



CLEARVIEW

By-law 12-19 (Consolidated – as amended)

A by-law governing the proceedings of Council and its Committees

Consolidation		
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Amendment No. 7	By-law Number 20-25	March 27, 2020
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Amendment No. 9	By-law Number 22-40	May 30, 2022
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**The Corporation of The
Township of Clearview**

By-law Number 12-19

"Procedure By-law"

A By-law governing the proceedings of Council and its Committees

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

Now Therefore the Council of The Corporation of the Township of Clearview enacts as follows:

1.0 Definitions

"Ad Hoc Committee" means a Committee established by Council to review a specific matter and once it has reported to Council with respect to its findings and recommendations, the Ad Hoc Committee is automatically dissolved, unless Council expressly directs it otherwise

"Advisory Committee" means a Committee established by Council to advise on matters for Council's review as contained in Attachment 2 herein. The Advisory Committee may have Sub-Committees that report back to the Advisory Committee.

"By-Law" means this Procedure By-Law as amended by Council from time to time.

"Board" means a local authority established for the purpose of the Township. It does not mean the Clearview Township Library Board.

"CAO" means the Chief Administrative Officer for the Township of Clearview

"Chair" means the Mayor or Deputy Mayor or in their absence, a Member of Council appointed by Council or the Member appointed as Chair of a Committee by its Members.

"Clerk" means the Clerk of the Township of Clearview or, in his/her absence, such other person as the Clerk has, in writing, delegated such powers to.

“Committee” means all Council appointed Advisory, Ad Hoc and Sub-Committees and Boards. It does not mean the Committee of Adjustment or the Clearview Township Library Board.

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

“Council” means the Council of the Corporation of the Township of Clearview.

“Defer, Deferred or Deferral” when used in conjunction with a matter before the Council or a Committee, means that the matter is to be dealt with at the next Meeting of the same body, or at the Meeting of the same body which is specified in the motion to defer.

“Head of Council” means the Mayor.

“In Camera or Closed Meetings” means a Meeting of Council or other Committee to which public access is restricted.

“Meeting” means any regular, special or other meeting of a Council, of a local board or committee of either of them, where (a) a quorum of members is present, and (b) 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.

(Amended by By-law 17-119)

“Member” means a Member of Council or a Committee as appropriate in the context.

“Municipal Act” means the legislation in the Municipal Act, 2001 as amended, providing the authority to Ontario municipalities to act as the local government and to perform all the attendant duties contained therein.

“Notice” means a public notice given in writing, posted on the Township website on the Wednesday prior to the Council meeting, using all reasonable and appropriate means to inform the public of Council and Committee activities.

“Public Meeting” means a Meeting held for the purpose of providing information to the public and obtaining public comments. It may be included as part of a regular Council Meeting or be convened, at the discretion of Council, as a Special Council Meeting to consider such matters.

“Public Participation Period” means the time set aside in each regularly scheduled Council Meeting agenda during which the attending public may address Council.

“Quorum” means a majority of Members.

“Recess” means to recess the Meeting for a specified length of time.

“Special Meeting” means a Meeting of Council not scheduled in accordance with the approved calendar of regular Council Meetings contained Attachment 1.

“Refer, Referred and Referral” when used in conjunction with a matter before Council or a Committee means the matter is referred to the body or person named in the motion to refer, for further consideration and, if so specified, to report back to Council or Committee.

“Staff” means officers and employees of the Township.

“State of Emergency” means a State of Emergency has been declared in accordance with Section 4 and 7.01 of the Emergency Management and Civil Protection Act”

(Amended by By-law 20-25)

“Table, Tabled” means to postpone a matter without setting a definite date as to when the matter will be re-discussed.

“Township” means the Corporation of the Township of Clearview or the geographic area it represents as the context may require.

“Workshop” means an informal gathering of Members of Council for the purpose of training or to receive and discuss information or advice of a general nature involving subject matters of interest to the Members of Council.

2.0 Rules and Regulations

- 2.1 The rules and regulations contained in this By-Law shall be observed in all proceedings of Council and Committees in the dispatch of the business of Council and Committees, except for the Clearview Township Library Board and the Committee of Adjustment, with the changes necessary to give effect thereto.
- 2.2 The rules and regulations contained herein may be suspended by a two-thirds vote of the Members of Council or Committee present at the Meeting, provided that such rule or regulation is not prescribed by statute.
- 2.3 If a matter has been previously considered, it shall not be reconsidered by such body within the next six (6) months after the Meeting at which it was originally considered, without the consent of a majority of the Members present.

- 2.4 Procedural matters not specifically addressed in this By-Law shall be decided by the Chair in accordance with Roberts Rules of Order (Canadian Parliamentary Authority) as far as reasonably practical.
- 2.5 “No members of Council, Local Board or Committee shall participate in a meeting defined in this by-law electronically except where a State of Emergency has been declared in accordance with Sections 4 and 7.01 of the Emergency Management and Civil Protection Act.
(Amended by By-law 20-25)

No member of council, a local board or committee shall participate in a meeting defined in this by-law electronically except where:
(Amended by By-law 17-119)

- (a) A State of Emergency has been declared in accordance with Sections 4 and 7.0.1 or the *Emergency Management and Civil Protection Act*; or
- (b) It is not safe or possible to attend an in person meeting due to a natural weather event or health and safety restrictions as determined by the DAO in consultation with the Mayor/Chair, as well as any restrictions or guidelines set out by the Simcoe Muskoka Health Unit the Ontario Provincial Police or the Province of Ontario.
- 2.6 Notwithstanding Section 2.5, Council may by resolution if a State of Emergency has been revoked, decide in relation to Public Health and Safety guidelines for a transition period, allow for continued electronic meeting participation for a period not to extend one (1) year from the date the State of Emergency has been revoked. This provision allows for time to transition back to in-person meeting procedures for both Council, local boards and committees.
(Amended by By-law 22-40)

3.0 Meetings

3.1 Inaugural Council Meeting

The inaugural Meeting of Council shall be held the first Monday in December following an election at 7:00 p.m. in the Council chambers subject to the requirements of the Municipal Act, or at such time as may be fixed by resolution.

3.2 Regular Council Meetings

- a) Meetings of the Council shall be held at the Council Chambers in the municipal administration centre. Notwithstanding this, Council meetings may from time to time, take place at another meeting location provided that such location is within the municipality and Notice is given.
(Amended by By-law 21-20)

- i) Notwithstanding section 3.2(a), and as permitted in section 2.5 of this by-law, all council, board and committee meetings shall be held electronically provided adequate notice is given. This applies to all regular, special, emergency and closed session of council, local board and committee meetings.
- b) Unless otherwise provided by resolution of Council, Meetings of Council shall be held at 5:30 p.m. (local time) as per the attached "Attachment 1".
- c) When the day for a regular Meeting of Council is a public or civic holiday, the Meeting shall be convened on the open Monday in the same month.
- d) A Council Meeting calendar shall be drawn up, confirmed by resolution for each new calendar year, included in Attachment 1 of this By-law and amended for each successive year thereafter. In addition, this calendar shall be published on the Township website and made available by request to the public.
- e) Notwithstanding 3.2 b, c, d), dates may be altered by Council resolution with a majority vote and Notice.

3.3 Special Council Meetings

At any time, the Mayor may summon a Special Meeting of Council on 48 hours written notice to the Members or upon receipt of the petition of the majority of the Members, the Clerk shall summon a Special Meeting on 48 hours written notice to the Members for the purpose and at the time mentioned in the petition. The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting in the form of an agenda. Special Meetings may be open or closed as provided for in the Municipal Act and shall be designated as such in the Notice and posted prominently at the entrance to the meeting room.

3.4 Length of Council Meetings

A Council Meeting shall not carry on past 9:30 P.M. or shall not be of a duration greater than four (4) hours and by operation of this rule, shall be adjourned without requiring a motion or resolution, unless a majority of the Members present at the Meeting decide by resolution to continue the Meeting until its conclusion or such time as may be specified in the resolution.

3.5 Workshops

- a) When deemed necessary, the Mayor and/or CAO may convene a Committee of the Whole, at their discretion or by petition of a majority of Members of Council, to discuss issues in an informal venue for the purpose of promoting a general understanding and consensus on specific

important Township matters. All Workshops (with the exception of a Meeting as described in 3.5 b) shall be open to the public and no motions shall be passed. A record, describing in general terms the proceedings and the subject matter discussed, shall be made at all Workshops. The Committee of the Whole does not need a quorum.

- b) Public access to a Workshop may be restricted if both of the following conditions are satisfied:
 - i) The Meeting is held for the purpose of educating or training the Members and;
 - ii) no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the Council.
- c) Before holding a Workshop that is to be closed pursuant to this provision, Council shall state, by resolution, the fact of holding the Closed Meeting, the general nature of the subject matter and that it is to be closed under Section 239, subsection 3.1 of the Municipal Act and posted prominently at the entrance to the meeting room.

3.6 Emergency Council Meetings

The Mayor may, at any time, call an emergency Council Meeting on matters that require urgent attention by Council. Time permitting, the Clerk shall give Notice of any such meeting by email or in person in the form of an agenda, and notice by telephone. Emergency meetings may be open or closed as provided for in the Municipal Act and shall be designated as such in the Notice and posted prominently at the entrance to the meeting room.

- 3.6.5 In the event that an emergency has been declared to exist in all or part of the Township of Clearview, or in accordance with the provisions contained in Sections 4 or 7.0.1 of the Emergency Management and Civil Protection Act, or if Council by resolution has extended the electronic meeting participation period, a Member of Council, a Committee or Board may participate hybrid or fully in a meeting by electronic means (via teleconference or video conference). This applies to regular, special emergency and closed session Council meetings and meetings of Committees and Boards.

Electronic participation shall mean participation by teleconference or video conference.

Any Member participating by electronic means shall notify the Clerk or their designate at minimum, twenty-four (24) hours in advance of the meeting.

Where a State of Emergency has been declared or where Council by resolution has extended the electronic meeting participation period, electronic participation shall count towards quorum in accordance with section 238(3.3.) of the Municipal Act, 2001.

Votes cast electronically by Members of Council, a Committee or Board shall be counted towards the overall decision.

A Member of Council cannot be physically absent for more than three (3) consecutive months without the consent of Council.

In the event of technical failure during the meeting, Council, a Committee or Board may take a recess of not more than ten (10) minutes to allow staff to reinstate the electronic participation. If a Member can no longer participate by electronic means, it will not affect the validity of the meeting or decisions made.

Any delegations or public participation during a State of Emergency will only be accepted in writing, unless deemed otherwise by the Mayor and Clerk.

Committee and Board meetings may only occur during a State of Emergency upon agreement of the Committee/Board Chair, the Mayor and the Clerk. All three (3) parties must be in agreement prior to a meeting being called.”

3.9 The Mayor as Ex Officio Member

The Mayor is ex officio a member of each Council appointed Committee. The Mayor may participate in the business of the Committee on the same basis as any other Member unless otherwise prohibited.

4.0 Quorum

4.1 As soon after the hour fixed for the holding of a Meeting at which a Quorum is present, the Chair shall call the Meeting to order.

4.2 A majority of the Members are required to be present to constitute a Quorum.

4.3 If no Quorum is present one-half ($\frac{1}{2}$) hour after the time appointed for a meeting of Council, 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.

5.0 Chair

5.1 The Chair of a Meeting of Council shall be the Mayor. In the absence of the Mayor, the Deputy Mayor shall be the Chair of the Meeting. In the absence of the Mayor and Deputy Mayor the Council shall appoint another of its Members to act as Chair of the Meeting.

5.2 In the event that the Mayor does not arrive within fifteen (15) minutes after the time appointed for the meeting, the Deputy Mayor shall preside until the arrival of the Mayor and in the absence of both of them, a Member appointed by Council shall preside until the arrival of either the Mayor or Deputy Mayor.

6.0 Agenda

6.1 Preparation of Council Agenda

- a) Prior to each regular Meeting, the Clerk, or his/her designate, under the supervision of the CAO, shall prepare an agenda of all the business to be brought before each Council Meeting. The agenda shall be posted on the Township website by 4:00 p.m. on the Wednesday prior to the Council Meeting.
- b) Exceptions to this practice will be at the discretion of the Clerk. All information, including power points and digital presentations, must be included and available to the Clerk by Monday 12:00 noon, one week prior to the Council Meeting.
- c) Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and may be made available through the Council Agenda process.
- d) Addendum items
 - i) An item which is not on the agenda of a Council Meeting as printed shall require a majority vote of the Members present to be added to the agenda.
 - ii) Notwithstanding the above, any additional information pertaining to an item listed on the Council agenda shall be considered with the item.
 - iii) Members shall be given the opportunity to debate a request to add an item that is not on the agenda, provided they do not discuss the substance of the item to be added.
 - iv) Public Meetings, including all Statutory Public Meetings, will commence at 6:30 p.m. Exceptions to this practice will be at the discretion of the Mayor and Clerk.
- c) Order of Business

- i) Council shall deal with matters in the following order:
 - 1. In Camera (if required)
 - 2. Approval of the Agenda
 - 3. Disclosure of Pecuniary Nature and General Nature Thereof
 - 4. Public Participation
 - 5. Deputations and Presentations
 - 6. Public Meetings (6:30 p.m.)
 - 7. Approval of Council Meeting Minutes
 - 8. Business Arising from the Minutes
 - 9. Communications from the Mayor
 - 10. County Reports and Information
 - 11. Council Reports and Community Announcements
 - 12. Department Reports and By-laws
 - 13. Notice of Motion/New Business
 - 14. Confirming By-law
 - 15. Motion to Adjourn

(Amended by By-law 15-65)
(Amended by By-law 19-21)

- ii) The business of each Council Meeting shall be taken up in the order in which its stated in the agenda unless otherwise deemed expedient by the Chair or at the request of a majority of the Members present.

- ii) In order to submit a notice of motion, the member of Council shall provide the written motion to the Clerk in accordance with Section 6.1.b. A verbal notice of motion will not be accepted. Notice of motions will not be debatable until the second meeting in which the emotion appears in writing on the Council agenda.
(Amended by By-law 16-40)

- d) Member's Request

If requested by any Member by Monday 12:00 noon, one week prior to the regular Council Meeting, the Clerk shall place the matter on the Council agenda. From time to time, the Clerk may exercise his/her discretion as to the inclusion of the Member's request under the Municipal Act Section 239 (Open or Closed Session).

- e) The Clerk is hereby authorized to make such minor deletions, additions or other changes in form to any by-law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the by-law and Members of Council shall be advised by the Clerk of such changes.

6.2 Public Participation Period

As part of each regularly scheduled Council Meeting, a Public Participation Period will be included on the agenda giving members of the public an opportunity to ask questions and/or provide comments regarding municipal business utilizing one of the following methods:

a) Written Submissions

- i. Shall contain the name and address of the person submitting the comments by utilizing the electronic submission form provided through the Township's website.
- ii. Be received by 12:00 noon on the Friday prior to the Council meeting.
- iii. Shall not refer to personnel matters, litigation or potential litigation or planning matters that have already had a public meeting or any item considered confidential.
- iv. All written submissions will be reviewed by the Clerk or designate to ensure they comply with the criteria outlined within subsections 6.2 1) a) i. ii. and iii. above. If the written submission does not comply, it will not be submitted to the Mayor to be summarized at the meeting.
- v. Written submissions meeting the above criteria will be summarized (at the discretion of the Mayor or designate) and read by the Mayor/Chair or designate at the meeting.

b) Verbal Submissions

The public participation period for members of the public in attendance at a regular Council meeting will be limited to fifteen (15) minutes or less as necessary.

- i. Speakers will be permitted a maximum of five (5) minutes each to ask questions and/or provide comments on municipal business.
- ii. Questions and/or comments are to be directed to the Mayor/Chair and shall not refer to personnel matters, litigation or potential litigation or planning matters that have already had a public meeting or any item considered confidential.

Any person providing written or verbal information and/or comments at public or open meetings will be considered by the Township of Clearview as consent to the individual's personal information and comments and that this information may become part of the public record.

(Amended by By-law 22-58)

7.0 Deputations and Presentations

- 7.1 Deputations and those wishing to present on a matter may address Council by requesting, in writing (in digital form if possible) by Monday 12:00 noon, one week prior to the Council Meeting, that the Clerk place their name and topic on the agenda as a deputation or presentation. Such requests shall state the nature of the matter to be brought before Council and be accompanied by a summary detailing the matter to be brought before Council. If information is to be presented digitally to Council it must accompany the request.
- 7.2 Deputations and presentations other than in respect of statutory hearings shall be limited in speaking to not more than ten (10) minutes followed by a five (5) minute discussion period. In the interest of time and clarity, deputations and presentations on behalf of an organization, including any corporation, association or on behalf of any group, are asked to designate a single spokesperson to address Council.
- 7.3 Upon conclusion of the deputation or presentation, Members are permitted to ask questions for clarification and obtaining additional relevant information. Notwithstanding time limits imposed in 7.2, Council may extend the time by consensus of the Members.

8.0 Minutes

- 8.1 The minutes of a Meeting, including a Closed Meeting, shall record, without note or comment:
- a) the place, date and time;
 - b) the record of attendance or absence of the Members;
 - c) the reading, if requested, correction and adoption of the minutes of prior Meetings;
 - d) all the other proceedings of the Meeting;
 - e) Minutes of each Meeting shall be presented to the subsequent Meeting for approval and/or correction. The minutes of a Closed Meeting shall, where required, be approved in a Closed Meeting;
 - f) All minutes of Committees are to be posted on the website following approval of the various Committees.

9.0 Duties of Chair

- 9.1 It shall be the duty of the Chair:

- a) to open the Meeting by taking the Chair and calling the Members to order.
- b) to announce the business in the order in which it is to be acted upon.
- c) to receive and submit, in the proper manner, all motions presented by the Members.
- d) to put to vote all questions which are regularly moved and seconded or necessarily arise in the course of the proceedings and to announce the result.
- e) to decline to put to a vote motions which infringe upon the rules of procedure.
- f) to restrain the Members so as to remain within the rules of order when engaged in debate.
- g) to designate the order in which Members/Staff are recognized to speak when two or more Members/Staff wish to be recognized at the same time.
- h) to enforce, on all occasions, the observance of order and decorum among the Members.
- i) to do all matters in such a way as to permit the Meetings to proceed in an orderly and efficient manner.
- j) to authenticate by his/her signature, when necessary, all by-laws, resolutions and minutes.
- k) to adjourn the Meeting when the business is concluded.
- l) to adjourn the Meeting without question, or put or suspend the Meeting to a time to be named by him/her, if he/she considers it necessary, because of grave disorder.

10.0 Conduct of Members

10.1 In addition to the provisions herein, Members of Council are to have regard for all standards of conduct pertaining to elected Township officials during a Meeting held pursuant to this By-Law.

10.2 No Member shall:

- a) speak disrespectfully of the reigning Sovereign, or any of the Royal Family, of the Governor-General, or of the Lieutenant Governor of any Province.
 - b) use offensive words or unparliamentary language.
 - c) speak disrespectfully of, or make inappropriate allegations concerning, another Member of Council, Committee, Staff or the public.
 - d) speak on any subject other than the subject in debate.
 - e) extend deliberation on a matter previously and appropriately considered by Council or Committee except for the purpose of moving in accordance with the provisions of Subsection 2.3 that a resolution be reconsidered.
 - f) disregard the rules of the Council, or a decision of the Chair, or of the Council or Committee on a question of order or practice or upon the interpretation of the rules of the Council or Committee.
- 10.3 If a Member persists in any such disregard after having been called to order by the Chair, the Chair may forthwith put the question, with no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the Meeting of the Council or Committee", but if the Member apologizes, he/she may by majority vote, be permitted to retake his/her seat.
- 10.4 If a Member arrives late at a Meeting, any prior discussion shall not be reviewed without the unanimous consent of all Members present.

11.0 Motions

- 11.1 Every motion, when duly moved and seconded, shall be open to discussion. A motion or amendment thereto, may not be withdrawn without the consent of the mover and seconder. The Chair shall not move or second any motion, but shall vote on a motion.
(Amended by By-law 14-51)
- 11.2 The Chair may appoint a Member to preside in his/her place and vacate the chair in order to move or second a motion. The Chair shall resume the chair following the vote on the matter.
- 11.3 Where a matter has been Tabled it may not be discussed until the Clerk or a Member through a Member's Request, brings the matter forward to a subsequent Meeting.
- 11.4 Voting on Motions and By-Laws

- a) Every Member present at a Meeting when a question is put shall vote thereon unless prohibited by statute, in which case it shall be so recorded.
- b) Each Member present and voting shall announce or indicate his/her vote upon the motion or by-law openly and individually and no vote shall be taken by ballot, or any other method of secret voting.
- c) If there is an equality of votes on any question, the vote shall be deemed to be lost.
- d) If any Member at a Meeting when a question is put does not vote, he/she shall be deemed to have voted in the negative except where prohibited from voting by statute.
- e) When a recorded vote is requested by a Member, the Clerk shall call the vote and record the name and vote of every Member on any question. The order of the vote shall be recorded in the following manner:
 - first, the requester of the recorded vote shall vote;
 - then in numerical order by Ward designation, each Councillor shall vote;
 - followed by the Deputy Mayor;
 - lastly, the Mayor shall indicate his or her vote.
- f) A request by a Member for a recorded vote shall be made immediately prior to the commencement of the vote being taken or immediately thereafter and before any other item of business is brought forward.
- g) When the Chair calls for a vote on a question, each Member shall occupy his/her seat and shall remain in his/her seat until the result of the vote has been declared by the Chair.
- h) After a question is put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- i) Upon the request by any Member, and when the Chair is satisfied that a question under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.
- j) When a vote is taken, the order of the vote shall, unless otherwise decided by the Council or Committee, be as follows:

- i) upon any motion to Defer, including a motion to Refer the question;
 - ii) upon the amendments in the reverse order of presentation, dealing with an amendment to an amendment immediately before the amendment it proposes to amend; and
 - iii) then, upon the motion to adopt or upon the motion to adopt as amended, if any amendments have been carried out.
- k) Notwithstanding Paragraph 11.4(j) above, a motion to Defer a matter that has been previously Deferred shall require a majority vote of Council.
- l) One or more report items and/or by-laws on a meeting agenda may be adopted in a single motion.
- m) A motion to Refer a matter to Staff shall include the reasons for the Referral.
- n) The vote on a motion may only be called after each Member who wished to speak has spoken once.
- o) If a Member disagrees with the announcement of the Chair that a question is carried or lost he/she may, but only immediately after the declaration by the Chair, object to the Chair's declaration and request that the vote be retaken.
- 11.5 In considering unrecorded votes, the manner of determining the decision of the Council or Committee on a motion shall be at the discretion of the Chair and may be by voice, show of hands, standing or otherwise.
- 11.6 In considering recorded votes the Clerk shall ask Members to announce their vote openly and any failure to vote by a qualified Member shall be deemed to be a negative vote. The Clerk shall record the names of those who voted for and of those who voted against, in the minutes and announce the results.

12.0 Rules of Debate

- 12.1 Every Member, prior to speaking to any question or motion shall first be recognized by the Chair.
- 12.2 When a Member is speaking, no other Member shall pass between him/her and the Chair or interrupt him/her except to raise a point of order or personal privilege.
- 12.3 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.

- 12.4 Subject to the discretion of the Chair, any Member may speak initially on a motion for a maximum of two (2) minutes followed by any other Member, including the mover of the motion wishing to speak a second time for a further two (2) minutes. The mover may reserve the right to be the last speaker on a motion.
- 12.5 When a Member has been recognized as the next speaker, then immediately before speaking such Member may ask a question of the Chair on the matter under discussion but only for the purpose of obtaining information, following which the Member shall speak to the motion.

13.0 Points of Order

- 13.1 A point of order may be called by a Member to bring attention to:
 - (i) any breach of the rules of procedure of Council or Committee
 - (ii) the use of improper, offensive or abusive language
 - (iii) statement of the fact that the matter under discussion is not within the scope of the proposed motion
- 13.2 When a Member wishes to raise a point of order, the Member shall ask leave of the Chair to raise the point of order and after leave is granted the Member shall state the point of order to the Chair and no further business shall be conducted until the Chair has decided and stated the point of order.
- 13.3 Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair’s decision to the Council or Committee.
- 13.4 If no Member appeals, the decision of the Chair shall be final.
- 13.5 If a Member appeals the Chair’s decision on a point of order to the Council or Committee, the Member shall have the right to state his/her case, the Chair shall have the right to reply and Council or Committee shall decide the question without further debate and its decision shall be final.

14.0 Proceeding into In Camera or Closed Meeting

- 14.1 Council or Committee shall retire into In Camera or Closed Meeting at any time during the process of a Meeting or a Meeting specifically called for that purpose, if the subject matter being considered is,
 - a) the security of the property of the municipality or local board;
 - b) personal matters about an identifiable individual, including municipal or local board employees;

- c) a proposed or pending acquisition or disposal of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advise that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
(Amended by By-law 17-119)
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
(Amended by By-law 17-119)
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
(Amended by By-law 17-119)
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
(Amended by By-law 17-119)

Sub-Committees are not permitted to have In Camera sessions.

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

- a) A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of the Act; or

- b) An ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, or a municipal Ombudsman appointed by Council under subsection 223.13 (1) of the Municipal Act, or the investigator referred to in subsection 239.2(1).
(Amended by By-law 16-07)

14.2 Before holding a Meeting or part of a Meeting that is to be closed to the public, the Council or Committee shall approve a motion stating the following:

- i) the fact that the Meeting will be closed to the public
- ii) the general nature of the matter to be considered at the Closed Meeting
- iii) the reasons Council or Committee has determined it necessary to exercise its' discretion to close the Meeting to the public
- (iv) the agenda for an in camera meeting shall be distributed to members of Council (confidential) as early as possible prior to the meeting.

14.3 Voting during Closed Meetings

No vote shall be taken at a Meeting as described in Section 12 which is closed to the public unless:

- a) the subject relates to an issue as described in Section 14.1; and
- b) the vote is for giving directions or instructions to officers, employees, or agents of the municipality.

14.4 The Clerk shall record in the minutes of the Meeting the reason for Council retiring into In-Camera or Closed Meeting.

14.5 Upon coming out of In-Camera during a Council Meeting, the Chair shall verbally, or by motion, report the progress made.

14.6 The rules governing the procedure of the Council and the conduct of Members in Council shall be observed In-Camera or Closed Meeting so far as they are applicable.

14.7 Confidentiality

Members shall ensure that confidential matters disclosed to them during Closed Meetings are kept confidential.

Members will be advised, as it occurs, that discussion on matters that are not confidential shall be suspended and continued once again during an open Meeting or portion thereof.

15.0 Committee and Board Appointments

- 15.1 Members of Council meeting as a Committee of the Whole shall determine the Council membership representation on the various Committees appointed by Council. Individual preferences shall be accommodated as much as possible, as well as experience, suitability and the consensus of the Committee of the Whole.
- 15.2 Public membership and /or positions on the various Committees appointed by Council shall be approved by Council which may require the posting of open positions, the interviewing of potential volunteer candidates, and input from the Township management team. Persons must not be anonymous.
- 15.3 Council shall authorize the appointments, including committee structure and composition, if not already determined by by-law, having regard for the recommendations of Township staff and the Committee appointees.
- 15.4 Committees are to submit minutes. Council may request reports of the Committees from time to time to receive recommendations and review programs and resources.

16.0 Special Committees

- 16.1 Council may, at any time appoint a special Committee of Members of Council to inquire into and report on any matter.
- 16.2 The names of Council Members required to serve on special Committees shall be determined by Council.

17.0 Public Record

All communications about a matter on a public or open Meeting agenda that the Clerk receives within a reasonable time of the particular Council Meeting of interest shall form part of the public record. Personal information and opinions in communications are part of the public record unless the author of the communications specifically requests the removal of his or her personal information when submitting it.

Any person providing information and/or comments at public or open meetings will be considered by the Township of Clearview as consent to the individual's personal information and comments and that this information may be published.

All information including opinions, presentation, reports, documentation, etc. that are provided at a public or open meeting are considered a public record.

18.0 Citing

18.1 This By-law shall be cited as the "Procedure By-law".

19. Repeals

19.1 By-law 08-14 is hereby repealed.

20.0 In Force

20.1 This By-Law shall come into force and take effect on passing.

By-Law Number 12-19 read a first, second and third time and finally passed this 14th day of May, 2012.

MAYOR

CLERK

Schedule A
2022 Council Meeting Schedule

Meeting Date	Meeting Type
January 10, 2022 January 17, 2022 *January 26, 2022	Regular Meeting Regular Meeting Planning Public Meeting
February 7, 2022 *February 23, 2022	Regular Meeting Planning Public Meeting
March 7, 2022 March 21, 2022 *March 30, 2022	Regular Meeting Regular Meeting Planning Public Meeting
April 11, 2022 April 25, 2022 *April 27, 2022	Regular Meeting Regular Meeting Planning Public Meeting
May 9, 2022 *May 25, 2022 May 30, 2022	Regular Meeting Planning Public Meeting Regular Meeting
June 13, 2022 June 27, 2022 *June 29, 2022	Regular Meeting Regular Meeting Planning Public Meeting
July 11, 2022 July 25, 2022 *July 27, 2022	Regular Meeting Regular Meeting Planning Public Meeting
August 22, 2022 *August 31, 2022	Regular Meeting Planning Public Meeting
September 12, 2022 *September 28, 2022	Regular Meeting Planning Public Meeting
October 3, 2022	Regular Meeting No public meeting scheduled for October due to the Election
November 7, 2022	Regular Meeting No public meeting scheduled for November due to new term of Council
December 6, 2021 December 12, 2022	Inaugural Meeting Regular Meeting

*Dates to be held for Public Meeting(s) for Planning purposes. Confirmation to be provided on a monthly basis

Attachment 2

To

By-law Number 12-19

List of Township of Clearview Committees

Economic Development Committee
Clearview Accessibility Advisory Committee
Creemore Station on the Green Board
Dunedin Hall Board
Nottawa Hall Board
Avening Hall Board
Sunnidale Corners Hall Board
The Duntroon Hall Board
Creemore Log Cabin Service Board
Tree Society of Creemore
Brentwood Hall Board
Clearview Youth Centre Advisory Committee
Creemore Business Improvement Association
Dunedin Village Hall Board
Lavender Cemetery Board
Property Standards Committee
Sunnidale Corners Community Centre Board
Clearview Public Library
Committee of Adjustment
Committee of Revision
Joint Compliance Audit Committee

Attachment 3
To
By-law Number 12-19
Agenda Format

1. Closed Session (Time)
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. Public Participation
5. Delegations
6. Public Meetings (6:30 p.m.)
7. Approval of Council Meeting Minutes
8. Business arising from Minutes (if any)
9. Communications from the Mayor
 - 9.1 Closed Session Report (if any)
10. County Reports and Information
11. Council Reports and Community Announcements
 - 11.1 Ward Reports
12. Department Reports and By-laws
13. Notice of Motion/New Business
14. By-law to Confirm Proceedings of Council Meeting
15. Motion to Adjourn