

**The Corporation of The Township
of Ignace
By-Law#64/2020**

**Being a By-Law to Govern the Procedure of Council of the Corporation of the
Township of Ignace and all of its Committees, the Calling of Meetings and the
Conduct of its Members.**

Whereas Section 238 of the *Municipal Act, 2001, c. 25, s.238.(2)*, provides that every Council shall adopt a procedure for governing the calling, place and proceedings of meetings;

Now Therefore the Council of the Corporation of The Township of Ignace Hereby Enacts as Follows:

Part 1: Definitions

- 1.1 **Administration** means officers and employees of the municipality as per the *Municipal Act, 2001, c. 25, 227.*
- 1.2 **Clerk/Deputy Clerk** means the Clerk or their designate who shall have all the powers and duties of the Clerk on behalf of the Corporation of the Township of Ignace the *Municipal Act, 2001, c. 25, 228.(1) and 228.(2).*
- 1.3 **Closed Meeting** means a meeting not open to the public in accordance with the *Municipal Act, S.O. 2001, c.25, 239.(2)*
- 1.4 **Committee** means any advisory or other committee, subcommittee or similar entity established by the Council of the Corporation of the Township of Ignace of which at least fifty (50) percent of the members are also members Council, as per the *Municipal Act, S.O.2001, c.25, 238.(1).*
- 1.5 **Committee-of-the-Whole** means a Committee composed of all of the members of Council, Mayor and four (4) Councillors.
- 1.6 **Conflict of Interest** means a pecuniary interest as defined in the *Municipal Conflict of Interest Act, 1990.*
- 1.7 **Confirmatory By-Law** means a By-Law enacted at the end of each Regular or Special Council Meeting to confirm recommendations and actions approved at that meeting.
- 1.8 **Council** means the elected or acclaimed and sworn members of the Council of The Corporation of the Township of Ignace, comprised of one (1) Mayor and four (4) Councillors.

- 1.9 **Deputy Mayor** means the Member of Council appointed by way of resolution who shall act in the Mayor's absence and while so acting, such member has and shall exercise all rights, powers and authority of the Head of Council.
- 1.10 **Designate** means a person appointed by Council or Committee and given the authority to perform the duties of another person (i.e. Clerk or Designate).
- 1.11 **Direction** means an order of instructions to Administration agreed upon by Council on an item under discussion.
- 1.12 **Electronic Participation** means participation by members in which members are not physically present in the designated meeting location but participate remotely either by video conference, teleconference, or any other electronic means which allows members to participate in an audio and/or visual manner and, whereby members, staff and the public are able to hear the members participating by electronic means and the members participating are able to hear and/or see other members, staff and the public
- 1.13 **Emergency** means an emergency declared by the Premier, Cabinet or the Municipal Head of Council under the Emergency Management and Civil Protection Act, as amended.
- 1.14 **Head of Council** means the Mayor; except where otherwise provided.
- 1.15 **Head of Council as CEO** means the Mayor as Chief Executive Officer the *Municipal Act, 2001, c. 25, 226.(1)*.
- 1.16 **Meeting** means any Regular, Special or any other meeting established by Council.
- 1.17 **Member** means a member of the Council or of a Committee.
- 1.18 **Motion** means a question or a recommendation to be considered by the Council which is moved and seconded, read, debated as required and then voted upon by Council members.
- 1.19 **Motion of Direction** means a member of council or of a Committee giving direction to administration to deal with a question or a recommendation.
- 1.20 **Open Meeting** means a meeting that the public may attend either in person or virtually through electronic means.
- 1.21 **Point of Order** may be called to bring attention to:
- Breaches of the rules of order of Council
 - Difficulty in continuation of the meetings
 - Improper, offensive or abusive language
 - Discussion is outside the scope of the motion or the notice of motion
 - Irregularities in the proceedings

- 1.22 **Public meeting** means a legislated or discretionary open meeting at which public input is being sought.
- 1.23 **Quorum** means a majority of the whole number of Members required to constitute a Council or Committee.
- 1.24 **Recorded Vote** means the recording of the name and vote of every member voting on any matter or question during a meeting at the request of a member and shall be recorded by the Clerk.
- 1.25 **Resolution** means a motion that has been **Resolved** by Council or Committee.
- 1.26 **Rules of Procedure** mean the rules and regulations provided for in this By-Law.

Part 2: Role of the Mayor

- 2.1. It is the Role of the Mayor as the Head of Council:
 - a. to Act as Chief Executive Officer of the Municipality
 - 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
 - e. to carry out the duties of the Head of Council under any Act
 - f. to provide overall leadership to the Community Emergency Control Group in responding to an emergency as detailed in the Emergency Response Plan of the Township of Ignace
 - g. uphold and promote the purposes of the municipality
 - h. promote public involvement in the Township's activities
 - i. acts as the representative of the Township both within and outside the municipality and promote the Township locally, regionally, nationally and internationally
 - j. participate in and foster activities that enhance the economic, social and environmental well-being of the Township and its residents.
 - k. call initial meetings of Township Committees or Boards where terms of reference or other governing documents of the Committees or Boards have no provisions for same.
- 2.2. **Role of Head of Council (Mayor) as Chief Executive Officer**
As Chief Executive Officer of the Corporation of the Township of Ignace, 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 the municipality both within and outside the municipality and promote the municipality locally, nationally and internationally.
- d. Participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

Part 3: Role of the Deputy Mayor

3.1. It is the Role of Deputy Mayor:

- a. to act as Head of Council in the absence of the Mayor
- b. while acting in the absence of the Mayor, the Deputy Mayor has and may exercise all rights, powers and authority of the Head of Council
- c. to preside over meetings as designated by the Mayor and/or Members of Council.

Part 4: Role of Council

4.1. It is the Role of Council:

- a. to represent the public and consider the well-being and interests of the Township
- b. to develop and evaluate the policies and programs of the Township
- c. to determine which services the Township provides
- d. to ensure that administrative policies, practices and procedures as well as controllership policies, practices and procedures are in place to implement the decisions of Council
- e. to ensure the accountability and transparency of the operations of the Township, including the activities of the senior management of the Township
- f. to maintain the financial integrity of the Township
- g. to establish Committees to deal with certain portfolios
- h. to appoint individuals to Committees and Boards
- i. to approve the terms of reference of Committees it has established and ensure Boards have workable terms of reference or other governing documents
- j. to carry out the duties of Council under any Act.

Part 5: Role of Committees

5.1. It is the Role of Committees:

- a. to represent the public and consider the well-being and interests of the Township
- b. to establish and review/revise annually Terms of Reference for itself identifying the mandate, authority and rules of the Committee and submit to Council for approval
- c. to develop and evaluate the policies and programs of the Committee
- d. to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of the Committee
- e. to ensure the accountability and transparency of Committee activities
- f. to maintain the integrity of the Committee
- g. to carry out the duties of a Committee under any Act.

Part 6: Council Appointments

- 6.1 Council is responsible to appoint individuals to various Committees and Boards: both those of the Township or other entities.
- 6.2 Established rules for appointments will be followed by Council. If it has the authority, Council can change the rules. Usually individuals interested in serving on a Board or Committee are required to submit a letter.
- 6.3 Council appointments will last until the end of the term of Council.

Part 7: General Meeting Rules

- 7.1. The rules contained in this By-Law shall be observed in all proceedings of the Council, and Council Committees with necessary modifications, and shall be the rules for the order and dispatch of all business of Council.
- 7.2 Those proceedings of the Council and the Committees thereof not specifically governed by the provisions of this By-Law and the *Municipal Act, S.O.2001, c.25* shall be regulated in accordance with Robert's Rules of Order.
- 7.3 When it is necessary to deal with an extraordinary item not provided for in routine business, a motion for the suspension of a rule for a specific purpose shall not proceed without a vote with consent of two thirds majority of the members present, unless the part or parts is prescribed by statute or legislation.
- 7.4 In the absence of both the Mayor and the Deputy Mayor, a designate shall be appointed from the Council members present and the designate shall act in the place and stead of the Mayor or Deputy Mayor and shall have all the rights, powers and authority of the Mayor or Deputy Mayor while so acting.
- 7.5 Members of Council or Committee are requested to notify the Clerk when the member is aware that they will be absent from any meeting of Council or Committee.
- 7.6 Questions from the public in an open meeting follow the procedures in 7.7. Questions from the public in a public meeting follow procedures in Part 18.
- 7.7 In a Regular Meeting of Council, individuals wanting to ask a question need to be acknowledged by the meeting Chair and given the floor. Each individual needs to provide their name and contact information.

- 7.7.1 The individual will pose their question within two (2) minutes. The meeting recorder will write down the question and any key information given by the individual. If necessary, by asking questions of the individual and repeating information provided by the individual, the Chair shall confirm details with the individual.
 - 7.7.2 Only one question is allowed per individual. Council will entertain no more than three questions at each meeting, however may decide to allow more if a majority of the Council members agree.
 - 7.7.3 Questions must pertain to an item on the meeting agenda. Individuals who ask questions about some other topic will be advised by the Chair to make a deputation to Council or to save their question until if and/or when the topic appears on a Council agenda.
 - 7.7.4 The individual will pose the question. The Chair will answer the question if they know the answer. If not, the Chair will ask other Council members or Township staff to answer. If no one has an answer, the Chair will tell the individual that an answer, if possible, will be provided in due course.
 - 7.7.5 The Clerk or designate will write down the questions, answers and statements made at the meeting.
 - 7.7.6 Questions that were not answered at the meeting when asked will be on the agenda at a subsequent meeting and a written report will have been prepared for each question.
 - 7.7.7 Abuse of the privilege to ask questions will not be tolerated. For abusing the privilege Council may bar an individual from asking questions in meetings for a period up to the remainder of the Council term. Individuals will receive a letter saying why they have been barred, how long they will be barred and options for appeal.
- 7.8 The Mayor sets the agenda with the Management Team.
Any item or items being placed on the Agenda must include a brief description that indicates the purpose of the item for discussion and any recommendations (if needed) by Wednesday at noon two (2) weeks prior to the regular scheduled meeting of Council [ten (10) days before scheduled Council meeting].
- 7.9 Any Member of Council may, with the approval of a majority of Members of Council present at the meeting, introduce any matter of an urgent nature for Council's consideration as per the following table:

	Type of Meeting	Addition To Agenda Possible
1	Closed Session Meeting	No
2	Committee of the Whole	Yes
3	Emergency Meeting	Yes
4	Public Meeting	No
5	Regular Meeting	Yes
6	Special Council Meeting (48 hours' Notice)	No
7	Urgent or Emergent Special Council Mtg (24 hours' Notice)	No

Part 8: Locations, Meeting Times and Notice for Council Meetings

- 8.1 Following a regular Municipal Election, the Inaugural Meeting shall be held on the first Monday in December at 6:00 p.m. in Township of Ignace Council Chambers located in the Multi-Purpose Room of the Ignace Public Library (36 Highway 17 W. Ignace, unless otherwise decided by incoming Mayor and Council and/or Administration).
- 8.2 Following the Inaugural Meeting, Regular Council meetings shall be held in the Council Chambers in the Multi-Purpose Room of the Ignace Public Library (36 Highway 17 W, Ignace) on the third Monday of every month at 6:00 p.m. or as otherwise decided by Council. Should the meeting fall on a Public Holiday, Council shall meet the following business day that is not a Public Holiday.
- 8.3 Unless otherwise decided by a resolution, the Council shall hold only one Regular meeting during each of the months in each year of the term of the Council on the third Monday of the said month with the exception of August and December of each year of the term of Council in which there will be no meeting.
- 8.4 Committee of the Whole meetings shall be called to discuss particular items that require extensive discussions and recommendations for consideration before a final vote is counted. Item will then be subsequently added to the next Regular meeting of Council for consideration and approval.
- 8.5 **Electronic Meetings**
 - 8.5.1 **Electronic Participation**
 - a) Council may provide that a Member of 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) can participate electronically in a meeting that is closed to the public
 - 8.5.2 **Participation in Council or a Committee of Council meeting by electronic means is permitted under the following conditions:**
 - a) The Clerk shall determine the electronic means of participation of Council and Committees.
 - b) All meeting facilities must enable the meeting participants and the public to hear or watch and hear, each other.
 - c) The Chair and the Clerk are required to be present in person.
 - d) Members participating electronically shall be marked as present for the purpose of being able to vote.
 - e) There is no limit on the number of meetings that members may attend remotely provided legislative requirements for Council meeting attendance as per the Municipal Act, 2001, c. 25, as amended are maintained.

- f) Members attending electronically may not have full visual access to all portions of the meeting including presentations, deputations and materials presented in person at the meeting. The Clerk shall endeavour to share the documents electronically if possible and if not, will circulate such documents following the meeting.
 - g) Members shall connect electronically to the meeting no later than ten (10) minutes prior to the commencement of the meeting to allow the Clerk ample time to ensure connectivity and advance preparation of the meeting.
 - h) Members attending electronically shall advise the Chair if they need to disconnect from the meeting for any reason at any time during the meeting. The Clerk shall record in the minutes the time the member left the meeting. In the event that connection is lost during any meeting, no effort will be made to reconnect by the Clerk Township. The member attending electronically shall be considered to have left the meeting at the point of disconnection.
 - i) Members shall be allowed to vote either verbally or by a show of hands. The Chair shall announce the result of the vote after each Motion. Electronic members need to ensure they vocalize when discussion is required prior to the vote being called.
 - j) Members must adhere to the Rules of Order in this Procedure By-law when attending in an electronic format and all decorum and rules apply while attending remotely.
- 8.6 The Mayor or designate may at any time call a Special Meeting of Council.
- 8.7 Upon the receipt of a petition signed by a majority of the members of Council, the Clerk or designate shall call a special meeting for the purpose and at the time mentioned in the petition.
- 8.8 In the event of an emergency or a disaster as defined in the Emergency Plan, an emergency meeting may be held without notice to deal with the emergency or extraordinary situation, provided that an attempt has been made by the Clerk or designate, to notify the members about the meeting as soon as possible and in the most expedient manner available.
- 8.9 Public notice shall be deemed to have been given by the posting of a notice of the Council on the Township Website, posting a notice on the Public Information Board outside the Municipal Office and posting the notice at the Ignace Post Office. The Agenda shall be available for public review on the Township Website and at the Township Office, on the Wednesday preceding the regularly scheduled Council meeting.

- 8.10 A minimum of Forty-eight (48) hours public notice shall be given prior to the holding of the Special Meeting that is to be held in Council Chambers. The advance public notice is to be given to Council, the affected parties, and shall state the business to be considered at the special meeting. Public notice of the special meeting shall be posted on the Township Website at least Forty-eight (48) hours prior to the meeting, as well as publicly advertised on the Public Information Board outside the Municipal Office and at the Ignace Post Office.
- 8.11 Urgent or Emergent Special Council meetings can be called if the Mayor or the designate deems it necessary and a minimum of Twenty-four (24) hours public notice shall be given prior to the holding of the special meeting that is to be held in Council Chambers. The advance public notice is to be given to Council, the affected parties, and shall state the business to be considered at the special meeting. Public notice of the special meeting shall be posted on the Township Website at least Twenty-four (24) hours preceding the meeting, as well as publicly advertised on the Public Information Board outside the Municipal Office, at the Ignace Post Office and the Ignace Public Library.
- 8.12 No other business than that stated in the Notice shall be considered at Special, Urgent or Emergent Special Council meeting.
- 8.13 At the hour appointed, when a quorum is present, the Mayor shall call Council to order and if a quorum is not present within fifteen (15) minutes after the hour appointed, the meeting shall be cancelled.
- 8.14 Upon the postponement or cancellation of a meeting, the Clerk/Deputy Clerk or their designate shall attempt to notify the members and the general public of the postponement as soon as possible and in the most expedient manner available.

Part 9: Open and Closed Meetings & Minutes

9.1 A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) 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;

(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;

(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

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

9.1.1 Other criteria

(a) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

(i) 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

(ii) 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, S.O.2001, c.25*, or the investigator.

9.1.2 Educational or training sessions

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:

1. The meeting is held for the purpose of educating or training the members.

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.

9.2 A meeting shall not be closed to the public during the taking of a vote except when the vote is for a procedural matter or for giving directions or instruction 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.

9.3 Recommendations may be made in a meeting closed to the public, following which they are to be reflected in the Minutes of the Open Session.

9.4 Before holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution, the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting.

9.5 Every meeting of Council shall be deemed to be adjourned no later than four (4) hours after commencing except upon a resolution being passed by unanimous vote of Council.

Part 10: Proceedings of Regular Council Meetings

10.1 The Clerk or their designate shall prepare and circulate the agenda to each Council Member and the Management Team.

10.2 A Council meeting information package will be prepared and circulated to each Council Member and the Management Team no later than the Monday preceding the regularly scheduled meeting unless the Monday is a holiday in which case it shall be available the Tuesday preceding the regularly scheduled meeting. Council meeting information packages are public information, and will be posted on the Township website. Printed copies will be available upon request and can be picked up at the Township Office.

10.3 The Closed Session Meeting Agenda and Information Package shall be printed and placed in a sealed envelope marked "Confidential" and shall be circulated to Council by placing the package in each Councillor's own mailbox inside the Township Office. Any packages not picked up by end of day will be picked up by the Clerk and held in custody and subsequently delivered to the Councillor at the scheduled meeting. The closed session meeting information package is not public information.

10.4 Regular Meeting Order of Business:

1. Call to Order
2. Call for Amendments to the Agenda
3. Approval of Agenda
4. Declarations of Pecuniary Interest
5. Consent Agenda
 - 1.1 Determination of Items Requiring Separate Discussion
 - 2.2 Items to be included in Consent Agenda Motion
 - Previous Minutes
 - Reports
 - Correspondence
6. Consideration of Consent Items Requiring Discussion
7. Delegations/Deputations/Presentations
8. Questions from the Public
9. By-Laws
10. Notices of Motions
11. Adjournment to Closed Meeting Session (when required)
12. Reconvene to Regular Meeting of Council
13. Business Arising from Closed Meeting Session (if applicable)
14. Confirmatory By-Law
15. Adjournment

Note: Questions from the Public wishing to speak to a matter on the agenda may do so at that meeting without a formal request to be a delegation.

10.5 As soon after the hour fixed for a meeting as a quorum is present, the meeting shall be called to order by the Mayor.

10.6 If no quorum is present fifteen (15) minutes after the time appointed for a meeting of Council, the Deputy Clerk or designate shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.

10.7 A quorum for the purpose of this Council shall be a majority of the total members. Should any Council Member in attendance make a Declaration of Pecuniary Interest and leave the meeting thereby reducing the number present to less than a quorum, the meeting may continue.

10.8 In accordance with the *Municipal Conflict of Interest Act, 1990* any Member shall disclose any direct or indirect pecuniary interest and state the general nature of such interest; and it shall be recorded by the Clerk accordingly. The Member shall not, at any time, take part in the discussion of, or vote on, any question in respect of the matter.

10.9 The Minutes of Council as taken by the Clerk or their designate shall consist of a record of all proceedings taken during a Council meeting pursuant to the *Municipal Act, S.O. 2001 c. 25*, the Clerk or their designate shall record, without note or comment, the following information for the purpose of the official Minutes:

- Date, place and time of meeting
- Name of the Presiding Officer
- Members both present and absent (regrets)
- Member who makes a Declaration of Pecuniary Interest
- Any Public Deputation and the name of the person/group
- The adoption and correction of minutes if necessary of the minutes of previous meeting
- Recorded Votes
- All other proceedings of the meeting without note or comment
- Time of Adjournment

10.10 All items listed under the Consent Agenda will not be introduced individually. Instead, once the items requiring discussion are removed from the Consent Agenda and added to the Regular Agenda, the Motion will approve all remaining items. Each removed item will be dealt with separately; including discussion and Motions as required.

10.11 The Council shall adjourn no later than four (4) hours after commencing except upon a resolution being passed by a unanimous vote of members present.

Part 11: Presiding Officer

11.1 The Mayor, except where otherwise provided, shall preside as Chair at all meetings of Council.

11.2 When the Mayor is absent, refuses to act, or the office is vacant, the Deputy Mayor or Acting Mayor shall act in the place of the Head of Council and which so acting, they have and may exercise all the rights, powers and authority of the Mayor.

11.3 Notwithstanding 11.1 and 11.2, Members of Council may appoint another Presiding Officer from amongst themselves for the purpose of Chairing a particular meeting.

Part 12: Duties of Presiding Officer

12.1 The Mayor shall open the meeting by taking the Chair and calling the members to order.

12.2 The Chair shall:

1. Announce the business before Council in order as per the approved agenda.
2. Receive all Motions as they are presented by the members.
3. Put to a vote all Motions which are moved and seconded and announce the result.
4. Decline to put to a vote any Motions which infringe upon the rules of procedure.
5. Designate the Member who has the floor when two or more Members wish to speak to the same motion.
6. Restrain Members within the rules of order when engaged in debate.
7. Enforce observance of order and decorum amongst Members.
8. Order Members in breach of rules of order to leave the meeting.
9. Decide all questions of order at the meeting, subject to an appeal by any Member on any question of order in respect to business before Council.
10. Expel from the meeting anyone who engages in improper conduct
11. Inform Council members of decision when referred to for point of order questions.
12. Represent Council, declaring its will and implicitly obeying its decisions in all things.
13. Ensure that all decisions of Council are in conformity with laws and by-laws governing the activities of the Municipal Corporation.
14. Order any individual or group in attendance at a meeting to cease and desist any behaviour which disrupts order and decorum and order the individual or group to leave the meeting where such behaviour persists.
15. Adjourn the meeting when the business is concluded.
16. The Chair shall authenticate by signature all by-laws that are adopted by Council resolution and all minutes of Council meetings that are approved by Council resolution.

Part 13: Conduct of Members of Council at Meetings of Council

13.1 Members of Council are governed by Township of Ignace By-laws and Policies regarding acceptable conduct at meetings and when dealing with staff and the public.

13.2 Members shall not leave a meeting without first obtaining permission from the Chair.

13.3 Members shall remain in their seat without making any noise or disturbance during the reading of a Motion and shall remain in their seat while a vote is being taken and until the result of the vote is declared.

13.4 Members shall in all circumstances be guided by and have regard for the *Municipal Act, S.O.2001, c.25* and the *Municipal Conflict of Interest Act, 1990*.

Part 14: Motions in Council

14.1 Motions need not be in writing, however when a motion is presented in writing at a Council meeting, it shall be read by the Chair.

14.2 Every Motion must be formally moved and seconded before discussion can take place and before the motion can be recorded in the minutes.

14.3 Every motion in Council must be voted on and either carried, defeated or deferred before any other motion (other than a motion to amend) can be introduced, deferred, amended, etc.

14.4 A Motion to Defer enables the discussion of a substantive issue to be put off to a more convenient time which may be later in the same meeting or at a subsequent meeting.

14.5 A Motion to Amend:

- a) Shall be open to debate
- b) Shall be relevant to the main motion
- c) May be a 'friendly amendment' whereby the mover and seconder agree to reword their motion to accommodate the amendment; or
- d) If the motion to amend is not a 'friendly amendment', then the motion to amend shall be put to a vote in the reverse order to that in which they are moved
- e) Shall be decided or withdrawn before the main motion is put to the vote
- f) Shall not be further amended more than once, provided that further amendments may be made to the main motion
- g) Shall not be directly contrary to the main motion

14.6 If the original mover and seconder of the motion do not agree with the amendments, they may, without further discussion, withdraw their support for the original motion as amended and a new mover and seconder would be required to move the motion as amended. If the amendments are carried then the original motion as amended would be put to the vote.

14.7 Once a Motion is moved and seconded and ready by the Chair, it cannot be withdrawn without the consent of the mover and seconder. If the Motion is withdrawn, it shall be entered into the minutes and noted as being "WITHDRAWN".

- 14.8 Immediately prior to voting on a Motion, the Chair shall state the Motion in the precise form it is to be recorded in the minutes, including any amendments to the Motion.
- 14.9 After a Motion as amended is finally put, no Member shall speak to the Motion nor shall any other Motion be made until after the vote is taken and the result is declared.
- 14.10A Member shall not speak more than once to the same Motion without the consent of the Chair except;
- 14.10.1 In explanation of a material part of their speech which may have been interpreted incorrectly; or
 - 14.10.2 With permission of the Chair, after all other Members so desiring have spoken; or
 - 14.10.3 To reply, with permission of the Chair, to the Member who presented the Motion to Council.
- 14.11 On an unrecorded vote, the manner of determining the decision on a Motion shall be by show of hands. Any failure to vote by a Member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 14.12 No Member shall speak on any subject other than the subject under debate.
- 14.13 No Member shall interrupt a Member who has the floor except to raise a Point of Order.
- 14.14 No Member shall reflect upon, review, discuss, recount or criticize any decision of Council, except for the purpose of moving that a resolution be reconsidered.

14.15 Recorded Vote

- 14.15.1 Where a vote is taken for any purpose and a Member requests, either immediately before or immediately after the vote, that the vote be recorded, each Member present, except a Member disqualified from voting by any Act, shall announce their vote openly, starting with the Member who called for the vote and continuing clockwise, and the Clerk shall record each vote. If a Member at a meeting of Council, where a motion is put to a vote and a recorded vote is taken, does not vote; they will be deemed to have voted in the negative unless the Member's reason for abstaining is due to their declaration of pecuniary interest, in which case their abstention shall be deemed to be neither negative nor affirmative. The Clerk shall announce the results.
- 14.15.2 The Mayor votes with Council.
- 14.15.3 Except where expressly provided for in Statute, any Motion on which there is a tie vote shall be deemed to be defeated.

14.15.4 No vote shall be taken by ballot or by any other method of secret voting, except as provided by legislation.

14.15.5 Any Member may require the motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

14.16_Motions Under Debate

14.6.1 When a Motion is under debate, no other motion shall be received except for the following purposes and according to the listed priorities, namely:

- a) To extend the hour of automatic adjournment
- b) To recess
- c) To adjourn
- d) To defer the motion under consideration to a definite date
- e) To defer the motion under consideration indefinitely
- f) To table a motion
- g) To refer the motion under consideration to staff for a report
- h) To amend the motion under consideration

14.16.2 A Motion containing distinct proposals may be divided if approved by a majority plus one vote of Council.

14.17_Motions to Reconsider

- a) Council shall not reconsider a Resolution or By-law until a motion to reconsider has been disposed of by Council.
- b) After a Resolution or By-law has been decided, it shall be in order for any Councillor to move for reconsideration. The Motion to reconsider requires a seconder. If carried, the matter shall not be reconsidered at the next two regularly scheduled meetings after the meeting at which the original Resolution or By-law was decided on, except with the consent of at least a majority plus one vote of the Members present. If such consent is given, such item may be brought forward at either of the next two regularly scheduled meetings after the meeting at which the reconsideration is authorized. If the timeframes and meetings set out in this Section have passed, then the timeframes set out in Section 14.17.5 apply.
- c) A Motion for reconsideration shall not be in order if Council is made aware that the Motion or By-law has already been implemented resulting in legally binding commitments as of the date the motion to reconsider is moved.

- d) Debate on a Motion to reconsider shall be limited and confined to discussion that new information has come forward, errors in documentation were presented, incorrect statements were made during the original debate, or other brief and concise statements outlining the reasons for reconsideration. Debate on the original Motion or By-law proposed for reconsideration shall be prohibited until the Motion to reconsider has been decided.
- e) If a Motion to reconsider is carried, it shall not be in order to reconsider the original Resolution or By-law until the next Regular Meeting of Council, or a Special Meeting of Council if so directed by Council by a majority plus one vote of Members present.
- f) A Motion to reconsider shall not be reconsidered.
- g) Once the original Resolution or By-law is reopened, it is reopened in its entirety unless the Motion to reconsider specifies otherwise. The original Resolution or By-law being reconsidered shall be subject to the rules of debate and amendment outlined herein.
- h) After an original Resolution or By-law has been reconsidered and decided, either in the positive or the negative it may not be further reconsidered within the calendar year following the decision of the Council unless Council decides to do so by a two-thirds majority vote, and in any case shall not be reconsidered more than once in a six-month period or more than two times in a twelve-month period. Any Motion to reconsider that is presented after one calendar year requires a majority vote.

14.18 Adoption in a Single Motion (Consent Agenda)

14.18.1 One or more items on a Council Agenda may be adopted in a single motion:

- a) Items to be included but not limited to:
 - i. Correspondence
 - ii. Reports
 - iii. Meeting Minutes including Council and Committees

14.18.2 At the Council Meeting, any Member may request that an item be pulled for discussion and that item shall not be included in the Motion to adopt and shall be added to the Agenda where appropriate.

14.19 Notice of Motion

- 14.19.1 A Notice of Motion is merely a statement of intention and is required in the case of Motions being raised by any member that affects policies or procedures. Notices of Motion shall be in writing and delivered to the Clerk before 12:00 noon on the day of the Council Meeting. The Clerk shall read the Notice into the record and no seconder is required. The notice is NOT debatable at that time.
- 14.19.2 The Notice of Motion shall be dealt with at the next Regular Meeting of Council.
- 14.19.3 Approval of the Notice of Motion shall be considered to be direction to Staff to provide a report on the issue/subject matter for the next scheduled Regular Meeting of Council. If the Notice of Motion is not approved, no further action will be taken on the matter.
- 14.19.4 A Report generated as a result of approval of a Notice of Motion will include both the Notice of Motion worded as a recommendation and the staff recommendation, if different from the Notice of Motion recommendation.
- 14.19.5 Notices of Motion shall not be used for the purposes of reconsideration of a previously approved Resolution or By-law.

Part 15: Delegation/Deputation/Presentation to Council

15.1 Delegation/Deputation

- 15.1.1 Any person/group desiring to present information or speak to Council at a Council Meeting shall have an opportunity to do so under the Delegation/Deputation/Presentation item on the Agenda of the Regular Council Meeting and will be announced by the Chair.
- a. Such persons shall have ten (10) minutes to address Council. There will be no debate engaged in by either Council or the presenter(s). Council shall however, be allowed to ask questions of the presenter(s) for clarification purposes.
 - b. A Delegation/Deputation shall be requested in writing on the approved form, attached as Schedule "A" hereto, and submitted to the Clerk or their designate prior to 12:00 pm on the Wednesday two (2) weeks prior to a scheduled Regular Council Meeting. The Clerk or designate accepts deputation requests. The Clerk or their designate shall notify the person requesting a Delegation/Deputation that they will be allotted ten (10) minutes to address Council and the time and meeting procedure. A written copy of the presentation must be submitted to the Clerk or their designate before, during or following the Delegation/Deputation.

- c. The Clerk or their designate shall record, without note or comment, the name of the person/group represented. A copy of the written delegation/deputation shall be duly noted in the Minutes and filed with the Clerk for the public record. The form is attached as Schedule A and shall form part of this By-Law.
- d. Council may address the presenters during its presentation for clarification purposes. Council shall not make any decisions or answer any questions during the presentation.
- e. Persons appearing before the Council shall confine their remarks to the business stated in their request.
- f. Except as required by law, any person appearing before the Council who has previously appeared before Council on the same subject matter, shall be limited to providing only new information in their second and subsequent appearances.

15.2 Presentation

15.2.1 Any person/group desiring to make a presentation to Council at a Council Meeting shall have an opportunity to do so under the Delegation/Deputation/Presentation item on the Agenda of the Regular Council Meeting and will be announced by the Chair.

- a. The format, timeframe and procedures requested by the presenter shall be arranged as per relevant By-Law procedures.
- b. A request for a Presentation shall be in writing and submitted to the Clerk or their designate prior to 12:00 pm on the Wednesday two (2) weeks prior to a scheduled Regular Council Meeting. The Clerk or their designate shall notify the person requesting a Presentation the format, timeframe and procedure to be followed. A written copy of the presentation must be submitted to the Clerk or their designate at the time of their request.
- c. The Clerk or their designate shall record, without note or comment, the name of the person/group represented. A copy of the written Presentation shall be duly noted in the Minutes and filed with the Clerk or their designate for the public record.
- d. Council may address and question the presenters during their presentation.
- e. Council shall discuss the matter under presentation and make any decisions:
 - a. at the end of the presentation, and/or
 - b. at a subsequent meeting of Council

Part 16: Invitations to Council

16.1 From time to time it may be necessary for the Council to invite a person, group or organization to attend a meeting to discuss a specific matter or issue. Unless required by law and allowed under the provisions of the Municipal Act to be closed, these appearances shall be open to the public.

- 16.2 Presentations expected to take more than ten (10) minutes shall be done in a special meeting. The Mayor can make an exception to this rule if there is sufficient justification for it, e.g., time constraints.

Part 17: Procedures - Legislated Public Meetings of Council

17.1 The Clerk or designate, in accordance with the applicable Department, is to prepare the necessary agenda for the public meeting which could include but is not limited to a hearing for an Official Plan or Zoning By-Law Amendment, requirements under the Notice By-Law or Tariff of Fees & Charges By-Law.

17.2 Public meetings required to be held by Council in accordance with various legislation will be scheduled prior to Regular Meetings at 6:00 p.m. in the Council Chambers located in the Multi-Purpose Room of the Ignace Public Library. for a duration of not more than fifteen (15) minutes so as not to interfere with the holding of the Regular Meeting.

17.3 The Clerk or designate is to record the date, time, place, reason for meeting and persons in attendance, together with the following:

- a) Mayor to advise why the public meeting is being held
- b) Clerk to read the Notice giving date that it was published.
- c) Mayor to ask if anyone wishes to receive written notice of the adoption of the By-Law(s) to leave their name with the Clerk.
- d) Mayor to ask if anyone wishes to express any view on the amendment(s) or matter.
- e) Report to be given describing amendment(s) or matter at hand.
- f) Mayor to ask if anyone wishes to speak in favour or in opposition to the amendment(s) or matter.
- g) Mayor to ask if there are any questions.
- h) Mayor to declare public meeting closed.

Part 18: Procedures - Discretionary Input Meetings of Council

18.1 Council can hold meetings to solicit public input of matters of interest to the community. At these meetings members of the public are encouraged to make comments and/or ask questions.

18.2 Township staff usually will be presenting information at these meetings. The Township shall strive to have the information available to the public in advance of the meeting.

18.3 Due to time constraints, many participants and background noise, at these meetings it is not possible to have a formal process for completely and accurately

recording public comments and questions, and the responses. The Clerk or their designate will strive to record the questions and responses as completely and accurately as possible.

- 18.4 Abuse of the privilege to ask questions or make comments will not be tolerated. For abusing the privilege, Council may bar an individual from asking questions in public meetings for a period up to the remainder of the Council term. Individuals will receive a letter saying why they have been barred, how long they will be barred and options for appeal.

Part 19: Repeal and Enactment

19.1 That By-Law #96/2016 is hereby repealed.

19.2 That in accordance with the Township of Ignace Notice By-Law, this By-Law shall take effect and come into force upon the third and final reading thereof.

Read A First and Second Time This 30th Day of November, 2020.

Read A Third Time and Finally Passed This 30th Day of November, 2020.

Penny Lucas, Mayor

Lynda Colby, Clerk



SCHEDULE A
Deputation/Delegation Request Form

Fax completed forms to the Township of Ignace at (807) 934-2864.
You can also deliver, mail, and/or email to:
Council Deputation/Delegation Request Form

Township of Ignace, 34 Highway 17 W, P. O. Box 248, Ignace POTITO
Email: clerk@ignace.ca Web Site: www.ignace.ca

Please Note: Deputations/Delegations Are Limited to 10 Minutes in Length

Requests for Deputations/Delegations Must Be Received By Noon on the
Friday Prior To The Council Meeting

Council Meeting Date: _____ Request Received By: _____

Name of Delegate: _____

Address: _____

Town/City: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Subject Title: _____

Type: Oral/Written Digital (Delegate is responsible for
all equipment required)

Copies: All Deputations/Delegations are required to provide a written copy
of their presentation prior to the meeting or during the meeting to
all Council Members and the Administrator/Treasurer and Clerk.

Time: All Deputations/Delegations are limited to ten (10) minutes.