

**THE CORPORATION OF THE
TOWN OF TECUMSEH
BY-LAW NO. 2023-076**

A by-law to govern the proceedings of Council and its
Committees/local boards, the conduct of its members and
the calling of meetings.

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The Corporation of the Town of Tecumseh

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The Corporation of the Town of Tecumseh

By-Law Number 2023 - 076

A by-law to govern the proceedings of Council and its committees/local boards, the conduct of its members and the calling of meetings.

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

And whereas the Council of the Town of Tecumseh deems it desirable and necessary to amend, consolidate, revise, and update its current Procedural By-Law for the Town of Tecumseh being By-law Number 2022-013;

And whereas the Council of the Town of Tecumseh deems it desirous to repeal and replace By-Law 2022-013, with this By-law Number 2023-076 to come into force and take effect upon the final passing thereof.

Now therefore be it resolved that the Council of The Corporation of the Town of Tecumseh enacts as follows:

1. Definitions:

For the purpose of this by-law, the following definitions are applicable:

- 1.1 "CAO" shall mean the Chief Administrative Officer of the Town of Tecumseh;
- 1.2 "Chair" shall mean the person presiding over a Council Meeting, Committee Meeting or Meeting of a Local Board;
- 1.3 "Clerk" shall mean the Municipal Clerk of the Town of Tecumseh as appointed pursuant to section 228 of the *Municipal Act*, 2001, S.O. 2001, Chapter 25 as amended and shall include a Deputy Clerk, or anyone designated by the Clerk to carry out duties of the Municipal Clerk;
- 1.4 "Closed Meeting" means a meeting, or a part of a meeting of Council, a Committee, Sub-Committee or Local Board, which is closed by resolution, to the public as permitted by the *Municipal Act*, 2001 S.O. 2001, Chapter 25;
- 1.5 "Committee" means any advisory or other committee, standing committee, subcommittee or similar entity established and appointed by Council with terms of reference approved by Council;
- 1.6 "Corporation" means the Corporation of the Town of Tecumseh;
- 1.7 "Council" shall mean the Council of the Town of Tecumseh;

- 1.8 “Electronic Attendance” means attendance at a meeting by use of telephone, computer, or other digital means that:
- a) enables all the meeting’s participants to see, hear and speak with each other, and
 - b) enables the public to see and hear the statements and votes of the Council Members in electronic attendance during the part of the meeting that is open to the public.
- 1.9 “Consent Agenda” means those items on an Agenda that all Members of Council deem appropriate to approve or deal with together without discussion or individual Motions because they are items related to routine matters, reports provided for information purposes and matters of a non-controversial nature;
- 1.10 “Consent Motion” means a single Motion to approve the recommendations arising out of the Consent Agenda;
- 1.11 “Declared Emergency” means an emergency existing in the Town and declared in accordance with the *Emergency Management and Civil Protection Act*;
- 1.12 “Ex officio” means that, by virtue of his or her office or position, a person has the right to participate fully in a Committee, Sub-Committee or Local Board and to vote, unless prohibited by law;
- 1.13 “Friendly Amendment” means an amendment offered by someone who is in sympathy with the purposes of the main motion, in the belief that the amendment will either improve the statement or effect of the main motion, presumably to the satisfaction of its maker, or will increase the chances of the main motion’s adoption;
- 1.14 “Head of Council” as Chief Executive Officer, means the Mayor;
- 1.15 “Local Board” means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority;
- 1.16 “Meeting” means any regular, special, or other meetings of a Council, of a Local Board or of a Committee of either of them where:
- a) A quorum is present and
 - b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision make of the Council, Local Board or Committee;

- 1.17 “Motion” means a proposed resolution brought forward for adoption by a Member and seconded by another Member, for the consideration of Council, a Committee, Sub-Committee, or a Local Board
- 1.18 “Personal emergency”: an extraordinary situation preventing a person from participating in the Meeting in person)
- 1.19 “Point of Order” means a matter that a Member wishes to call attention to as a departure from or a violation of the rules of procedure;
- 1.20 “Town” means the Corporation of the Town of Tecumseh;
- 1.21 “Quorum” shall mean the majority of the whole number of the members of Council who are present in person or Electronic Attendance. The quorum for the purpose of the Council of the Corporation of The Town of Tecumseh shall be four (4) members of Council.
- 1.22 “Standing Committee” means a Committee established by Council to address matters which Council has deemed appropriate for the committee to consider. Standing Committees will address on-going administrative matters within the scope and responsibility of Council and will be expected to provide reports to Council presenting advice and/or recommendations on the matters under consideration. Standing Committees shall include without limiting the Personnel Standing Committee and the Priorities and Policies Standing Committee.

2. Scope

The rules of procedure contained in this by-law shall be observed in all proceedings of Council and, unless specifically provided otherwise, shall apply to all meetings of its Committees, Standing Committees or Local Boards. All Points of Order or procedure for which rules have not been provided in this by-law shall be decided by the Chair in accordance with, and as far as is reasonably practicable, the rules of parliamentary procedure contained in Robert’s Rules of Order.

3. Establishment - Committees - As Necessary

- 3.1 Council may appoint such standing, special and other Committees as are necessary or expedient for the orderly and efficient handling of the affairs of the Corporation and may establish generally or in detail the duties and responsibilities, composition, and duration of a Committee established.
- 3.2 Council shall appoint Council Members and members of the public to its Local Boards, and Committees, after the Inaugural Meeting of the new Council. Appointments to a Committee or Local Board shall be made by By-Law. Sub-Committee appointments may be approved by a resolution of Council.
- 3.3 As soon as practicable after the Inaugural Meeting, the Clerk shall provide

all Members of Council with a list of Local boards and Committees to which Council appoints member(s) to sit together with any applicable terms of reference for such Local Boards and Committees. Council may at its option, appoint a Striking Committee of a certain number of its own Members for the purpose of reviewing and making recommendations by-way of a report to Council on Committee appointments for the new term of Council.

- 3.4 All Members of a Committee or Local Board are responsible for notifying the Clerk, or designate, if they are unable to attend a scheduled meeting.
 - a) If a member is absent for three (3) consecutive meetings with unexplained absences or notice to the Clerk, or designate, the member will be deemed to have resigned from the Committee.
 - b) If a member is absent for three (3) consecutive meetings, the Committee may request that member's removal from the Committee.
- 3.5 The dates and times for meetings of Committees or Local Boards shall be established by resolution of Council.
- 3.6 Notice of Local Board and Committee meetings shall be posted on the Town's website and/or declared at a prior meeting of Council.
- 3.7 The Mayor is Ex-officio of all Committees of Council.
- 3.8 Where a Local Board or Committee is established with a specified number of Members that does not provide for the membership of the Mayor as an Ex-Officio Member, such number of committee members will be automatically increased by one, except where prohibited by law. The Mayor, as an Ex-Officio Member, may vote and otherwise participate in such Committee or Sub-Committee on the same basis as any other Member.
- 3.9 Unless otherwise specified the term of the Local Board or Committee, shall be for four (4) years and ends at the conclusion of Council's term. The term for a Sub-committee shall be determined by Council for a duration where the matter for which the sub-committee was created has reported out to Council with recommendations on the matter.
- 3.10 The Clerk will advertise for interested citizens to make application to serve on Local Boards and Committees, as soon as practicable after the municipal election. Once applications have been received, they will be reviewed by the Clerk and the Council Members elected to the new term of Council.
- 3.11 Vacancies on Local Boards and Committees that occur during the term will be filled by Council appointment as soon as practicable.

- 3.12 Local Boards and Committee Meeting minutes must be completed and circulated by the Secretary to the Local Board or Committee Chair and then forwarded to the Clerk within one week of the Meeting date.
- 3.13 Recommendations to Council as a result of Local Board and Committee Meeting Minutes shall be listed in addition to the Minutes on the Council Agenda. Council may vote on the recommendations collectively or may vote on each resolution separately if it is capable of standing on its own.
- 3.14 Policies and Priorities Standing Committee: This committee comprised of the members of Council and chaired by the Mayor or Deputy Mayor meets as scheduled to provide a forum for informal discussion of issues (generally in a workshop format) related to the Town's strategic goals and policy priorities This Committee with the assistance of town administration will receive, discuss and address such issues within the scope and responsibility of Council and will be expected through Administration to provide reports to Council presenting advice and/or recommendations on the matters under consideration.
- 3.15 Personnel Standing Committee: This Committee comprised of the members of Council and chaired by the Mayor or Deputy Mayor meets as scheduled and provides, in consultation with the Chief Administrative Officer and/or the Director, People and Culture, advice to Council relating to personnel policies and practices, compensation and benefits, labor relations and collective bargaining, employee relations, staffing and organizational structure and will be expected through Administration to provide reports to Council presenting advice and/or recommendations on the matters under consideration.

4. Meetings of Council

4.1 Inaugural Meetings

- a) The inaugural meeting of Council, and regular elections, thereafter, shall be held before the first scheduled Regular Council meeting in Council Chambers or at an alternative location determined by the Clerk in consultation with the Mayor and CAO.
- b) The Clerk shall call the inaugural meeting to order and chair the meeting until the Mayor-elect has taken the Oath of Office. The Mayor shall then assume the chair.

4.2 Regular Meeting

After its inaugural meeting, the Council shall meet on the second and fourth Tuesday of every month during the year, at 7:00 p.m. or as soon as possible upon the adjournment of such public or special council meeting held earlier that evening day. Meetings shall be held at the Tecumseh Town Hall, located at 917 Lesperance Road, unless such day shall be a legal, public, or civic holiday, in which case, the Council shall meet at the

same hour the next following day which is not a legal, public, or civic holiday and at the same place, or unless altered in the manner hereinafter provided.

4.3 **Altering of Regular Meetings**

- a) Any regular meeting of the Council may be altered to a day named in:
 - (i) A notice by the Mayor or Acting Mayor of Council given through the Clerk's office and two (2) clear days in advance of the regular meeting, or
 - (ii) A by-law or resolution of Council passed by a majority of the whole number of the members thereof providing, therefore.
- b) Notice of the alteration shall be posted on the Town's website and/or declared at a prior meeting of Council and/or in accordance with the relevant provisions of the Act, as amended from time to time, and/or any by-law by the Town specifying requirements for the giving of notice.

4.4 **Special Meetings**

- a) The Mayor or the Clerk, in consultation with the Mayor or the CAO, may, at any time, call a Special Meeting of Council on Two (2) clear days' notice specifying the purpose of such meeting which shall be the sole business transacted thereat.
- b) The Chair of a Committee may at any time summon a special meeting on five (5) clear days' notice specifying the purpose of such meeting which shall be the sole business transacted thereat.
- c) When so requested by resolution or in writing by a majority of the Members of Council, the Clerk shall call a Special Meeting for the purpose and at the time requested.
- d) Notice of the Special Meeting to members of Council or Committee may be given by the Clerk through electronic communication, telephone or in person.
- e) Notice to the public of the Special meeting shall be posted on the Town's website.

4.5 **Adjourned Meetings**

Unless otherwise determined by a resolution of Council, passed by a majority of the whole number of the members thereof, the Council shall adjourn at the hour of 11:00 p.m., if it is then in session, and shall reconvene at the hour, date and place determined in such resolution when

the unfinished business of the preceding meeting shall be transacted, including any business that might have been transacted at such preceding meeting but was not for want of time or opportunity to do so.

4.6 Closed Meetings

- a) All Council, Local Board and Committee meetings shall be open to the public.
- b) A meeting of Council or a Committee may be closed to the public or proceed into closed session if the subject matter being considered is one of the exceptions noted below and permitted by section 239 (2) and (3) of the *Municipal Act, 2001* as amended :
 - (i) The security of the property of the Corporation or a 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 Corporation or Local Board;
 - (iv) Labour relations or employee negotiations;
 - (v) Litigation or potential litigation including matters before administrative tribunals, affecting the Corporation or Local Board;
 - (vi) A matter in respect of which the Council, Local Board, Committee, or other body has authorized a meeting to be closed under another Act;
 - (vii) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (viii) The consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* while the Council, local board, commission, committee, or other body is designated as the head of the institution for the purpose of that Act;
 - (ix) 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;
 - (x) 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 significantly prejudice the

- competitive position, or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (xi) 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
 - (xii) 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.
- c) A meeting of a Council or Local Board or of a Committee or either of them may be closed to the public if the following conditions are both satisfied:
- (i) The meeting is held for the purpose of educating or training the members; and
 - (ii) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.
- d) Where a Closed meeting of Council has been scheduled in advance by the Clerk, the public shall be provided with notice of such meeting as soon as possible by posting such notice to the Town's website. The Notice shall provide the exceptions relied on to permit the closed session as referenced under section 239 (2) and (3) of the *Municipal Act*, 2001. Any such Notice posted shall not include the agenda for such closed meeting, if applicable.
- e) Before all or part of a meeting is closed to the public, the Council or Committee shall state by resolution.
- (i) The fact of the holding of the closed meeting; and
 - (ii) The general nature of the matter to be considered at the closed meeting.
- f) Subject to Subsection g) below, a meeting shall not be closed to the public during the taking of a vote.
- g) A meeting may only be closed to the public during a vote if:
- (i) If the items to be held in closed are permitted under Section 239(2)(3) of the Act and requires a meeting to be closed to the public and;
 - (ii) The vote is for a procedural matter, or for giving directions or

instructions to officers, employees, or agents of the Corporation, Local Board, Committee, or persons retained by or under contract with the Corporation.

- h) Meetings or sessions which are closed to the public may be referred to as 'in-camera' meetings or sessions. An In-Camera session is a meeting in which a motion has been approved to move into an In-Camera session as permitted in section 239 of the Act.
- i) Upon coming out of the closed meeting/session a verbal report shall be provided and read into the minutes at the next Regular Council meeting.

5. Role of Council

It is the role of Council:

- 5.1 To represent the public and to consider the well-being and interests of the municipality;
- 5.2 To develop and evaluate the policies and programs of the Corporation;
- 5.3 To determine which services the Corporation provides;
- 5.4 To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- 5.5 To ensure the accountability and transparency of the operations of the Corporation, including the activities of the senior management of the Corporation;
- 5.6 To maintain the financial integrity of the Corporation; and
- 5.7 To carry out the duties of Council under this or any other Act.

6. Role of Mayor/Head of Council

It is the role of the Head of Council:

- 6.1 To act as Chief Executive Officer of the Corporation;
- 6.2 Act as the representative of the Corporation both within and outside the Town, and promote the Corporation locally, nationally, and internationally;
- 6.3 To preside over Council meetings so that its business can be carried out efficiently and effectively;
- 6.4 To provide leadership to the Council;
- 6.5 To provide information and recommendations to the Council with respect

- to the role of Council described in subsection 5;
- 6.6 Uphold and promote the purposes of the Corporation;
 - 6.7 Promote public involvement in the Corporation's activities;
 - 6.8 To represent the municipality at official functions; and
 - 6.9 To carry out the duties of the Head of Council under this or any other Act; and
 - 6.10 Participate in and foster activities that enhance the economic, social, and environmental well-being of the Corporation and its residents.

7. Role of Deputy Mayor

It is the role of the Deputy Mayor to:

- 7.1 Fulfil the normal duties of a Member of Council as established in Section 224 of the *Municipal Act*, 2001, and outlined in section 2.4.1 of this by-law.
- 7.2 Assist the Mayor in carrying out the Mayoral responsibilities as established in Section 225 of the *Municipal Act*, 2001, and as delegated to the Mayor in this By-law.
- 7.3 Serve as a member of County Council and attend all regular and special meetings of County Council, as well as any committees to which the Deputy Mayor may be appointed.
- 7.4 In the event the Mayor is absent, refuses to act, has declared a pecuniary interest, or resigns from office, it is the duty of the Deputy Mayor to act in the place of the Mayor and, while so acting, shall have all the powers and duties of the Mayor with respect to presiding at meetings and fulfilling the delegated duties set out in this by-law.
- 7.5 In the event that the Deputy Mayor is unable to act in the place and stead of the Mayor with respect to presiding at meetings, the Clerk shall call the meeting to order, and a Council Member shall be appointed by a resolution of Council Members present to act as the presiding Chair and preside over the meeting.
- 7.6 This by-law does not authorize the Deputy Mayor (Or member of Council) to take the place of the Mayor as a municipal representative on, or to assume any of the rights, powers, and authority of the Head of Council on boards or committees that require a resolution to appoint its members, without being duly appointed.

8. Order of Proceedings at a Meeting of Council, Local Board or Committee

8.1 When meeting is to be called to order

As soon after the hour fixed for a meeting as a Quorum is present, the meeting shall be called to order.

8.2 When meeting is NOT to be called to order

Where a Quorum is not present within fifteen (15) minutes after the hour fixed for a meeting, the Clerk shall record the names of the members of Council or Committee present, and the meeting shall stand adjourned until the next meeting.

8.3 Order of Business: Council

The Clerk shall prepare an Agenda to aid Council or Committee or Local Board in the conduct of their business. The Order of Business for the regular meetings of Council shall be as follows:

- a) Roll Call
- b) Call to Order
- c) Report Out on Closed Meeting
- d) Moment of Silence
- e) National Anthem
- f) Land Acknowledgement
- g) Disclosure of Pecuniary Interest
- h) Minutes
- i) Adoption of Supplementary Agenda
- j) Consent Agenda
- k) Delegations
- l) Communications
 - (i) For Information:
 - (ii) For Action:
- m) Update from County Council and Boards
- n) Committee Minutes

- o) Reports
- p) By-laws
- q) Unfinished Business
- r) New Business
- s) Motions
- t) Notice of Motion
- u) Confirmatory By-law
- v) Next Meetings
- w) Adjournment

All business shall be taken up in the Order of Business in which it stands, but subject to the discretion of the Clerk to change the Order of Business at any time when required and without requiring a resolution of Council.

8.4 Order of Business – Special and Public meetings of Council

The Order of Business for Special or public meetings of Council shall be as follows but subject to the discretion of the Clerk to change the Order of Business at any time when required without requiring a resolution of Council:

- a) Roll Call
- b) Call to Order
- c) Land Acknowledgement
- d) Disclosure of Pecuniary Interest
- e) Delegations
- f) Communications
- g) Reports
- h) By-Laws
- i) Confirmatory By-law
- j) Adjournment

8.5 Order of Business – Committees and Local Board

The Order of Business for Committee and Local Board meetings shall be as follows: (subject to the discretion of the Clerk to change the Order of Business at

any time when required without requiring a resolution of the Committee or Local Board:

- a) Roll Call
- b) Call to Order
- c) Land Acknowledgement
- d) Pecuniary Interest
- e) Delegations
- f) Communications
- g) Reports
- h) Unfinished Business
- i) New Business
- j) Next Meeting
- k) Adjournment

8.6 **Delivery of Agendas**

- a) The Clerk shall post on the municipal website notice for all Council, Committee and Local Board Meetings established by Council and such posting serves as notice of the Meeting to the public as required by the Act.
- b) Prior to the first Meeting in January of each year the Clerk shall post on the Town's website the approved schedule for all regular Council Meetings for the upcoming calendar year.
- c) The Clerk shall give at least forty-eight (48) hours' notice to the public of all special Meetings of Council, Committee and Local Board Meetings and post on the Town's website an agenda for such meeting no later than twenty-four (24) hours before the designated time of the meeting.
- d) The Clerk shall post on the Town's website the full and complete agenda for each regular Council Meeting not less than five (5) days in advance of the day appointed for holding the Meeting which posting may also serve as notice to the public of the Meeting.
- e) Where notice of intention to pass a by-law or notice of a public Meeting is required to be given by statute, the Clerk shall cause such notice to be published in a newspaper or in such other manner of prescribed notice in addition to posting on the Town's

website.

- f) Where notice of intention to pass a by-law or notice of a public Meeting is required to be given by statute, such notice shall be provided in the timeframe prescribed in the said statute, or its regulations, and if not so prescribed, notice shall be given at least five (5) calendar days prior to the proposed action being taken.
- g) The Corporation's annual budget shall be adopted by by-law at a regular Council Meeting and the Clerk shall provide a minimum of four (4) days' notice by posting the notice on the municipal website. Normal operating costs incurred prior to the adoption of the annual budget shall not require notice, and approval of such expenditures shall be deemed ratified upon the adoption of the annual budget.
- h) Unless otherwise prescribed, where notice of intention to pass a by-law or notice of a public Meeting is required to be given by statute, the form of the notice shall include the following information:
 - (i) A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
 - (ii) The date, time, and location of the meeting;
 - (iii) Where the purpose of the meeting or proposed by-law is related to specific lands within the municipality, a key map showing the affected lands; and
 - (iv) The name and address of the person who will receive written comments on the issue that is the subject of the meeting and the deadline for receiving such comments.
- i) Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.
- j) Lack of receipt of notice or failure to comply with the notice provisions of this by-law shall not invalidate the holding of the Meeting or any decision of Council or a Committee made at the Meeting

9. Conduct of Proceedings at Meetings of Council or Committees/Local Boards

9.1 Electronic Meetings

- a) Unless otherwise stated the meetings shall be held in person. However, in an Emergency or upon at least two (2) days' notice published to the Town's website the Clerk in consultation with the Mayor or CAO may require any Meeting to be hosted and held

electronically only.

- b) Electronic Attendance by Council and Committee Members at any meetings shall be permitted.
- c) Electronic Attendance by Members will be permitted in meetings that are closed to the public in accordance with Section 239 of the Act.
- d) If a Member intends to attend the meeting by Electronic Attendance, the Member shall provide the Clerk written notice of the Member's intention prior to the time at which the meeting is scheduled to commence.
- e) Members attending the meeting through means of Electronic Attendance may vote and shall be included in the calculation of quorum.
- f) In the event of an interruption in the communications' link to a Member in Electronic Attendance, the Chair may:
 - g) decide to take a short recess until it is determined whether the link can be re-established, or
 - h) continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.
- i) No Member shall speak to a question or motion until the Member has been recognized by the Mayor or Chair. A Member shall signal his/her/their desire to speak by verbally requesting when the Chair has opened the floor for discussion.
- j) Every Member present at a meeting when a question is put, shall vote, unless prohibited by statute. If prohibited, the Clerk shall record the name of the Member and the reason that he or she is prohibited from voting. A Member attending the meeting through means of Electronic Attendance shall vote by audibly or electronically stating "in favour" or "opposed."

9.2 Chair

It shall be the duty of the Mayor or Chair or the Chair of the Committee/Local Board:

- a) To attend all meetings of Council, Committee or Local Board;
- b) To comply with and uphold Town By-Laws and Policies, Provincial and Federal Laws;
- c) To maintain confidentiality of all closed session deliberations and

matters.

- d) To refrain from criticizing the decisions of Council, Committee or Local Board.
- e) To open the meeting of Council, Local Board, or the Committee by taking the chair and calling the members to order and follow and maintain the procedural rules and decorum of the meeting;
- f) To announce the business before the Council or Committee or Local Board in the order of which it is to be acted upon;
- g) To receive and submit, in the proper manner, all motions presented by the members;
- h) 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;
- i) To decline to put to vote motions which infringe upon the rules of procedure;
- j) To restrain the members, when engaged in debate, within the Rules of Order;
- k) To enforce on all occasions, the observance of order and decorum among the members;
- l) To call by name any members persisting in breach of the Rules of Order of the Council or Committee or Local Board, thereby ordering him to vacate the Council or Committee chambers;
- m) To receive and announce all messages and other communications and announce them to the Council or Committee or Local Board;
- n) To authenticate, by their signature, when necessary, all by-laws, resolutions and minutes of the Council or Committee or Local Board;
- o) To inform the Council, Local Board or Committee, when necessary or when referred to for the purpose, in a point of order or usage;
- p) To select members of Council who are to serve on Committees or Local Boards, after written submissions by members, which are to be delivered prior to the first meeting in each year;
- q) To represent and support the Council or Local Board or Committee, declaring its will, and implicitly supporting its decisions in all things;
- r) To ensure that the decisions of Council, Local Board or Committee are in conformity with the laws and by-laws governing the activities

of the Council, Local Board or Committee;

- s) To adjourn the meeting when the business is concluded;
- t) To expel any person for improper conduct at a meeting;
- u) To adjourn the meeting without question put in the case of grave disorder arising in the Council or Committee or Local Board chamber.

9.3 Councillor

It is the role of a Councillor to:

- a) Participate at Council meetings so that its business can be carried out effectively and efficiently;
- b) Seek information and recommendations from Administration;
- c) Prepare for meetings, including reviewing the Agenda and background information prior to the meeting;
- d) Declare any conflict of interest at a meeting where a conflict exists;
- e) Speak only to the subject under debate at a meeting;
- f) Vote on all Motions before the Council unless prohibited from voting by law;
- g) Observe proper procedure and decorum at all meetings;
- h) Refrain from disturbing, through disorderly conduct, other Members, speakers, or Delegations in attendance;
 - (i) refrain from the use of profane or offensive words or insulting expressions at a meeting;
 - (ii) To maintain confidentiality of all closed session deliberations and matters.
- i) State questions to be asked through the Mayor or Chair at a meeting;
- j) Support the decisions of Council;
- k) Act in accordance with the Declaration of Office
- l) Notify the Clerk when the Member is aware that he or she will be absent from a scheduled Meeting; and
- m) Attend Meetings of Committees, Sub-Committees, and Local

Boards to which the Member has been appointed by Council.

10. Decorum

No member shall:

- 10.1 Disturb one another, or the Council or Committee or Local Board itself, by any disorderly deportment disconcerting to any member speaking;
- 10.2 Resist the Rules of Order or disobey the decision of the Chair or of the Council or questions of order or practice or upon the interpretations of the Rules of Order of the Council or Committee or Local Board;
- 10.3 Be permitted to retake their seat at any meeting after being ordered by the Chair to vacate, after committing a breach of any Rule of Order of the Council or Committee or Local Board, without making apology and obtaining the consent of Council or Committee or Local Board expressed by a majority vote of the other members present, determined without debate;
- 10.4 Leave their place on adjournment until the Chair leaves the chair;
- 10.5 Speak until they have addressed themselves to the Chair;
- 10.6 Walk across or out of the chamber or make any noise or disturbance when the Chair is putting a question and shall occupy their seat while a vote is being taken and until the result thereof is declared.

11. Rules of Order

11.1 The Chair

In directing the course of debate, the Mayor or Chair or the Chair of the Local Board or Committee shall:

- a) Designate the member who has the floor, when two or more members wish to speak;
- b) Preserve order and decide questions of order;
- c) Read all motions presented in writing and state all motions presented verbally before permitting debate on the question, except when otherwise provided in this by-law.

11.2 Members

In addressing the Council or Committee or Local Board, no member shall:

- a) Speak disrespectfully of His Majesty the King or any of the Royal Family, or of the Governor-General, Lieutenant-Governor or any member of the Senate, the House of Commons of Canada, or the

Legislative Assembly of Ontario;

- b) Use indecent, offensive, or insulting language in or against the Council or Committee or Local Board or any member thereof;
- c) Speak beside the question in debate;
- d) Speak more than once to the same question, except:
 - (i) upon the consideration of a report from a Committee to which it was referred by Council after being properly introduced and debated, but not determined, or
 - (ii) in explanation of a material part of their speech which may have been interpreted incorrectly, or
 - (iii) with leave of the Council or Committee or Local Board after all other members so desiring have spoken, or
 - (iv) a reply may be allowed by leave of the Council or Committee or Local Board to the member who presented the motion to Council, in which case, they shall speak for no longer than a five (5) minute period without leave of Council or Committee or Local Board;
- e) Ask a question except of the previous speaker and in relation to that Speaker's remarks;
- f) Interrupt the member who has the floor, except to raise a point of order.

11.3 **General**

- a) Any member may require the question or motion under discussion to be read at any time during the debate, but not to interrupt a member while speaking.
- b) Any member may appeal the decision of the Chair on a point of order to the Council or Committee, which shall decide the question without debate upon a majority vote of the members present.
- c) Debate shall be restricted to each proposal in its turn when a question has been divided upon leave of Council or Committee or Local Board.

12. **Motions**

12.1 **Motions**

The following motions may be introduced verbally, without notice and without leave except as otherwise provided by this by-law:

- a) A point of order,
- b) the presentation of petitions,
- c) to table a matter to a later date,
- d) to move the previous question,
- e) to refer a matter,
- f) to adjourn,
- g) to amend,
- h) to suspend the Rules of Order, or
- i) to close debate
- j) any other procedural motion

12.2 Notices of Motion

Means a new motion received by the Clerk in writing, moved by a member for inclusion and consideration on a future agenda of a regular meeting of the Council.

- a) Shall be given or presented under the Notice of Motions section of the agenda and provided to the Clerk in writing at the meeting or delivered to the Clerk prior to the meeting but unless otherwise provided such notice shall not initially be before Council for the purpose of consideration and debate.
- b) The Notice which does not require a seconder and is not debatable shall first be read at the meeting under the Notice of Motions section of the agenda and shall outline the actionable intention of the proposed motion. The Notice of Motion as presented will be considered by Council at the next subsequent regular meeting of Council.
- c) If such Notice of Motion was provided enough in advance to allow the inclusion of the published agenda, then Council, if it decides otherwise, as expressed by resolution, may consider and vote upon the motion at the same Council meeting at which the Notice of Motion was presented.

12.3 Must be Seconded

- a) A motion must be formally seconded before the Chair can put the question or be recorded in the Minutes.
- b) Motions which have not been seconded shall be recorded in the

minutes and noted as defeated.

12.4 **Withdrawal of Motions**

After a motion is read or has been stated by the Chair, it shall be deemed to be in possession of the Council or Committee or Local Board but can be withdrawn before decision or amendment only with leave of the Council or Committee or Local Board, expressed by resolution.

12.5 **Priority of Disposition of Motion**

A motion properly before Council or Committee or Local Board for decision must receive disposition before any other motion can be received, except a motion to amend, for the previous question, to adjourn, to extend the hour of closing proceedings, to commit, or on a matter of privilege.

12.6 **To Amend a Motion**

A notice to amend:

- a) May be presented in writing;
- b) Shall receive disposition of Council or Committee or Local Board before a previous amendment or the question;
- c) Only one motion to amend an amendment to the question shall be allowed and any further amendment must be to the main questions;
- d) Shall be relevant to the question to be received;
- e) Shall not be received proposing a direct negative to the question;
- f) Two separate distinct proposals of a question may be made;
- g) Shall be put in the reverse order to that in which it is moved.

12.7 **Call for the Vote**

A motion to Call for the vote:

- a) Is not debatable
- b) Cannot be amended;
- c) Cannot be proposed when there is an amendment under consideration;
- d) Shall preclude all amendment of the main questions;
- e) When resolved in the affirmative, the question is to be put forthwith

without debate or amendment;

- f) When resolved in the negative, debate on the question (main motion) shall continue.;
- g) Cannot be received in any Committee of Council; and
- h) May be voted against by the mover and seconder.

12.8 To Adjourn

The purpose of a motion to adjourn is to bring the meeting to an end. A motion to adjourn the meeting:

- a) Shall always be in order, except as provided in this paragraph and shall be put immediately without debate;
- b) When resolved in the affirmative, shall cause Council to immediately rise and take no further proceeding until the next meeting of Council. When resolved in the negative, shall entitle Council to resume its debate at the point immediately prior to the introduction of the motion to adjourn was moved. cannot be made again until after some intermediate proceeding shall have been completed by Council or Committee or Local Board;
- c) Is not in order when a member is speaking, nor during the verification of a vote;
- d) Cannot be amended;
- e) Is not in order immediately following the affirmative resolution of a motion for the previous question.
- f) A motion to adjourn or recess to a specific time, or to reconvene upon the conclusion of a specific event, if carried the motion suspends the Council meeting consistent with the conditions of the motion.

12.9 Repetition

A motion called in the order in which it stands upon the agenda of the order of business of a meeting, and which is not decided by Council or Committee or Local Board, shall be allowed to stand, retaining its precedence upon the agenda of the order of business of the next ordinary meeting of Council or Committee or Local Board.

12.10 Ultra Vires

A motion on a matter beyond the jurisdiction of the Council or Committee or Local Board shall not be received by the Chair.

12.11 Point of Order

When a Member desires to call attention to a departure from or a violation of the rules of procedure he or she shall call or raise the Point of Order promptly to the attention to the Chair and at the time that the breach occurs.

The Member shall briefly state the reasons for a Point of Order and the Chair shall then decide upon the Point of Order and advise the Members of his or her decision.

The Chair has the ability to refer the Point of Order to the rest of the members for debate and decision when in doubt as how to rule on an important point. The question so interrupted shall then be returned to the point where it was suspended.

12.12 Reconsideration

Any proposal to reconsider or amend or rescind a previous Council decision made with the current term of Council shall require a motion of reconsideration. A motion to reconsider a decision of Council made earlier in the same meeting may be presented at any time prior to the adoption of the confirmatory by-law. A motion to reconsider a decision of Council otherwise made with the current term of Council:

- a) Shall be ruled out of order if any change to the previous decision would interfere with an existing and legally binding commitment of the Town as of the date the motion to reconsider is so moved or if the action approved in the original Motion cannot be reversed.
- b) Shall be ruled out of order if reconsideration of the same question has previously been before Council as there shall only be one reconsideration of the same question during the term of Council
- c) Shall be moved by a member who voted on the prevailing side when the question was first considered.

A motion to reconsider will be carried by a two-thirds (2/3) majority of the members present and voting. If the motion to reconsider is resolved in the affirmative the Clerk shall list the question on the next regular or special Council meeting. However, if Council determines that there is an urgency to address the subject matter prior to the next regular council meeting, then a motion to waive the procedural rules could be considered to address the question immediately.

12.13 To Commit or Refer

A motion to refer a question to a Committee or to Administration with or without instructions:

- a) Takes precedence over the main motion.
- b) Can be amended as to the specific instructions/timing.
- c) Shall not be debatable.

12.14 **Divided Motion**

A motion containing distinct proposals may be divided with leave of Council or Committee or Local Board.

13. **Voting on Motions**

13.1 **Question Stated**

Immediately preceding the taking of the vote thereon, the Chair may state a question in the form introduced and shall do so if required by a member.

13.2 **No Interruption After Question Stated**

After a question is finally 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.

13.3 **Division of Question**

A separate vote shall be taken upon each proposal contained in a question divided with leave of Council or Committee.

13.4 **Vote of Chair**

- a) The Chair, except where disqualified to vote, may vote on all questions, and when so doing, shall vote last;
- b) When the Chair determines to vote on a question, his vote shall be spoken, signified, polled, and recorded after the votes of each member voting.

13.5 **Voting**

The manner of determining the decision of Council or Committee or Local Board on a motion shall be at the discretion of the Chair, and may be by voice, show of hands, standing or otherwise. Except as may be otherwise expressly directed in this by-law, all decisions by Council shall be determined by a simple majority of votes cast by the members present and eligible to vote on the matter.

Every member present at a Council meeting shall vote when the question is called by the Chair unless that Member has declared a pecuniary interest in the matter in accordance with the *Municipal Conflict of Interest Act*, R.S.O. 1990 c. M. 50 Any member who refuses to vote or abstains

from voting shall be deemed on the question as a negative vote.

13.6 **Recorded Vote**

Upon a request made either immediately before or after the taking of the vote but prior to proceeding to another item of business, by a member who was present when the question was stated, the Chair shall request the Clerk to conduct the recorded vote.

The Clerk, if requested, shall read the question prior to conducting the vote and then in turn shall call out to each individual member in clockwise order around those members sitting at the Council table and ask if such member is in support of or opposed to the question as stated and each individual member's answer shall be recorded into the minutes.

The Clerk shall at the conclusion of the vote announce the results of the vote and state if the motion is carried or defeated. A recorded vote conducted pursuant to a request made immediately before the taking of a vote shall be binding upon the members with no subsequent further rights to request another recorded vote.

During any such recorded vote requested and conducted after the taking of a vote such recount of the vote shall be taken and be binding and the previous decision of a vote determined in any other manner, and whether declared or not, shall not be binding upon the Council or Committee or Local Board.

14. **General:**

14.1 **Disclosure of Pecuniary Interest**

- a) At a meeting at which a member discloses an interest under section 5 of the *Municipal Conflict of Interest Act*, R.S.O. 1990 c.M.50, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Clerk.
- b) The Clerk shall maintain a registry in which shall be kept,
 - (i) a copy of each statement filed under section 5.1; and
 - (ii) a copy of each declaration recorded;
- c) The registry shall be available for public inspection on the Town's website and the Clerk's Department.

14.2 **Minutes**

- a) The Minutes shall record:
 - (i) The place, date, and time of the meeting;

- (ii) The names of the Chair or officers and of the members present;
 - (iii) The reading, presentation, correction, and the adoption of the minutes of prior meetings.
- b) It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting are placed on the next following regular Council meeting agenda for adoption. The Clerk shall make every effort to place as soon as possible the minutes from special meetings of Council and from committee meetings on a regular Council meeting agenda for receipt and/or adoption (as may be the case).

14.3 Consent Agenda

The Clerk, in consultation with the CAO will place certain items on the Regular Meeting Agenda as a proposed consent agenda item.

- a) After Minutes or Adoption of Supplementary agenda (if applicable), the Chair shall call for items or matters to be reviewed on the Consent Agenda and will ask if there are any items or matters on the Agenda that a member wishes to remove from the Consent Agenda.
- b) If a Member of Council identifies that they wish to speak to or remove an item or matter, then such matter shall not be included in the Consent Agenda and shall be dealt with separately in the order in which the item appears on the Agenda;
- c) In the event that a Member of Council declares a Conflict of Interest on an item, that item shall not be included in the Consent Motion and shall be dealt with separately in the order in which the item appears on the Agenda; and
- d) All items so listed under the Consent Agenda shall then be voted on through one Consent Motion and that Motion shall be neither debatable nor amendable.

14.4 Communications

For each Regular Meeting Agenda letters and/or written communications for Council's information will be available to Council electronically through the Council Communications shared folder.

The Members will advise the Clerk of which Communications they wish to be included on the regular meeting agenda for Council's information. Communications from Federal and Provincial ministries, and area municipalities will automatically be placed on the agenda for Council's information. At the meeting, and prior to approval of such items for receipt by Council, the Chair will ask the members if they wish to remove and

move any such items to the Communications for Action section of the Agenda so to be considered individually, at the request of any Member of Council at that meeting, for further discussion or action/support on that item.

- a) The Clerk, in consultation with the Mayor and CAO, has authority to decline to list letters or written communications on an agenda under the following circumstances:
 - (i) The subject matter is beyond the jurisdiction of Council;
 - (ii) The issue is specific to a labour/management dispute or other matter properly held in closed session;
 - (iii) The issue has been or is to be considered by the Committee of Adjustment;
 - (iv) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue previously considered or decided by Council within a period of twelve (12) months following the date on which the issue was last considered or decided by Council;
 - (v) The issue should be referred to Administration for action.

14.5 Update from County Council and Boards

The Mayor and Deputy Mayor or County Council alternate member (if applicable) shall have the opportunity at each regular council meeting to provide the public and the members of Council with a short update (up to 5 minutes) on matters affecting the Town of Tecumseh that were recently discussed or are to be discussed at the County of Essex Council meetings.

Any Council members who serve on any County Council Committees or on the Boards of any organizations in their capacity as a Council Member of the Town of Tecumseh shall also have the opportunity at each regular council meeting to provide the public and the members of Council with a short update (up to 5 minutes) on matters affecting the Town of Tecumseh that were recently discussed or are to be discussed at the Committee or Board meetings as the case may be.

14.6 Delegations and Attendance at Meetings

These provisions apply to any meetings of Council and its Committees:

Delegations:

- a) Any person who wishes to appear as a Delegation at a regular

meeting shall give written notice to the Clerk seven (7) days in advance of the meeting by submitting to the Clerk and agreeing to abide by the prescribed form "Delegation Request & Requirements" Form.

- b) Any person who wishes to appear as a Delegation at a special meeting or at a regular meeting on a matter that relates specifically to a listed item on published Agenda shall submit to the Clerk and agree to abide by the "Delegation Request & Requirements" Form no later than 24 hours before the time of the meeting. The Clerk shall have the sole authority to determine if the subject matter does in fact relate specifically to a matter contained in the Agenda for purposes of allowing or denying the Delegation.

Any person who wishes to appear as a delegation at a public statutory meeting shall give notice to the Clerk no later 3 p.m. on the day of the meeting by submitting to the Clerk and agreeing to abide by the prescribed "Delegation Request & Requirements" Form.

Subject to the discretion of the Chair, Delegations shall be limited in speaking to not more than five minutes (5) and one speaker for each municipal address. and further:

- (i) A delegation consisting of more than five persons (5) shall be limited to two (2) speakers, each limited to speaking not more than five (5) minutes.
- (ii) Local Organizations who annually report out to Council such as the Essex Region Conservation Authority, Tourism Windsor Essex Pelee Island and Essex Power shall be given fifteen (15) minutes in total time.
- c) If a delegation has not registered with or been accepted by the Clerk in accordance with this by-law then such delegation request may only be heard upon the unanimous approval of Council, by resolution stated at the meeting.
- d) The Clerk shall contact the Delegation to advise if their Delegation Request has been accepted, and if accepted when their delegation will be. Prior to any delegation appearing before council, the Clerk will ensure that such delegation has been provided with the "Guide to Delegations" information brochure.
- e) The Clerk in consultation with the Mayor and CAO has authority to deny Delegation requests under the following circumstances:
- (i) The request is not submitted within the times required by this By-law;

- (ii) The subject matter is deemed to be beyond the jurisdiction of Council;
 - (iii) The issue is specific to a labour/management dispute, or such other matter properly held in closed session;
 - (iv) The issue has been or is to be considered by the Committee of Adjustment;
 - (v) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue previously considered or decided by Council within a period of twelve (12) months following the date on which the issue was last considered or decided by Council;
 - (vi) Council previously indicated it will not hear further from this Delegation; or
 - (vii) The issue should be referred to Administration for action.
 - (viii) A Delegation shall not be received by Council on matters relating to litigation or potential litigation affecting the Corporation, including matters which are before and under the jurisdiction of any court or tribunal, unless such matter is referred to Council by the said court or tribunal, in the alternative, Council deems the matter to be sufficiently important to allow the Delegation to be heard.
 - (ix) The Clerk may refuse, or postpone, a delegation when there has been, or will be, at least one (1) public or special meeting held at which the public was, or will be, provided the opportunity to make formal presentations on that subject matter.
 - (x) In the event that a delegation request is refused, the Clerk shall, upon request, provide to the person(s) in writing the reasons for the refusal with a copy to Council.
- f) If applicable, Delegations shall provide a copy of their presentation or presentation materials if any to the Clerk and/or Town Solicitor no later than 12 pm (Noon) on the day of the meeting at which they will be appearing. If using presentation software, such as PowerPoint, Delegations shall provide an electronic version to the Clerk, which shall be uploaded onto a Town-supplied laptop that Delegations may use during the Meeting. Presentation materials shall be published with the circulated Agenda, whenever possible. Failure to provide such presentation or presentation materials for review prior to the meeting as required by this subsection will result in a prohibition of such presentation or presentation materials being

displayed at the meeting.

- g) Delegations shall not distribute printed materials during the Meeting. All printed materials must be submitted to the Clerk prior to the commencement of the Meeting.
- h) The display of placards and signs or use of any noise, the use of any smart phones not set on mute, the use of any noise making devices and the bringing into Council chambers of any foreign objects is strictly prohibited.
- i) The Clerk will only circulate and/or display material in the Agenda or at the Meeting which complies with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA").
- j) Delegations will be scheduled in an order to be determined by the Clerk.
- k) Subject to the discretion of the Chair up to three delegations/delegation groups in total will be permitted for a regular meeting.
- l) The Clerk, in consultation with the Mayor or the Chief Administrative officer, reserves the right at all times to deny a delegation request to appear in person and require such delegation appearance to be by way of electronic attendance.
- m) If there is a Report on the agenda with the same subject matter as the purpose of the delegation, then the subject report shall automatically (without need for resolution) be listed or moved on the agenda to be dealt with under Agenda item 11: Delegations.
- n) Delegations shall address their remarks through the Chair.
- o) Delegations shall confine their remarks to the business stated in the written notice given to the Clerk.
- p) Except on matters of order, Members shall not interrupt a Delegation while they are addressing Council.
- q) Members may address a Delegation only to ask questions and not to express opinions or enter into debate or discussion.
- r) Once a motion to receive the presentation or to decide on the matter or to provide direction, has been moved and seconded, no further representation or questions of the Delegation shall be permitted.
- s) The Chair may curtail any Delegation, any questions of a

Delegation or debate during the presentation, as a result of disorder or other breach of the Procedural By-law. If the Chair rules that the Delegation is concluded, the person or persons appearing before Council shall withdraw from the table.

- t) A Delegation's failure to abide by the terms and conditions of "Delegation Request & Requirements for attending at Council Form" or a Delegation's disorderly conduct as determined by the Chair may result in that Delegations removal from the Council meeting.

Attendance at Meetings

- u) Unless otherwise stated or provided for, all meetings shall be held in person at Council Chambers. Members of the public have the option to observe the Meetings either in person in Council Chambers (or such other designated location) or virtually by way of Livestream at the links denoted on the Town website.
- v) However, in an Emergency or upon at least two (2) days' notice published to the Town's website the Clerk in consultation with the Mayor or CAO may require any Meeting to be hosted and held electronically only.
- w) Unless otherwise stated electronic participation in a meeting by a delegate/ member of the public shall be permitted only during a Declared Emergency or upon written request to the Clerk as an Accommodation under the *Human Rights Code or Accessibilities for Ontarians' with Disabilities Act 2005 S.O. 2005 c.11*.
- x) Notwithstanding subsection 25 above, electronic participation in a meeting by a delegate/member of public may be permitted if the delegate does not reside or work in the County of Essex geographical area or if the Clerk is satisfied that the Delegate, due to personal emergency is not able to attend the meeting in person.
- y) Any and all members of the public attending the Meeting in-person must sign in with the Clerk or designate prior to the meeting and agree in writing to abide by the "Delegation Request & Requirements" Form while at Town meetings.

15. Petitions

A petition in regard to a matter within the jurisdiction of Council or Committee or Local Board made over the signatures of the subscribers, shall be presented by a subscriber or agent who knows the contents thereof and vouches for the propriety of the petition may be received on leave of Council or Committee or Local Board, may be disposed forthwith, assigned some future time for consideration by Council or Committee or Local Board, or referred to a Committee.

16. Reports

- 16.1 Shall be received upon leave of Council or Committee or Local Board; or
- 16.2 May be accepted or approved upon resolution of Council or Committee or Local Board;
- 16.3 May be recommitted to Council or Committee or Local Board or a different Committee.

17. Unfinished Business

The items listed in the Order of Business of prior meetings which have not been disposed of by Council or Committee or Local Board and the date of their first appearance on the order of business shall be noted and repeated on each subsequent order of business until disposed of by Council or Committee or Local Board, unless removed from the order of business by leave of Council or Committee or Local Board.

18. New Business

Members of Council may after the Agenda has been published, introduce matters to an Agenda during a Meeting under the agenda heading "New Business". Such matters shall only be those matters that are Minor and/or urgent in nature as determined by the Chair

"Minor" for purposes of permitting the addition of New Business to an Agenda, means matters that do not require extensive research and background information and do not have a significant cost or impact on the Town or resident(s) of the Town;

"Urgent" for purposes of permitting the addition of New Business to an Agenda, means a matter that is time sensitive, and which could cause prejudice if delayed until the next scheduled Meeting of Council

19. By-laws

Every proposed by-law shall:

- 19.1 Be listed or added on to the Regular Meeting Agenda and introduced at the meeting by the Clerk, specifying the name of the proposed by-law.;
- 19.2 All By-laws shall receive three readings before final passage. All By-laws shall receive first and second readings at the same meeting. If Council is supportive of the Clerk's recommendation a by-law may receive third and final reading at the same meeting unless otherwise directed or prohibited by specific statute.;
- 19.3 All by-laws may be introduced and passed together in one motion. The Clerk or any member may request that all the by-laws or any particular by-

law be separated for the purpose of consideration and voting.

- 19.4 A simple majority vote is required to pass a by-law unless otherwise directed by specific statute.
- 19.5 Be endorsed by the Clerk with the date of the several readings thereof.
- 19.6 The Clerk is authorized to make minor non-substantive corrections to any by-law resulting from technical and/or typographical error(s).;
- 19.7 Be finally passed by Council before signature by the Mayor or Acting Mayor of Council and the Clerk, and
- 19.8 Be stamped with seal of the Corporation of the Town of Tecumseh.

Every proposed by-law may be referred to a committee or administration for report after second reading, and such reference may be made with or without debate on either or both the proposed by-law or the motion to so commit, as the Council may decide.

A confirmatory by-law shall be passed at each regular and special meeting of Council.

If upon consultation with the Mayor and/or Chief Administrative Officer, the Clerk determines that there is a matter of urgency that requires Council to consider a By-law prior to the next regular meeting of Council then the Clerk may add to the Agenda for any Special meeting of Council a By-law to be considered at that meeting.

By-Laws shall be introduced in the section on the Council agenda designated for By-Laws.

20. Suspension of Rules

Any procedure required by this by-law may be suspended with consent of not less than four-fifths (4/5) of the members present.

21. Electronic Recordings and Photographs

Any person may make an electronic recording of Council, Committee or Local Board Meetings or take photographs provided that the activity does not, in the opinion of the Chair, interfere with the Meeting proceedings or interfere with the Corporation's recording of Council Meetings.

22. Former By-laws Repealed

By-law No. 2022-013, as amended, by the Corporation, is hereby repealed and any by-law inconsistent with this by-law

23. Prolonged Absence

In accordance with the Act the office of a Member becomes vacant if the Member is absent from the meetings of Council for three (3) successive months without being authorized to do so by a resolution of Council.

This section does not apply to vacate the office of a Member if the absence is a result of the Member’s pregnancy, the birth of the Member’s Child or the adoption of a child by the Member.

24. Short Title

This by-law may be referred to as either the “Procedural By-Law” or the “Rules of Procedure”.

25. Effective

This by-law shall come into full force on the date of the final passing thereof.

Read a first and second time this 27th day of June, 2023.

Gary McNamara, Mayor

Robert Auger

Read a third time and finally passed this 11th day of July , 2023.



Gary McNamara, Mayor

Robert Auger