

TOWNSHIP OF ADELAIDE METCALFE

BYLAW No 83 of 2020

**BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL
AND THE COMMITTEES OF COUNCIL**

WHEREAS

- A. Section 238(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended or replaced (the "***Municipal Act, 2001***") provides that every Council and local board shall adopt a procedure by-law to govern the calling, place and proceedings of meetings;
- B. Council may pass a by-law to govern the conduct of its members;
- C. Council for the Corporation of the Township of Adelaide Metcalfe deems it expedient to provide for updates to the way its meetings are conducted and governed;

NOW THEREFORE the Council of The Corporation of the Township of Adelaide Metcalfe hereby enacts as follows:

1. SHORT TITLE

This By-Law shall be cited as the "Procedural By-Law".

2. DEFINITIONS

In this By-Law:

- a. "Action Required" means correspondence supplied to Council, through the agenda, that requires direction from Council.
- b. "Adjourn" means to end the meeting.
- c. "Agenda" means listing of the business of Council for a duly called meeting.
- d. "Chair" means the person presiding at the meeting whether it be the mayor, a member of Council, or a duly appointed member of a committee.
- e. "Chief Administrative Officer" means the Chief Administrative Officer of The Corporation of the Township of Adelaide Metcalfe or his/her designate, as appointed by Council.

- f. "Clerk" means the Clerk or his/her designate, who shall have all the powers and duties of the Clerk under the *Municipal Act, 2001* and every other Act, as appointed by Council.
- g. "Closed Session" means a meeting, or a portion thereof, closed to the public in accordance with Section 239 of the *Municipal Act, 2001*.
- h. "Committee" means any advisory, statutory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards in accordance with section 238 of the *Municipal Act, 2001*.
- i. "Conflict of Interest" means a pecuniary interest as defined in the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended or replaced (the "***Municipal Conflict of Interest Act***").
- j. "Consultant" means any person or corporation retained by the Township to give advice to the Township or perform services for or on behalf of the Township.
- k. "Correspondence" means a letter, memorandum, report, notice, email, facsimile, petition, etc. addressed or intended for Council.
- l. "Council" means the elected officials of the Corporation of the Township of Adelaide Metcalfe.
- m. "Court of Revision" means the Court of Revision constituted under the *Drainage Act*, R.S.O. 1990, c. D.17, as amended or replaced (the "***Drainage Act***") by the Corporation of the Township of Adelaide Metcalfe;
- n. "Delegation" means a person, or group of persons who address Council on behalf of an individual or a group for the purpose of making a presentation to Council.
- o. "Deputy Mayor" means the member of Council who has been elected by general vote as Deputy Mayor. In the case of the absence of the Head of Council from the Township, through illness, refusal to act or other vacancy, the Deputy Mayor shall act from time to time in the place as the Head of the Council. The Deputy Mayor shall exercise the rights, powers and authority of the Head of Council, while so acting.
- p. "Elected Official" means an elected official as Councillor for The Corporation of the Township of Adelaide Metcalfe.

- q. "Electronic Meeting" means an inaugural, regular or special meeting of Council called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet), and with or without in-person attendance.
- r. "Electronic Hearing" means a hearing called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet), and with or without in-person attendance.
- s. "Electronic Public Meeting" means a public meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet), and with or without in-person attendance.
- t. "Emergency" means situations or the threat of impending situations caused by forces of nature, accidents or an intentional act that constitutes a danger of major proportions to life and property that affects public safety; meaning health, welfare and property as well as the environment and economic health of the municipality, as defined in the municipality's emergency response plan, and includes but is not limited to any period of time during which an emergency has been declared to exist in all or part of a municipality by the Mayor or the Province of Ontario under sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, 1990, c. E.9, as amended or replaced (the "**EMCPA**").
- u. "Employee(s)" means a person employed by the Corporation of the Township of Adelaide Metcalfe whether full-time, part-time, contract (including employees of staffing agencies) or casual (including students).
- v. "Hearing" means a hearing convened by Council or Committee as required by statute or by-law.
- w. "Inaugural Meeting" means the first meeting of the term of Council held after a municipal election in a regular election year.
- x. "Improper Conduct" means the conduct of any person which obstructs the proceedings of Council;
- y. "Local Board" does not include police services boards or public library boards.
- z. "Majority" means more than half of the votes cast by those members present at the meeting.

- aa. "Mayor" means the head of Council who has been elected by a general vote as Mayor and, in accordance with Section 225 of the *Municipal Act, 2001*, acts as the Chief Executive Officer of the Corporation of the Township of Adelaide Metcalfe.
- bb. "Meeting" means any regular, special or other meeting of Council, of a Local Board or of a Committee of either of them where:
 - i. a quorum is present, and
 - ii. 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.
- cc. "Member" means a member of Council, a member of Committee or both as the context requires.
- dd. "Minutes" means a written record without note or comment of all resolutions, decisions and other proceedings of all Meetings whether closed to the public or not in accordance with subsection 239(7) of the *Municipal Act, 2001*.
- ee. "Motion" means a formal resolution duly voted on by Council.
- ff. "Motion to Amend" means a motion to modify the wording and, within certain limits, the meaning of a main motion.
- gg. "Motion to Defer" means a motion to put off the vote on a main motion for a specified period of time.
- hh. "Motion to Postpone Indefinitely" means a motion whereby, if supported by a majority vote, Council declines to take a position on the main motion.
- ii. "Motion to Refer" means a motion to send a main motion to staff or a committee for further information.
- jj. "*Municipal Act, 2001*" means the *Municipal Act, 2001*, S.O. 2001, c.25 as amended from time to time.
- kk. "Open Meeting" means a meeting open to the public to attend and observe but not participate in the discussions or debate unless given permission by the Mayor.
- ll. "Pecuniary Interest" shall mean an interest that has a direct or indirect financial impact or as defined under the *Municipal Conflict of Interest Act*, including:

- i. Any matter in which the Elected Official has a financial interest;
 - ii. Any matter in which the Elected Official is a shareholder in, or a director or senior Elected Official of a corporation that does not offer its securities to the public and such corporation has a financial interest in the matter;
 - iii. Any matter in which the Elected Official has a controlling interest in, or is a director or senior Elected Official of, a corporation that offers its securities to the public and such corporation has a financial interest in the matter.
 - iv. Any matter in which the Elected Official is a member of a body and such body has a financial interest in the matter.
 - v. Any matter in which a parent, spouse, same sex partner or any child of the Elected Official has a financial interest, if known to them.
- mm. "Point of Order" means a motion raised by a Member drawing attention to an infraction of this By-law.
- nn. "Point of Privilege" means a motion concerning the health, safety, rights or integrity of the Member, the Council, a Committee or anyone present at a meeting.
- oo. "Presiding Officer" means the person designated to preside at a Meeting in accordance with subsection 238(4) of the *Municipal Act, 2001*.
- pp. "Public Meeting" means a meeting open to the public, where the public may participate in the discussion without prior registration with the Clerk.
- qq. "Recommended Reading and Information Items" means correspondence supplied to Council through the agenda that does not require direction from Council. It is intended for information purposes only.
- rr. "Recorded Vote" means a vote recorded by the Clerk where an Elected Official who is present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded. Each Elected Official present, except an Elected Official who is disqualified from voting by any Act, shall announce his or her vote openly and the Clerk shall record each vote.
- ss. "Registry of Pecuniary Interest" means a document kept by the Clerk of any and all pecuniary interests declared, in writing, by an Elected Official. This document will be available for viewing by the public upon request.

- tt. "Report" means a written document prepared by Township employees, consultants, solicitors or individuals appointed by Council for the purpose of providing advice, alternatives and/or recommendations on various matters.
- uu. "Resolution" means a formal motion duly voted on by Council.
- vv. "Special majority" means at least two thirds of the Members present at a meeting.
- ww. "Timed Events" means a deputation with respect to specific issues to be dealt with at a certain time in order to comply with the *Municipal Act, 2001*, or any other Act.
- xx. "Township" means The Corporation of the Township of Adelaide Metcalfe.
- yy. "Upcoming Conferences/Seminars/Meetings" means events (with or without accompanying correspondence), that are directed to Council for their knowledge and/or participation.

3. AUTHORITY

The *Municipal Act, 2001* provides that Council may determine its own rules of procedure for meetings, subject to restrictions and requirements of the *Municipal Act, 2001*. The following set of rules shall be in effect upon their adoption by Council until such time as they are amended or new rules adopted.

4. GENERAL RULES

- a. In any case for which provision is not made in these rules and regulations, the procedure to be followed shall be as near as may be that followed in the most recent edition of Roberts Rules of Order in existence at the time shall be referred to.
- b. The use of video cameras, any other device of mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means may be permitted with the approval of the Mayor.
- c. Cell phones and electronic devices are required to be muted for the duration of a meeting. Members of Council shall not communicate by electronic means during a meeting.
- d. Should the Township be requested to provide a person with a disability a document or information, the Township will take into consideration the communication needs of the person with a disability and endeavor to provide the information to the person in a format that takes into account the person's disability.

- e. All meetings of Council, insofar as practicable, will be recorded by the Township. The Open Session of Council will be made available to the public by posting on the Township website and YouTube, as well as made available for viewing at the Township office. The Closed Session of Council will be recorded and filed when both the Mayor and Deputy Mayor are absent on a temporary basis, under no circumstances shall the Council make a decision regarding capital spending unless provision for the capital spending is included in the estimates for that given year as approved by By-law or unless the expenditure is required as a result of an Emergency.
- f. Along with other requirements, no meeting of Council shall be held in the absence of the Clerk or his/her designate. In the event that the Clerk cannot attend a meeting of Council and has not appointed a designate, Council may by resolution designate an individual to fulfill the Clerk's duties at the meeting.
- g. The procedures set out in this By-law for Council meetings shall apply to meetings of Local Boards insofar as practicable.
- h. Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-law, including any amendments thereto.

5. MEETINGS

a. Location of Meetings

- i. All meetings shall take place in the Council Chambers at the Township Office, 2340 Egremont Drive, Strathroy.
- ii. In the event that it is not convenient or feasible to hold a meeting in the Council Chambers, the Mayor or the Clerk, as the case may be, may specify a location within the Township or an adjacent municipality to meet. In the case of an Emergency, the Township may hold a meeting at any convenient location within or outside the Township, as specified by the Mayor or the Clerk, as the case may be.
- iii. The Council shall ensure that meeting locations are accessible to persons with disabilities.

b. Notice

- i. Notice of a meeting shall be deemed to be given by making the agenda available in the office of the Clerk and by posting on the Township website at least 48 hours preceding the meeting, unless otherwise provided herein or prescribed by statute or by-law, including but not limited to By-law No. 48-2018, Being a By-law to Prescribe the Form and Manner and Time for the Provision of Notice for the Township of Adelaide Metcalfe, as amended or replaced.
- ii. The agenda shall indicate the date, time and place of the meeting and the contact information for the Clerk's Office.
- iii. Agendas, agenda items, and any other information required to be provided to Members in advance of a meeting, shall be provided by the Clerk to each Member in advance of the Meeting in the manner agreed upon between the Clerk and the Member.
- iv. Notice which is substantively given but is irregular or not otherwise in strict compliance with this By-law will not invalidate the holding of a meeting or any proceeding taken at a meeting.

c. Inaugural Meeting of Council

- i. Subject to section 5(a)(ii) of this By-law, the Inaugural Meeting of the new Council in each term, shall be held on the first Monday after term of office begins in Council Chambers of the Township Office at the hour of 7:00 p.m. unless such date shall be a public or civic holiday, in which case the meeting shall be held on the next weekday following that is not a holiday.

d. Regular Meeting of Council

- i. Subject to section 5(a)(ii) of this By-law, regular meetings of Council shall be held in the Council Chambers at the Township Office on the first and third Monday of each month at 7:00pm. Council may, by resolution, alter the date, time, or location of a regular meeting as deemed necessary, authorizing for change based on excess items or over capacity expected. Where the meeting falls on a regular public or civic holiday, Council shall meet at the same hour on the next business day following which is not a public or civic holiday.

e. Special Meetings of Council

- i. The Mayor may, at any time, summon a special meeting of Council.

- ii. Upon receipt of a petition of the majority of Elected Officials, the Clerk shall, under the direction of the Mayor and insofar as practicable, summon a special meeting for the purpose and at the time and date mentioned in the petition.
- iii. A special meeting shall be held not sooner than twenty-four (24) hours following the Mayor's summons or receipt of the petition, as the case may be, and the Clerk shall provide notice of the special meeting immediately following receipt of the summons or petition. The notice of the Special Meeting shall specify the purpose for the meeting and be posted on the Township website. The twenty-four (24) hour notice may be altered or waived by consent of a majority of Council. Unless otherwise specified in the notice and subject to section 5(a)(ii), the special meeting shall be held in the Council Chambers.
- iv. No business may be transacted at a Special Meeting other than that specified in the notice or agenda for that meeting.

f. Emergency Meetings

- i. Notwithstanding the notice requirements set out in section 5(e)(iii) above, in the event of an Emergency, a Special Meeting may be held as soon as practicable following the receipt of the summons or petition, as the case may be, and Notice may be given by telephone, facsimile, personal contact, e-mails, or posted on the Township website as determined by the Clerk.
- ii. The Clerk shall attempt to notify the public of the Emergency Meeting and publish an agenda as soon as possible and in the most expedient manner available.

g. Public Meetings

- i. Where any statute confers a right to be heard by Council or Committee before the passing of a by-law, or where Council or a Committee is by statute required to hold a public meeting before the passing of a by-law, the Clerk shall call a Public Meeting.
- ii. The Clerk may call a Public Meeting at any time where so directed by the Mayor or Chair for the purpose of soliciting feedback from the public on issues of importance to Council or Committee.

- iii. Notice of a Public Meeting shall meet the notice requirements of the statute under which the Public Meeting is required. If the Public Meeting is not required by statute, notice shall be provided in accordance with section 5(b) of this By-law.
- iv. Delegations at a Public Meeting are not required to provide written submissions to the Clerk in advance of the meeting in accordance with section 9(a) of this By-law unless otherwise prescribed by legislation. However, Delegations are encouraged to provide written submissions to the Clerk in accordance with section 9(a) of this By-law in order to facilitate the efficient conduct of the meeting. The provisions set out in section 9(b), 9(c) and 9(d) do not apply to delegations at a Public Meeting.
- v. The procedures set out in this By-law shall continue to apply to a Public Meeting held pursuant to this section, except that this section and the procedures set out in the statute under which the Public Meeting is required, shall prevail to the extent of any conflict.

h. Hearings

- i. Where Council or Committee convenes for the purpose of holding a hearing as required by any statute or by-law, the provisions of the statute or by-law, and, as applicable, the *Statutory Powers and Procedures Act*, R.S.O 1990, c. S.22, as amended or replaced, shall prevail to the extent of any conflict with this By-law.

i. Electronic Meetings

- i. Notwithstanding any other provision of this By-law, an inaugural, regular or special meeting of Council may be conducted by Electronic Meeting where deemed appropriate by the Mayor or Chair, in his or her sole discretion, in accordance with this section and any meeting protocol that may be adopted by Council from time to time.
- ii. The procedures set out in this By-law for an inaugural, regular or special meeting shall continue to apply to an Electronic Meeting held pursuant to this section, except that this section and any Electronic Meeting protocol adopted by Council, shall prevail to the extent of any conflict.

- iii. Where an Electronic Meeting is held, such meeting will be chaired physically from a location within the municipality or an adjacent municipality as specified by the Mayor or Chair, in his or her sole discretion, as is necessary in accordance with section 236(1) of the *Municipal Act, 2001*. In the case of an Emergency, an Electronic Meeting may be held at any convenient location within or outside the Township.
 - iv. Where necessary, an Electronic Meeting may be held without physical attendance by the public.
 - v. Members in attendance at an Electronic Meeting shall be counted for purposes of quorum at the commencement of the meeting and at any point in time during the meeting, and shall be entitled to vote through a vote recorded by the Clerk as if the Member were attending the meeting in person.
 - vi. An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public.
 - vii. The notice of Electronic Meeting shall include sufficient information to provide the public with a means to electronically access the open session of an Electronic Meeting.
 - viii. An Electronic Meeting will permit delegations by way of electronic submission received in advance of the meeting, which shall be submitted to the Clerk prior to the start of the Electronic Meeting in accordance this By-law and/or any protocol adopted by Council, and shall be provided to Members participating in the meeting.
 - ix. The *Electronic Meeting Protocol* attached hereto as "**Appendix A**", is hereby adopted and shall be applied to any Electronic Meeting held in accordance with this section. Amendments to the Electronic Meeting Protocol are permitted to be made by simple majority vote of Council to accommodate an effective and efficient meeting so long as any such amendments are not contrary to prevailing Provincial legislation or orders.
- j. Electronic Public Meetings and Hearings
- i. Notwithstanding any other provision of this By-law, a Public Meeting or Hearing may be conducted electronically where deemed appropriate by the Mayor of Chair, in his or her sole discretion, including but not limited to during periods of Emergency, in accordance with this section and any electronic public meeting or hearing protocol that may be adopted by Council from time to time.

- ii. The procedures set out in this by-law shall continue to apply to an Electronic Public Meeting or Electronic Hearing held pursuant to this section, except that this section, the applicable statute or by-law, and any protocol adopted by Council in respect of the type of Electronic Public Meeting or Electronic Hearing being held, shall prevail to the extent of any conflict.
- iii. Where an Electronic Public Meeting or Electronic Hearing is held, such meeting will be chaired physically from a location within the municipality or an adjacent municipality as specified by the Mayor or Chair, in his or her sole discretion, as is necessary in accordance with section 236(1) of the *Municipal Act, 2001*. In the case of an Emergency, an Electronic Meeting may be held at any convenient location within or outside the Township.
- iv. Where necessary, an Electronic Public Meeting or Electronic Hearing may be held without physical attendance by the public.
- v. Members in attendance at an Electronic Public Meeting or Electronic Hearing shall be counted for purposes of quorum at the commencement of the meeting and at any point in time during the meeting, and shall be entitled to vote through a vote recorded by the Clerk as if the Member were attending the meeting in person.
- vi. The notice of Electronic Public Meeting shall meet the requirements of the applicable statute and shall include sufficient information to provide the public with a means to electronically access and participate in the Electronic Public Meeting.
- vii. The notice of Electronic Hearing shall meet the requirements of the applicable statute or by-law and shall include sufficient information to provide participants with a means to electronically access and participate in the Electronic Hearing.
- viii. The *Electronic Planning Act Public Meeting Protocol* attached hereto as **Appendix "B"**, is hereby adopted and shall be applied to any Electronic Public Meeting held under the *Planning Act*, R.S.O. 1990, c. P.13, as amended or replaced, held in accordance with this section.
- ix. The *Electronic Drainage Act Public Meeting and Electronic Meeting of the Court of Revision Protocol* attached hereto as **Appendix "C"**, is hereby adopted and shall be applied to any Electronic Public Meeting or Electronic Hearing held under the *Drainage Act* in accordance with this section.

- x. Amendments to *Appendix "B"* and *Appendix "C"* are permitted to be made by simple majority vote of Council to accommodate an effective and efficient meeting so long as any such amendments are not contrary to prevailing Provincial legislation or orders.

6. CHAIR OF COUNCIL MEETINGS

- a. The Mayor shall preside at all meetings of the Council.
- b. When the Mayor is absent or refuses to act, in the place and instead of the Mayor, the Deputy Mayor has and may exercise all the rights, powers and authority of the Mayor.
- c. Notwithstanding 6 (a) above, when the Mayor is absent, the members of Council may appoint another presiding officer from among themselves for the purpose of chairing a particular meeting. The presiding officer has and may exercise all the rights, powers, authority and obligations of the Mayor.
- d. The Mayor or presiding officer shall:
 - i. open the meeting of Council by taking the Chair and calling the members to order;
 - ii. announce the business before the Council in accordance with the Agenda;
 - iii. make such remarks as is fitting for the information or assistance of the Council;
 - iv. receive and submit, in the proper manner, all motions presented by the members of Council;
 - v. put to vote all questions, which are regularly moved and seconded, or necessarily arise in the course of the proceedings and announce the result;
 - vi. decline to put to vote motions which infringe rule of procedure;
 - vii. enforce, on all occasions, the observance of order and decorum among the members;
 - viii. authenticate, by their signature, when necessary, all by-laws, resolutions, and minutes of the Council;
 - ix. inform the Council, when necessary, or when referred to for the purpose, on a point of order or usage;

- x. select the members who are to serve on Committee, when directed to do so, in a particular case, or, when it is made a part of their general duty by a rule of procedure;
 - xi. represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
 - xii. ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;
 - xiii. adjourn the meeting, when the business is concluded;
 - xiv. adjourn the meeting, without question, in the case of grave disorder arising at a meeting.
- e. The Mayor, or the presiding officer, may expel from a meeting anyone who engages in improper conduct.
 - f. As soon after the hour of the meeting as there shall be a quorum present, the Mayor or presiding officer shall take the Chair and the members shall be called to order.
 - g. The Mayor or presiding officer may vote with the other members of the Council on all questions, except where disqualified by reason of pecuniary interest or otherwise.
 - h. If the Mayor or presiding officer desires to leave the Chair for the purpose of taking part in the debate or otherwise, they shall call on one of the members to fill their place until they resume the Chair.

7. CLOSED SESSIONS

- a. Section 239 of the *Municipal Act, 2001*, requires that meetings of council, committees and local boards are to be open to the public, except for certain, specified exceptions. Subsection 239(2) sets out specific exceptions to the requirement to hold an open public meeting if the subject matter of the meeting or part of the meeting deals with:
 - i. the security of the property of the municipality or local board;
 - ii. personal matters about an identifiable individual, including municipal or local board employees;
 - iii. a proposed or pending acquisition or disposition of land by the municipality or local board;

- iv. labour relations or employee negotiations;
 - v. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - vi. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - vii. a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.
 - viii. 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;
 - ix. 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;
 - x. 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
 - xi. 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.
- b. 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 this Act, or the investigator referred to in subsection 239.2 (1).

- c. A meeting of Council may be closed to the public if the meeting is held for the purpose of educating or training Members and no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of Council.
- d. Before all or any part of a meeting is closed to the public, Council shall state by resolution:
 - i. state the times of the opening and closing of the closed meeting;
 - ii. the fact of the holding of the closed meeting;
 - iii. the general nature of the matter considered at the closed meeting;
 - iv. identify those who are participating in the closed meeting.
- e. A meeting shall not be closed to the public during the taking of a vote, unless otherwise authorized in Section 7(a), (b) or (c) or other legislation.
- f. Despite Subsection 7(e) above, a meeting may be closed to the public during a vote if:
 - i. Subsection 7(a), (b) or (c) permits or requires a meeting to be closed to the public and, the vote is for a procedural matter or for giving direction or instructions to employees or agents of the Township or persons retained by or under contract with the Township.
- g. Meetings which are closed to the public may be referred to as Closed Session.
- h. Section 15 of this By-law, does not apply to a Closed Session.
- i. The minutes shall record:
 - i. the place, date, start times, and time of adjournment of the meeting;
 - ii. the name of the members attending, the presiding officer and delegations the reading, if requested, correction and adoption of the minutes of the prior Closed Session;
 - iii. all other proceedings of the meeting without note or comment.
- j. Minutes during a Closed Session will be approved at the next Closed Session meeting of Council.

- k. All Closed Session meetings will be audio or video recorded, insofar practicable, and filed at the Township office. These recordings are not for public viewing.

8. AGENDAS AND SUPPORTING MATERIAL

- a. The Clerk shall prepare agendas of Council and Committee meetings as assigned.
- b. Insofar as practicable, Council agendas, along with supporting material, shall be prepared and made available to Elected Officials on the Thursday prior to a regular meeting. Exemptions under the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended or replaced (*MFIPPA*), will be marked as such and will not be posted online.
- c. Insofar as practicable, Council agendas, along with supporting material shall be posted on the Township's website on the Friday prior to a Regular Meeting.
- d. Every communication, including a petition designed to be presented to the Elected Officials shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be filed with the Clerk by noon on the Tuesday prior to the meeting.
- e. The Clerk shall prepare an addendum to the agenda. The Clerk shall provide notice of the addendum by posting the addendum on the Township web site and circulating electronically, notice of the addendum to Elected Officials.
- f. Insofar as practicable, written reports from Employees and Consultants must be submitted to the CAO/Treasurer, by noon on the Tuesday prior to the meeting. The CAO/Treasurer will provide written reports to the Clerk for addition to the agenda and circulated with Council packages.
- g. Employees and Consultants are required to provide recommendation(s) to Council if direction is being sought through written report.

h. Agendas for Regular Meetings shall be generally formatted as follows, but modifications to the matters included or to the order of business may be effected by the Clerk, and/or Mayor without requiring amendments to the by-law:

- i. Call to Order
- ii. Moment of Silent Reflection
- iii. Rise and Report
- iv. Disclosure of Pecuniary Interest
- v. Minutes of Previous Meetings
- vi. Delegations and Timed Events
- vii. Correspondence
 1. Upcoming Conferences/Seminars/Meetings
 2. Recommended Reading and Information Items
 3. Action Required
- viii. Committee Minutes
- ix. Staff Reports
- x. Other Business
- xi. Closed Session
- xii. Rise and Report
- xiii. By-laws
- xiv. Adjournment

i. The business of the Council shall be taken up in the order as listed on the Agenda unless otherwise decided by the Mayor or the presiding officer and as agreed to by a majority of Council.

j. Items received after the Agenda has been prepared may be added to the Agenda by a resolution from Council, as urgent matter(s) requiring immediate action or attention and may include time sensitive material.

9. DELEGATIONS

a. Subject to sections 9(b), 9(c) and 9(d) any person may be placed on the agenda as a delegation to Council or the appropriate Committee provided that such person has registered with the Clerk by noon on the Tuesday prior to the meeting. Delegates shall provide the Clerk with a written submission detailing the purpose of the requested appearance before Council or Committee. Such written submission shall include any written information/supporting material that the person intends to present to Council or Committee and the mailing address and telephone number at which the individual, organization or group may be contacted during normal business hours. The Clerk shall place the name of the individual, organization or group and the written material provided on the agenda, unless:

- i. the Clerk is of the opinion that the purpose of the delegation is not an appropriate subject matter for that meeting; or
 - ii. the subject matter is beyond the jurisdiction of Council or a Committee.
- b. Where a delegate has made a delegation to a Committee, a further delegation request by the delegate or a related party shall not be listed or allowed on the Council agenda, unless the delegation is bringing forward new information.
- c. Delegations related to a previous decision of Council or Committee shall not be considered by Council or a Committee within 12 months following the decision of Council unless a motion to reconsider or re-introduce the matter is presented to Council in accordance with section 10 of this By-law.
- d. Delegations may only appear once on a matter within six (6) months, unless a recommendation pertaining to the matter is included on the agenda within the six (6) months.
- e. The rules of citizen conduct set out in section 24 apply to all Delegations.

10. MOTION

- a. The following matters and motions may be introduced orally without written notice and without leave, and to be decided without debate:
 - i. A point of order;
 - ii. A point of privilege;
 - iii. A motion to adjourn;
 - iv. A motion to refer;
 - v. A motion to defer;
 - vi. A motion to suspend the Rules of Procedure;
 - vii. A motion to table the question;
 - viii. A motion to vote on the question;
 - ix. A motion to divide;
 - x. A motion to enter Closed Session or to rise from Closed Session and proceed into open meeting;
 - xi. A motion to postpone indefinitely or to a specific day motion to present a petition;
 - xii. A motion to recess.

- b. The following motions may be introduced without notice and without leave, but shall be in writing and signed by the mover and seconder:
 - i. A motion to amend;
 - ii. A motion to table the question with direction or instructions;
 - iii. A motion to refer with directions or instructions;
 - iv. A motion to defer with directions or instructions.
- c. Notice of all new motions, except those motions listed in sections 10(a) and 10(b), shall be given in writing and signed by the mover and the seconder either:
 - i. At a meeting of Council, but shall not be debated until the next regular meeting of Council; or
 - ii. Delivered to the Clerk not later than the noon on the Thursday prior to the meeting at which the motion is to be introduced.
- d. Where notice of motion has been given under section 10(c), the motion shall be included in the agenda for the next regular meeting of Council and for each succeeding regular meeting until the motion is considered otherwise disposed of.
- e. When a Member's notice of motion has been called from the Chair at two successive meetings and not proceeded with, it shall be dropped from the agenda unless Council decides otherwise.
- f. A notice of motion included in the agenda may be debated by Council without having been read at the meeting.
- g. Except as provided in section 10(a), a motion shall be in writing and signed by the mover and seconder.
- h. A motion that requires notice under this By-law, may be introduced without notice if Council, without debate, dispenses with notice on a special majority vote.
- i. A motion shall be formally seconded before the Mayor or presiding officer puts the question. A motion that is moved but not seconded shall be recorded in the minutes with the notation, "Motion lost for lack of a seconder".
- j. When a motion is presented in Council in writing, it shall be read, or if it is a motion which may be presented orally, it shall be stated by the Chair before debate.

- k. A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.
- l. After a motion is read or stated by the Chair it shall be deemed to be in possession of Council, but may, with the permission of Council, be withdrawn at any time before decision or amendment.
- m. A motion properly before Council for decision must receive disposition before any other motion can be received, except for motions listed in sections 10(a) and 10(b).
- n. Despite a previous decision, a member may ask that a previous motion be reconsidered. Council can introduce a motion to be reconsidered at the next regular meeting. The mover of the original motion may request that the motion be reconsidered with the approval of the seconder from the original motion. The Mayor can then determine if the motion to reconsider is being properly introduced (tie vote-motion lost-mover and seconder in agreement). Council can then vote on whether to reconsider. Council does have the option of requesting a recorded vote.

11. SPECIFIC MOTIONS

- a. A motion to **recess** is not debatable, shall specify the length of the recess, and may only be amended with respect to the length of recess.
- b. A motion to **adjourn** the meeting is not debatable and shall always be in order except:
 - i. When another Member is in possession of the floor;
 - ii. When a vote has been called;
 - iii. When the Members are voting; or
 - iv. When a Member has indicated to the Chair his or her desire to speak on the matter before Council.
- c. A motion to adjourn and amendments thereto shall take precedence over any other motion and shall be put immediately without debate.
- d. A motion to **call the question** is not debatable.
- e. A Member who moved a motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative.
- f. A motion to call the question shall be put immediately without debate.
- g. A motion to **refer** is debatable only with respect to the following:

- i. The name of the Committee or employee/consultant to whom the motion is to be referred;
 - ii. The terms upon which it is to be referred and the time or period, if any, on or within which the matter is to be returned.
- h. A motion to **defer** is debatable only with respect to the following:
 - i. The time to or period within which, consideration of the matter is to be deferred; and
 - ii. Whatever explanation is necessary to demonstrate the purpose of the motion to defer.
- i. A motion to **amend** is debatable.
- j. Only one motion to amend a motion shall be on the floor at any one time.
- k. Only one amendment to a motion to amend is allowable.
- l. An amendment shall be out of order if it is ruled by the Mayor or presiding officer to be a substantive motion and not an amendment.
- m. An amendment which, in effect, is nothing more than a rejection of the main motion is not in order (no negative amendments to the main motion).
- n. A motion to **receive**, moved after the main motion, is debatable and shall be treated as an amendment to the main motion.
- o. A motion the Council consider a matter previously deferred indefinitely or to a time or eventuality which has not yet been reached or occurred, is debatable and shall be presented only if the Council so decides, by a special majority vote.
- p. Subject to sections 11(q) and (r), no question, after it has been decided, shall be **reconsidered** within two years following the decision of the Council unless Council decides to do so by a special majority vote. Any reconsideration that occurs after this period requires a majority vote.
- q. After any question has been decided, any Member who voted thereon with the majority or special majority may make a motion to reconsider the question.
- r. A Member who was not a Member during the vote contemplated in section 11(q) may make or second a motion for reconsideration.
- s. A motion to reconsider must be seconded by a Member who voted with the majority.

- t. A motion to reconsider must be with notice.
- u. A motion to reconsider is not debatable.
- v. No discussion of the main question or hearing of Delegations shall be allowed until the motion for reconsideration is carried.
- w. Once the question is reopened, it is reopened in its entirety unless the reopening motion specifies otherwise.
- x. No motion to reconsider may, itself, be the subject of a motion to reconsider.
- y. No matter before Council that has been the subject of a motion to reconsider can be reconsidered by Council within one year of the original motion to reconsider.

12. RULES OF DEBATE

- a. No debate on any item can occur until an item has been moved and seconded.
- b. Unless otherwise authorized by the Mayor or presiding officer, all Elected Officials, staff and guests address Council through the Chair and only when recognized to do so. When two or more Elected Officials, staff and guests seek to address Council, the Mayor or presiding officer shall designate the individual who may speak first.
- c. When a Member is speaking, no other Member shall interrupt the Member speaking except to raise a point of order or privilege.
- d. Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
- e. Members shall not speak to the same motion more than twice without the consent of the Mayor or presiding officer and at the end of the debate a motion for closure may be made by the Mayor or presiding officer.
- f. 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 declared.

13. VOTING

- a. Unless otherwise provided in this By-law, the concurring votes of a majority of members present and voting are necessary to carry any resolution or other measure.
- b. Immediately prior to voting on a motion, the Mayor or presiding officer shall state the motion as it is to be included in the minutes including any amendments to the motion.
- c. All votes shall be announced openly, as carried or defeated, by the Mayor or presiding officer.
- d. On an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Mayor or presiding officer and may be by voice or show of hands.
- e. An Elected Official may prior to a vote being taken or immediately after the vote is taken, request a recorded vote. The vote must be requested before the Chair moves to the next matter. When a recorded vote is requested by a member or is otherwise required the Clerk will ask all elected officials, including the Chair, in alphabetical order, to give their vote and record the vote accordingly in the minutes. Following the voting, the clerk shall declare that the motion is either carried or lost. Any abstention from voting, other than reason of pecuniary interest or absence, shall be recorded in the minutes as a negative vote.
- f. The results of all motions, whether approved or lost, shall be recorded in the minutes.
- g. The Mayor or presiding officer, except where disqualified to vote, shall declare his vote in the same format as Council.
- h. Except as provided in subsections 233(5) and 238(5) of the *Municipal Act, 2001*, no vote shall be taken by ballot or any other method of secret voting, and every vote so taken is of no effect.
- i. Except where expressly provided in the Act, any question on which there is an equality of votes shall be deemed to be defeated.

14. POINTS OF ORDER AND PRIVILEGE

- a. A member shall seek leave of the Mayor to raise a point of privilege or point of order. After leave is granted, the Member shall state the point to the Mayor and then remain silent until the Mayor has ruled on the point. There is no debate on a point of order or privilege.

- b. The Chair's decision on a point of privilege is final.
- c. The Chair's decision on a point of order is final, unless appealed to Council.
- d. If a Member appeals to Council on a point of order, Council shall hear the reason for appeal from the appellant and the reason for the decision from the Chair.
- e. The Council, if appealed to, shall decide the question without debate and its decision shall be final.

15. MINUTES AND RECORDINGS

- a. The Clerk or his or her designate shall take minutes at all meetings
- b. The minutes shall record:
 - i. the place, date, start times, and time of adjournment of the meeting
 - ii. the name of the members attending, the presiding officer and delegations
 - iii. the reading, if requested, correction and adoption of the minutes of the prior meetings;
 - iv. all resolutions and by-laws
 - v. all other proceedings of the meeting without note or comment.
- c. Insofar as practicable, the unapproved minutes will be available to Council and the public within five working days after the meeting by the posting of the unapproved minutes on the Township's web site.
- d. The minutes shall be approved at the next regular meeting without reading out loud if the minutes have been circulated to the members previously. Once approved, minutes shall be signed by the Mayor and Clerk.
- e. Insofar as practicable, approved minutes will be posted on the Township website within five working days of approval.
- f. All meetings will be audio or video recorded, insofar practicable.
- g. Insofar as practicable, the Township's audio or video recording will be available to Council and the public within five working days after the meeting by posting the video of the meeting on the Township's web site.

16. BY-LAWS

- a. No by-law shall be presented to Council unless the subject matter has been considered and approved by Council.

- b. Every by-law shall be introduced by the Clerk specifying the title of the by-law.
- c. Every by-law when introduced shall be numbered and typewritten except such as may be required to conform to accepted procedure or to comply with the provisions of any Act and shall be complete with the exception of the date thereof.
- d. Every by-law shall have three readings prior to it being passed, and if Council so determines, a by-law may be taken as read.
- e. Any proposed by-law may be referred to a Committee, Department Head or other officer for review and comment, including the solicitor for the Corporation.
- f. Every by-law enacted by Council shall be numbered and dated and shall be sealed with the seal of the Corporation and be signed by the Clerk or designate and the Mayor or the presiding officer and shall be deposited in the Clerk's office for safekeeping.

17. QUORUM

- a. A quorum of Council shall be the majority of the members of Council or (more than half).
- b. A quorum of any of the Committees appointed by Council shall be a majority of its members.
- c. If no quorum is present one half hour after the time appointed for a council or committee meeting, the Clerk, or recording secretary shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting.
- d. If a quorum is lost during a meeting of Council then the Mayor shall, upon determining that a quorum is not present, request the Clerk to call for a recess for a period of fifteen minutes, or until a quorum is present, whichever is sooner.
- e. If there is still no quorum of Council after fifteen minutes, the meeting shall stand adjourned and the Clerk shall record the names of the Elected Officials present. In this case, the confirmation By-law will reflect all business validly conducted by the Council before quorum was lost. All unfinished business shall be carried forward to the next meeting of Council.

- f. Where the number of members who, by reason of the provisions of the Municipal Conflict of Interest Act, are prohibited from participating in a Meeting is such that, at that meeting the remaining members are not of sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum, provided this number is not fewer than two (2).

18. RECESS

- a. Council may recess at any time during the meeting in accordance with section 11(a).
- b. Council shall not reconvene sooner than the time mentioned in the motion of recess, and shall not reconvene later than 5 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

19. CONFIRMING BY-LAW

- a. Council shall employ a By-law for Confirming Council Proceedings immediately prior to adjournment of a regular meeting for the purpose of validating decisions or direction given which is minor in nature and not set out in a By-law.

20. ADJOURNMENT

- a. All meetings shall stand adjourned when the council has completed all business as listed on the order of business or no longer than four (4) hours after the meeting has been called to order.
- b. Subject to section 11(b), Members may move a motion for adjournment at any time during a meeting.
- c. The Chair may adjourn the meeting without a vote of the members only if:
 - i. discussion and conduct has degenerated to the point where order cannot be restored; or
 - ii. an emergency exists, such as fire or flood.

21. COMMITTEES

- a. The procedures set out in this By-law for Council meetings shall apply to meetings of Committees insofar as practicable, except that this section, the provisions of the Committee's creation by-law and/or applicable statute, shall prevail to the extent of any conflict.

- b. Council shall determine the appropriate number of Committees, their membership, mandates, powers and reporting practices.
- c. Unless otherwise provided by by-law or statute, the role of Committees shall be to:
 - i. Make recommendations to Council on matters which are in their jurisdiction;
 - ii. Guide and request staff through the Chief Administrative Officer, to provide reports on the direction and nature of policy development, fact findings, analysis and generation of possible alternatives required; and
 - iii. Receive Delegations and establish mechanisms to receive further public input on vital public policy matters.
- d. The Mayor shall be a member ex-officio of all Committees and may vote on all questions before the Committee and shall be counted in the formation of quorum.
- e. Members of Council not on a particular Committee may attend the meetings of said Committee, but shall not be allowed to vote, nor shall they be allowed to take part in any discussion or debate, except by the permission of the majority of the members of the Committee.
- f. In the absence of a decision by Council to the contrary or to terminate an appointment, Elected Officials shall be appointed to Committees by Council for the term of Council or for the term set out in such appointment, and, until their successors are appointed, unless otherwise provided by law.
- g. Each Committee shall, at the first meeting of the Committee in the first year of the term of Council, choose from its members a Committee Chair and Vice Chair to serve in those positions for the calendar year or until their successors are appointed.
- h. The Clerk or his or her designate shall call the first meeting of each Committee in each calendar year and shall preside over said meeting for the purpose of electing a Chair of the Committee.
- i. The frequency of meetings of a Committee shall be determined by the Committee Chair in accordance with the proper dispatch of the business entrusted to the Committee. The Chair shall call a meeting whenever requested in writing to do so by at least a majority of its members of such Committee.

- j. Should the Chair neglect or refuse to call a meeting with the appropriate frequency, such neglect or refusal shall be reported to Council, and Council may remove the Chair from the position of Chair and appoint another member in his or her place.
- k. Should any member of a Committee neglect or refuse to attend the properly summoned meetings of their Committee, such neglect or refusal shall be reported to Council, and Council may remove the said member or members from the Committee and appoint another member in his or her place.
- l. Should any Committee neglect or refuse to give due attention to all business or matters before them, Council may be resolution discharge such Committee and appoint another in its stead.

22. DISCLOSURE OF PECUNIARY INTEREST

- a. In all matters and under all circumstances Elected Officials shall comply with, be guided by and have regard to the *Municipal Conflict of Interest Act*.
- b. Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the Member shall, in accordance with the *Municipal Conflict of Interest Act*:
 - i. Prior to consideration of the matter at the meeting, disclose the Member's interest and the general nature thereof;
 - ii. Not take part in the discussion of, or vote on any question in respect of the matter; and
 - iii. Not attempt in any way whether before, during or after the meeting to influence the voting on the matter.
- c. During a Closed Session, in addition to complying with the requirements of the Municipal Conflicts of Interest Act, the Member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.
- d. Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of Council, as the case may be, attended by the Member after the particular meeting.
- e. The Clerk shall record in reasonable detail all the particulars of any disclosure of pecuniary interest made by a Member this record shall appear in the Minutes of the meeting by the Clerk.

23. CONDUCT OF MEMBERS OF COUNCIL

- a. No member shall:
 - i. use offensive words or unparliamentarily language in or against the Council or against any elected official, staff or guest; disturb another, or the Council, staff or guest by any disorderly conduct disconcerting to the speaker or the assembly;
 - ii. speak on any other subject other than the subject in debate;
 - iii. resist the rules of Council or disobey the decisions of the Mayor or presiding officer of Council on questions of order, practice, or upon the interpretation of the rules of Council;
 - iv. leave a meeting without first being acknowledged by the Mayor or presiding officer;
 - v. be permitted to retake their seat after being ordered to vacate, having committed a breach of any rule of the Council, until the next meeting and without making an apology to Council;
 - vi. interrupt the member who has the floor except to raise a point of order, point of personal privilege, or point of information or clarification.

24. CITIZENS' CONDUCT

- a. All persons addressing Council shall limit their presentations to fifteen (15) minutes, except where a delegation consists of five or more whereby two people can speak for not more than ten minutes each. No person other than members of Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of Council.
- b. No person shall be allowed to address Council or speak in debate without permission of the Mayor or the presiding officer.
- c. Members of the public must, while in attendance, maintain an appropriate level of decorum. The presiding member shall, and at the request of any member of the council shall, determine the appropriateness of activities taking place in the public gallery. Activities which may be disruptive to the meeting, as determined by the presiding member, are forbidden. Persons who do not abide by directions from the Chair shall be required to leave the meeting.

25. SUSPENSION AND AMENDMENT OF THESE RULES

- a. Any procedure under this By-law which is discretionary and not mandatory under statute may be suspended with the consent of a majority of the members present.
- b. No amendment or repeal of this By-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal is given in accordance with the Public Notice By-law.

26. CONFLICT WITH STATUTE

- a. In case of a conflict between the procedures set out in this By-law and any statute, the provisions of the statute shall prevail.

27. SEVERABILITY

- a. Each section of this By-law is distinct and severable. If any section of this By-law, in whole or in part, is or becomes illegal, invalid, void, or voidable by any court of competent jurisdiction, the illegality, invalidity or unenforceability of that section, in whole or in part, will not affect the legality, validity or enforceability of the remaining sections of this By-law, in whole or in part.

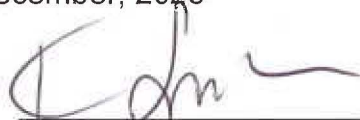
28. EFFECT

- a. This by-law shall come into force and take effect on the final passing.
- b. THAT By-law Number 11 of 2018 and all By-laws amending By-law Number 11 of 2018 are hereby repealed.

Read a first and second time, and Provisionally Adopted

IN OPEN COUNCIL

This 21st day of December, 2020



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer

Read a third and final time

IN OPEN COUNCIL

This 21st day of December, 2020



Kurtis Smith, Mayor



Jennifer Turk, Clerk/Acting Treasurer

APPENDIX "A"

Electronic Meeting Protocol

Procedural By-law No. 83 shall continue to apply to an Electronic Meeting held pursuant to this Electronic Meeting Protocol (hereinafter, "**Protocol**"), and amendments to this Protocol may be permitted to be made by simple majority vote of Council to accommodate an effective and efficient meeting, so long as any such amendments are not contrary to prevailing Provincial legislation or orders.

Prior to Electronic Meeting

- The Township will ensure agenda material has been posted publicly.
- The Township will ensure that delegations/submissions have been accepted in writing.
- The method and technology used for an Electronic Meeting in Open Session or *In Camera* Session will be determined by the Chief Administrative Officer based on the resources available.

General

- Where an Electronic Meeting is held, such meeting will be chaired physically from a location within the municipality or an adjacent municipality as specified by the Head of Council or the Clerk, as the case may be, as is necessary in accordance with section 236(1) of the *Municipal Act, 2001*. In the case of an emergency, the Township may hold its Electronic Meeting at any convenient location within or outside the Township, as specified by the Head of Council or the Clerk, as the case may be.
- Council Members, Staff, Public and the Press may attend by Electronic Meeting.
- Township staff will ensure that Councillors, the general public, and the press are able to watch and/or hear the business to be carried out at meetings which are held in *Open Session* by using an online streaming service in order to ensure that that the meeting is open and transparent. Township staff will also ensure that Council Members have appropriate contemporaneous input into the meetings electronically through video and/or audio teleconference.
- Township staff will ensure that Councillors and necessary staff personnel are able to watch and/or hear and/or stream the business to be carried out at *In Camera Session* meetings and have appropriate contemporaneous input into the session electronically through video and/or audio teleconference.
- Meeting leadership shall be maintained by the Mayor as Chair.

- The Chair is to announce each agenda item on the floor of the meeting and shall maintain an orderly meeting process keeping Members informed.

Member Speaking

- The Chair and Clerk will manage Member requests to speak based at the Chair's discretion to ensure all Members are able to participate in debate in keeping with meeting rules.
- The Chair will call out name of Member assigned the floor.
- Each Member will speak to Council through the Chair.
- After a Member is finished speaking, the Chair will call out name of next Member assigned to the floor.

Motions

- All motions will have a mover/seconded (except procedural motions) and should be provided to the Clerk in advance of Member speaking, whenever possible.
- Any introduced motion accepted by the Chair is to be read by the Chair and/or the Clerk.
- Members will be given an opportunity to speak before voting commences.

Voting

- All votes shall be by recorded vote conducted by the Clerk, as directed by the Chair, unless Council decides otherwise.
- The Clerk will call each name of the Member to record vote.
- Where a Member present in-person or by electronic means does not respond when his or her name is called, the Clerk will ask one more time, and if there is no indication of a vote, the vote will be recorded in negative unless directed otherwise by the Chair.
- The Clerk will announce results to Chair and Council, including announcing how each Member voted (yes/no/absent).

Member Conduct

- Each Member shall remain silent and attentive to the proceeding when not assigned the floor by Chair.
- Each Member will listen for their name to be assigned the floor to speak or to vote.

- Each Member will take directions from Chair in order to facilitate an effective, efficient and orderly meeting.

Confirming By-law

- Council shall pass a Confirming By-law for each meeting held.
- The Clerk in an expeditious manner following the electronic meeting, shall post the Minutes.

Internet and Other IT Disruptions

- In the event of an internet or other IT disruption compromises the ability of participants or the public to participate or stream in the Electronic Meeting, in the opinion of the Chair, the Chair shall call a recess and take such steps as necessary to address the issue and re-convene the meeting in a timely manner or, where this is not possible, adjourn the meeting to a later date.

APPENDIX "B"

Electronic *Planning Act* Public Meeting Protocol

Procedural By-law No. 83 shall continue to apply to an Electronic *Planning Act* Public Meeting held pursuant to this Electronic *Planning Act* Public Meeting Protocol (hereinafter, "**Protocol**"), except that this Protocol shall prevail to the extent of any conflict. Amendments to this Protocol may be made by simple majority vote of Council to accommodate an effective and efficient meeting, so long as any such amendments are not contrary to prevailing Provincial legislation or orders.

DEFINITIONS

In this Protocol, the following definitions shall apply:

"Applicant" means a person or corporation who has submitted an application under the *Planning Act* to the Municipality which requires at least one statutory public meeting in advance of Council rendering its decision;

"Chair" means the Head of Council or Member of Council appointed as Chair by the Head of Council;

"Clerk" means the Clerk of the Municipality.

"Comments Recess" means a brief recess at the conclusion of the written submissions portion of the meeting for the purpose of allowing members of the public who did not provide written submissions to the Clerk in advance of the meeting or those who made written submissions but did not register for the meeting as a delegate to register via video or audio teleconference to make oral submissions arising from comments made during Parts A to E of the meeting.

"Delegate" means a member of the public who has provided written submissions to the Clerk by the deadline provided for in the Notice indicating that he or she wishes to make oral submissions at the Electronic *Planning Act* Public Meeting.

"Delegate Speaker's List" means a list of members of the public who have provided written submissions to the Clerk in advance of the Electronic *Planning Act* Public Meeting and who have registered via video or audio teleconference for the purpose of making oral submissions about the land use planning matter at issue.

"Electronic Meeting Coordinator" means the person designated by the Municipality to ensure that Councillors, Staff, Public, and the Press are able to watch and/or hear the business to be carried out at an Electronic *Planning Act* Public Meeting by using an online streaming service and that the Chair, Staff, Members and Participants have appropriate contemporaneous input into the meeting electronically through video or audio teleconference or live chat, if applicable;

“Electronic Planning Act Public Meeting” means a statutory public meeting required under the *Planning Act* called and held in full or in part via electronic means (including, but not limited to video or audio teleconference or via means of the internet), and with or without in-person attendance;

“Member” means a Councillor or Committee of Adjustment member for the Corporation of the Township of Adelaide Metcalfe;

“Notice” means the notice of statutory public meeting required under the *Planning Act*;

“Other Participants” means members of the public who have not provided written submissions in advance of the meeting and who access an *Electronic Planning Act Public Meeting* via video or audio teleconference during the Comments Recess for the purpose of making oral submissions about the land use planning matter at issue;

“Other Participant Speaker’s List” means a list of members of the public who have accessed an *Electronic Planning Act Public Meeting* via video or audio teleconference for the purpose of making oral submissions about the land use planning matter at issue;

“Planning Act” means the *Planning Act*, R.S.O. 1990, c. P.13, as amended or replaced, including all Regulations thereto.

PRIOR TO AN ELECTRONIC PLANNING ACT PUBLIC MEETING

- The method and technology used for an *Electronic Planning Act Public Meeting* will be determined by the Chief Administrative Officer based on the resources available.
- The Township shall ensure Notice of the *Electronic Planning Act Public Meeting* is provided as prescribed in the *Planning Act*. In addition to information regarding the land use planning matter(s) to be discussed, such Notice shall include:
 - the web address at which the meeting will be live streamed;
 - a statement encouraging all members of the public wishing to participate in the meeting to provide written submissions in advance of the meeting identifying (a) their name, address, telephone number and email, (b) their comments on the land use planning matter at issue, and (c) whether they wish to make oral submissions at the meeting. Such statement shall include the deadline for written submissions and the email or physical address to where written submissions may be sent;
 - instructions on how to make oral submissions during the meeting via video or audio teleconference for those without access to a computer;

- a telephone number and email address where questions about Electronic *Planning Act* Public Meeting procedures may be directed in advance of the meeting.
- The Township will ensure agenda material has been posted publicly.

GENERAL

- Where an Electronic *Planning Act* Public Meeting is held, such meeting will be chaired physically from a location within the municipality or an adjacent municipality as specified by the Head of Council or the Clerk, as the case may be, as is necessary in accordance with section 236(1) of the *Municipal Act, 2001*. In the case of an emergency, the Township may hold its Electronic *Planning Act* Public Meeting at any convenient location within or outside the Township, as specified by the Head of Council or the Clerk, as the case may be.
- The Township will ensure that Members, Staff, the Public, and the Press are able to watch and/or hear the business to be carried out at the public meeting by using an online streaming service.
- Members of the public who do not have access to a computer in order to live stream an Electronic *Planning Act* Public Meeting may contact the Clerk for instructions on how to listen to the meeting via audio teleconference.
- The Township will ensure that all written submissions received from members of the public are addressed at the meeting and that the Chair, Clerk, Staff, Members, Delegates and Other Participants have appropriate contemporaneous input into the meeting electronically through video or audio teleconference.
- Meeting leadership shall be maintained by the Chair.
- The Chair is to announce each agenda item on the floor of the meeting and shall maintain an orderly meeting process keeping all attendees informed.
- Those participating in the meeting will take directions from Chair in order to facilitate an effective, efficient and orderly meeting.
- Participants will listen for their name to be assigned the floor to speak.
- Participants shall direct all comments to the Chair.
- Participants shall remain silent and attentive to the proceeding when not assigned the floor by the Chair.
- Inappropriate language or conduct by participants will not be tolerated.

ELECTRONIC ACCESS FOR MEMBERS AND STAFF

- Members and Staff may access the meeting via video or audio teleconference in accordance with instructions provided by the Clerk.

ELECTRONIC ACCESS FOR DELEGATES AND OTHER PARTICIPANTS

- All members of the public are strongly encouraged to provide written submissions to the Clerk in advance of the Electronic *Planning Act* Public Meeting prior to the deadline provided for in the Notice.
- Written submissions shall include the name and address of the writer, email or telephone number at which they may be contacted and indicate whether the writer wishes to make oral submissions at the meeting.
- In advance of the meeting, the Clerk shall provide all persons who have made written submissions indicating that they would like to make oral submissions at the meeting (hereinafter “**Delegates**”) with instructions on how to access the meeting via video or audio teleconference.
- Electronic access for Delegates shall open fifteen (15) minutes prior to the commencement of the meeting and close at the meeting start time.
- Delegates accessing the meeting electronically will be asked to confirm their name, address, whether they wish to make oral submissions, and whether they are in support or opposition of an application.
- Members of the public who have not made written submissions in advance of an Electronic *Planning Act* Public Meeting (hereinafter “**Other Participants**”) will be given the opportunity to make oral submissions via video or audio teleconference in Part G of the meeting following a brief meeting recess during which electronic access will re-open.
- Other Participants will be able to access registration instructions by visiting the Municipality’s website during the recess. Other Participants listening to (but not participating in) the meeting via audio teleconference will be asked at this time whether they wish to make oral submissions.

ORDER OF MEETING

(A) Report from Staff

- Planning staff shall provide an overview of Planning Report when called upon by the Chair.

(B) Background from Applicant

- The Applicant shall access the meeting via video or audio teleconference in

accordance with instructions provided by the Clerk.

- When called upon by the Chair, the Applicant shall provide background and an explanation of the application.

(C) Member Remarks

- Members will be asked by the Chair to make comments or ask questions at this time.
- Members will be able to make comments or ask questions at any time throughout the meeting.
- The Chair and Clerk will manage Councillors requests to speak based on the Chair's discretion to ensure all Councillors are able to participate in keeping with meeting rules.

(D) Oral Submissions of Delegates

- Written submissions received from Delegates in advance of the meeting will be addressed by the Chair following the conclusion of Member Remarks.
- Delegates who have completed electronic registration prior to the meeting shall be added to the Delegate Speaker's List.
- Delegates who have been added to the Delegate Speaker's List will wait until called upon by the Chair by name to speak. To ensure order, the Electronic Meeting Coordinator will disable Participants' audio and video capabilities until called upon by the Chair to speak.
- Delegates will be granted a maximum of five (5) minutes each to make oral submissions.
- Where appropriate in the opinion of the Chair, an Applicant will be granted two (2) minutes to respond to each Delegate's oral submission.
- Oral submissions from Delegates in support of an application will be followed by oral submissions from Delegates in opposition.
- The will Chair call out the name of the Delegate assigned the floor.
- The Chair and the Clerk will manage the Delegate Speaker's List based on the Chair's discretion to ensure all Delegates are afforded the opportunity to make submissions.

(E) Written Submissions

- At the end of the Delegate Speaker's List, the Chair and Members will address

any written submissions provided to the Clerk in advance of the meeting not addressed orally by a Delegate.

- Written comments from agencies received by Planning staff in advance of the meeting will then be addressed.

(F) Comments Recess

- The Chair shall call a brief recess at the conclusion of the written submissions portion of the meeting.
- Prior to calling the Comments Recess the Chair shall invite members of the public who have not made written submissions in advance of the meeting to make oral submissions by visiting the link posted on the Municipality's website.
- Members of the public who may be observing via audio teleconference should be asked by the Electronic Meeting Coordinator during the Comments Recess whether they would like to make oral submissions.
- The Electronic Meeting Coordinator shall ensure that electronic registration is reopened at the commencement of the Comments Recess and that meeting registration instructions are posted to the Municipality's website contemporaneously with the commencement of the Comments Recess.

(G) Oral Submissions of Other Participants

- Other Participants who access the meeting online during the recess, or those listening via audio teleconference who have expressed a desire to make oral submissions during the recess, shall be added to the Other Participant Speaker's List.
- Other Participants added to the Other Participant Speakers List will wait until called upon by the Chair by name to speak. To ensure order, the Electronic Meeting Coordinator will disable Other Participants' audio and video capabilities until called upon by the Chair to speak.
- Other Participants will be granted no more than two (2) minutes each to make oral submissions.
- Where appropriate in the opinion of the Chair, Applicants will be granted one (1) minute to respond to each oral submission.
- The will Chair call out name of Other Participant assigned the floor.
- The Chair and the Clerk will manage the Other Participant Speaker's List based on the Chair's discretion to ensure all Other Participants are afforded the opportunity to make oral submissions.

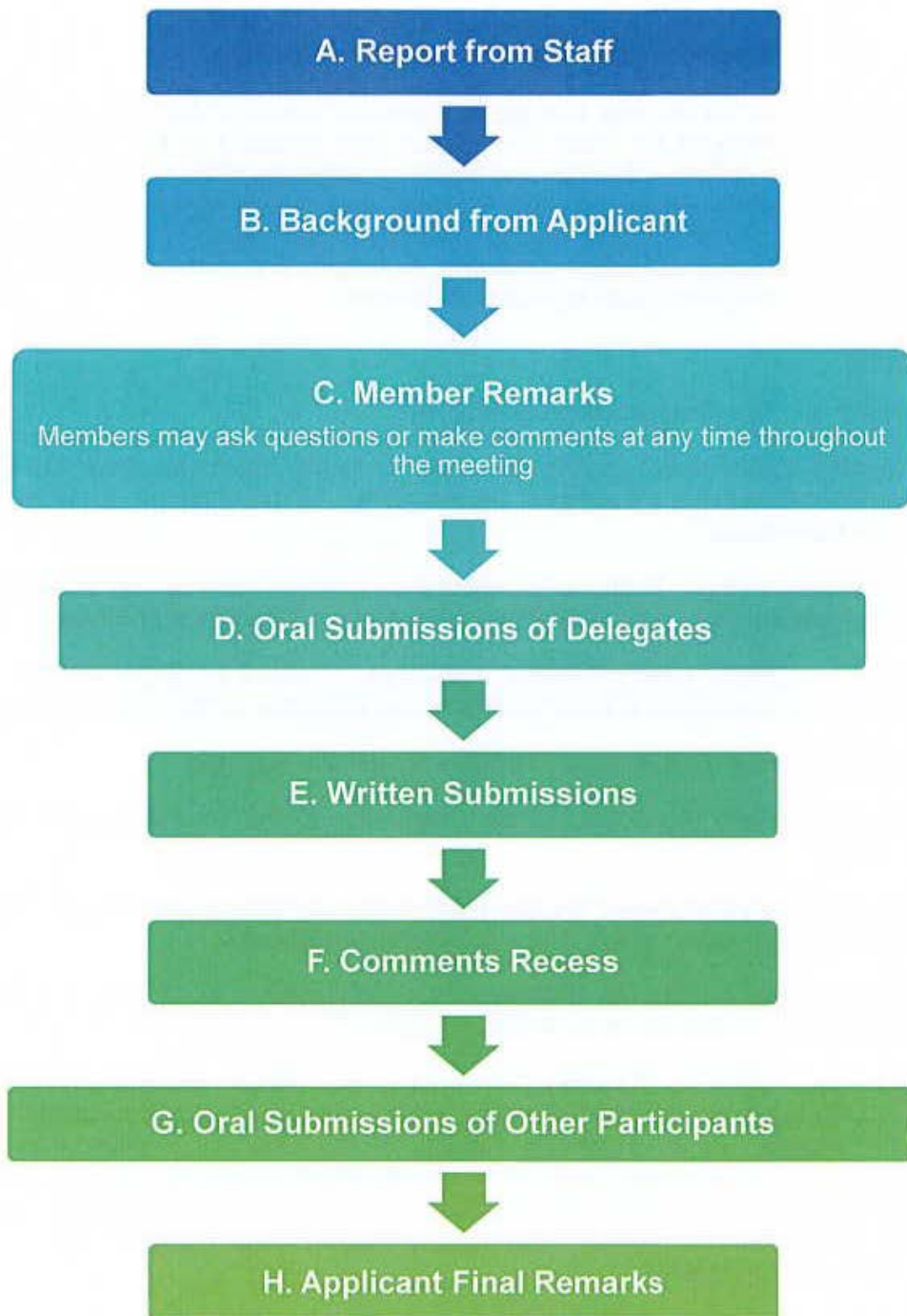
(H) Applicant Final Remarks

- The Applicant will be granted two (2) minutes once all oral and written submissions have been addressed to provide final remarks.

INTERNET AND OTHER IT DISRUPTIONS

- In the event of an internet or other IT disruption compromises the ability of the public to stream or participate in the Electronic *Planning Act* Public Meeting, in the opinion of the Chair, the Chair shall call a recess and take such steps as necessary to address the issue and re-convene the meeting in a timely manner or, where this is not possible, adjourn the meeting to a later date.

ORDER OF ELECTRONIC *PLANNING ACT* PUBLIC MEETING



APPENDIX "C"

**Protocol for Electronic *Drainage Act* Public Meetings and
Electronic Meetings of the Court of Revision**

Procedural By-law No. 83 continue to apply to Electronic *Drainage Act* Public Meetings and Electronic Meetings of the Court of Revision held pursuant to this Protocol for Electronic *Drainage Act* Public Meetings and Electronic Meetings of the Court of Revision (hereinafter, "**Protocol**"), except that this Protocol shall prevail to the extent of any conflict. Amendments to this Protocol may be made by simple majority vote of Council to accommodate an effective and efficient meeting, so long as any such amendments are not contrary to prevailing Provincial legislation or orders.

DEFINITIONS

In this Protocol, the following definitions shall apply:

"Affected Landowner" means an owner of lands within the area requiring drainage described in a Petition or as determined by the Engineer, who has not signed the Petition;

"Appellant" means a Petitioner or Affected Landowner who has filed a Notice of Appeal with the Clerk prior to the Electronic Meeting of the Court of Revision;

"Chair" means the Head of Council or Member of Council appointed as Chair by the Head of Council or the Chair of the Court of Revision, as the context requires;

"Clerk" means the Clerk of the Township of Adelaide Metcalfe;

"Council" means the Council of the Corporation of the Township of Adelaide Metcalfe;

"Court of Revision" means the Court of Revision constituted under the *Drainage Act* by the Corporation of the Township of Adelaide Metcalfe;

"Drainage Act" means the *Drainage Act*, R.S.O. 1990, c. D.17, including all in force regulations thereto, as amended or replaced.

"Electronic Meeting Coordinator" means the person designated by the Township to ensure that the business carried out at an Electronic *Drainage Act* Public Meeting or an Electronic Meeting of the Court of Revision can be viewed/heard by the public using an online streaming service and that the Chair, Members, Engineer, staff and Participants or Appellants, as the case may be, have appropriate contemporaneous input into the meeting electronically through video or audio teleconference;

"Electronic *Drainage Act* Public Meeting" means a meeting required under the *Drainage Act* at which Council considers a Preliminary Report or Report, as the

case may be, called and held in full or in part via electronic means (including, but not limited to video or audio teleconference or via means of the internet), and with or without in-person attendance;

“Electronic Meeting of the Court of Revision” means a meeting of the Court of Revision required under the *Drainage Act* called and held in full or in part via electronic means (including, but not limited to video or audio teleconference or via means of the internet), and with or without in-person attendance;

“Emergency” means situations or the threat of impending situations caused by forces of nature, accidents or an intentional act that constitutes a danger of major proportions to life and property that affects public safety; meaning health, welfare and property as well as the environment and economic health of the municipality, as defined in the municipality’s emergency response plan, and includes but is not limited to any period of time during which an emergency has been declared to exist in all or part of a municipality by the Head of Council or the Province under sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, 1990, c. E.9, as amended or replaced.

“Engineer” means an engineer appointed by Council, by by-law or resolution, to make an examination of an area requiring drainage as described in a Petition and to prepare a report in accordance with the *Drainage Act*;

“Member” means a Councillor or member of the Court of Revision for the Corporation of the Township of Adelaide Metcalfe as the context requires;

“Notice” means a notice, in the form prescribed by the *Drainage Act*, of (a) a meeting of Council called under the *Drainage Act* at which Council will consider a Preliminary Report or Report, or (b) a meeting of the Court of Revision, as the context requires;

“Notice of Appeal” means a notice of appeal as described in section 52(2) of the *Drainage Act*;

“On-site Meeting” means an on-site meeting held in accordance with section 9 of the *Drainage Act*;

“Participant” means a Petitioner, Affected Landowner or other person or body to which Notice of an Electronic *Drainage Act* Public Meeting is provided to in accordance with the *Drainage Act* in attendance at the meeting via video or audio teleconference;

“Participant Speaker’s List” means a list of Participants in attendance at an Electronic *Drainage Act* Public Meeting via video or audio teleconference who have confirmed upon registration that they wish to make oral submissions;

“Petition” means a petition, as described in section 4 of the *Drainage Act*, in the form prescribed by the *Drainage Act*, for the drainage by means of a drainage works of an area requiring drainage;

“Petitioner” means an owner of lands within an area requiring drainage who has signed a Petition that has been filed with the Clerk in accordance with the *Drainage Act*;

“Preliminary Report” means a preliminary report as defined in the *Drainage Act*;

“Report” means a report as defined in the *Drainage Act*;

“Township” means the Corporation of the Township of Adelaide Metcalfe.

PRIOR TO AN ELECTRONIC DRAINAGE ACT PUBLIC MEETING OR ELECTRONIC MEETING OF THE COURT OF REVISION

- The Township shall ensure that an On-site Meeting is held in accordance with section 9 of the *Drainage Act* prior to holding an Electronic *Drainage Act* Public Meeting pursuant to this Protocol.
- In the event of an Emergency, the Township shall ensure that any On-site Meeting is held in accordance with any prevailing Provincial legislation or orders, including emergency orders.
- The method and technology used for an Electronic *Drainage Act* Public Meeting or an Electronic Meeting of the Court of Revision will be determined by the Chief Administrative Officer (CAO) based on the resources available.
- Where, in the opinion of the Head of Council, in consultation with the CAO Engineer and/or other such persons as deemed necessary, it would not be reasonable or practicable to hold a *Drainage Act* public meeting or meeting of the Court of Revision electronically, due to the number of Petitioners or Affected Landowners, or due to the complexity of the drainage works being considered, the Township shall not under any circumstances be obligated to hold an electronic meeting to consider a drainage matter and may defer consideration of a Petition until an in-person meeting can be held.
- The Township shall ensure Notice of the Electronic *Drainage Act* Public Meeting is provided to all prescribed persons in accordance with the *Drainage Act*. In addition to the requirements set out in the *Drainage Act*, such Notice shall include:
 - the web address at which the meeting will be live streamed;
 - the telephone number persons without access to a computer may call to listen to the meeting;

- instructions on how to participate in an Electronic *Drainage Act* Public Meeting via video or audio teleconference; and
- a telephone number and email address where questions about Electronic *Drainage Act* Public Meeting procedures may be directed in advance of the meeting.
- The Township shall ensure Notice of an Electronic Meeting of the Court of Revision is provided to all prescribed persons in accordance with the *Drainage Act*. In addition to the requirements set out in the *Drainage Act*, such Notice shall include:
 - the web address at which the meeting will be live streamed;
 - the telephone number persons without access to a computer may call for instructions on how to listen to the meeting via teleconference;
 - instructions for filing a Notice of Appeal with the Clerk; and
 - a telephone number and email address where questions about Electronic Meetings of the Court of Revision may be directed in advance of the meeting.
- Upon receipt of a Notice of Appeal, the Clerk shall contact an Appellant to provide instructions on how to participate in the Electronic Meeting of the Court of Revision via video or audio teleconference.
- The Township will ensure agenda material has been posted publicly.

GENERAL

- Where an Electronic *Drainage Act* Public Meeting or an Electronic Meeting of the Court of Revision is held, such meeting will be chaired physically from a location within the municipality or an adjacent municipality as specified by the Head of Council or the Clerk, as the case may be, as is necessary in accordance with section 236(1) of the *Municipal Act, 2001*. In the case of an Emergency, the Township may hold such meetings at any convenient location within or outside the municipality, as specified by the Head of Council or the Clerk, as the case may be.
- The Township will ensure that the business carried out at an Electronic *Drainage Act* Public Meeting or an Electronic Meeting of the Court of Revision can be viewed/heard by the public using an online streaming service.
- Members of the public who do not have access to a computer in order to live stream an Electronic *Drainage Act* Public Meeting or an Electronic Meeting of the Court of Revision may contact the Clerk for instructions on how to listen to the meeting via audio teleconference.

- The Township will ensure that the Chair, Members, Engineer, staff and Participants or Appellants, as the case may be, have appropriate contemporaneous input into an Electronic *Drainage Act* Public Meeting or an Electronic Meeting of the Court of Revision through video or audio teleconference.
- Leadership at an Electronic *Drainage Act* Public Meeting or an Electronic Meeting of the Court of Revision shall be maintained by the Chair.
- The Chair is to announce each agenda item on the floor and shall maintain an orderly meeting process keeping all attendees informed.
- All those participating at an Electronic *Drainage Act* Public Meeting or an Electronic Meeting of the Court of Revision will:
 - (a) take directions from Chair in order to facilitate an effective, efficient and orderly meeting;
 - (b) listen for their name to be assigned the floor to speak;
 - (c) direct all comments to the Chair; and
 - (d) remain silent and attentive to the proceeding when not assigned the floor by the Chair.
- Inappropriate language or conduct by any person in attendance at an Electronic *Drainage Act* Public Meeting or an Electronic Meeting of the Court of Revision will not be tolerated.

ELECTRONIC ACCESS FOR THE CHAIR, MEMBERS, ENGINEER AND STAFF

- The Chair, Members, Engineer and staff may access an Electronic *Drainage Act* Public Meeting or an Electronic Meeting of the Court of Revision via video or audio teleconference in accordance with instructions provided by the Clerk.

ELECTRONIC ACCESS FOR PARTICIPANTS AT AN ELECTRONIC DRAINAGE ACT PUBLIC MEETING

- Electronic access for Participants shall open fifteen (15) minutes prior to the commencement of an Electronic *Drainage Act* Public Meeting and close at the meeting start time.
- Participants accessing a meeting electronically will be asked to confirm their name, address, and whether they wish to make oral submissions.

ELECTRONIC ACCESS FOR APPELLANTS AT AN ELECTRONIC MEETING OF THE COURT OF REVISION

- Electronic access for Appellants shall open fifteen (15) minutes prior to the commencement of an Electronic Meeting of the Court of Revision and close at the meeting start time.
- Appellants accessing a meeting electronically will be asked to confirm their name, address and that they have filed a Notice of Appeal with the Clerk prior to the meeting.

ORDER OF ELECTRONIC DRAINAGE ACT PUBLIC MEETING

(A) Report from Engineer

- The Engineer shall provide an overview of the Preliminary Report or Report, as the case may be.

(B) Questions and Comments from Participants

- Participants who have confirmed upon registration that they wish to make oral submissions at the meeting shall be added to the Participant Speaker's List.
- Participants added to the Participant Speaker's List will wait until called upon by the Chair by name to speak. To ensure order, the Electronic Meeting Coordinator will disable Participants' audio and video capabilities until called upon by the Chair to speak.
- Participants will be granted a maximum of five (5) minutes each to make oral submissions.
- Where appropriate in the opinion of the Chair, the Engineer will respond to the Participant's oral submissions.
- The Chair will call out the name of the Participant assigned the floor.
- The Chair and Clerk will manage the Participant Speaker's List based on the Chair's discretion to ensure all Participants with questions or comments are afforded the opportunity to participate.
- Once all Participants on the Participant Speaker's List have been heard, the Chair may ask if any other Participants wish to be heard.

(C) Additions or Withdrawals from Petition

- Affected Landowners present at the meeting will be asked at this time if they wish to add their name to the Petition.

- Petitioners present at the meeting will then be asked if they wish to withdraw their name from the Petition.
- In the event that an Affected Landowner or Petitioner indicates that he or she wishes to add or withdraw his or her name to or from the Petition, Council may accept such addition or withdrawal verbally, and instruct the Affected Landowner or Petitioner how to file the signed Petition or withdrawal, as the case may be, with the Clerk.
- Council shall then adjourn the matter to the next Electronic *Drainage Act* Public Meeting such that the sufficiency of the Petition may be determined prior to the decision of Council.

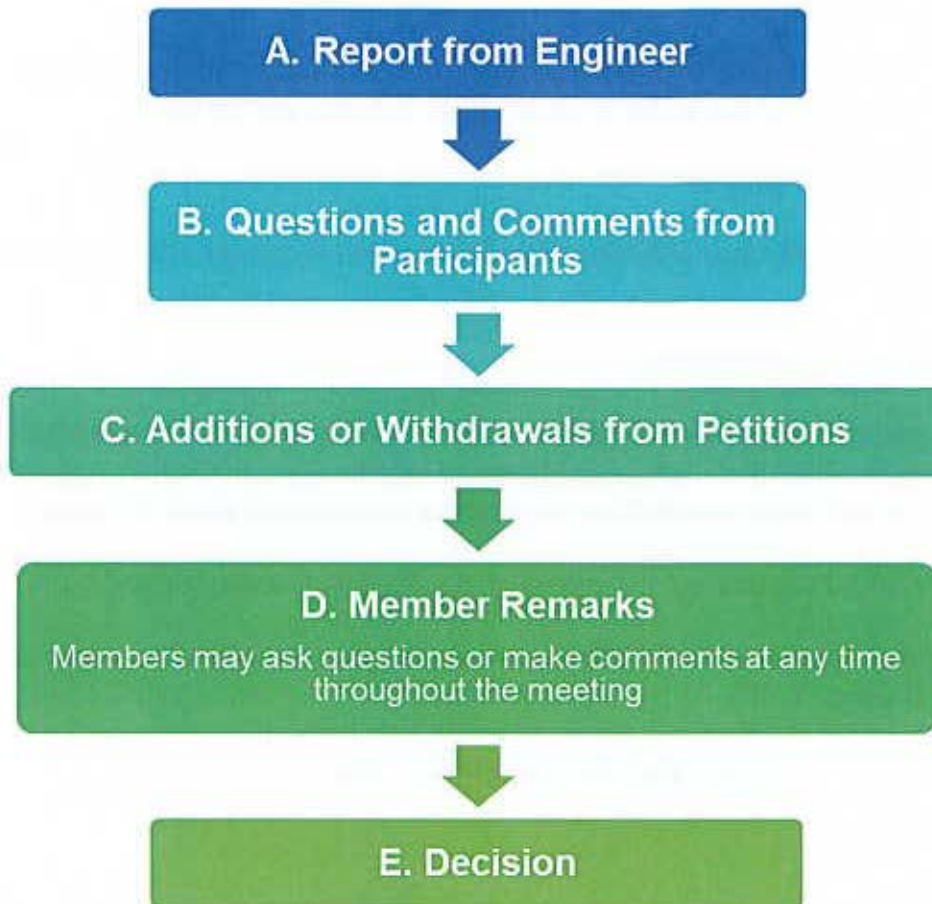
(D) Member Remarks

- Members will be asked by the Chair to make comments or ask questions.
- Members will be able to make comments or ask questions at any time throughout the meeting.
- The Chair and Clerk will manage requests by Members to speak based on the Chair's discretion to ensure all Members are able to participate in keeping with meeting rules.

(E) Decision

- Following Members Remarks, Council may adopt report, by provisional by-law.

ORDER OF ELECTRONIC DRAINAGE ACT PUBLIC MEETING



ORDER OF ELECTRONIC MEETING OF THE COURT OF REVISION

(A) List of Appeals

- When called upon by the Chair, the Clerk shall read out the names of the Appellants and the order in which their appeals will be heard.

(B) Report from Engineer

- The Engineer shall provide a brief report with respect to the assessments on appeal.

(C) Appellant's Submissions

- Appellants will wait until called upon by the Chair by name to speak. To ensure order, the Electronic Meeting Coordinator will disable Appellants' audio and video capabilities until called upon by the Chair to speak.
- The Chair will call out the name of the Appellant assigned the floor.
- The Appellants will orally make a case for why their land was improperly assessed.
- The Engineer may rebut the Appellant's case.

(D) Late Appeals

- The Members may agree to entertain late Appeals in accordance with section 52(2) of the *Drainage Act*.

(E) Member Questions

- Members will be asked by the Chair to make comments or ask questions at this time.
- Members will be able to make comments or ask questions at any time throughout the meeting.
- The Chair and Clerk will manage requests by Members to speak based on the Chair's discretion to ensure all Members are able to participate in keeping with meeting rules.

(F) Deliberations Recess

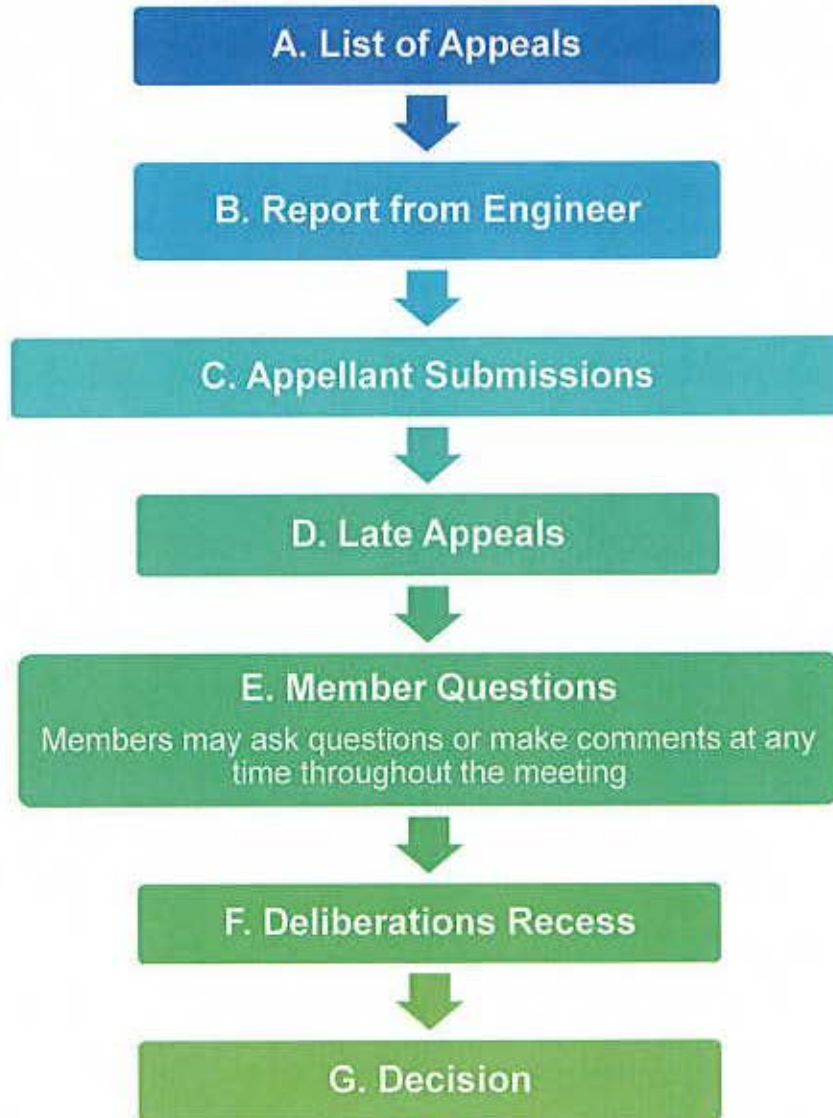
- The Chair may call a recess at this time to allow Members to deliberate.

- If the Court of Revision is considering reducing an assessment and adding it to a property whose owner is not present, then they must adjourn the Court of Revision, send notice to the absent parties to allow them to appeal the change, then reconvene in accordance with section 53 of the *Drainage Act*.

(G)Decision

- The Court of Revision may give an oral decision on each appeal prior to adjournment. Such oral decision shall be followed by a written decision.

ELECTRONIC MEETING OF THE COURT OF REVISION FLOW CHART



INTERNET AND OTHER IT DISRUPTIONS

- If in the opinion of the Chair, an internet or other IT disruption compromises the ability of the Township to conduct an Electronic *Drainage Act* Public Meeting or an Electronic Meeting of the Court of Revision in accordance with this Protocol, the Chair shall call a recess and take such steps as necessary to address the issue and re-convene the meeting in a timely manner or, where this is not possible, adjourn the meeting to a later date.

