a total time allotment of ten (10) minutes.

~~27) — TRAINING OF MEMBERS OF COUNCIL:~~

~~27.1~~—The Municipality will support the attendance of each member of council at one (1) convention per year.

~~27.2~~—Attendance at Public meetings, training meetings, workshops and the annual Huron County Municipal Officers meeting will be encouraged.

~~27.3~~—A motion of Council is required for Item 27.1 and 27.2.

~~23.25.~~ **28) — RECORDING EQUIPMENT:**

~~23.1.25.1.~~ **28.1**—At ~~the meetings~~ any meeting of Council ~~, a committee,~~ or a ~~Committee~~ Local Board, the use of cameras, electric lighting equipment, flash

bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by the members of the public, including accredited and other representatives of any news whatsoever, may be permitted and shall be disclosed and be subject to the approval of ~~the~~ Council and/or ~~direction of the Mayor or Committee~~ the Chair, unless otherwise decided by the Council or a committee, ~~prior to~~ at the call to order of the meeting.

~~24.26.~~ **29) COMMUNICATION DEVICES:**

~~24.1.26.1.~~ **29.1**—At the meetings of Council, the use of cellular phones, audible pagers or any other similar communication device is only permitted in the gallery section of the Council Chambers.

~~24.2.26.2.~~ **29.2**—All members of council shall turn off or ~~turn on vibrate~~ mode ~~silence~~ all electronic devices and shall not operate such devices at the council table, during a meeting, ~~except for~~ with the exception those device required ~~for Council use~~ during the meeting.

30) SUSPENSION OF RULES:

~~27.~~ Any procedure required **REPEAL PREVIOUS BY-LAWS**

By-law 19-2018, 63-2019 and all previous by-laws, resolutions and policies and parts of by-laws, resolutions and policies inconsistent with the provisions of this by-law may be suspended with the consent of a majority of the members regarding the procedure for governing the calling, place and proceedings of meetings of Council, committees of Council in attendance.

31) REPEAL

~~24.3.27.1.~~ **31.1**—and boards of the Municipality of Morris-Turnberry By-Law No. 48-2014 and By-law No. 28-2017 and any amendments are hereby repealed in their entirety.

~~25.28.~~ **32) ENACTMENT**

~~25.1.28.1.~~ **32.1**—The effective date of This by-law shall be the 6th day of March, 2018. come in to full force and effect upon the passing thereof.

Read a FIRST and SECOND time and Passed on the 6th this 2nd day of March, 2018 April 2020.

Read a THIRD time and FINALLY PASSED on 6th this 2nd day of March, 2018 April 2020.

		Paul Gowing , Mayor, Jamie Heffer
		Nancy Michie , Clerk, Trevor Hallam

[25.1.1:28.1.1.](#) Schedule 'A' of By-law No. - 2018

[25.1.1.1:28.1.1.1.1.](#) Gifts and Benefits

[25.1.2:28.1.2.](#) Disclosure Sheet for the members of Council

25.1.3:28.1.3. Description of Gift or Benefit	Giftor	Recipient
<u>Value</u>		

[25.1.4.28.1.4.](#) _____

[25.1.5.28.1.5.](#) Signature of Council member

Dated



CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. 14-2020

Being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Morris-Turnberry, for its meeting held on April 1st, 2020.

WHEREAS Section 8 of the Municipal Act 2001, S.O. 2001, c. 25 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 5. (3) of the Municipal Act 2001, S.O. 2001, c. 25 provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8, 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 Corporation of the Municipality of Morris-Turnberry for the April 1st, 2020 meeting be confirmed and adopted by By-law;

NOW THEREFORE, the Council of the Corporation of the Municipality of Morris-Turnberry enacts as follows::

1. The action of the Council of the Corporation of the Municipality of Morris-Turnberry at its meeting held the 1st day of April, 2020, in respect of each recommendation contained in the Minutes and each motion and resolution passed and other action taken by the Council of the Corporation of the Municipality of Morris-Turnberry at the meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law; and
2. The Mayor and proper officials of the Corporation of the Municipality of Morris-Turnberry hereby authorize and direct all things necessary to give effect to the action of the Council to the Corporation of the Municipality of Morris-Turnberry referred to in the preceding section thereof;
3. The Mayor and CAO/Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation.

Read a FIRST and SECOND time this 1st day of April 2020

Read a THIRD time and FINALLY PASSED this 1st day of April 2020

Mayor, Jamie Heffer

Clerk, Trevor Hallam