



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, October 5, 2021

IMMEDIATELY FOLLOWING COUNCIL

E-participation

	Pages
A. CALL TO ORDER (immediately following Council)	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT, the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT, the minutes dated September, 21 and September 28, 2021 be approved.	4 - 14
E. CONSENT REPORTS None.	
F. STAFF REPORTS	
<u>Roads and Public Works</u>	
F.1. Mill St. Gas Main Realignment C. Smith, Acting Director of Public Works Recommended Motion: THAT, the Committee of the Whole recommend that Council Direct Staff to authorize Enbridge to proceed with the works of relocating the natural gas main on Mill Street; AND THAT, the Committee of the Whole recommend Council provide pre-budgetary approval for these works in the amount of \$33,228.00 plus HST.	15 - 19
<u>Finance and Administration</u>	
F.2. Agreement with Lanark Highlands CBO services K. Kelly, Chief Administrative Officer	20 - 22

Recommended Motion:

THAT, the Committee of the Whole recommend to Council to direct staff to initiate negotiations with the Township of Lanark Highlands with a goal to develop a long-term partnership for reciprocal Building Official services under the *Building Code Act*.

- F.3. Contract Internet Telephone Vote 2022 Election**
C. Moyle, Acting Clerk

23 - 24

Recommended Motion:

THAT, Committee of the Whole recommends Council authorize the Clerk to execute an agreement with Intelivote Systems Inc. for the provision of internet/telephone voting for the 2022 municipal elections.

- F.4. New Procedural By-Law Update #1**
C. Moyle, Acting Clerk

25 - 130

Recommended Motion:

THAT, the Committee of the Whole receive the New Procedural By-law for information;

AND THAT, the Acting Clerk amend the draft Procedural By-law with the comments to be reviewed at the next Committee of the Whole Meeting.

G. NOTICE OF MOTION

H. INFORMATION ITEMS

H.1. Mayor's Report

H.2. County Councillor's Report

- a. September 22 2021 Lanark County Council Media Release 131 - 134

H.3. Mississippi Valley Conservation Authority Report

- a. July 21, 2021 Mississippi Valley Conservation Authority Board of Directors Minutes 135 - 138

- b. September 9 2021 Mississippi Valley Conservation Authority Board of Directors Special Meeting Minutes 139 - 141

- c. September 15 2021 Mississippi Valley Conservation Authority Board of Directors Meeting Summary 142 - 143

H.4. Library Board Report

- a. August 6 2021 Library Board Minutes 144 - 146

H.5. Information List #17-21

Recommended Motion:

THAT, the information list #17-21 be received for information.

a.	July 21 2021 Northumberland County Resolution re Provincial Offences Act	147 - 159
b.	September 17 2021 Township of Scugog re advocating for support for rural infrastructure related to major bridge and culvert replacements	160 - 161
c.	September 22 2021 Anishinabek Nation Vaccine Passports and First Nations Memo	162
d.	September 2021 Community Economic Development Advisory Committee Resignations	
a.	Resignation Scott McLellan	163
b.	Resignation Greg Smith	164
c.	Resignation Mary Rozenberg	165

H.6. Meeting Calendar

a.	October 2021	166
b.	November 2021	167

I. OTHER/NEW BUSINESS

J. PENDING LIST 168 - 169

K. ADJOURNMENT

Recommended Motion:

THAT, the meeting be adjourned at X:XX p.m.



**The Municipality of Mississippi Mills
Committee of the Whole Meeting
MINUTES**

**September 21, 2021
E-participation**

Committee Present: Mayor Lowry
Deputy Mayor Minnille
Councillor Dalgity
Councillor Maydan
Councillor Holmes
Councillor Guerard
Councillor Ferguson

Staff Present: Ken Kelly, CAO
Cynthia Moyle, Acting Clerk
Casey Munro, Deputy Clerk
Tyler Duval, Planner
Cory Smith, Acting Director of Public Works

A. CALL TO ORDER (immediately following Council)

Councillor Holmes called the meeting to order at 7:15 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

C. APPROVAL OF AGENDA

Resolution No CW221-21

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT, the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW222-21

Moved by Mayor Lowry

Seconded by Councillor Dalgity

THAT, the minutes dated September 7th, 2021 be approved.

CARRIED

E. CONSENT REPORTS

Resolution No CW223-21

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT, the following consent reports and committee minutes be received.

CARRIED

E.1 Parks and Recreation Advisory Committee Minutes Aug 31 2021

**E.2 Community Economic Development Advisory
Committee_Aug26_2021**

F. STAFF REPORTS

Building and Planning

F.1 Zoning Bylaw Amendment - 189 Snedden Farm Rd.

Resolution No CW224-21

Moved by Councillor Maydan

Seconded by Councillor Guerard

THAT, the Committee of the Whole recommend Council approve the Zoning By-law Amendment to change the zoning of the lands subject to Consent Application B20/127 described as Concession 9 Part Lot 26 and 27, Ramsay Ward, from "Rural (RU) Zone" to "Limited Service Residential (LSR) Zone".

CARRIED

F.2 Zoning Bylaw Amendment - Pakenham CON 1 PT LOT 24

Resolution No CW225-21

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT, the Committee of the Whole refer the Zoning Amendment - Pakenham CON 1 PT LOT 24 report back to staff, to provide staff with additional time to compile and present the new information in the staff report.

CARRIED

Road and Public Works

**F.3 Drinking Water Quality Management System Endorsement
September 2021**

Resolution No CW226-21

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

THAT, the Committee of the Whole recommend Council approve and endorse the Operational Plan for the Municipality of Mississippi Mills' Water Distribution System;

AND FURTHER THAT, the Mayor and Acting Clerk be authorized to endorse the Operational Plan on behalf of Council.

CARRIED

F.4 Final Acceptance - Riverfront Phase 4

Resolution No CW227-21

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT, Committee of the Whole recommend that Council authorize final acceptance for the finalized portion of plan of subdivision 27M-78 Riverfront Estates Phase 4, to be known as Phase 4, in accordance with Section 15 of the subdivision agreement with Houchaimi Holdings inc.;

AND THAT, Committee of the Whole recommend that Council direct staff to prepare an assumption by-law for the roads and associated

infrastructure works constructed with the development of the portion plan of subdivision 27M-78 to be known as Phase 4.

CARRIED

F.5 Lease Agreement Pakenham Landfill 2022-2032

Resolution No CW228-21

Moved by Councillor Ferguson

Seconded by Councillor Maydan

THAT, the Committee of the Whole recommends that Council authorize the Mayor and Acting Clerk to execute a 10-year lease agreement with the current property owners for the purposes of operating and maintaining existing groundwater monitoring wells on Part of Lots 17 and 18 Concession 10, Pakenham.

CARRIED

Finance and Administration

F.6 Council Priorities Update

Resolution No CW229-21

Moved by Mayor Lowry

Seconded by Councillor Guerard

THAT, Committee of the Whole recommends to Council to accept this report as information.

CARRIED

F.7 RFI Housing

Resolution No CW230-21

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT, Committee of the Whole recommend to Council that it direct staff to research initiatives and programs implemented by other municipalities including the issuance of a request for interest / expression of interest for partners in the development of creative housing options so that future

decisions can be made on the use of surplus lands owned by the Municipality. This report to be presented to Council no later than March 30, 2022.

CARRIED

F.8 Construction Financing Business Park Phase 3

Resolution No CW231-21

Moved by Councillor Ferguson

Seconded by Mayor Lowry

THAT, the CAO/Deputy Treasurer be authorized to obtain interim construction financing in an amount not to exceed \$1,300,00 from the Royal Bank of Canada at a fixed rate of 1.09%, term of 16 months with repayment from grant funding and revenue from the sale of building lots in the Business Park;

AND THAT, any two of the Mayor and Acting Clerk or CAO be authorized to execute the agreement with the Royal Bank of Canada.

CARRIED

F.9 Truth and Reconciliation Commission (TRC) Calls to Action

Resolution No CW232-21

Moved by Mayor Lowry

Seconded by Councillor Maydan

THAT, Committee of the Whole recommends Council waive the administrative fee for commissioning documents for residential school Survivors and their families who reside in the Municipality of Mississippi Mills to reclaim their names changed by the residential school system for a period of five (5) years.

CARRIED

Resolution No CW233-21

Moved by Mayor Lowry

Seconded by Councillor Dalgity

THAT, Committee of the Whole recommends Council include The Indigenous Bicentennial Working Group (IBWG) as a working subcommittee to the Mississippi Mills Bicentennial Planning Committee.

CARRIED

G. NOTICE OF MOTION

G.1 Affordable Housing - Secondary Units - Mayor Lowry

Resolution No CW234-21

Moved by Mayor Lowry

Seconded by Councillor Ferguson

WHEREAS, access to safe, affordable and adequate housing promotes overall health and wellbeing, increases resident safety and creates a more liveable community;

AND WHEREAS, housing options and supply are needed at all income levels in an inclusive community;

AND WHEREAS, housing is considered affordable when housing costs do not exceed 30% of a household's before-tax income;

AND WHEREAS, the population in Mississippi Mills is projected to increase 60% by 2038;

AND WHEREAS, increasing the supply could lead to rent reductions, and greater opportunities to free up entry level rental units, making housing available for those at the lowest income levels and those at risk of homelessness;

AND WHEREAS, the Provincial Policy Statement now requires planning authorities to allow an additional residential unit within the dwelling and with an accessory structure, for a total of three (3) dwelling units per parcel;

AND WHEREAS, the Town of Perth has implemented a successful Additional Residential Unit Grant Program as part of an affordable housing strategy;

THEREFORE, be it resolved that Committee of the Whole direct staff to develop an Additional Residential Unit Grant pilot program to facilitate the construction of additional dwelling units or additional dwellings for homeowners in Mississippi Mills;

AND THAT, the Additional Residential Unit Grant pilot program be brought forward to 2022 Budget discussions.

CARRIED

H. INFORMATION ITEMS

H.1 Mayor's Report

No report.

H.2 County Councillor's Report

The following items were highlighted;

- Lanark County will be hosting on Thursday, September 30th at a celebration to recognize Truth and Reconciliation.
- The Lanark County Climate Action Plan Committee has put forward a plan to reduce emissions by 20%.
- Mississippi Mills Official Plan Amendment 22 (Lanark County Official Plan Amendment 11) will be discussed at the Lanark County Economic Development Committee meeting on Wednesday, September 22nd.

H.3 Mississippi Valley Conservation Authority Report

Report will be presented at the next meeting.

H.4 Library Board Report

Report will be presented at the next meeting.

H.5 Information List #16-21

Resolution No CW235-21

Moved by Councillor Guerard

Seconded by Councillor Ferguson

THAT, the information list #16-21 be received for information.

AND THAT, items c,d,f,h and j be pulled for future consideration.

CARRIED

H.5.a August 20 2021_City of Hamilton re Noise Concerns

H.5.b August 27 2021_City of Brantford re Year of the Garden

H.5.c September 7 2021_ Eastern Ontario Regional Network Seeking
Board Member Press Release

H.5.d September 8 2021_ 5 Arches Bridge Closure - Media Release 2

H.5.e September 8 2021_ Mississippi Mills Letter of
Support_Affordable_Internet

H.5.f September 9 2021_Ministry of Municipal Affairs and Housing
Minister's letter site plan guide_for translation

H.5.g September 9 2021_Trent Lakes re OHIP Eye Care

H.5.h September 10 2021_ Lanark County Situation Table 2020 Final
Report

H.5.i September 13 2021_2nd Qtr Drinking Water Quality Management
Standard Report

H.5.j September 15 2021_Mississippi Mills Fire Department 2020 Year
End Summary and 2021 Summary to Date

H.6 Meeting Calendar

I. OTHER/NEW BUSINESS

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW236-21

Moved by Deputy Mayor Minnille

Seconded by Mayor Lowry

THAT, the meeting be adjourned at 8:45 p.m.

CARRIED

Cynthia Moyle, Acting Clerk



The Corporation of the Municipality of Mississippi Mills

Special Committee of the Whole Meeting

Minutes

September 28, 2021

6:00 p.m.

E-participation

Committee Present: Mayor Lowry
Deputy Mayor Minnille
Councillor Dalgity
Councillor Maydan
Councillor Holmes
Councillor Guerard
Councillor Ferguson

Staff Present: Ken Kelly, CAO
Cynthia Moyle, Acting Clerk
Casey Munro, Deputy Clerk
Cory Smith, Acting Director of Public Works

A. CALL TO ORDER (immediately following Council)

Councillor Holmes called the meeting to order at 6:18 p.m.

All members of the Committee were present with the exception of Deputy Mayor Minnillee.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

C. APPROVAL OF AGENDA

Resolution No CW237-21

Moved by Councillor Ferguson

Seconded by Councillor Maydan

THAT, the agenda be approved as presented.

CARRIED

D. STAFF REPORTS

Deputy Mayor Minnillee joined the meeting at 6:35 p.m.

D.1 Water and Wastewater Rate Study and Long Term Financial Plan

Cory Smith, Acting Director of Public Works gave a brief staff report to the Committee introducing Peter Simcisko from Watson and Associates Economists Ltd. who provided a presentation on the 10 year Water and Wastewater Rate Study dated September 23, 2021.

Resolution No CW238-21

Moved by Councillor Dalgity

Seconded by Councillor Guerard

THAT, the Committee of the Whole recommend to Council to approve the recommendations as follows;

1. The Water and Wastewater Rate Study (as attached), dated September 23, 2021 prepared by Watson & Associates Economists Ltd.;
2. Staff are directed to prepare the Water Financial Plan in the format required under O.Reg. 453/07;
3. Water and wastewater rates presented in Table 6-1 be approved;
4. Staff be directed to prepared an update to this study in the coming years after updates to the Municipality's Official Plan, the Master Plan, and the Development Charges Background Study are completed.

CARRIED

D.1.a Mississippi Mills 2021 Water and Wastewater Rate Study

D.1.b Mississippi Mills Water and Wastewater - Council Presentation v2

E. OTHER/NEW BUSINESS

None.

F. ADJOURNMENT

Resolution No CW239-21

Moved by Mayor Lowry
Seconded by Councillor Maydan

THAT, the meeting be adjourned at 7:07 p.m.

CARRIED

Cynthia Moyle, ACTING CLERK

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: October 5, 2021

TO: Committee of the Whole

FROM: Cory Smith, A/Director of Public Works

SUBJECT: Mill Street Gas Main Realignment.docx

RECOMMENDATION:

THAT, the Committee of the Whole recommend that Council Direct Staff to authorize Enbridge to proceed with the works of relocating the natural gas main on Mill Street. **AND THAT**, the Committee of the Whole recommend Council provide pre-budgetary approval for these works in the amount of \$33,228.00 plus HST.

BACKGROUND:

On September 7, 2021, Council approved moving forward with the Renewal of the Downtown Core. The works related to this project include removal and renewal of the Municipal Utility infrastructure including Sanitary Sewer, Water Mains and Storm Sewer. The completed works also include the renewal and updating of our surface works infrastructure such as roadway, curb sidewalk, landscaping and street furniture. The construction Tender is being updated for tendering purposes and will be posted for tender later this fall. During the detailed design review, conflicts with the Enbridge Natural Gas main were identified. The conflicts are located on Mill Street between Bridge Street and Brae Street. Enbridge has further reviewed these conflicts and has determined that it is in the best interest of the utility to replace and realign the full length of the main between Bridge and Brae Street. The works for the replacement of the gas main need to be done in advance of works included in Municipal Downtown Core Renewal Tender. The purpose of the gas main realignment is to move the gas main away from the conflicts with the proposed downtown core renewal works. Moving the main allows for safe excavation, and prevents service disruption to Enbridges customers in the downtown core during construction. The works would require the segment of Mill Street between Bridge and Brae Street to be closed to traffic. It should be noted that Enbridge has stated that there would be no interruption to Pedestrian Traffic. The time required to correct the conflicts vs replacing the full length of gas main is the same (duration of 2-3 weeks). Pedestrian Traffic and pedestrian access to all businesses would remain uninterrupted. There would be interruption to vehicle traffic in this area. It would be recommended that Mill Street between Bridge Street and Brae Street be closed to vehicular traffic to expedite the works.

DISCUSSION:

Enbridge operates in Mississippi Mills under the conditions of a franchise agreement. This agreement prescribes the framework for cost sharing efforts in works of renewal and realignment between Enbridge and the Municipality. The works requested by Enbridge have components related to removing conflicts between Enbridges in-situ utilities and the design for the renewal of the downtown core. Due to the benefit to the Municipality there is some costs allocated to the Municipality. The Municipalities portion of the costs of these works is approximately \$33,228.00 plus HST.

Enbridge has requested to have the works completed in late October early November 2021 to avoid constructor conflict with the successful contractor completing the works of the downtown renewal. Enbridge has also committed to working with the Municipality to communicate with the affected residents and businesses. Enbridge would like to work with Municipal staff to start conversations with businesses about maintaining access and delivery coordination during the 2-3 week construction.

The timeline requested works well with avoiding disruption to key events in the downtown core. While there will be traffic disruption, pedestrian access and access to businesses would remain. Closure of the road expedites the work and will reduce costs including the Municipalities shared portions. Completing these works in the fall reduces the risk of delaying the downtown core renewal project in the Spring and would also serve as an opportunity to work with the businesses and residents in the area on coordination of communication, access to businesses and coordination of deliveries. These works need to be completed by Enbridge within the constraints of our franchise agreement in advance of the tendered works for the downtown core renewal, so that the contractor can work safely. The advanced timing also avoids Constructor issues between Enbridge and the successful contractor. Scheduling the works for the fall allows for the works to be completed in a controlled manner. Waiting for the spring allows for variables such as weather (late Spring) delaying the works and start date of the tendered works until such time as Enbridge has completed their works and potentially exposing the Municipality to a claim for delay of works. The replacement of the full length of the main in this segment reduces the risk of future main failures, while the duration of the project remains the same as it would take two mobilizations to complete two sites, but completing this in one process instead of 2 only require 1 commissioning. The costs to the municipality remain limited to the two areas of benefit to the municipality

FINANCIAL IMPLICATIONS:

The total costs of the project are estimated to be \$95,937.50 (Plus HST), with the municipal portion of these works being \$33,228.13. The funds required to complete these works are not included in the 2021 Budget. Pre-budgetary approval for these works will be required.

SUMMARY:

Staff recommend that council direct staff to authorize Enbridge to carry out these works and that Council provide per-budgetary approval for these works in the amount of \$33,228.13 plus HST.

Respectfully submitted by,

Reviewed by:

A handwritten signature in black ink that reads "Cory Smith" followed by a stylized monogram.

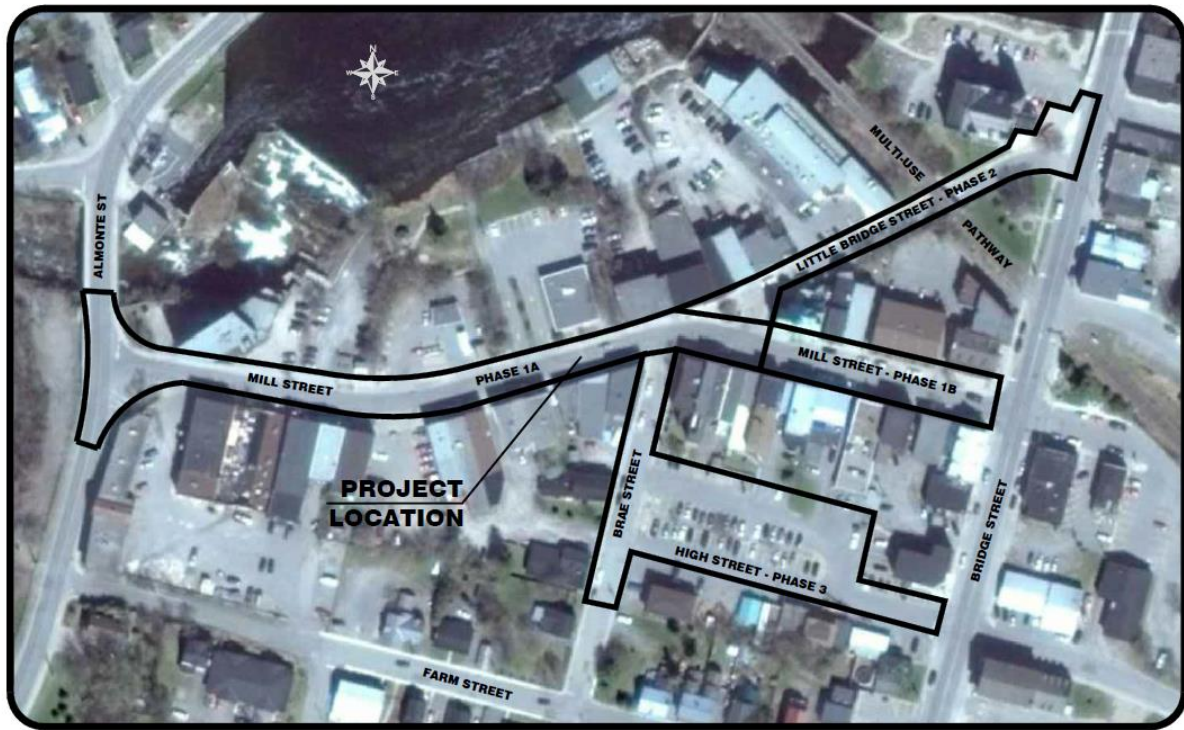
Cory Smith,
A/Director of Public Works

A handwritten signature in black ink that appears to read "Ken Kelly" in a stylized, cursive script.

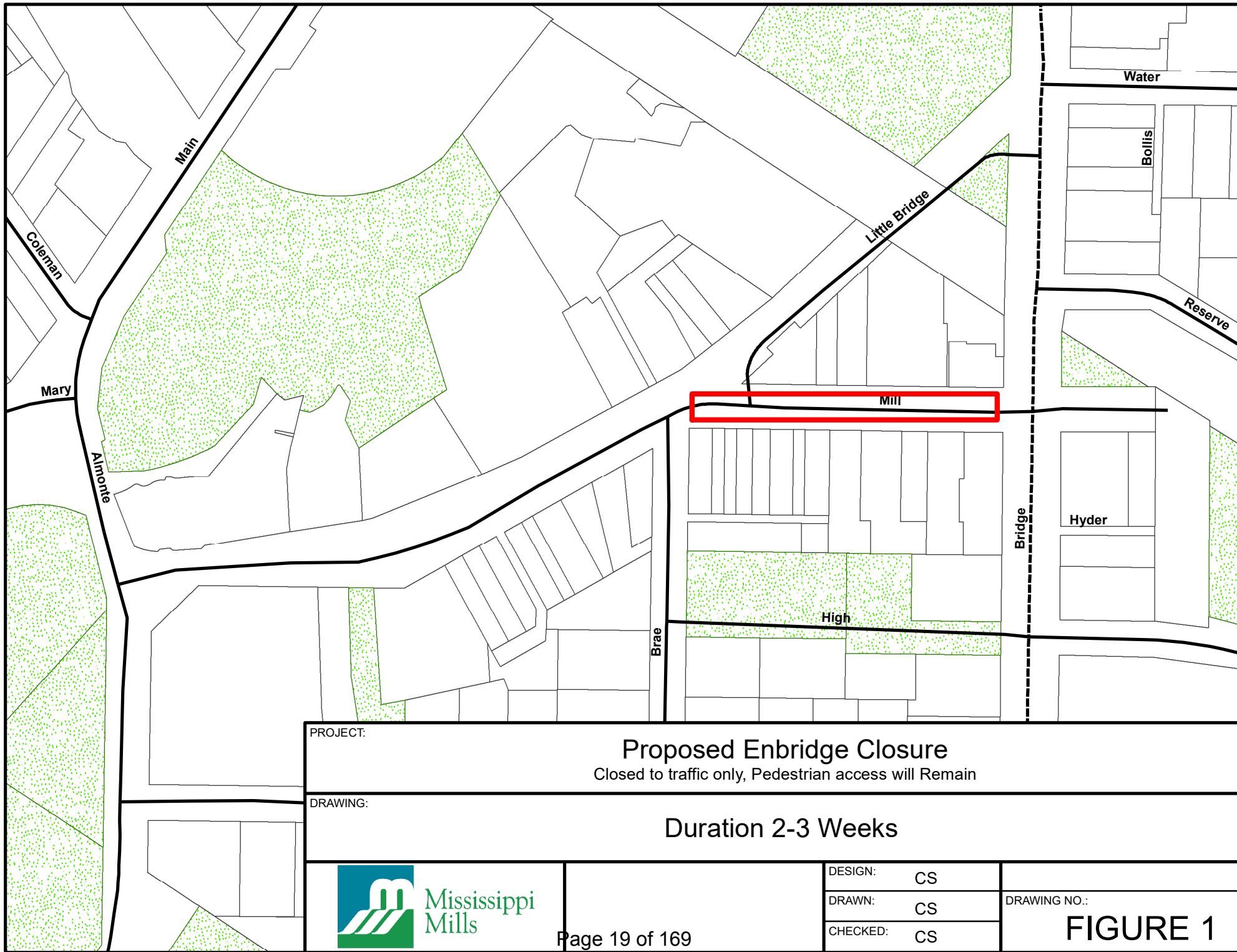
Ken Kelly,
CAO


ATTACHMENTS:

1. Drawing outlining the phases.



**ALMONTE DOWNTOWN CORE INFRASTRUCTURE RENEWAL PROJECT
PHASING**



PROJECT:		Proposed Enbridge Closure Closed to traffic only, Pedestrian access will Remain	
DRAWING:		Duration 2-3 Weeks	
 Mississippi Mills	Page 19 of 169	DESIGN:	CS
		DRAWN:	CS
		CHECKED:	CS
		DRAWING NO.: FIGURE 1	

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: October 5, 2021
TO: Committee of the Whole
FROM: Ken T. Kelly
SUBJECT: Agreement with Lanark Highlands CBO services

RECOMMENDATION:

THAT, the Committee of the Whole recommend to Council to direct staff to initiate negotiations with the Township of Lanark Highlands with a goal to develop a long-term partnership for reciprocal Building Official services under the *Building Code Act*.

BACKGROUND:

The Municipality and the Town of Carleton Place have had a reciprocal arrangement for building official services since November 2018. This includes services that would be provided by a Chief Building Official or a Building Inspector.

The services are billed to the requesting community at a rate of \$60 per hour plus mileage with a minimum 4 hours per request.

Recently the Municipality entered into an agreement with a consulting firm for the provision of plans examination services that has been a great success.

Lanark Highlands has written the Municipality requesting that we start a process to negotiate a similar reciprocal agreement due to the impending retirement of their Chief Building Official and building inspector.

It is estimated approximately 125 building permits a year are issued by Lanark Highlands.

DISCUSSION:

The supply of building officials in Eastern Ontario has been very tight in the last number of years. Local municipalities including the City of Ottawa and ourselves have had turnover in staff which can cause service interruptions. This is especially true in circumstances where there is only one person performing the tasks as is the case in many smaller municipalities.

The development and renovation market has been very active in the last two years and continued growth in Mississippi Mills is projected.

While Lanark Highlands wants to secure services to meet their immediate requirements, we may also have a need in the near future. Securing an agreement with Lanark Highlands will allow us to draw upon their staff when we are short.

On a broader perspective the recent changes in staffing across Lanark County municipalities has led to a discussion about alternative methods to deliver services such as a municipal service delivery corporation, County provision of regional services as well as reciprocal agreements for multiple municipalities. As method to mitigate any future staffing issues being able to draw on upon our neighbours is a good risk mitigation strategy. The first two options will require agreement of multiple municipalities and are seen as medium to long term projects. Developing an agreement with one municipality is seen as less complex and as a short-term project.

FINANCIAL IMPLICATIONS:

While the \$60 per hour rate for services needs to be reviewed, the goal for each Municipality is simply to cost recover the resources that it is supplying to the other community.

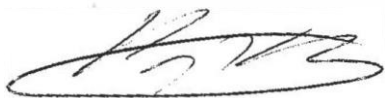
This is seen as a method to secure resources for future use by Mississippi Mills when needed by allowing us to grow our staff level and cover these costs.

SUMMARY:

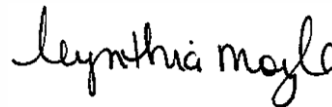
Staff are seeking Council input on the desire to expand our reciprocal agreement with neighbouring municipalities for building official services. Agreements will be based on recovery of costs by the municipality providing the resources.

Respectfully submitted by,

Reviewed by:



Ken T. Kelly,
Chief Administrative Officer



Cynthia Moyle,
Acting Clerk

ATTACHMENTS:

1. Township of Lanark Highlands Letter September 23, 2021



September 23rd, 2021

Mayor Lowry and Mississippi Mills Council
c/o
Mr. Ken Kelly, CAO

Via email

Interim CBO and Inspection Services

Dear Mayor Lowry and Mr. Kelly,

I am writing on behalf of Reeve McLaren and the Township of Lanark Highlands' Council with respect to an inquiry about the availability of interim CBO and inspection services.

Lanark Highlands received notice of our CBO retiring as of October 1st, 2021. The Township immediately began investigating interim solutions as the Township is close to finalizing an organizational review.

I had the opportunity to meet with some Lanark County CAO's who expressed interest in discussing municipal partnership opportunities due to the lack of experienced CBO's in the market. Specifically, Lanark Highlands set out to determine if there are immediate resources available to assist the Township for the interim. Long-term partnership arrangements were also discussed between the participating municipalities and the Township of Lanark Highlands is open and interested in working with municipal partners on any solutions that provide more efficient and effective services.

While the Township wishes to continue these discussions with our municipal neighbours, there is an immediate need for the Township to procure interim CBO and inspection services until such time that the organizational review is complete and options are considered. It was understood that Mississippi Mills may have the capacity to assist the Township on an interim basis subject to consultation with your Council. Lanark Highlands Council has requested that I formally contact you to determine if there is an opportunity to obtain interim assistance from Mississippi Mills.

Specifically, the Township has a need for essential services to meet the requirements of the Ontario Building Code Act and the Township's Building By-Law. Assistance in carrying out the building permit process, inspecting permitted work, issuance of orders to comply for works in contravention of a building permit or non-permitted work and addressing building related inquiries would be preferential.

If your Council is interested in assisting the Township, Council has authorized me to negotiate an agreement for their consideration. Regardless of the outcome, the Township thanks you in advance for considering this communication.

Sincerely,

Ryan C. Morton MPM, CIPM
CAO/Clerk
Township of Lanark Highlands

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: October 5, 2021
TO: Committee of the Whole
FROM: Cynthia Moyle, Acting Clerk
SUBJECT: INTERNET / TELEPHONE VOTING CONTRACT - 2022 MUNICIPAL ELECTIONS

RECOMMENDATION:

THAT Committee of the Whole recommends Council authorize the Clerk to execute an agreement with Intelivote Systems Inc. for the provision of internet/telephone voting for the 2022 municipal elections.

BACKGROUND:

In 2010, 2014 and 2018, a joint RFP (Tay Valley, Perth, Montague, and Mississippi Mills) was awarded to Intelivote Systems Inc. for internet/telephone voting services for the municipal elections.

DISCUSSION:

At the County Clerk's meeting on August 17, 2021 all municipalities of Lanark County expressed their intention to sole source Intelivote as their voting services provider for the 2022 municipal elections. If Mississippi Mills also participates there will be a cost savings benefit, as well as the pooling of resources, expertise, and the development of common policies and procedures.

The benefits of Intelivote include:

- significant municipal election experience;
- a user-friendly interface;
- system security to ensure voter anonymity, PIN security and audit capability;
- voters can use either or both voting methods;
- voters are able to continue voting from where they left off if their session is interrupted;
- customized policy and procedure manuals;
- only vendor that offers a candidate module.

This proposal is consistent with the Procurement Policy: s. 4.b.(iii) Single Source Procurement – where there is documented evidence that the extension or reinstatement

of an existing contract would prove most cost effective or beneficial AND s. 4.d. Co-operative or Joint Ventures - the municipality may participate with other government agencies or public authorities in co-operative procurement/acquisition ventures or utilize a 'piggy back clause' within public sector contracts, whenever it is determined to be in the best interest of the municipality to do so.

FINANCIAL IMPLICATIONS:


In 2018, the cost of internet/telephone voting was \$24,879 + HST.

SUMMARY:

It is recommended that Council authorize the Acting Clerk to execute an agreement with Intelivote Systems Inc. for the provision of internet/telephone voting for the 2022 municipal elections. The joint contract, based on the participating municipalities, will realize a cost savings and provide a high-quality voting system for the citizens of Mississippi Mills.

Respectfully submitted,

Reviewed by,



Cynthia Moyle
Acting Clerk



Ken Kelly
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: October 5, 2021
TO: Committee of the Whole
FROM: Cynthia Moyle, Acting Clerk
SUBJECT: New Procedural By-law Report # 1

STAFF RECOMMENDATION:

Motion # 1

THAT, the Committee of the Whole receive the New Procedural By-law for information;

AND THAT, the Acting Clerk amend the draft Procedural By-law with the comments to be reviewed at the next Committee of the Whole Meeting.

BACKGROUND:

Municipalities are required to have in place a procedural by-law for governing the calling, location, and proceedings of meetings (Municipal Act, Section 238(2)). The Municipality of Mississippi Mills last reviewed and amended the Procedural By-law in December 2019. In addition, Council conducted a Service Delivery Review during the summer of 2020 to identify ways to modernize service delivery and make the best use of limited resources. Furthermore, Council has adopted Committee Restructuring with an implementation date of January 1, 2022, which requires changes to the procedural by-law.

Staff felt that revisions to the current procedural by-law were deemed to be major. The new procedural by-law has been updated to reflect the Municipality's operations, best practices, updated terminology, and more consistent wording and processes,

The following key items are included in the new Procedural By-law:

A. Chair at Meetings

- The Chair of each Committee of the Whole shall be appointed for a one (1) year term by the Striking Committee at the first Council Meeting in December.
- One Member of every Working Group and other Committee shall be a Council Member, who will also serve as Chair.

B. Council Meetings

- Council Meetings shall generally be held in the Council Chambers at the Municipal Office, 3131 Old Perth Road, Almonte, on the first and second Tuesday of each month, commencing at 6:00 p.m., as outlined in the Meeting Schedule.

C. Committee of the Whole

- Council shall conduct its business using a Committee of the Whole System. The Committee of the Whole meetings shall be separated into the following three (3) areas of service delivery:

Development & Infrastructure Service

Development & Infrastructure Services shall be responsible for:

- Planning;
- Building Permits and Inspections;
- Public Works (including Utilities);
- Environment (including Climate Change).

Public Safety & Community Services

Public Safety & Community Services shall be responsible for:

- Public Safety;
- Community Services.

Corporate Services

Corporate Services shall be responsible for:

- CAO (including Economic Development);
 - Clerk (including Corporate Communications);
 - Finance;
 - Human Resources;
 - Information Technology;
 - Outside agencies reporting to Council.
- Committee of the Whole meetings shall generally be held in the Council Chambers at the Municipal Office, 3131 Old Perth Road, Almonte, as outlined in the Council and Committee Calendar, as follows:

First Tuesday

- Council at 6:00 p.m.
- Development & Infrastructure Services – immediately following Council

Third Tuesday

- Council at 6:00 p.m.
- Public Safety & Community Services – immediately following Council
- Corporate Services – immediately following Public & Community Services

- The authority of the Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other than matters administrative in nature shall be recognized as emanating from the Committee of the Whole, and all affirmative Committee of the Whole recommendations shall be referred to the next regularly scheduled Council Meeting, generally held two weeks later.

D. Striking Committee

- The Striking Committee shall meet immediately following the Inaugural Meeting to recommend appointments as follows:
 - a) Chairs of the respective Committee of the Wholes will be a one (1) year term, determined by an expression of interest;
 - b) various Committees established by Council, if any; and
 - c) Local Boards and external organizations on which the Council desires or is required to have representation.
- In deliberating, the Striking Committee shall consider the expressed preferences of individual Council Members as well as balancing other considerations such as geographic area, elected/citizen representation, etc.
- Members shall be appointed to the various Committees, Local Boards, and external organizations by resolution unless a by-law is required by an Act or Regulation.

E. Closed Session ("In Camera")

- Except as provided in Section of 239 of the Municipal Act, all meetings of Council, Committee of the Whole, and its Committees shall be open to the public.
- No person shall be excluded from a Meeting except for:
 - a) improper conduct determined by the Mayor/Chair or;
 - b) where a Meeting or portion of a Meeting is closed to all persons other than the Members of that body and those identified to remain in the room.
- The Clerk and/or Deputy Clerk shall remain in the room for all Closed Sessions.
- In accordance with Schedule "B" a Meeting or part of a Meeting may be closed to the public.
- Should it become necessary to address more than one Closed Session matter on one Agenda, each closed matter shall be addressed in a separate Closed Session.
- Council shall move into Closed Session by using the prescribed resolution form in Schedule "B".
- A Meeting shall not be closed to the public during the taking of a vote except where:

- a) the vote is for a procedural matter or giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality. Motions shall be stated THAT (Staff, Solicitor, etc.) are directed as follows:....."
- Confidential discussion during a Closed Session shall be limited to the issue declared.
 - No Member, Staff or other person present during a Closed Session shall in any way, notify, distribute or make available to any person or other body, by any means, any reports or items, or disclose the nature or content of any documents or of discussions regarding any matters that are confidential or that have been obtained or considered in a closed session without approval of such release by Council.
 - No Member, Staff or other person present, other than the Clerk or Deputy Clerk, shall take notes during Closed Session.
 - Upon returning to open session, the Chair shall rise and report the following:
 - a) a statement resulting from the Closed Session;
 - b) declarations of pecuniary interest during the Closed Session.
 - The Clerk shall be responsible to secure and maintain a confidential record of all original documentation distributed or presented, relating to Closed Sessions.
 - A separate set of Closed Session Minutes shall be kept for each Closed Session.
 - Copies of any confidential documents, including Minutes, circulated during the Meeting shall be returned to the Clerk at the end of the Closed Session and destroyed.
 - Minutes of Closed Sessions shall be circulated by the Clerk at the next Closed Council Meeting for adoption. The adoption of the Minutes is a procedural matter and does not affect the validity or affect the resolutions recorded in the Minutes.
 - The Minutes and Closed Session materials shall be kept in a secure and confidential location under the control of the Clerk and shall only be open to those in attendance at the Meeting, to others approved by the Council or as legislated.
 - Where practical, Closed Sessions shall be scheduled at the end of the Meeting.
 - All Members and Staff have a personal obligation to the Municipality to treat identified documents in confidence and not to use them in any manner or to the detriment of the Municipality.

- The obligation to keep information confidential shall continue after the Member ceases to be a Member of Council or a Committee or Staff ceases to be employed by the Municipality.
- Closed Session Minutes shall be prepared and shall be signed by the Mayor or Chair; and either by the Clerk or Deputy Clerk.
- Closed Sessions shall be audio recorded and retained as per the Municipality's Record Retention Schedule and secured by the Clerk. The recordings shall not be considered the official record of the Meeting.
- Should the Municipality receive a report from the Municipality's Closed Meeting investigator reporting his or her opinion, and the reasons for it, that a Meeting or part of a Meeting that was the subject matter of an investigation appears to have been closed to the public contrary to Section 239 of the Municipal Act, 2001, as amended, or to this by-law, the Municipality shall pass a resolution stating how it intends to address the report.

F. Electronic Participation in Meetings

- Any member of Council may participate in any open or closed Council, Special, Emergency, or Committee meeting electronically and be counted for the purpose of establishing a quorum.
- A member who joins a meeting via electronic participation partway through the Meeting shall advise the Chair and Clerk of their attendance at the Meeting.
- A member who is participating electronically in a meeting who, for any reason, will no longer be attending the Meeting prior to adjournment shall advise the Chair and Clerk of their absence from the Meeting.
- In accordance with Section 4.5 and pursuant to the Municipal Conflict of Interest Act, R.S.O. 1990, c M.50, as amended, the member who has declared a pecuniary interest regarding a matter being discussed, are participating electronically, shall disconnect and leave the electronic Meeting and not participate in any way with respect to the matter in question.
- Delegations may participate in an electronic meeting via videoconferencing software and/or other technology methods deemed appropriate by the Clerk's Department and in accordance with the rules set out in **Section XX**.

G. Presentations

- Presentations shall be assigned to a Council Agenda and only assigned to a Council of the Whole Agenda if time-sensitive.
- Presentation of the long service awards shall occur at a meeting in the month of June.
- Presentation of retirement certificates of appreciation shall occur at the first Council meeting following the Employee's retirement date.

- Ceremonial presentations will be scheduled by the Clerk in consultation with the Mayor at the earliest Council Meeting following the request.
- Council may recess if required for the purpose of photographs.

H. Committee Reports to Council

- Every Committee of the Whole and the Striking Committee shall report to Council.
- The Committee Chair will offer a report for approval which shall contain an "A" section for information and a "B" section requiring action by Council.
- The "A" section of reports will be read-only when the Chair of the Committee is directed by Council, by unanimous consent, to do so.
- Recommended motions for information only may be included in Section "A" of the Report.
- The "B" section of reports will be read by the Chair of the Committee in its entirety unless otherwise requested or directed by Council, by majority consent, not to do so.
- Prior to the adoption of a Committee report, any Member may request that an item be separated for consideration or to be voted on separately.
- When a request to separate an item from the report is accepted by the Chair, a motion to consider the separated item as recommended by the Council, will be the next order of business prior to the adoption of the remaining report.

I. Quorum

- If no quorum is present fifteen (15) minutes after the time appointed for a Meeting of Council or Committee, the Clerk shall record the names of the Members present, and the Meeting shall stand adjourned until the date of the next Meeting; regular, special or emergency.

J. Adjournment

- All Meetings shall adjourn no later than 10:00 p.m., unless a Motion to proceed beyond 10:00 p.m. is approved.
- No Meetings shall proceed beyond the hour of 10:30 p.m.

DISCUSSION:

N.A.

FINANCIAL IMPLICATIONS

There are no additional financial impacts for the adoption of the new procedural by-law.

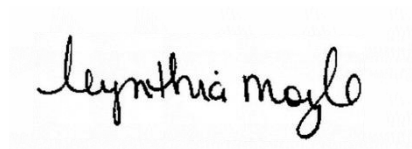
SUMMARY

The Procedural By-law requires public notice in advance of any amendments.

ATTACHMENTS

- Draft Procedural By-Law
- By-Law 19-127, dated December 2019

Respectfully submitted,



Cynthia Moyle

Acting Clerk

Approved by,



Ken Kelly

Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 2X-xx

**BEING A BY-LAW TO ESTABLISH RULES GOVERNING THE ORDER AND
PROCEEDINGS OF COUNCIL AND COMMITTEES OF
THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
(PROCEDURAL BY-LAW)**

WHEREAS Section 238 (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 238 (2.1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires that the procedure by-law shall provide for public notice of meetings;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

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1.0 DEFINITIONS

For the purpose of this By-Law:

- (a) "**Acting Chair**" - shall mean the Member who is temporarily appointed to serve in the Chair's place.
- (b) "**Agenda**" - shall mean the written Order of Business.
- (c) "**Attendee**" - shall mean a person, other than a Member or Staff, who is present at a meeting.
- (d) "**By-Law**" - shall mean a local law that has been enacted by Council in order to exercise a power provided in an Act.
- (e) "**Chair (Presiding Officer)**" - shall mean the Member who presides at a Council or Committee Meeting.
- (f) "**Chief Administrative Officer**" - shall mean the Chief Administrative Officer (CAO) or designate duly appointed by the Council as prescribed in Section 229 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- (g) "**Clerk**" - shall mean the person or designate duly appointed by the Council as prescribed in Section 228 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- (h) "**Close Debate (Call the Question)**" - shall mean a motion requiring that debate be closed and the vote on the motion be taken immediately.
- (i) "**Closed Session (In-Camera)**" - shall mean a meeting or part of a meeting closed to the public as prescribed in Section 239 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- (j) "**Code of Conduct**" - shall mean the Code of Conduct for Members of Council and Local Boards as prescribed in Section 223.2 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- (k) "**Committee**" - shall mean any Committee established by Council, including but not limited to, any Committee of the Whole, Special Purpose (Ad Hoc) Committee, etc.
- (l) "**Committee of the Whole Meeting (COW)**" - means a Standing Committee Meeting of Council in which the entire Council becomes a committee for the purpose of conducting business and providing recommendations to Council.
- (m) "**Committee Recommendation**" – shall mean a resolution passed by a Committee of the Whole during a meeting which is subject to approval by Council at the next Council meeting.
- (n) "**Community Events**" - shall be deemed any event that requests the presence of the Mayor. These may include but are not limited to opening ceremonies, fund raisers/charity events, community celebrations and local fairs.

- (o) "**Confidential Item**" - shall include the following:
- a. any matter marked "confidential" by Staff;
 - b. any matter or item of a confidential nature which has not been lawfully published, disclosed or provided to the public by the Municipality, or introduced, received or made available to the public at a Public Meeting or Information Session/Centre;
 - c. a record of any matter in respect of which a meeting or part of a meeting may or shall be closed to the public pursuant to the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended or under this By-Law;
 - d. any matter which could form the subject matter of an exemption from disclosure or a prohibition against disclosure, pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56;
 - e. any matter which the Municipality is prohibited from disclosing pursuant to any contract, legislation or other lawful authority; and
 - f. any communication with the Municipality's solicitors.
- (p) "**Confirming By-Law**" - shall mean a By-Law passed prior to adjournment of every Council Meeting to confirm by By-Law the resolutions and actions of Council taken at that meeting.
- (q) "**Consent Reports**" – may include any Committee of the Whole reports that are deemed to be of an administrative nature and/or being received as information and/or do not require action or direction.
- (r) "**Correspondence**" - shall include, but is not limited to, letters, memos, notices, emails, faxes, petitions, brochures, newspaper/magazine articles, etc.
- (s) "**Council**" - shall mean the Council of the Municipality of Mississippi Mills comprised of an elected Mayor, Deputy Mayor and Councillors from the three wards.
- (t) "**Council Meeting(s)**" - includes Regular, Special and Emergency Meetings of the Council of the Municipality.
- (u) "**Councillor**" - shall mean a person elected or lawfully appointed to the Council of the Municipality of Mississippi Mills.
- (v) "**Debate**" - shall mean discussion on the merits of the question/motion and whether the proposed action should or should not be taken.
- (w) "**Delegation**" - shall mean a person or group of persons who are not Members of Council or municipal Staff who have requested and are permitted to address Council or Committee, individually or on behalf of a group, with respect to the requested topic which was approved and listed on the Agenda for that Meeting in accordance with the provisions of this By-Law.
- (x) "**Department Head**" - shall mean the person or designate in charge of a municipal department and/or service area.

- (y) "**Emergency**" - shall mean a matter which if not dealt with may have serious ramifications, including but not limited, to the inability to address or influence the matter at a later date.
- (z) "**Local Board**" - shall mean 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 joint boards), excluding a school board and a conservation authority.
- (aa) "**Main Motion**" - shall mean a Motion whose introduction brings business before the Meeting.
- (bb) "**Mayor**" – shall mean the Member of Council elected by general vote as the Mayor and is the Head of Council, and who normally presides at all Council Meetings.
- (cc) "**Majority Vote**"- shall mean a vote where over half of the Members present, and eligible to vote, vote in the same manner.
- (dd) "**Meeting**" - means any regular, special or other Meeting of a Council, of a Local Board or of a Committee of either of them, where, a Quorum of Members is present; and Members discuss or otherwise deal with any matter in a way that materially advances or is intended to advance the business or decision-making of the Council, Local Board or Committee; and also includes a series of phone calls and electronic threads.
- (ee) "**Meeting Schedule**" - shall be deemed the Council/Committee Calendar containing the dates of Council and Committee of the Whole Meeting dates, including other reserved dates confirmed each year by resolution of Council.
- (ff) "**Member**" - shall mean a Member of Council or a Member of a Committee or Local Board.
- (gg) "**Minutes**" - shall mean a record of the proceedings of a meeting and shall be made by the Clerk without note or comment.
- (hh) "**Motion**" - shall mean a recommendation made to Council for consideration.
- (ii) "**Municipality**" - shall mean the Corporation of the Municipality of Mississippi Mills.
- (jj) "**Notice**" - shall mean an announcement by the Clerk under this by-law or the Public Notice Policy.
- (kk) "**Order of Business**" - shall mean the sequence of business under consideration at a Meeting.
- (ll) "**Pecuniary Interest**" - shall mean a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.

- (mm) "**Point of Order**" - shall mean any alleged breach of the rules or irregularity in the proceedings of a meeting.
- (nn) "**Point of Privilege**" - shall mean a statement by a Member calling attention to a matter where the integrity of an individual (personal) or the entire Council or Committee is perceived to be in question.
- (oo) "**Presentation**" - shall mean a ceremonial presentation to or from the Municipality of Mississippi Mills.
- (pp) "**Proceedings**" - shall mean the business conducted at a Meeting.
- (qq) "**Professional Development Event**" - shall mean any conference, convention, seminar, training session and workshop.
- (rr) "**Public Information Session/Centre**" - shall be held for the purpose of presenting proposals and issues, educating and informing and/or receiving input.
- (ss) "**Public Meeting (Statutory)**" - shall be deemed a meeting held for the purpose required under an Act or Regulation.
- (tt) "**Quorum**" - shall mean the number of Members required to be present in the Meeting room, in order that business may be conducted. A quorum shall mean a majority of the Members.
- (uu) "**Recess**" - shall mean a break from a Meeting.
- (vv) "**Recorded Vote**" - shall mean documenting in the Minutes of a Council Meeting the name of each Member and the Members' vote on a matter or question, in favour, opposed or absent.
- (ww) "**Resolution**" - shall mean a Motion that has been passed by Council.
- (xx) "**Special Meeting**" - shall be deemed a Council or Committee of the Whole Meeting which is in addition to the published Meeting Schedule approved annually by Council.
- (yy) "**Special Purpose (Ad Hoc) Committee**" means a Committee established by Council for the purpose of dealing with a special project with a clear mandate and a start and finish date.
- (zz) "**Standing Committee**" - shall be deemed a Committee of Council constituted to perform a continuing function and which has a continuous existence. For the purpose of this by-law the Committee of the Whole is deemed to be a Standing Committee.
- (aaa) "**Statement**" - shall mean prepared remarks that a Member reads aloud at a Meeting.

(bbb) "**Striking Committee**" - shall be deemed a Committee of all members of Council for the purpose of preparing recommendations for appointments to various Committees, Local Boards and external organizations, and other duties as approved by Council. The Mayor shall be Chair of the Striking Committee.

(ccc) "**Summer Recess**" - shall be deemed to be the month of July each year where no Council or Committee meetings are held unless a Special or Emergency Meeting is called by the Mayor or a petition of Council is received.

(ddd) "**Three-Quarters Vote**" - shall mean a vote where at least three-quarters of the Members present, and eligible to vote, vote in the same manner.

(eee) "**Time Sensitive**" – shall mean a matter in which delaying a decision could negatively impact the Municipality and means information that is only relevant or applicable for a specific period.

2.0 INTERPRETATION

- 2.1 The rules and regulations contained in this By-Law shall be observed in all Proceedings of Council to which they apply and shall be the rules and regulations for the order and dispatch of business at Meetings of Council and its Committees.
- 2.2 Subject to the requirements of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, the rules and regulations contained herein may be suspended by Resolution for a single occasion by a vote of at least three-quarters of the Members present and voting, unless otherwise provided by law.
- 2.3 Committees may not pass a Motion to suspend the rules of this By-Law.
- 2.4 Subject to the right of appeal by a Member, the Chair shall be responsible to interpret the rules of procedure under this By-Law with the advice and assistance of the Clerk.
- 2.5 The Clerk or the Clerks' designate shall be secretary of Council and Committees of Council and shall be in attendance at all Meetings.
- 2.6 Where procedural matters of Council or Committees of Council are not provided for in this by-law and are not governed by the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, Robert's Rules of Order shall apply.

3.0 ROLE OF THE MAYOR

3.1 The Mayor shall:

- 3.1.1 act as chief executive officer of the Municipality;
- 3.1.2 preside over Council Meetings;
- 3.1.3 provide leadership to Council;
- 3.1.4 provide information and recommendations to Council with respect to the role of Council;

- 3.1.5** represent the Municipality at Community Events and official functions;
- 3.1.6** direct administrative matters to the attention of the CAO;
- 3.1.7** carry out the duties of the Head of Council under applicable By-Laws or Acts.

3.2 As chief executive officer, the Mayor shall:

- 3.2.1** uphold and promote the purposes of the Municipality;
- 3.2.2** promote public involvement in the Municipality's activities;
- 3.2.3** act as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally;
- 3.2.4** participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.

3.3 The Mayor shall:

- 3.3.1** sit on the Council of the County of Lanark as a County Councillor.

4.0 ROLE OF THE DEPUTY MAYOR

4.1 The Deputy Mayor shall:

- 4.1.1** fulfill his/her normal duties as a member of Council;
- 4.1.2** assist the Mayor in carrying out the Mayoral responsibilities of the Municipality;
- 4.1.3** in the absence of the Mayor, shall act as the Head of Council and assume certain duties of the Mayor;
- 4.1.4** sit on the Council of the County of Lanark as a County Councillor.

5.0 ROLE OF COUNCIL MEMBERS

5.1 Council Members shall:

- 5.1.1** represent the public and consider the well-being and interests of the Municipality;
- 5.1.2** develop and evaluate the policies and programs of the Municipality;
- 5.1.3** determine which services the Municipality provides;

- 5.1.4 ensure that administrative policies, practices and procedures are in place to implement the decisions of Council;
- 5.1.5 ensure the accountability and transparency of the operations of the Municipality;
- 5.1.6 maintain the financial integrity of the Municipality;
- 5.1.7 carry out the duties of Council under applicable By-Laws or any Act;
- 5.1.8 come prepared to every Meeting by having read all the material supplied, including Agendas and reports, in order to facilitate discussion;
- 5.1.9 respect and adhere to policies set by Council.

6.0 ROLE OF THE CHAIR

6.1 A Chair shall:

- 6.1.1 preside over Council or Committee Meetings;
- 6.1.2 provide order and decorum;
- 6.1.3 be the political liaison with other Council and Committee Members;
- 6.1.4 review and understand the Agenda with the Clerk;
- 6.1.5 provide Council or the Committee direction when required regarding Meeting conduct and procedures;
- 6.1.6 represent Council initiatives and decisions to the public, where appropriate;
- 6.1.7 consult with the CAO on matters of operational concerns and complaints;
- 6.1.8 not have the authority to direct Department Heads or Staff;
- 6.1.9 work with the Mayor and CAO to take the lead role, where possible, on provincial delegations, in particular at the Association of Municipalities of Ontario (AMO) and the Rural Ontario Municipal Association (ROMA).

7.0 VACANCY ON COUNCIL

- 7.1 If a vacancy occurs during the term of the current Council, such vacancy shall be filled in accordance with the *Municipal Act, 2001*, as amended.
- 7.2 The Appointment Procedure to Fill Vacancy on Council shall be conducted in accordance with Schedule "X"

8.0 RULES OF CONDUCT FOR MEMBERS, STAFF AND ATTENDEES

8.1 Chair at Meetings

- 8.1.1** The Mayor shall chair Council Meetings unless by reason of absence, due to illness or otherwise, unable or refuses to do so.
- 8.1.2** In the absence of the Chair for Council, or when the Chair steps down, the Deputy Mayor shall be the Acting Chair. In the absence of the Deputy Mayor, Council shall appoint an Acting Chair for that meeting or portion thereof.
- 8.1.3** The Chair of each Committee of the Whole shall be appointed for a one (1) year term by the Striking Committee at the first Council Meeting in December.
- 8.1.4** One Member of every Working Group and other Committee shall be a Council Member, who will also serve as Chair.
- 8.1.5** In the absence of a Working Group or other Committee Chair or when the Chair steps down, the Working Group or other Committee shall appoint an Acting Chair for that Meeting or portion thereof.
- 8.1.6** It shall be the duty of the Chair of a Meeting to:
- a) open the Meeting by calling the Meeting to order;
 - b) ensure that a Quorum is established and is maintained throughout the course of the Meeting;
 - c) announce the business in the order in which it is to be considered;
 - d) direct discussion in such a manner that all questions and comments shall be presented through the Chair;
 - e) receive and submit, in the proper manner, all Motions presented by the Members;
 - f) put to vote all Motions which are moved, and seconded when necessary, or all motions that arise in the course of the Proceedings, and to announce the result of each vote;
 - g) decline to put to vote Motions that infringe upon the rules under this By-Law or the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;
 - h) ensure the Members, Staff and Attendees, conform to the rules of order under this By-Law;
 - j) maintain an appearance of impartiality on all matters;
 - k) undertake all matters required to ensure the Meeting proceeds in an orderly and efficient manner;

- l) expel any person for improper conduct at a Meeting;
- m) authenticate by signature, when necessary, all applicable by-laws and resolutions;
- n) adjourn the Meeting when the business is concluded, or at the designated time.

8.1.7 The Chair shall vote on all Motions.

8.1.8 The Chair may answer questions and comment in a general way, but if the Chair wishes to participate in debate, make a Motion, speak to a Motion under consideration or leave the chair for any other reason, the Chair shall first delegate the duties of the Chair to a Member of Council or Member of the Committee in accordance with the provisions of this By-Law, until the Member resumes the position of the Chair.

8.1.9 The Chair shall not resume the position of the Chair until the Chair has finished debating the issue, Motion, etc., at which time the Acting Chair shall relinquish the position of the Chair.

8.2 Questions

8.2.1 All Members, Staff and Delegations shall address their questions and comments through the Chair.

8.2.2 A Member or Delegation, while asking questions through the Chair, shall at no time put into question the personal or professional integrity of a Staff member of the Municipality.

8.3 Speaking at Meetings

8.3.1 When two or more Members wish to speak, the Chair shall name the Member who is to speak first.

8.3.2 When a Member is recognized by the Chair, the Member shall confine his/her remarks to the Motion under consideration.

8.3.3 When a Motion is under debate, a Member may ask a question through the Chair of another Member, CAO, Department Head or other employee of the Municipality.

8.3.4 Any Member may require the Motion under debate to be read at anytime during the debate, but in doing so shall not interrupt a Member while speaking.

8.4 Statements

8.4.1 Members are permitted to make Statements as part of the debate once a

Motion has been moved and seconded, however Statements from Members are prohibited at any other time.

- 8.4.2** If a Member wishes to have their Statement included as part of the Minutes they must submit it to the Clerk.

8.5 Materials

- 8.5.1** All materials shall be distributed through and by the Clerk.

8.6 Rules of Order

8.6.1 No person shall:

- a) disturb a meeting by any disruptive or distracting conduct, including private conversations among Members, Staff or Attendees at a meeting;
- b) use profane or offensive words or insulting expressions;
- c) disobey the rules of procedure;
- d) rise from their seat or make any noise or disturbance while a vote is being taken;
- e) speak until they have been recognized by the Chair;
- f) speak on any matter other than the matter under debate display signs, place cards, applaud, heckle or engage in telephone or other conversation or any behaviour which may be considered disruptive.

- 8.6.2** An Attendee shall not participate in a Meeting, unless listed on the Agenda as a Delegation or Presentation and shall be subject to the rules and procedures of this By-Law.

- 8.6.3** A Member shall not interrupt a Member who is speaking, except to raise a Point of Order or a Point of Privilege.

- 8.6.4** A Member shall not permanently leave the Meeting without advising the Chair or the Clerk.

- 8.6.5** In the event that a Member or Attendee persists in a breach of Subsection 7.6.1 above, after having been called to order by the Chair, the Chair shall without debate call the question "Shall the Member or Attendee be ordered to leave their seat for the duration of the Meeting?", and this question shall not be debatable.

- 8.6.6** If Council or a Committee decides the question set out in Subsection 7.6.5 above in the affirmative by a majority vote of the Members present, the Chair shall order the Member or Attendee to leave their seat, and the Meeting room, for the duration of the Meeting.

- 8.6.7** If the Member or Attendee apologizes, the Chair, with the approval of Council or the Committee, may permit them to resume their seat.
- 8.6.8** If a Member or Attendee does not leave their seat after being ordered to do so by the Chair in accordance with Subsection 7.6.6 above, and if the Member or Attendee does not apologize in accordance with Subsection 7.6.7 above, then the Chair shall for a second time without debate call the question "Shall the Member or Attendee be ordered to leave their seat for the duration of the Meeting?", and this question shall not be debatable.
- 8.6.9** If Council decides the question set out in Subsection 7.6.8 above in the affirmative by a majority vote of the Members present, the Chair shall again ask the Member or Attendee to leave their seat for the duration of the Meeting and if the person still refuses to leave, the Chair shall direct the Clerk to seek the appropriate assistance from the Lanark County Ontario Provincial Police (OPP) to have the Member removed from the Council Chambers.
- 8.6.10** No Member, Staff or Attendee shall use cell phones and electronic devices not required for conducting a Meeting. The device shall be either turned off or otherwise set so as not to emit any audible sound during a Meeting.
- 8.6.10** No Member, Staff or Attendee shall use cell phones and electronic devices not required for conducting a Meeting. The device shall be either turned off or otherwise set so as not to emit any audible sound during a Meeting.
- 8.6.11** During a Council or Committee meeting, Councillor laptops (or equivalent) shall be used exclusively for Municipal business.
- 8.6.12** Concealed recording devices shall not be permitted.
- 8.6.13** Videotaping and/or audio recording by Attendees may be permitted at Council and/or Committee of the Whole meetings that are open to the public provided that it is not disruptive to the proceedings and does not interfere with municipal computer and audio-visual systems. If Attendees wish to record a Meeting, they shall notify the Clerk in advance of the Meeting. If the Clerk has been notified that a recording will occur, the Clerk shall notify the Chair who shall make the following announcement at the start of the Meeting, "Please be advised that this Meeting may be recorded".

9.0 COUNCIL AND COMMITTEE MEETINGS

9.1 Inaugural Meeting

- 9.1.1** The Inaugural Meeting shall be conducted in accordance with Schedule "A".

9.2 Council Meetings

- 9.2.1** Council Meetings shall generally be held in the Council Chambers at the Municipal Office, 3131 Old Perth Road, Almonte, on the first and second Tuesday of each month commencing at 6:00 p.m., as outlined in the Meeting Schedule.

9.3 Committee of the Whole

- 9.3.1** Council shall conduct its business using a Committee of the Whole System. The Committee of the Whole meetings shall be separated into the following three (3) areas of service delivery:

9.3.1.1 Development & Infrastructure Services

Development & Infrastructure Services shall be responsible for:

- a) Planning;
- b) Building Permits and Inspections;
- c) Public Works (including Utilities);
- d) Environment (including Climate Change).

9.3.1.2 Public Safety & Community Services

Public Safety & Community Services shall be responsible for:

- a) Public Safety;
- b) Community Services.

9.3.1.3 Corporate Services

Corporate Services shall be responsible for:

- a) CAO (including Economic Development);
- b) Clerk (including Corporate Communications);
- c) Finance;
- d) Human Resources;
- e) Information Technology;
- f) Outside agencies reporting to Council.

- 9.3.2** Committee of the Whole meetings shall generally be held in the Council Chambers at the Municipal Office, 3131 Old Perth Road, Almonte, as outlined in the Council and Committee Calendar, as follows:

First Tuesday

Council at 6:00 p.m.

Development & Infrastructure Services – immediately following Council

Third Tuesday
Council at 6:00 p.m.
Public Safety & Community Services – immediately following Council
Corporate Services – immediately following Public & Community
Services

- 9.3.3** The authority of the Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other than matters administrative in nature shall be recognized as emanating from the Committee of the Whole, and all affirmative Committee of the Whole recommendations shall be referred to the next regularly scheduled Council Meeting, generally held two weeks later.

9.4 Special Meetings

- 9.4.1** The Mayor at any time may call a Special Meeting of Council that is in addition to the published Meeting Schedule approved annually by Council.
- 9.4.2** The Mayor and/or Committee of the Whole Chair at any time may call a Special Meeting of the Committee of the Whole that is in addition to the published Meeting Schedule approved annually by Council.
- 9.4.3** Notwithstanding 9.4.1 and 9.4.2, a special Council or Committee of the Whole meeting may be called by a majority vote of Council or Committee of the Whole.
- 9.4.4** The only business to be dealt with at a Special Meeting shall be that stated on the Agenda of the Meeting (Municipal Act, 2001, Section 240, as amended).
- 9.4.5** A minimum of forty-eight (48) hours' notice of all Special Meetings shall be given to Members of Council and the public by posting the notice of the Meeting on the website and distributed via the newsfeed feature on the website.

9.5 Emergency Meetings

- 9.5.1** The Mayor at any time may, in the event of an Emergency, call an Emergency Meeting of Council without giving forty-eight (48) hours' notice of the Meeting, provided that the Clerk has diligently attempted to advise all Members immediately upon being advised of the intention of the Mayor to hold an Emergency Meeting.
- 9.5.2** The only business to be dealt with at an Emergency Meeting of Council shall be with respect to that Emergency.
- 9.5.3** In the case of an Emergency Meeting, Council may hold its Meeting(s) and keep its public office at any convenient location within the Municipality.

- 9.5.4** Notice of all Emergency Meetings of Council shall be given to the Members and the public by posting the Meeting on the website and distributed via the newsfeed feature on the website. Notice may be given after the Meeting.

9.6 Striking Committee

- 9.6.1** The Striking Committee shall meet immediately following the Inaugural Meeting to recommend appointments as follows:
- a) Chairs of the respective Committee of the Wholes will be a one (1) year term, determined by an expression of interest;
 - b) various Committees established by Council, if any; and
 - c) Local Boards and external organizations on which the Council desires or is required to have representation.
- 9.6.2** In deliberating, the Striking Committee shall consider the expressed preferences of individual Council Members as well as balancing other considerations such as geographic area, elected/citizen representation, etc.
- 9.6.3** Members shall be appointed to the various Committees, Local Boards and external organizations by resolution, unless a by-law is required by an Act or Regulation.

9.7 Special Purpose Committees and Other Committees

- 9.7.1** Special Purpose Committee and other Committee Meetings shall generally be held in the Council Chambers at the Municipal Office, 3131 Old Perth Road, Almonte.
- 9.7.2** Special Purpose Committee and other Committee Meetings shall generally be scheduled during regular office hours, Monday to Friday from 8:00 a.m. to 4:30 p.m. and shall be no longer than two (2) hours in length.
- 9.7.3** Every Special Purpose Committee and other Committee shall have a Terms of Reference approved by Council. The Terms of Reference shall contain a mandate and purpose, Committee structure, number of Meetings, number of Members required for Quorum, reporting process, Staff and support services, budget (if applicable) and completion date.
- 9.7.4** The authority of any Special Purpose Committee or other Committee is limited to making recommendations to the Committee of the Whole. No decision to take any action other than matters administrative in nature shall be recognized as emanating from any Special Purpose Committee or other Committee.
- 9.7.5** Minutes of Special Purpose Committee and other Committees shall be included in the Committee of the Whole Agenda as information. Any action items requiring Council approval will be presented in the form of a Motion to the Committee of the Whole for recommendation.

- 9.7.6** A Special Purpose or other Committee shall be deemed to be dissolved at the completion of its mandate based on the Terms of Reference or by a resolution of Council.
- 9.7.7** Special Purpose Committee and other Committees shall adjourn no later than sixty (60) minutes prior to all Council and Committee of the Whole Meetings.
- 9.7.8** Public Members of all Special Purpose Committee and other Committee shall be appointed by Council.

9.8 Boards, Commissions and External Organizations

- 9.8.1** Council shall appoint Members to sit on various Local Boards, Commissions and External Organizations for the term of Council at the first regularly scheduled Council Meeting following the Inaugural Meeting, unless otherwise provided by an Act or Regulation.
- 9.8.2** Minutes of Local Boards, Commissions and External Organizations shall be included in the Committee of the Whole agenda as information.
- 9.8.3** The Library Board shall adopt and follow their own Procedural By-Law.

9.9 Closed Session ("In Camera")

- 9.9.1** Except as provided in Section of 239 of the Municipal Act, all Meetings of Council, Committee of the Whole and its Committees shall be open to the public.
- 9.9.2** No person shall be excluded from a Meeting except for:
 - a) improper conduct determined by the Mayor/Chair or;
 - b) where a Meeting or portion of a Meeting is closed to all persons other than the Members of that body and those identified to remain in the room.
- 9.9.3** The Clerk and/or Deputy Clerk shall remain in the room for all Closed Sessions.
- 9.9.4** In accordance with Schedule "B" a Meeting or part of a Meeting may be closed to the public.
- 9.9.5** Should it become necessary to address more than one Closed Session matter on one Agenda, each closed matter shall be addressed in a separate Closed Session.

- 9.9.6** Council shall move into Closed Session by using the prescribed resolution form in Schedule "B".
- 9.9.7** A Meeting shall not be closed to the public during the taking of a vote except where:
- a) the vote is for a procedural matter or giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality. Motions shall be stated*"THAT (Staff, Solicitor, etc.) are directed as follows:....."*
- 9.9.8** Confidential discussion during a Closed Session shall be limited to the issue declared.
- 9.9.9** No Member, Staff or other person present during a Closed Session shall in any way, notify, distribute or make available to any person or other body, by any means, any reports or items, or disclose the nature or content of any documents or of discussions regarding any matters that are confidential or that have been obtained or considered in a closed session without approval of such release by Council.
- 9.9.10** No Member, Staff or other person present, other than the Clerk or Deputy Clerk, shall take notes during Closed Session.
- 9.9.11** Upon returning to open session, the Chair shall rise and report the following:
- a) a statement resulting from the Closed Session;
 - b) declarations of pecuniary interest during the Closed Session.
- 9.9.12** The Clerk shall be responsible to secure and maintain a confidential record of all original documentation distributed or presented, relating to Closed Sessions.
- 9.9.13** A separate set of Closed Session Minutes shall be kept for each Closed Session.
- 9.9.14** Copies of any confidential documents, including Minutes, circulated during the Meeting shall be returned to the Clerk at the end of the Closed Session and destroyed.
- 9.9.15** Minutes of Closed Sessions shall be circulated by the Clerk at the next Closed Council Meeting for adoption. The adoption of the Minutes is a procedural matter and does not affect the validity or affect the resolutions recorded in the Minutes.
- 9.9.16** The Minutes and Closed Session materials shall be kept in a secure and confidential location under the control of the Clerk and shall only be open to those in attendance at the Meeting, to others approved by the Council or as legislated.

- 9.9.17** Where practical, Closed Sessions shall be scheduled at the end of the Meeting.
- 9.9.18** All Members and Staff have a personal obligation to the Municipality to treat identified documents in confidence and not to use them in any manner or to the detriment of the Municipality.
- 9.9.19** The obligation to keep information confidential shall continue after the Member ceases to be a Member of Council or a Committee or Staff ceases to be employed by the Municipality.
- 9.9.20** Closed Session Minutes shall be prepared and shall be signed by the Mayor or Chair; and either by the Clerk or Deputy Clerk.
- 9.9.21** Closed Sessions shall be audio recorded and retained as per the Municipality's Record Retention Schedule and secured by the Clerk. The recordings shall not be considered the official record of the meeting.
- 9.9.21** Should the Municipality receive a report from the Municipality's Closed Meeting investigator reporting his or her opinion, and the reasons for it, that a Meeting or part of a Meeting that was the subject-matter of an investigation appears to have been closed to the public contrary to Section 239 of the *Municipal Act, 2001*, as amended, or to this by-law, the Municipality shall pass a resolution stating how it intends to address the report.

9.10 Public Information Sessions/Centers

- 9.10.1** Public Information Sessions/Centers may be scheduled from time to time as warranted.
- 9.10.2A** Public Information Sessions/Centers shall be called by the Clerk once a resolution to do so has been adopted by Council or upon receiving a petition from a majority of Council Members. The petition shall clearly state the purpose, date and time of the meeting.

9.11 Public Meetings (Statutory)

- 9.11.1** Public Meetings shall be scheduled as prescribed for the purpose of meeting the requirements of an Act, Regulation or By-Law.
- 9.11.2** A Public Meeting shall be called by the Clerk as required under the Public Notice Policy or as required under an Act or Regulation. The notice shall clearly state the purpose, date, time and location of the meeting, and the person who will act as Chair of the session.
- 9.11.3** The Clerk shall prepare an Agenda for the Meeting and keep a record of the proceedings.

9.12 Electronic Participation in Meetings

- 9.12.1** Any member of Council may participate in any open or closed Council, Special, Emergency or Committee meeting electronically and be counted for the purpose of establishing quorum.
- 9.12.2** A member who joins a meeting via electronic participation partway through the meeting shall advise the Chair and Clerk of their attendance at the meeting.
- 9.12.3** A member who is participating electronically in a meeting who, for any reason, will no longer be attending the meeting prior to adjournment, shall advise the Chair and Clerk of their absence from the meeting.
- 9.12.4** In accordance with Section 4.5 and pursuant to the Municipal Conflict of Interest Act, R.S.O. 1990, c M.50, as amended, member who have declared a pecuniary interest regarding a matter being discussed, are participating electronically, shall disconnect and leave the electronic meeting and not participate in any way with respect to the matter in question.
- 9.12.5** Delegations may participate in an electronic meeting via videoconferencing software and/or other technology methods deemed appropriate by the Clerk's Department, and in accordance with the rules set out in Section **XX**.

9.13 Notice of Meetings

- 9.13.1** The Clerk shall give notice of each Meeting to the Members, Department Heads, media and the public.
- 9.13.2** The Meeting Agenda shall constitute notice, except for Public Meetings (Statutory).
- 9.13.3** Notice for Public Meetings shall be as prescribed by an Act, Regulation or By-Law.
- 9.13.4** Council and Committee Agendas shall be made available by 4:00 p.m. on the Thursday prior to the Meeting.
- 9.13.5** Committee and Local Board Agendas shall be made available a week prior to the Meeting.
- 9.13.6** Agendas shall be posted on the Municipality's website and distributed via the newsfeed feature on the website.
- 9.13.7** Refer to Subsections 9.4 and 9.5 for Special and Emergency Meetings.
- 9.13.8** Council and Committee of the Whole Meetings may be cancelled in consultation with the Mayor, Chief Administrative Officer and Clerk if insufficient business will be before Council or the Committee of the Whole. Notice of cancellation should be provided as soon as possible.
- 9.13.9** For Council and Committee of the Whole Meetings, if it appears that

inclement weather, or like occurrence, or an Emergency situation may prevent the Members from attending a Meeting, the Mayor or Chair may direct the Clerk to postpone that Meeting by contacting as many Members as can be reached. Generally, Meetings will be postponed up to three (3) hours on the day of a Meeting and shall be posted on the website.

9.14 Meeting Schedule

- 9.14.1** The Meeting Schedule will outline the dates of Regular Council and Committee of the Whole Meetings and Professional Development Events.
- 9.14.2** Regular Council Meetings are held once a month except during the month that has been declared the "Summer Recess".
- 9.14.3** Committee of the Whole Meetings are held once per month except during the month that has been declared the "Summer Recess".
- 9.14.4** Special and Emergency Meetings may be called during the month that has been declared the "Summer Recess".
- 9.14.5** Any Council or Committee of the Whole Meeting that is not on the Meeting Schedule shall be deemed to be a "Special" Council or "Special" Committee of the Whole Meeting.
- 9.14.6** A rescheduled meeting shall not be considered a "Special" Council or "Special" Committee of the Whole Meeting.
- 9.14.7** A proposed Meeting Schedule will be presented by the Clerk to Council for approval by December of each year, for the subsequent year.

9.15 Election Year

- 9.15.1** In the year of a municipal election, after the election an orientation shall be held for all Members of Council to provide an overview of the expectations of elected office (ex. processes of Council, procedure by-law, code of conduct, policies and procedures, payroll and a general overview of the Municipality's role and function).
- 9.15.2** Once training/education has been provided during Council orientation or otherwise, Members shall sign off that they have taken the training/education.
- 9.15.3** The orientation shall be conducted by the Chief Administrative Officer, the Clerk and Department Heads.

10.0 ORDER OF BUSINESS AND GENERAL RULES

10.1 Format of Agenda

10.1.1 Council Agenda

10.1.1.1 The Clerk shall have prepared for the use of the Members at all Meetings, an Agenda as follows:

- (i) Call to Order
- (ii) O' Canada
- (iii) Moment of Silent Meditation
- (iv) Annual Dedication to Indigenous Peoples' (January)
- (v) Attendance
- (vi) Approval of Agenda
- (vii) Disclosure of Pecuniary Interest and the General Nature
Thereof
- (viii) Approval of Minutes
- (ix) Presentations
- (x) Committee of the Whole Report(s)
- (xi) By-Laws
- (xii) Announcements and Invitations
- (xiii) Closed Session(s)
- (xiv) Confirmation By-Law
- (xv) Adjournment

10.1.2 Committee of the Whole Agenda

10.1.2.1 The Clerk shall have prepared for the use of the Members at all Meetings, an Agenda as follows:

- (i) Call to Order
- (ii) Attendance
- (iii) Disclosure of Pecuniary Interest and the General Nature Thereof
- (iv) Approval of Agenda
- (v) Approval of Minutes
- (vi) Public Meetings
- (vii) Delegations (10 minutes)
- (viii) Questions of the Delegation from Committee of Whole
- (ix) Staff Reports
- (x) Correspondence
- (xi) Committee, Board and External Organization Updates
- (xii) Other/ New Business
- (xiii) Adjournment

10.1.3 "Special" and "Emergency" Meeting Agendas

10.1.3.1 The Clerk shall have prepared for the use of the Members at Special and Emergency Meetings, an Agenda as follows:

- (i) Call to Order
- (ii) Attendance
- (iii) Disclosure of Pecuniary Interest and the General Nature
Thereof
- (iv) "Business"
- (v) Adjournment

10.1.4 Special Purpose Committees and Other Committee Meeting Agendas

10.1.4.1 The Clerk or designate shall have prepared for the use of the Members at Special Purpose Committees and other Committee meetings, an agenda as follows:

- (i) Call to Order
- (ii) Attendance
- (iii) Approval of Agenda
- (iv) Disclosure of Pecuniary Interest and the General Nature Thereof
- (v) Approval of Minutes
- (vi) Delegations (10 minutes)
- (vii) Questions of the Delegations from Committee Members
- (viii) "Business"
- (ix) New/Other Business
- (x) Next Meeting Date
- (xi) Deferred Items
- (xii) Adjournment

10.2 General

- 10.2.1** The business of each Meeting shall be taken up in the order in which it stands on the Agenda unless, by a majority vote, the Members decide otherwise.
- 10.2.2** The Clerk shall determine the appropriate Meeting at which items of business shall be considered in accordance with this By-Law.
- 10.2.3** Where further information or reports are necessary for Council or Committees to review an item of business, the Clerk or CAO may postpone the placement of an item on the Agenda.
- 10.2.4** Where employees of the Municipality have been directed by Council to carry out a specific action and it is determined subsequently that the action cannot be carried out in accordance with Council's directions, the CAO will notify Council as soon as possible of these findings and further direction shall be requested of Council.
- 10.5.5** The CAO shall attend Council and Committee of the Whole Meeting (both open and closed session) as required.
- 10.5.6** Department Heads shall attend Council and Committee of the Whole Meetings as required.

10.3 Call to Order

- 10.3.1** Upon being called to order, all Members, Staff and Attendees shall immediately take their seats

10.4 O' Canada

- 10.4.1** Council shall sing O' Canada prior to the proceeding with the business before a Council Meeting.

10.5 Moment of Silent Meditation

- 10.5.1** Following the singing of O' Canada, Members shall remain standing for a moment of silent reflection or meditation.
- 10.5.2** The Mayor may dedicate the moment of meditation to an individual, event or organization as appropriate.

10.6 Annual Dedication to Indigenous Peoples'

- 10.6.1** At a meeting in the month of January, Council shall acknowledge and dedicate the land on which Council gathers as the traditional territory of the Algonquin Anishinaabe.

10.7 Attendance

10.7.1 Attendance shall be recorded at all Council, Committee of the Whole and other Committee Meetings.

10.8 Approval of Agenda

10.8.1 After the Agenda has been posted, additions, excluding delegations, shall only be made to the Agenda at the Meeting by a vote of at least Three-Quarters of the Members present and voting.

10.8.2 Additions to the Agenda shall only be made during the Amendments/Approval of Agenda portion of the Meeting.

10.9 Disclosure of Pecuniary Interest and the General Nature Thereof

10.9.1 A Member shall declare a direct or indirect pecuniary interest in accordance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended.

10.9.2 A Member shall declare a conflict of interest in accordance with the Code of Conduct for Council and Local Boards.

10.9.3 A Member shall declare a direct or indirect pecuniary interest or a conflict of interest by using the form in Schedule "C" prior to any consideration of a matter where the Member has a pecuniary interest or conflict of interest and shall file it with the Clerk.

10.9.4 The Clerk shall maintain a registry in which a copy of the following shall be made publicly available on the Municipal website:

- a) Date of declaration;
- b) Member declaration pertains to;
- c) Specific agenda item and topic; and
- d) Reason for declaration.

10.9.5 Where a Member has a pecuniary interest or conflict of interest, the Member shall not take part in the discussion of, or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

10.9.6 If the declared pecuniary interest or conflict of interest is with respect to an item on a Closed Session Agenda, in addition to complying with the requirements of this subsection, the Member shall forthwith leave the Closed Session, or that part of the Closed Session during which the matter is under consideration. The Chair in their Rise and Report shall state the declaration of pecuniary interest or conflict of interest disclosed during the Closed Session.

10.9.7 Where the interest of a Member has not been disclosed as required by Section 10.9.1 or 10.9.2 above, by reason of the Member's absence from the

Meeting, the Member shall disclose the interest at the first subsequent Meeting thereafter.

10.9.8 A Member shall not ask another Member, Staff, or the Municipality's Solicitors whether that Member should declare a pecuniary interest or conflict of interest.

10.9.9 Notwithstanding section 10.9.9 a Member, Staff, or the Municipality's Solicitor shall not offer an opinion to any Member with regards to a potential pecuniary interest or conflict of interest.

10.9.10 A Member that requires advice and opinions regarding a pecuniary interest or conflict of interest shall follow the process outlined in the Code of Conduct for Council and Local Boards.

10.10 Approval of Minutes

10.10.1 The Clerk shall present the minutes, without note or comment, of any previous Open and Closed Council or Committee of the Whole Meetings.

10.10.2 Council minutes once approved shall be signed by the Mayor and Clerk.

10.10.3 Committee of the Whole minutes once approved shall be signed by the Chair and Clerk.

10.11 Presentations

10.11.1 Presentations shall be assigned to a Council Agenda and only assigned to a Council of the Whole Agenda if time sensitive.

10.11.2 Presentation of the long service awards shall occur at a meeting in the month of June.

10.11.3 Presentation of retirement certificates of appreciation shall occur at the first Council meeting following the Employee's retirement date.

10.11.4 Ceremonial presentations will be scheduled by the Clerk in consultation with the Mayor at the earliest Council Meeting following the request.

10.11.5 Council may recess if required for the purpose of photographs.

10.12 Delegations

10.12.1 Persons who wish to appear as Delegations must submit a written request to the Clerk outlining the purpose of their Delegation to appear before the Committee of the Whole, at least ten (10) days in advance of the Meeting.

10.12.2 The Clerk shall assign Delegations to a Committee of the Whole Agenda and only assign to a Council Agenda if time sensitive.

- 10.12.3** Delegations with time sensitive issues or in regard to items on the Agenda that have not submitted a request within the specified time may be heard by the Committee of the Whole as an addition to the Agenda by a Three-Quarters Vote.
- 10.12.4** Delegations will either be received for information or a motion shall be passed requesting that a Staff report be provided at a subsequent Meeting that outlines both the financial and staffing resources required, if applicable.
- 10.12.5** Delegations are to be limited to ten (10) minutes followed by a question period for Members.
- 10.12.6** The number of Delegations per Agenda shall be limited to three (3).
- 10.12.7** The role of Delegations is to provide information and not enter into debate with Members or Staff.
- 10.12.8** Written and electronic reports are preferred seven (7) days in advance of the Meeting so that they can be included with the Agenda and form part of the official record.
- 10.12.9** Delegations may only speak at a Meeting with respect to the requested topic which was approved and listed on the Agenda for that particular Meeting.
- 10.12.10** Delegations who have previously appeared on the same subject matter, shall be limited to providing new information only in their subsequent appearances.
- 10.12.11** Delegations consisting of more than one person shall be limited to two speakers, being limited to no more than five (5) minutes each. The second speaker shall not repeat information provided by the previous speaker from that Delegation and will be confined by the Chair to presenting new and/or additional information.
- 10.12.12** Questions directed to Staff by any delegate shall be received through the Chair.
- 10.12.13** Delegations requesting to appear at a Meeting may be declined if they have failed to follow established by-laws, policy, procedure or protocol or as prescribed in an applicable governing statute or regulation.
- 10.12.14** Delegations requesting to appear at a Meeting regarding operational matters may be declined in order that the matter be referred to be resolved by staff.
- 10.12.15** Delegations shall be declined if they are in regard to any matter that would generally be dealt with in Closed Session or are a Confidential Item as defined in this by-law.

10.12.16 Prior to Delegations speaking at a Meeting, the Chair shall read a brief overview of the rules and expectations for hearing Delegations.

10.13 Reports

10.13.1 Committee Reports to Council

10.13.1.1 Every Committee of the Whole and the Striking Committee shall report to Council.

10.13.1.2 The Committee Chair will offer a report for approval which shall contain an "A" section for information and a "B" section requiring action by Council.

10.13.1.3 The "A" section of reports will be read only when the Chair of the Committee is directed by Council, by unanimous consent, to do so.

10.13.1.4 Recommended motions for information only may be included in Section "A" of the Report.

10.13.1.5 The "B" section of reports will be read by the Chair of the Committee in its entirety unless otherwise requested or directed by Council, by majority consent, not to do so.

10.13.1.6 Prior to the adoption of a Committee report, any Member may request that an item be separated for consideration, or to be voted on separately.

10.13.1.7 When a request to separate an item from the report is accepted by the Chair, a motion to consider the separated item as recommended by the Council, will be the next order of business prior to the adoption of the remaining report.

10.13.2 Staff Reports to Committee of the Whole

10.13.2.1 The standard staff report format has been adopted as set out in Schedule "D".

10.13.2.2 Staff shall not read the report at the Meeting, unless requested to do so by the Chair, but only speak to the recommendations.

10.13.2.3 Reports are due to the Chief Administrative Officer for approval by noon on the Tuesday, the week prior to the Meeting.

10.14.2.4 If the report deadlines are not met, the report will be placed on the subsequent Agenda.

10.13.3 Confidential Reports

- 10.13.3.1** Staff reports that are "confidential" will be copied onto yellow paper and marked "**CONFIDENTIAL**" in the upper right hand corner. (See Sub-Section 9.9 Closed Session).

10.14 Correspondence

- 10.14.1** Correspondence that is addressed to Council or that relates to municipal matters will be circulated by way of the Councillor Communication Package (CCP).
- 10.14.2** The Councillor Communication Package shall be circulated in a timely manner and shall be listed on the next Committee of the Whole Agenda for information. At that time any Member of Council may bring forward any correspondence item in the Package for discussion and/or action.
- 10.14.3** Correspondence that is not legible or that contains any defamatory allegations, or impertinent or improper matter, shall not be circulated to Council. Every correspondence shall be signed by at least one person giving their name and mailing address.
- 10.14.4** Correspondence delivered by electronic mail shall contain the electronic mail address of the sender as well as a name and mailing address and have attached to it only those documents which are in a printable format.
- 10.14.5** Correspondence delivered by facsimile transmission shall contain the facsimile number as well as the name and mailing address of the sender.
- 10.14.6** The Clerk shall ensure that any material relating to any matter, for which a Meeting may resolve into "closed session" is circulated as confidential material pending Council's approval of release to the public.

10.15 New/Other Business

- 10.15.1** New Business shall not be considered unless it is of an Emergency, time sensitive, congratulatory or proposed motions for which Notice of Motion has been given.
- 10.15.2** Other Business shall not be considered unless it is of an urgent nature or time sensitive and should otherwise be referred to the next Meeting of the Committee or the appropriate Committee.
- 10.15.3** New/Other Business may be heard by a Three-Quarters Vote.
- 10.15.4** The request to hear New/Other Business shall not be debatable.

10.16 Unfinished Business

- 10.16.1** Items on an Agenda which have not been dealt with shall be repeated on each subsequent Agenda until resolved or removed from the Agenda by resolution.

10.17 Closed Session(s)

- 10.17.1** All Closed Session(s) shall adhere to the provisions contained within this by-law (Section 9.9).

11.0 COMMENCEMENT AND ADJOURNMENT OF MEETINGS

10.1 Quorum

- 11.1.1** If no quorum is present fifteen (15) minutes after the time appointed for a Meeting of Council or Committee, the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next Meeting; regular, special or emergency.
- 11.1.2** When Quorum is lost as a result of declarations of pecuniary interest by one or more Members, the remaining Members shall be deemed to constitute Quorum, provided the number of Members is not fewer than two.
- 11.1.3** The Chair shall call the Meeting to order as soon after the hour fixed for the holding of the Meeting that a Quorum is present.
- 11.1.4** If the Chair is not available at the time appointed for a Meeting of Council, the Deputy Mayor will conduct the Meeting until the arrival of the Mayor.
- 11.1.5** If the Chair is not available at the time appointed for a Meeting of Committee, the Committee shall appoint an Acting Chair to conduct the meeting until the arrival of the Committee Chair.
- 11.1.6** Members shall notify the Clerk when intending to be absent from a Council, Committee, Special or Emergency Meeting for the purpose of ensuring a Quorum.
- 11.1.7** When a Quorum is lost, the Meeting shall stand recessed, and no further action shall be taken. If a quorum is regained within ten (10) minutes the Meeting shall proceed. However, if Quorum is not regained within ten (10) minutes, the Meeting shall stand adjourned.

11.2 Recess

- 11.2.1** At a Council Meeting, a Motion to recess shall be brought forward and shall set a time (ex. recess for 5 minutes) or state "until called to order by the Chair".

- 11.2.2** At a Committee Meeting, the Committee may recess by majority consent and shall set a time (ex. recess for 5 minutes) or state "until called to order by the Chair".

11.3 Adjournment

- 11.3.1** All Meetings shall adjourn no later than 10:00 p.m., unless a Motion to proceed beyond 10:00 p.m. is approved.
- 11.3.2** Notwithstanding Subsection 11.3.1 above, no Meetings shall proceed beyond the hour of 10:30 p.m.
- 11.3.3** There shall be no updates, questions, or discussions once a Meeting has been adjourned.

12.0 MOTIONS

12.1 Motion Process

(Refer to the Motion Table in Schedule "X")

- 12.1.1** For Council and Committee of the Whole Meetings, a Motion shall be formally moved and seconded before the Chair can put the question or a Motion can be recorded in the Minutes.
- 12.1.2** For Special Purpose Committees and other Committee Meetings, a Motion shall only need to be formally moved before the Chair can put the question or a Motion can be recorded in the Minutes.
- 12.1.3** A Motion for a Council Meeting shall be reduced to writing and shall contain the signatures of the mover and seconder.
- 12.1.4** A Motion for a Committee Meeting shall not need to be reduced to writing.
- 12.1.5** Every Member present is entitled to vote on every Motion, unless the Member has declared a pecuniary interest or conflict of interest.
- 12.1.6** Every Member present shall be deemed to vote against the Motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary or conflict of interest.
- 12.1.7** The Chair shall vote on all Motions.
- 12.1.8** After a Motion has been duly moved, seconded, and read, it shall immediately be open to debate. The mover shall have the opportunity to make the introductory and closing remarks thereon.
- 12.1.9** No Member shall speak more than twice until every Member has had an opportunity to speak towards the Motion.

- 12.1.10** Any Member may request that any Motion under debate be repeated by the Clerk or Chair for the benefit of clarification but not so far as to interrupt a Member while speaking.
- 12.11.11** A Motion on which the voting results in a tie shall be considered lost.
- 12.11.12** When the Motion under consideration contains distinct recommendations, a Member may request that the vote be taken separately on each proposal. (See the motion to "Divide" in the Motion Table)
- 12.11.13** The Chair shall call the vote immediately after all Members desiring to speak to the Motion have spoken.
- 12.11.14** Upon the Chair calling for a vote, no further speakers shall be permitted.
- 12.11.15** The manner of determining the vote on a Motion shall be by show of hands.
- 11.11.16** No vote shall be taken at any Meeting by any method of secret voting, except where permitted or required by law.
- 12.11.17** The Chair shall announce the result of every vote.
- 12.11.18** If a Member disagrees with the announcement of the result of any vote, the Member may object immediately to the announcement and require that a recorded vote be called.

12.2 Reconsideration of a Motion

12.2.1 General Provisions

- 12.2.1.1** Reconsideration of a Motion shall only be permitted at Council Meetings.
- 12.2.1.2** A motion to reconsider a previous decision of Council may be introduced by any Member.
- 12.2.1.3** A Motion to reconsider may be seconded by any Member.
- 12.2.1.4** No original Motion shall be reconsidered more than once, during a two-year period.
- 12.2.1.5** No Motion to reconsider shall be presented more than once.
- 12.2.1.6** A Motion to reconsider shall not be in order if Council is made aware the question or by-law has been implemented, resulting in legally binding commitments as of the date the Motion to reconsider is moved

12.2.2 Notice of Intention

- 12.2.2.1** A notice of the intention to reconsider a Motion shall be placed on the next Council Agenda. At the next Meeting after Notice is given a Motion to reconsider may be brought forward.

12.2.3 Motion to Reconsider

- 12.2.3.1** When a Motion for reconsideration is introduced, no discussion of the original Motion shall be allowed unless the Motion for reconsideration is approved by at least Three-Quarters of the Members present and voting.
- 12.2.3.2** A Motion to reconsider shall not be amended but may be debated.
- 12.2.3.3** Debate on a Motion for reconsideration shall be confined to reasons for or against reconsideration or to such matters as new information which has come forward, an error in documentation presented or incorrect statements made during the original debate.
- 12.2.3.4** A Motion to reconsider shall include the date of when the original Motion is to be reconsidered. The original motion may be reconsidered as the next order of business.
- 12.2.3.5** Should a Motion to reconsider be defeated, the original motion shall not be debated or voted upon until eligible under this By-Law.

12.2.4 Original Motion

- 12.2.4.1** The original Motion being considered shall be stated in the exact manner in which it was first presented and voted on.
- 12.2.4.2** The debate on the original Motion being considered as a result of an affirmative Motion of reconsideration shall proceed as though it had never previously been voted on.

12.3 Recorded Votes

- 12.3.1** Recorded votes shall only be permitted at Council Meetings.
- 12.3.2** A recorded vote shall be taken when called for by any Member or when required by law.

12.4 Notice of Motion

- 12.4.1** At a regular meeting a Member shall give notice of intention to introduce a motion at a subsequent meeting of Council to initiate any measure within the

jurisdiction of Council.

- 12.4.2** Notice may be given in writing or verbally, if the notice of motion is given verbally, it shall not be considered until the subsequent regular meeting.
- 12.4.3** In order for a notice of motion to be considered at a regular meeting, it shall be submitted in writing to the Clerk at a minimum of seven (7) days prior to the Council meeting.
- 12.4.4** A Notice of Motion shall be discussed with the appropriate Department Head or CAO prior to introducing it.
- 12.4.5** A motion for which notice has been given shall be added under Other/New Business on the agenda.
- 12.4.6** If a motion is introduced and not brought forward in the next two (2) subsequent meetings of a Regular Council Meeting, the motion expires.
- 12.4.7** No delegations shall be permitted to speak on a Notice of Motion.
- 12.4.8** A Member may call for a recorded vote prior or immediately after the taking of the vote.
- 12.4.9** All Members, including the Mayor, shall be required to vote when a recorded vote is called for, except when absent or disqualified by a declared pecuniary or conflict of interest.
- 12.4.10** When a recorded vote is permitted and required, the Chair will pose the question and the Clerk will call upon each Member, beginning with the requester of the recorded vote and moving, in alphabetical order from that Member through the list with the Mayor or Chair voting last, at which time the Clerk shall record the Members vote. The Clerk will also record the number of Members absent and/or abstained.
- 12.4.11** On a recorded vote, failure to vote by a Member who is present at the Meeting at the time of the vote and who is qualified to vote shall be deemed a negative vote.
- 12.4.12** When a recorded vote is taken, the names of those who voted for and those who voted against the Motion and those absent shall be entered in the Council minutes.
- 12.4.13** The Clerk shall tabulate and announce the results of the vote.

12.5 Point of Privilege

- 12.5.1** A Member may raise a point of privilege directing attention to a matter that affects the rights of the Member or Members.

- 12.5.2** A point of privilege shall take precedence over any other matter except during verification of a vote.
- 12.5.3** A Member shall state the point of privilege to the Chair at the time of occurrence.
- 12.5.4** A Member shall not be permitted to enter into any argument or introduce any Motion not related to the point of privilege.
- 12.5.5** The Chair shall decide upon the point of privilege and advise the Members of the decision.
- 12.5.6** Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- 12.5.7** If the decision of the Chair is appealed, the question to be answered is "Shall the ruling of the Chair be upheld?" a vote shall be called without debate, and its results shall be final.
- 12.5.8** When the matter has been determined to be a point of privilege, the Member shall be afforded an opportunity to propose a Motion in relation to that point of privilege.
- 12.5.9** When the integrity of the CAO or other employee of the Corporation has been questioned, the CAO shall be permitted to make a statement to the Members.

12.6 Point of Order

- 12.6.1** A Member may raise a point of order to a perceived violation of the rules of procedure, except during verification of a vote.
- 12.6.2** A Member shall state the point of order to the Chair at the time of the occurrence and shall quote the appropriate section of this By-Law.
- 12.6.3** The Chair shall decide upon the point of order and advise the Members of the decision.
- 12.6.4** Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- 12.6.5** If the decision of the Chair is appealed, the question to be answered is "Shall the ruling of the Chair be upheld?" a vote shall be called without debate, and its results shall be final.

13.0 BY-LAWS

13.1 By-Law Approval Process

- 13.1.1** Every By-Law shall be listed on the Agenda by an identifying number, followed by a brief description of the intent of the By-Law.
- 13.1.2** No By-Law, except a By-Law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been considered by Committee of the Whole.
- 13.1.3** Notwithstanding Subsection 12.1.2 above, new By-Laws of an urgent nature, requiring an immediate decision may be considered.
- 13.1.4** Every by-law shall be adopted in a single motion having been given three readings simultaneously.
- 13.1.5** After third reading, every by-law may be debated, subject to amendment, and may be deferred or referred to a committee or Staff for further consideration before being voted on.
- 13.1.6** Upon a Three-Quarters Vote of the Members present and voting, third reading of any by-law may be postponed until the next Meeting.
- 13.1.7** Every By-Law passed by Council shall be signed by the Mayor, or the Deputy Mayor in the absence of the Mayor, and the Clerk, sealed with the seal of the Corporation, show the date of all readings, be bound in a volume for the year in which it was passed and shall be recorded in the electronic by-law index.
- 13.1.8** The Clerk shall be authorized to make minor corrections to any by-law resulting from technical, or typographical errors prior to the by-law being signed.

13.2 By-Law versus Resolution

- 13.2.1** A resolution is a less permanent decision and shall express the decision of a Council in respect of a temporary or distinct matter. A resolution shall be passed to give direction to Staff. A resolution shall not prescribe a permanent rule of local government. A resolution expresses the will of the governing body on a special occasion which is not likely to recur. A resolution shall not replace a by-law required by law.
- 13.2.2** A by-law shall be used, but not limited to, implement policy, memorandums of understanding, agreements and permanent rules. Whether an authorizing by-law is required depends on the subject matter of the item of business transacted by a municipal corporation and whether it is being transacted under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended or any other Act.

13.3 Confirming By-Law

- 13.3.1** The proceedings at every regular and special Meeting of Council shall be confirmed by by-law, so that every decision, unless required by an Act, Regulation or By-Law, of Council at that Meeting and every resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

14.0 AMENDMENT OF PROCEDURAL BY-LAW

- 14.1** No amendment or repeal of this by-law or any part thereof shall be considered at any Meeting of Council unless:
- 14.2** Notice of intention of proposed amendment or repeal has been given at a previous regular Meeting of Council; and one notice in a local paper, a minimum of ten (10) days prior to passing the by-law is given.
- 14.3** The waiving of this notice by Council is prohibited.
- 14.4** The Clerk shall be responsible for reviewing this by-law at least once every term of Council.

15.0 ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

16.0 BY-LAWS TO BE REPEALED

- 16.1** **THAT**, By-Law No. 19-127 be repealed.
- 16.2** All by-laws or parts thereof and resolutions passed prior to this by-law which are in contravention of any terms of this by-law are hereby rescinded.

17.0 EFFECTIVE DATE

This By-Law shall come into effect on **DATE**.

BY-LAW read, passed, signed and sealed in open Council this XX day of Month, Year.

Christa Lowry, Mayor

Clerk

SCHEDULE "A"
Inaugural Meeting

	Agenda Item:	Rules:	Conducted By:
i	Call to Order	The first meeting of Council in the year of a Municipal Election shall be on the first Tuesday of the new term at 6:00 p.m. or at such hour as may be fixed by by-law. The Clerk shall notify all Members at least one (1) week in advance of the meeting as to time and date.	Clerk
ii	O' Canada		Clerk
iii	Attendance	The Clerk shall ensure that a majority of the members are present.	Clerk
iv	Declaration of Office and Oath of Allegiance for All Members of Council	Conducted as per Section 232 (1), the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25, as amended.	Clerk
v	Mayor Assumes the Chair	The Clerk introduces the newly elected Mayor and the Mayor takes the Chair.	Clerk
vi	Devotional Service	Selected by staff in an election year.	Reverend
vii	Councillor Remarks	Each Councillor, in the following order, may give opening remarks in alphabetical order: Almonte Ward Pakenham Ward Ramsay Ward	Mayor
viii	Deputy Mayor's Inaugural Remarks		Mayor
ix	Mayor's Inaugural Remarks		Mayor
x	Confirmatory By-Law		Mayor
xi	Adjournment	Verbal Motion	Mayor

SCHEDULE "B"
In-Camera Motion Form



**CLOSED MEETING MOTION
COUNCIL**

Date: _____

Topic: _____

Motion #: _____

Moved By: _____ **Seconded By:** _____

"THAT Council move "in camera" at _____ to address a matter pertaining to:

☐ the security of the property of the municipality or local board; 2001, c.25, s 239 (2a)

☐ personal matters about an identifiable individual, including municipal or local board employees; 2001, c.25, s 239 (2b)

☐ a proposed or pending acquisition or disposition of land by the municipality or local board; 2001, c.25, s 239 (2c)

☐ labour relations or employee negotiations; 2001, c.25, s 239 (2d)

☐ litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; 2001, c.25, s 239 (2e)

☐ advice that is subject to solicitor-client privilege, including communications necessary for that purpose; 2001, c.25, s 239 (2f)

☐ a matter in respect of which a council, board, committee, or other body may hold a closed meeting under another Act; 2001, c.25, s 239 (2g)

☐ 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; 2001, c.25, s 239 (2h)

☐ 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; 2001, c.25, s 239 (2i)

- ☐ 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; 2001, c.25, s 239 (2j)
- ☐ 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. 2001, c.25, s 239 (2k)
- ☐ a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; 2001, c.25, s 239 (3a)
- ☐ an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22. 2001, c.25, s 239 (3b)

regarding _____

AND THAT, _____
remain in the room.”

Mayor

SCHEDULE "C"

DECLARATION OF PECUNIARY INTEREST OR CONFLICT OF INTEREST FORM



Mississippi
Mills

**DECLARATION OF INTEREST
MUNICIPAL CONFLICT OF INTEREST ACT**

Date: _____

Name of Member: _____

Committee:

☐

Council

☐

Committee of the
Whole

☐

Other: _____

I _____ declare a

potential (☐ deemed/ ☐ direct/ ☐ indirect) pecuniary interest on item

for the following reason:

Signature of Member

Please note: In accordance with Section 6.1 (1) and (2) of the Municipal Conflict of Interest Act this document will form part of a registry that will be maintained by the Clerk. This Registry shall be made available for public inspection.

For an "indirect pecuniary interest" see Section 2 of the Municipal Conflict of Interest Act.

For a "deemed" direct or indirect pecuniary interest see Section 3 of the Municipal Conflict of Interest Act.

(M.C.I.A. 1990, c.M. 50, s.5)
(Code of Conduct for Council and Local Boards)

Municipal Conflict of Interest Act, R.S.O. 1990, c. M. 50

(April 19th, 2021 version)

Indirect pecuniary interest

2 For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

(a) the member or his or her nominee,

(i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,

(ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or

(iii) is a member of a body,

that has a pecuniary interest in the matter; or

(b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. R.S.O. 1990, c. M.50, s. 2.

Interest of certain persons deemed that of member

3 For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3); 2021, c. 4, Sched. 11, s. 23 (4).

SCHEDULE "D"
Staff Report Format

<p style="text-align: center;">COMMITTEE NAME Date of Meeting</p> <p style="text-align: center;">Report# <i>(this number will be assigned by the Clerk)</i> Author's Name, Title</p> <p style="text-align: center;">TITLE OF REPORT</p>
--

STAFF RECOMMENDATION(S)

“THAT,

BACKGROUND

DISCUSSION

OPTIONS

STRATEGIC PLAN LINK

FINANCIAL CONSIDERATIONS

SUMMARY

ATTACHMENTS

Prepared and Submitted By:

Name,
Title

Approved for Submission By:

Name,
Chief Administrative Officer

SCHEDULE "E"

APPOINTMENT PROCEDURE TO FILL VACANCY ON COUNCIL

1.0 General

- 1.1 The Clerk, or designate, shall be responsible for interpreting and, where appropriate, facilitating the appointment application process. The Clerk has the authority to make minor technical amendments to this procedure as may be required from time to time.
- 1.2 Any individual filling the vacancy must be an Eligible Elector under the *Municipal Elections Act*.

2.0 Appointment Procedure

2.1 Notice

- 2.1.1 The Clerk will post a Council Vacancy notice on the Municipal website and in the local newspaper(s) for two (2) consecutive weeks after the vacancy is declared. The notice will outline the application process.

2.2 Application

- 2.2.1 Any individual wishing to be considered for appointment to fill the Council vacancy will complete and sign the Council Vacancy Application form and a Declaration of Qualification form approved by the Clerk, and will submit the forms to the Clerk in person by the date and time established by the Clerk.
- 2.2.2 Any individual wishing to be considered for appointment to fill the Council vacancy will be required to provide identification to prove his or her identity and qualifying address to the satisfaction of the Clerk.
- 2.2.3 Candidate(s) may submit a personal statement of qualification for consideration of Council. Personal statements will be typewritten in a 12 point (or greater) font on letter size (8 ½" x 11") paper, shall not exceed one (1) page in length, and will include the candidate(s) name and address. Statements that do not meet these requirements shall not be included in any Council meeting agenda, or provided to Council by the Clerk. The Clerk will advise candidate(s) of the deadline for submission of a personal statement.
- 2.2.4 It is the candidate(s) sole responsibility to meet any deadline or otherwise comply with any requirement of this procedure.
- 2.2.5 The Clerk will create a list of all candidates.

3.0 Council Meeting

3.1 Interviews

- 3.1.1** A vote to fill a vacancy on Council by appointment will occur at an open Council meeting.
- 3.1.2** Notwithstanding the requirements of the Procedural By-law, the agenda for the meeting shall be set by the Clerk to allow for the orderly proceeding of selecting a candidate.
- 3.1.3** At the meeting, the Chair will make a short statement for the purpose of the meeting and the general order of proceedings to be followed.
- 3.1.4** The Clerk will provide to the Chair a list of the names of qualified applicants and the Chair will call for a motion from Council in the following form:

“That the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the Council vacancy, be considered for appointment to fill such vacancy.”
- 3.1.5** Each of the candidates will be asked the five (5) questions approved by Council. The questions will be asked by the CAO for consistency purposes. The order of speaking will be determined by lot. The Clerk will place the names of all candidates in a container and randomly draw the names.
- 3.1.6** Fifteen (15) minutes will be allotted for each interview to ensure a fair, effective and efficient process. The Clerk will stand after twelve (12) minutes to indicate that there are three (3) minutes left and again at fifteen (15) minutes if the interview is still in progress.
- 3.1.7** Upon hearing all candidate submissions, Council will adjourn and a decision on who to appoint will be made at the next Council meeting.

3.2 Selection

- 3.2.1** At the next Council meeting, Council will proceed to vote, by way of a public ballot vote, in rounds of voting as follows:
 - 3.2.1.1** Each of the pieces of paper to be used as either ballots or to be used by the Clerk to draw names will be equal in size and type.
 - 3.2.1.2** Only the Clerk or designate may handle the papers, ballots and container referenced in this procedure, save and except the members being permitted to mark their ballots.
 - 3.2.1.3** Ballots will be provided to members of Council on which to indicate their choice of candidate(s) in writing; and all ballots shall be of identical size, paper quality and colour and shall be pre-printed with the member's name and a place to be signed by the member.

- 3.2.1.4** The first round of voting will be to short list the candidates. In the case of four (4) or more candidates, members will select the top three (3) candidates of their preference; in the case of three (3) or less candidates, members will select the top two (2) candidates of their preference.
- 3.2.1.5** The first-round ballots will contain the name of each candidate, in alphabetical order by surname and have a box immediately preceding the surname in which the member of Council may mark an "X" beside the name of the candidates of their preference as provided in 16(d).
- 3.2.1.6** The top three (3) candidates, or top two (2) as the case may be, who receive greatest number of votes cast will continue to the next round of voting. If the candidates receiving the greatest number of votes cast results in a tie, all candidates receiving the greatest number of votes cast will continue to the next round of voting. All other candidates will be removed from further consideration.
- 3.2.1.7** Any round one ballot marked with more than the prescribed "X" as provided in 16(d), or any subsequent round ballot that is not legibly printed, or any ballot that does not contain the authentication signature of the member of Council shall be considered a spoiled ballot and shall not be included in the tally
- 3.2.1.8** All subsequent ballots shall be in the form described in (c) above but will not contain any candidate names in a pre-printed format.
- 3.2.1.9** The Clerk will ask members of Council to vote by clearly printing the name of their preferred candidate on the ballot, signing the ballot for authentication purposes, folding the ballot and returning it directly to the Clerk or designate.
- 3.2.1.10** The Clerk will read aloud the member's name and selected candidate and announce the tallies of all votes.
- 3.2.1.11** If the candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting members of Council, all candidates who did not receive any votes or the candidate who received the fewest number of votes shall be excluded from consideration.
- 3.2.1.12** The process shall be repeated until the candidate receiving the greatest number of votes has also received more than one-half of the votes of the voting members of Council.

3.2.1.13 In the event the votes cast are equal for all candidates:

- i. If there are three candidates remaining, the Clerk shall by lot select one such candidate to be excluded from subsequent voting;
- ii. If only two candidates remain, the tie shall be broken and vacancy shall be filled by the candidate selected by lot, as conducted by the Clerk, wherein the first name drawn shall be declared the successful candidate.

3.2.1.14 Upon conclusion of the voting, the Clerk will declare to be elected the candidate receiving the votes of more than one-half of the number of voting Members, or as provided in 3.2.13 (ii);

3.2.1.15 A by-law confirming the appointment shall be enacted by Council to appoint the successful candidate to the office for the remainder of the term and the Clerk will administer the Oath of Office to the successful candidate.

3.2.1.16 The minutes of the Council meeting shall include a full disclosure of all voting results.

SCHEDULE "F"
Motions

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Adjourn	YES	NO	shall be resolved prior to any other motion being moved	Council shall immediately rise and no further proceedings shall take place all unfinished business on the agenda shall be included on the agenda of the next meeting	the meeting shall resume at the point immediately prior to the point at which the motion to adjourn was moved a subsequent motion to adjourn at the same meeting may not be introduced prior to further business being conducted	NO	shall not include qualifications or additional statements shall always be in order except when a Member is speaking or the Members are voting
Extend Curfew	YES	NO	shall be resolved prior to any other motion being moved	no meetings shall proceed beyond the hour of 10:00 p.m.	the Chair shall immediately declare the meeting adjourned	NO	shall always be in order except when a Member is speaking or the Members are voting shall require a three- quarters vote of the Members present
Recess	YES EXCEPT AT COMMITTEE	NO	shall be resolved prior to any other motion being moved	the meeting shall recess	the meeting shall not recess	TIME ONLY	shall be in order if no question is pending

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Withdraw	YES Mover & Seconded of the main motion	NO	shall receive disposition prior to any other motion being presented	the motion is withdrawn	vote on the main motion	NO	majority vote shall be in order if decision has not been made
Close Debate (Call the Question)	YES	NO	shall apply to the motion or amendment under debate	Council shall immediately vote on the question without further debate or comment	debate shall continue	NO	shall not be permitted in any committee shall require a three-quarters vote of the Members present
Defer (Postpone/ Table)	YES	YES DATE AND TIME ONLY	shall be resolved prior to the main motion shall be resolved prior to the preceding motion	no further debate until motion returns to the agenda	vote on the main motion	YES DATE AND TIME ONLY	shall not include qualifications or additional statements shall preclude amendment, but not debate, to the preceding motion until the motion to defer to a certain date and/or time is resolved
Refer (Commit)	YES	YES	shall preclude any amendment or debate to any previous motion unless resolved in the negative	there shall be no further debate	vote on the main motion	YES	shall state the committee, employee or solicitor of the Municipality to which the matter shall be referred

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Amend Main Motion (Primary Amendment)	YES	YES	shall receive disposition prior to the main motion	Council shall vote on the main motion as amended	vote on the main motion or secondary amendment may be proposed	YES	<p>shall not propose a negative to the main motion</p> <p>shall not propose two distinct proposals of amendment to the main motion</p> <p>shall not change the intent of the main motion</p> <p>shall have only one motion to amend the main motion at one time</p>
"Friendly" Amendment	YES	YES	shall receive disposition prior to the main motion	Council shall vote on the main motion as amended	vote on the main motion or secondary "friendly" amendment may be proposed	NO	<p>shall not propose a direct negative to the main motion</p> <p>shall not propose two distinct proposals of amendment to the main motion</p> <p>shall not change the intent of the main motion</p> <p>shall have only one motion to amend the main motion at one time voted on formally unless adopted by unanimous consent</p>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Amend Amendment (Secondary Amendment)	YES	YES	shall receive disposition prior to the primary amending motion	Council shall vote on the primary amending motion as amended	vote on the primary amending motion propose a secondary amendment	NO	shall not propose a direct negative to the primary amending motion shall not propose two distinct proposals of amendment to the primary amending motion shall not change the intent of the primary amending motion shall have only one motion to amend the primary amending motion at one time an amendment of the third degree is not permitted

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Defer Indefinitely (Postpone/ Table Indefinitely)	YES	YES	shall be resolved prior to the main motion shall be resolved prior to any preceding motion	the preceding motion and any amendments thereto shall be removed from Council's consideration indefinitely the motion to defer indefinitely may be reconsidered	disposition of the main motion cannot put forward another motion to defer indefinitely regarding the main motion	NO	shall not include qualifications or additional statements shall preclude amendment, but not debate, to the preceding motion until the motion to defer indefinitely is resolved
Divide	YES	YES	shall receive disposition prior to the main motion	the debate and vote shall be on separate and distinct proposals from the main motion	disposition of the main motion in its entirety	YES	shall only be in order when the main motion to be divided contains two or more separate and distinct proposals divide when pecuniary interest declared
Main	YES	YES	N/A	the motion is carried	the motion is defeated	YES	majority vote unless otherwise provided

Ranking Motions

The following list ranks motions in descending order, such that each takes precedence and shall be decided before others ranking below it in the list:

- adjourn;
- extend curfew;
- recess;
- withdraw;
- close debate (call the question);
- defer (postpone/table);
- refer (commit);
- amend amendment;
- amend main motion;
- defer indefinitely (postpone/table indefinitely);
- divide;
- main motion.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW 19-127

Amended by: 20-073

A by-law of the Municipality of Mississippi Mills to govern the proceedings of the Council and its Committees.

WHEREAS section 238 of the Municipal Act, 2001 requires that every Municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of Meetings and that the by-law shall provide for public notice of Meetings;

AND WHEREAS Council deems it desirable to repeal and replace By-Law 17-03 and replace it with this By-law;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enact as follows:

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PART I - GENERAL

Short Title

1. This by-law shall be cited as the “Procedural By-law”.

Definitions

2. In this by-law, the following terms have the specified meanings:
 - a) “**Abstain**” means to refrain from voting.

- b) “**Ad Hoc Committee**” means a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.
- c) “**Advisory Committee**” means a committee established by Council to advise on municipal matters within the scope and responsibility of Council and as per the provisions within the Advisory Committee’s terms of reference.
- d) “**Agenda**” means the written order of business for a Meeting.
- e) “**Board**” means a municipal service board, transportation commission, board of health, 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, conservation authority, and the Mississippi Mills Public Library Board.
- f) “**CAO**” means the Chief Administrative Officer of the Municipality of Mississippi Mills.
- g) “**Chair**” means the person presiding over a Meeting who has the responsibility to decide questions and points of order or practice, preserve order, and maintain decorum. The Chair may vote on all questions, except where disqualified by the Procedural By-law or any other Act, regulation or by-law.
- h) “**Clerk**” means the Municipal Clerk of the Municipality of Mississippi Mills or his/her designate in accordance with Sections 26-27, of the Municipal Act.
- i) “**Closed Session**” (also known as an “in camera Meeting”) means a Meeting, or portion thereof, closed to the public in accordance with the Municipal Act.
- j) “**Committee**” means a committee appointed by Council regardless of whether Council Member(s) sit on the committee, but excludes Committee of the Whole.
- k) “**Committee Member**” means a Member of a committee as defined in the Committee’s Terms of Reference.
- l) “**Committee of the Whole**” means a committee of all Council Members convened to facilitate discussion using a less formal Meeting process in which the Committee of the Whole will not generally vote on any substantive matter.

- m) “**Communication(s)**” includes, but is not limited to, a letter, memorandum, report, notice, electronic mail, facsimile, brochure, or periodical article.
- n) “**Confirmatory By-law**” means a by-law passed at the conclusion of each Council Meeting, confirming the actions of Council at that Meeting in respect of each resolution and other actions taken, so that every decision of Council at that Meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.
- o) “**Council**” means the Council of the Municipality of Mississippi Mills comprised of an elected Mayor, Deputy Mayor and Councillors from the three wards.
- p) “**Council Member**” means a Member of Council, including the Mayor and Deputy Mayor.
- q) “**Defer**” means to postpone the consideration of a matter until a specific action(s) can be undertaken, such as, but not limited to, obtaining advice or circulating for public comment.
- r) “**Delegation**” means an appearance by a person or group of persons to address Council or a Committee.
- s) “**Deputation**” means a presentation made by Municipal Staff, Municipal consultant, committee, board, or commission.
- t) “**Emergency**” means a matter which if not dealt with may have serious ramifications, including but not limited to, the inability to address or influence the matter at a later date.
- u) “**Head of Council**” means the Mayor of the Municipality of Mississippi Mills or such person designated by Council to act in the place of the Mayor for specified purposes.
- v) “**Holiday**” means those holidays listed in the Legislation Act, 2006, S.O. 2006, c. 21, Sch. F, as amended from time to time, except for Remembrance Day; and, any day as set out in a resolution or by-law passed by Council.
- w) “**Improper Conduct**” means conduct that obstructs or interferes with the deliberations or proper action of Council or a Committee.

- x) **“Information List”** means a section of the regular Agenda that lists communications to Council and recommendations from the Clerk as to their disposition.
- y) **“Majority”** means more than half of the votes cast by Members entitled to vote.
- z) **“Meeting”** means a gathering of a quorum of Council Members or Committee Members to materially advance the business of Council or a Committee, respectively, which includes discussions that take place via telephone, e-mail or other means provided a quorum of Members is involved and the discussion materially advances the business of Council or a Committee.
- aa) **“Member(s)”** means a Council Member(s) or Committee Member(s).
- bb) **“Municipal Act”** means the Municipal Act , 2001, SO 2001, c.25 as amended.
- cc) **“MFIPPA”** means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.
- dd) **“Municipality”** or **“Municipality of Mississippi Mills”** means the Corporation of the Municipality of Mississippi Mills.
- ee) **“Municipal Conflict of Interest Act”** means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended.
- ff) **“Municipal Consultant”** means a professional hired by the Municipality to provide professional advice.
- gg) **“Municipal Website”** means the internet site maintained by the Municipality at www.mississippimills.ca
- hh) **“Notice of Motion”** means an advance notice to Members of a matter on which Council or a Committee will be asked to take a position.
- ii) **“Order of Business”** means the sequence of business to be considered at a Meeting.
- jj) **“Pecuniary Interest”** means a direct or indirect pecuniary interest of a Member, as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, Chap. M.50, as amended.

- kk) “**Pending List**” means a list of reports maintained by the Clerk that have been requested by Council and which may include anticipated staff initiated reports.
- ll) “**Point of Order**” means a matter that a Member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council or a Committee.
- mm) “**Point of Personal Privilege**” means a matter that a Member considers to impugn his/her integrity or that of Council or a Committee.
- nn) “**Presentation**” means the presenting of an award, certificate, cheque or similar item to Members of the public, Council, Committee or staff.
- oo) “**Quorum**” means the majority of the total voting Members required to constitute Council or a Committee. Four (4) Council Members shall constitute a Quorum of Council.
- pp) “**Recorded Vote**” means recording in the Minutes of a Meeting the names of each Member present and their vote (i.e. in favour or opposed) on a matter or question before Council.
- qq) “**Recess**” means a short break taken during a Meeting, which may be declared at the discretion of the Chair.
- rr) “**Refer**” means to direct a matter under discussion by Council to a committee or staff for further examination.
- ss) “**Resolution**” means a motion that has been voted on.
- tt) “**Rules of Procedure**” means the applicable regulations contained in this by-law.
- uu) “**Table**” means to postpone without setting a definite date as to when the matter will be re-discussed.
- vv) “**Vote**” means a formal indication of a choice between being in favour of a question, motion, or course of action, or opposed to the same, which is typically expressed by a show of hands unless a recorded vote is requested.

Interpretation

3. The rules and regulations contained in this By-law shall be observed in all proceedings of Council to which they apply and shall be the rules and regulations for the order and dispatch of business at meetings of Council and its committees.
4. Subject to the right of appeal, the Chair shall be responsible for interpreting the rules of procedure under this By-law with the advice and assistance of the Clerk.
5. The Clerk or the Clerks' designate shall be secretary of Council and Committee of the Whole.
6. Where procedural matters of Council or Committees of Council are not governed by the Municipal Act, Municipal Conflict of Interest Act or provisions of this By-law, Robert's Rule of Order most recent edition shall apply.
7. Whenever any reference is made in this by-law to a provincial statute, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

Amendment to Procedural By-law

8. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of Council unless:
 - a) Notice of intention of proposed amendment or repeal has been given at a previous regular meeting of Council (Municipal Act, 2001, Part VI, Section 238, Subsection 4, as amended);
9. Any amendment or repeal of this by-law or any part thereof shall require a two thirds majority vote.
10. The waiving of this notice by Council is prohibited.

Suspension

11. Despite Section 8, two-thirds of the members present and voting at a meeting may agree to suspend a rule in this by-law for the purposes of that meeting or a particular agenda item. The motion to suspend shall only apply during the Meeting in which the motion was passed and only on such conditions, if any, as specified in the motion to suspend.

PART II - ROLES & DUTIES

Role of Council

12. It is the role of Council, pursuant to Section 224 of the Municipal Act:
- a) to represent the public and to consider the well-being and interests of the Municipality;
 - b) to develop and evaluate the policies and programs of the Municipality;
 - c) to determine which services the Municipality provides;
 - d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
 - e) to ensure the accountability and transparency of the operations of the Municipality; including the activities of the senior management of the Municipality;
 - f) to maintain the financial integrity of the Municipality; and
 - g) to carry out the duties of Council under this or any other Act.
13. Members shall adhere to the Council Code of Conduct at all times.

Role of the Mayor

14. It is the role of the Mayor as Head of Council, pursuant to Sections 225 and 226.1 of the Municipal Act:
- a) to act as Chief Executive Officer of the Municipality, which means
 - i. upholding and promoting the purposes of the Municipality;
 - ii. promoting public involvement in the Municipality's activities;
 - iii. acting as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally; and
 - iv. participating in and fostering activities that enhance the economic, social and environmental well-being of the Municipality and its residents
 - b) to preside over Council Meetings so that its business can be carried out efficiently and effectively;
 - c) to provide leadership to Council;
 - d) without limiting the generality of Clause (c), to provide information and recommendations to Council with respect to the role of Council as described in 12 of this by-law;
 - e) to represent the Municipality at official functions; and

- f) to carry out the duties of the Head of Council under the Municipal Act or any other Act
- 15. The Mayor shall sit on the Council of the County of Lanark as County Councillor.
- 16. The Mayor's Annual Address shall take place annually at 6:00 p.m. on or before the third Tuesday of December.
- 17. The sitting Mayor is a non-voting ex-officio Member of all Advisory Committees, unless he/she is appointed by Council as a voting Member.

Role of the Deputy Mayor

- 18. It is the Role of the Deputy Mayor to fulfill his/her normal duties as a member of Council pursuant to Section 224 of the Municipal Act and shall assist the Mayor in carrying out the Mayoral responsibilities pursuant to Section 225 of the Municipal Act.
- 19. In the absence of the Mayor, the Deputy Mayor shall act as the Head of Council and assume certain duties of the Mayor.
- 20. The Deputy Mayor shall sit on the Council of the County of Lanark as a County Councillor.

Role of the Committee of the Whole Chair

- 21. The Committee of the Whole Chair shall preside over Committee meetings so that its business can be carried out efficiently and effectively.
- 22. Council shall appoint a Chair for Committee of the Whole on a rotating basis every six months by alphabetical order starting with the Deputy Mayor.
- 23. All members of Council, with the exception of the Mayor, are eligible to Chair the Committee of the Whole.

Role of CAO

24. The CAO shall be appointed by by-law.
25. In addition to those roles and duties assigned by Council and specified in Sections 227 and 229 of the Municipal Act, the CAO shall have the following responsibilities:
 - a) review and guide all policy recommendations prior to submission to Council;
 - b) assist Council in discharging its responsibilities and, in a non-partisan manner, to aid Members in carrying out their duties;
 - c) attend Council Meetings with the right to speak, subject to the consent of the Chair, but not to vote; and
 - d) exercise general control and management of the affairs of the Municipality to ensure its efficient and effective operation.

Role of Clerk

26. The Clerk shall be appointed by by-law and shall be deemed a municipal officer in accordance with the Municipal Act, and for any other purpose as required.
27. In addition to those roles and duties specified under Section 228 of the Municipal Act, the Clerk shall have the following responsibilities:
 - a) retain the official records of the Municipality, including the minutes of the proceedings of Council, and Committees, original by-laws, and executed agreements;
 - b) attend all Meetings (whether closed or open to the public) of Council and ensure that a record of the proceedings is kept and that all resolutions are recorded without note or comment;
 - c) make such minor clerical, typographical or grammatical deletions, additions or other changes to any by-law, motion, resolution or minutes as may be required for the purpose of ensuring correct and complete implementation of Council direction;
 - d) include all reports of Committees on the Agenda of the next Regular Meeting;
 - e) effect notice to each Member and the public of every Regular Meeting and Special Meeting of Council, together with the Agenda and attachments in electronic format;
 - f) notify appropriate Municipal Staff of any resolution passed by Council that is to be acted or reported upon by staff, as well as other individuals or groups that have expressed their desire to be notified of a particular subject matter and that have provided e-mail contact information for same;

- g) by way of delegated authority, place housekeeping or consolidation by-laws directly on the Agenda for Council approval or consideration;
- h) exercise all powers and duties under the MFIPPA, which are hereby delegated to the Clerk; and
- i) perform such other duties as are prescribed by law, regulation, by-law or by direction of Council.

Role of Deputy Clerk

- 28. When appointed, the Deputy Clerk shall be appointed by by-law and shall be deemed a municipal officer in accordance with the Municipal Act, and for any other purpose as required.
- 29. As per section 228(2) of the Municipal Act, the Deputy Clerk has all the powers and duties of the Clerk as assigned under the Act and of any other provincial Act.

PART III – RULES OF CONDUCT FOR MEMBERS AND ATTENDEES

Chair at Meetings

30. The Mayor shall Chair Council meetings in accordance with the Municipal Act.
31. In the absence of the Mayor the Deputy Mayor shall be the Acting Chair. In the absence of the Mayor and Deputy Mayor, the Chair of the Committee of the Whole shall Chair the Council meeting. In the absence of the Mayor, Deputy Mayor, and Chair of the Committee of the Whole, Council shall appoint by motion an Acting Chair for that meeting or portion thereof.
32. In the absence of the Committee of the Whole Chair, the Deputy Mayor shall chair the committee of the whole meeting. In the absence of the Committee of the whole Chair and Deputy Mayor, Council shall appoint by motion an Acting Chair for that meeting or portion thereof.
33. It shall be the duty of the Chair of a meeting to:
 - a) open the meeting by calling the Meeting to order;
 - b) ensure that business is carried out properly and efficiently;
 - c) enforce the rules of the Procedural By-law;
 - d) enforce order and good behavior of all Members at all times;
 - e) expel any person for improper or disruptive conduct at a Meeting;
 - f) adjourn the meeting when the business is concluded or at the designated time;
 - g) ensure that all members who wish to speak on a motion have an opportunity to speak; and
 - h) put all motions to a vote and announce the results.
34. The Chair may vote on all motions.
35. The Chair may answer questions and comment in a general way, but if the Chair wishes to participate in the debate, make a Motion, speak to a Motion under consideration or leave the chair for any other reason, the Chair shall first delegate the duties of the Chair to a Member of Council or Member of Committee in accordance with the provisions of this by-law, until the Member resumes the position of Chair.

Conduct of Members

36. Members shall:

- a) attend scheduled meetings;
- b) treat the Chair, other Members, staff, and Delegates with courtesy, respect and honesty;
- c) hold in strict confidence all information concerning matters dealt with in a Closed Session;
- d) carefully consider and make decisions about meeting business, including seeking information and advice from staff, prior to the meeting;
- e) vote on motions put to a vote, unless the *Municipal Conflict of Interest Act* prohibits it;
- f) not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;
- g) respect the decision of the Mayor, Chair or Council on a question of a Point of Order, practice or interpretation related to this by-law;
- h) when a Member is speaking, not speak or interrupt the Member except to raise a Point of Order; and
- i) where appropriate, request that the question or motion under discussion to be read at any time during the debate.

37. In addition, Council Members shall:

- a) act in accordance with their Oath of Allegiance and Oath of Elected/Appointed Office;
- b) serve their constituents in a conscientious and diligent manner;
- c) where a Councillor is involved with an issue outside the Councillor's own ward, inform the ward Councillor of such involvement and make reasonable efforts to invite the ward Councillor to any related Meetings unless the issue is clearly of Municipality-wide significance or the Councillor is the Chair of the Committee handling the matter;
- d) attend all Council Meetings in appropriate business casual attire;
- e) the Mayor shall wear the Chain of Office at each Council Meeting; and
- f) not consume food in the Council Chambers during Meetings.

Members of the Public

38. Members of the public attending a Meeting shall respect the formal and professional decorum of Council and its Committees, including:

- a) Individuals shall refrain from public outbursts, shouting, applauding and any behaviour intended to disrupt the debate, discussion and general proceedings of Council or a Committee.
 - b) Individuals shall maintain order and shall not display signs, placards, or other items that may be considered disruptive to the formal nature of Council Meetings.
 - c) In accordance with Section 241(2) of the Municipal Act, 2001, the Chair may expel any person for improper conduct/decorum at a Meeting.
 - d) If required, the Chair may call upon the Ontario Provincial Police or any other Peace Officer to assist in the expulsion of a person from the Chamber or meeting room.
 - e) After being expelled by the Chair as a result of improper conduct/decorum or committing a breach of any rule of order, an individual will only be permitted to return after making an apology to Council or Committee and with the consent of Council or Committee expressed by a majority vote of the Members present determined without debate.
 - f) The Chair may unilaterally suspend the Meeting until order is restored.
 - g) All cell phones and electronic devices shall be turned off and/or set to silent mode during a Meeting.
 - h) Use recording devices respectfully and in accordance with Sections 39-40.
39. Recording devices are permitted only during the formal and open council/committee meetings and may only be used with permission obtained in advance of the Meeting. Recording devices shall be turned off during recesses, breaks, or suspension of Council meetings and should the Chair direct it, all persons attending a Meeting shall cease using recording devices.
40. Individuals wishing to record Council/Committee meetings shall in writing inform the Clerk by noon the day before the meeting is scheduled and obtain permission in writing prior to using any recording device.
41. Accredited members of the media are permitted to record meetings without notifying the Clerk, but shall abide by Section 39.

Staff Participation

42. Municipal Staff and consultants in attendance at a Meeting may be recognized to speak at the discretion of the Chair. Members shall, whenever possible, communicate their concerns to Municipal Staff in advance of discussing them at a Meeting.

PART IV – COUNCIL AND COMMITTEE MEETINGS

Location

- 43. Council and Committee Meetings shall be held in the Council Chambers at the Municipal Office located at 3131 Old Perth Road, Almonte, unless otherwise decided by Council.
- 44. All Council and Committee meetings shall be open to the public except as provided for in the Municipal Act.

Inaugural Meeting of Council

- 45. The Inaugural Meeting of Council shall be held in accordance with Schedule “A” of this By-law.

Regular Meetings

- 46. Generally, Council will hold its Regular Meetings on the first and third Tuesday of every month.
- 47. During the month of July there will be no Regular Meetings scheduled.
- 48. Where a Regular Meeting is to be held at a time or day other than as set out in this Section, notice shall be posted in the weekly block ad and placed on the Municipal Website advising of the date, time, and location.

Special Meetings

- 49. The Mayor or Chair may call, or the Clerk shall convene upon receiving a petition of the majority of Members specifying the purpose, a Special Meeting with a minimum forty-eight (48) hours’ notice to Members, staff, media, the public, and through posting on the Municipal Website.
- 50. Business transacted at a Special Meeting shall include only that for which notice was provided.

Emergency Meetings

51. The Mayor at any time may, in the event of an emergency, call an emergency meeting of Council without giving forty-eight (48) hours' notice of the meeting, provided that the Clerk has diligently attempted to advise all Members of Council and the public immediately upon being advised of the intention of the Mayor to hold an emergency meeting.
52. The only business dealt with at an emergency meeting of Council shall be with respect to that emergency.

Inclement Weather

53. If it appears that a storm or similar occurrence will prevent the Members from attending a Meeting, the Mayor or Chair may postpone or cancel that Meeting up to three (3) hours before the start of the Meeting, by advising the Clerk who shall assist in advising as many Members as possible, as well as the media, senior management, and interested parties. Postponement shall not be for any longer than the next Regular Meeting.

Electronic participation (amended 20-073)

54. A member of Council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time.
55. A member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public.

Committee of the Whole

56. Council shall conduct its business using the Committee of the Whole System which allows for freer debate and consideration of reports, by-laws, and other business matters.
57. Rules of Council will govern procedure of Committee of the Whole meetings.
58. Committee of the Whole Meetings shall generally be held in the Council Chambers at the Municipal Office located at 3131 Old Perth Road, Almonte, unless otherwise decided by Council.

59. Committee of the Whole meetings will generally take place the first and third Tuesday's of every month immediately following Council.
60. During the month of July there shall be no Committee of the Whole Meetings scheduled, unless otherwise prescribed by Council.
61. The authority of the Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other than administrative in nature shall be recognized as emanating from Committee of the Whole.
62. All Committee of the Whole recommendations shall be referred to Council for ratification.

Advisory Committees

63. Council may create advisory committees to provide recommendations to Council on matters as directed by Council.
64. Rules of Council will govern the procedure of Advisory Committee meetings.
65. Every Advisory Committee shall have a Terms of Reference approved by Council.
66. The authority of Advisory Committees is limited to making recommendations to Council or Committee of the Whole unless otherwise directed by statute.
67. Except as provided in this By-law, all Advisory Committee meetings shall be open to the public.

Closed Session

68. A Meeting, or portion thereof, may be closed to the public only if the subject matter being considered is:
 - a) the security of the property of the Municipality or local board;
 - b) personal matters about an identifiable individual, including municipal or local board employees;
 - c) a proposed or pending acquisition or disposition of land by the Municipality or local board;
 - d) labour relations or employee negotiations;

- e) litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- 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;
- l) a request under MFIPPA if the Council or Board is designated as head of the institution for the purposes of that Act; or
- m) an ongoing investigation respecting the Municipality, a local board or a municipally-controlled corporation by the Ontario Ombudsman appointed under the Ombudsman Act, a municipal Ombudsman or the closed Meeting investigator appointed under the Municipal Act, 2001.

69. Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or the Committee shall state by resolution:

- a) the fact of the holding of the Closed Session, including the date and time; and
- b) the general nature of the matter to be considered at the Closed Session.

70. A vote may be only held during a closed meeting if:

- a) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality.

71. Where a Meeting or part of a Meeting is closed to the public, all persons not specifically invited to remain by the Council shall retire from the Chambers.

72. Upon resuming open session, the Mayor shall state:

- a) The matters which were considered; and
 - b) Confirmation that no motions were carried in camera other than procedural motions or directions to staff.
73. Municipal Staff and Members shall not release or in any way divulge any confidential information or any aspect of Closed Session deliberations, unless expressly authorized or required by law or a resolution of Council.
74. All closed sessions shall be audio recorded and retained as per the Municipality's Record Retention Schedule and secured by the Municipal Clerk. The recordings shall not be considered the official record of the meeting.

Notice

75. Notice of Regular Meetings and Agenda packages shall be provided to the public through publication on the Municipal Website four (4) calendar days prior to the Regular Meeting.
76. Notice of Special Meetings and Agenda packages shall be provided to the public through publication on the Municipal Website forty-eight (48) hours' prior to the special meeting.
77. Notice of Emergency Meetings and agenda packages will be posted to the Municipal website as soon as possible under the circumstances.
78. Notice for all Council meetings shall include location, date and time.
79. In an emergency situation, at the discretion of the Mayor in consultation with the Clerk, the notice in Section 73 may be waived.

Meeting Schedule

80. Prior to January 1st of every year, Council shall approve a Meeting schedule of Council for each calendar year, which may be amended. The meeting schedule shall be made available to the public on the Municipal website.
81. The Meeting schedule for Advisory Committees and/or Boards is determined by its Members, in accordance with each Advisory's Committee and/or Board's Terms of Reference.

PART IV – ORDER OF BUSINESS AND GENERAL RULES

General

- 82. The Clerk, or Deputy Clerk, shall be present at all Regular Meetings, Closed Sessions, and Special Meetings.
- 83. The CAO shall attend Council and Committee of the Whole meetings (both open and closed sessions) with the right, as given by the Chair, to speak but not to vote.
- 84. Department Heads shall attend a meeting as directed by the CAO.

Quorum

- 85. At any meeting a quorum consists of a majority of Members.
- 86. If no quorum is present thirty (30) minutes after the time appointed for a Meeting of Council or Committee, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular or other meeting called in accordance with the provisions of this By-law.
- 87. If quorum is lost during a meeting, the Chair shall declare the meeting recessed or adjourned until the date of the next regular or other meeting called in accordance with the provisions of this By-law.
- 88. When quorum is lost as a result of declarations of pecuniary interest by one or more Members present, the remaining Members shall be deemed to constitute quorum, provided the number is not fewer than two (2).

Order of Business

- 89. The business shall be taken up in the order it stands on the agenda unless otherwise directed by a majority vote of the Members present.

Council Agenda

- 90. The Clerk shall prepare an Agenda with the Order of Business outlined below for Regular Meetings.
 - A. Call to Order

- B. Consideration of a Closed Session
- C. O Canada
- D. Moment of Silent Meditation
- E. Annual Dedication to Indigenous Peoples'
- F. Attendance
- G. Approval of Agenda
- H. Disclosure of Pecuniary Interest or General Nature Thereof
- I. Approval of Minutes
- J. Delegations, Deputations, and Presentations
- K. Public Meetings
- L. Committee of the Whole Report
- M. By-laws
- N. Announcements and Invitations
- O. Confirmatory By-law
- P. Adjournment

Committee of the Whole Agenda

91. The Clerk or designate shall prepare an Agenda with the Order of Business outlined below:

- A. Call to Order
- B. Disclosure of Pecuniary Interest or General Nature Thereof
- C. Approval of Agenda
- D. Approval of Minutes
- E. Consent Reports
- F. Staff Reports
- G. Notice of Motion
- H. Information Items
- I. Other New Business
- J. Pending List
- K. Adjournment

Call to Order

92. The Mayor or Chair shall call the Members to order as soon after the appointed time of the Meeting if there is a quorum present.

Consideration of a Closed Session

- 93. A Meeting, or portion thereof, may be closed to the public only if the subject matter being considered adheres to Section 66 of this by-law;
- 94. All closed sessions shall adhere to the provisions contained within this by-law (Sections 66-72).

O Canada

- 95. The Council shall sing O Canada prior to proceeding with the business before a Council Meeting.

Moment of Silent Meditation

- 96. Following the singing of O Canada Members shall remain standing for a moment of silent reflection or meditation.
- 97. The Mayor may dedicate the moment of meditation to an individual, event, or organization as appropriate.

Annual Dedication to Indigenous Peoples'

- 98. At a meeting in the month of January, Council shall acknowledge and dedicate the land on which Council gathers as the traditional territory of the Algonquin Anishinaabe.

Attendance

- 99. Attendance shall be recorded at all Council meetings by the Clerk or designate.

Approval of Agenda

- 100. Items of an urgent nature only may be added to an agenda and shall require a two-thirds majority vote.
- 101. Whenever possible, the Clerk shall endeavor to circulate supplementary items and supporting documentation to Council and post them on the Municipal Website for consideration by the public as soon as practicable in advance of the Regular Meeting.

Disclosure of Pecuniary Interest or General Nature Thereof

102. Where a Member has any pecuniary interest, direct or indirect, as defined by the Municipal Conflict of Interest Act, in any matter and is present at a Meeting of the Council or Committee at which the matter is the subject of consideration, the Member shall:
 - a) prior to any consideration of the matter at the Meeting, disclose the interest and the general nature thereof; and
 - b) not take part in the discussion of or vote on any question with respect to the matter; and
 - c) not attempt in any way before, during and/or after the Meeting to influence the voting on any such question.
103. Members shall declare a conflict of interest in accordance with the Code of Conduct for Members of Council, Committees and Local Boards.
104. Where a Meeting is not open to the public and a Member has a pecuniary interest in a matter, as defined by the Municipal Conflict of Interest Act, in addition to complying with the requirements of Section 100, the Member shall forthwith leave the Meeting for the part of the Meeting during which that matter is under consideration.
105. Where the pecuniary interest of a Member has not been disclosed by reason of his/her absence from a particular Meeting, the Member shall disclose his/her pecuniary interest and otherwise comply at the first Meeting of Council or Committee attended by him/her after that Meeting.
106. The Member shall provide such declaration in writing using the prescribed form attached in (Schedule B) to the Clerk and any such record shall appear in the minutes of that particular Meeting.
107. The Clerk shall maintain a conflict of interest registry in which a copy of the following shall be made publicly available on the Municipal website:
 - a) Date of conflict
 - b) Member conflict pertains to
 - c) Specific agenda item and topic
 - d) Reason for conflict
108. A Member shall not ask another Member or Municipal Staff whether that Member should declare a pecuniary interest or conflict of interest. It is the sole duty of the Member to determine if the agenda item or topic is a conflict.

109. A Member has the right to consult with the Municipality's appointed Integrity Commissioner for guidance and advice on potential conflicts.

Approval of Minutes

110. The minutes of a Council Meeting shall record:

- a) the place, date and time of the Meeting;
- b) the names of the Presiding Officer(s) and attendance record of the Members and staff present;
- c) disclosure of pecuniary interest;
- d) the reading, if requested, correction and adoption of the minutes of prior Meeting(s);
- e) all other proceedings of the Meeting without note or comment;
- f) the mover and seconder of all motions; and
- g) the time of adjournment.

111. The Clerk shall present the minutes, without note or comment, of any previous Open and Closed Council or Committee Meetings to Council for approval. The minutes once approved shall be signed by the Mayor and Clerk.

Deputations and Presentations

112. The Clerk has discretion to schedule Deputations and Presentations at Meetings, subject to the volume of material on a given Regular Agenda.

Delegations

113. The Clerk has discretion to schedule Delegations at Meetings, subject to the volume of material on a given Regular Agenda, taking into account the following factors: order in which the requests were made; urgency of the request; subject matter relating to an agenda item; and frequency of delegations from the same individual/group.

114. Persons desiring to present information on matters of fact or make a request of Council shall give notice to the Clerk by completing and submitting the prescribed form no later than 12:00 noon fourteen (14) days prior to the Meeting of Council or Committee.

115. Upon confirmation from the clerk, the delegate shall ensure that all material to be included in the agenda (presentation and background information) shall be submitted to the Clerk no later than eight (8) days prior to the Council meeting.
116. The delegate(s) shall be limited in speaking to not more than ten (10) minutes. A delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than five (5) minutes.
117. The subject matter of a Delegation does not have to relate to a matter on the Agenda for that Meeting.
118. At the discretion of the Clerk, persons may generally only appear before Council or Committee once every six (6) months on different topics.
119. No Delegate shall:
- a) speak disrespectfully of any person;
 - b) use intemperate, coarse or abusive language or non-parliamentary language;
 - c) speak on any subject other than the subject for which they have received approval to address Council or a Committee;
 - d) disobey the rules of procedure or a decision of the Mayor or Chair; or
 - e) speak to Council about matters:
 - i. involving current or pending litigation;
 - ii. involving insurance claims;
 - iii. involving administrative complaints that have not been reported and investigated through the Customer Service process;
 - iv. beyond the jurisdiction of Council; or
 - v. contrary to MFIPPA; or
 - vi. related to funding, grants or other monetary support.
120. The Mayor or Chair may curtail any Delegation for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the delegation is concluded, the individual/group shall withdraw from the podium or equivalent immediately.
121. During or following a Delegation, Members may ask specific questions relating to the presentation for the purpose of clarification without statement or comment. Debate between Members is not permitted during the Delegation.
122. Following a Delegation, Council shall adopt a motion:
- a) to receive as information; or

- b) to refer to another item listed on the Meeting agenda; or
- c) to refer to a committee or staff for a report; or
- d) to refer to New Business for consideration.

Public Meetings

123. Council shall hold Public Meetings, as required, by law for purposes under the Planning Act, R.S.O. 1990, c. P.13, as amended; Development Charges Act, 1997, S.O. 1997, c. 27; or any other Act. Such a Meeting shall be conducted at a Regular or Special Council Meeting.
124. Council may also hold Public Meetings relating to matters within Council or a Committee's jurisdiction to allow for public input and feedback. Such a Meeting may be conducted at a Regular or Special Council Meeting or follow an alternate format such as a public information session, open house, or participation workshop.
125. Municipal Staff shall provide notice of the time, date, and location of Public Meetings by publication on the Municipal Website, weekly block ad and other means as required by the relevant Act.
126. Individuals shall sign the 'Public Meeting Sign-in Sheet' prior to being permitted to speak to Council or a Committee. The Mayor or Chair shall call upon individuals based on the order in which they signed in.
127. All comments are to be addressed through the Mayor or Chair.
128. The length of time each individual has to address Council or a Committee shall be at the discretion of the Mayor or Chair.
129. No motions shall be made as a result of comments made during a Public Meeting. Members and staff shall not be engaged in a debate or discussion during a Public Meeting.
130. During Public Meetings, no Member of the public shall:
 - a) speak disrespectfully of any person;
 - b) speak on items involving insurance claims;
 - c) speak on administrative complaints that have not been reported and investigated through the Customer Service process;
 - d) speak on matters beyond the jurisdiction of Council; or

- e) contrary to MFIPPA.

131. The Mayor or Chair may curtail a speaker for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the speaker is concluded, the individual/group shall withdraw from the podium or equivalent immediately.

Committee of the Whole Consent Report

132. The report from Committee of the Whole to Council shall be submitted to Council in the form of a Consent Report, and shall be dealt with by Council as follows:
- a) The Committee of the Whole report shall be presented by the Chair, who shall move the adoption of the report;
 - b) Council members shall identify any items contained on the Consent Report which they wish to speak to and that matter shall be removed from the consent agenda for separate discussion and vote; and
 - c) The items on the Committee of the Whole Consent Report, which have not been pulled, shall be voted on in one motion.

By-laws

133. All by-laws shall be given first, second and third readings in a single motion, unless a Member wishes to discuss the contents of a by-law, at which time the subject by-law shall be removed from the motion and dealt with separately.
134. Every by-law which is passed by Council shall be sealed with the seal of the corporation, signed by the Mayor or the Chair of the Meeting at which the by-law was passed and by the Clerk and shall be deposited with the Clerk for custody.
135. At the conclusion of all Council Meetings, a Confirmatory By-law shall be brought forward to confirm the actions of Council at the Meeting in respect of each resolution and other actions taken. A Confirmatory By-law when introduced shall be taken as read and finally adopted without debate.

Announcements and Invitations

136. Each Member of Council may make any announcements and extend any invitations that have been received since the previous Council Meeting.

Adjournment

137. Council and Committees shall adjourn four hours after the commencement of the meeting.
138. Unfinished business as a result of adjournment shall be automatically tabled to the next Regular Meeting.
139. Council may by simple majority, extend a meeting with a one-time motion. The Motion shall include the length of time the meeting will be extended by.

Consent Reports

140. Reports other than those that require action or direction, or are of an administrative nature, may be included as "Consent Reports" unless required by regulations or directed by Council.

Staff Reports

141. Staff reports will generally be given in writing and attached to the meeting agenda. All staff reports shall have a recommendation for Committee of the Whole, background information, discussion of the pertinent facts or opinions on the matter by the author, financial implications and a summary.

Notice of Motion

142. At a Regular Meeting a Member shall give notice that he or she intends to introduce a motion at a subsequent Meeting of Council to initiate any measure within the jurisdiction of Council.
143. Notice may be given in writing or verbally, if the notice of motion is given verbally, it shall not be considered until the subsequent regular meeting.
144. In order for a notice of motion to be considered at a regular meeting, it shall be submitted in writing to the Clerk at a minimum of 7 days prior to the Council meeting.
145. A Notice of Motion shall first be discussed with the appropriate Department Head or CAO prior to introducing it.

146. A motion for which notice has been given shall be added under Other/New Business on the agenda.
147. If a motion is introduced and not brought forward in the next two (2) subsequent Meetings of a Regular Council Meeting, the motion expires.
148. No delegations shall be permitted to speak on a Notice of Motion.

Information List

149. Information Items are matters that are principally for the information of Council and may not require action or response from Council.
150. Communications intended to be presented to Council or a Committee must be legible, signed by the author(s), include their address and must not contain any defamatory allegations, or impertinent or improper information. The Clerk may return Communications that do not comply with this Section.
151. Communications are generally considered public documents and are therefore subject to the MFIPPA.
152. The Clerk shall produce an Information List for each Regular Meeting of Council. It shall contain Communications addressed to Council or of a general nature applicable to Council business.

Other/New Business

153. Under Other/New business Council shall consider:
 - a) Items that are circulated on the agenda;
 - b) Items referred to New Business pursuant to a delegation;
 - c) Items raised by a Member that, in the opinion of the Member, are of urgent concern and within the jurisdiction of Council, or are of general interest; and
 - d) Proposed motions for which Notice of Motion has been given.
154. Under New Business, substantive motions may be put forward with respect to items, but to be adopted by Council without issuance of a Notice of Motion, the question shall be supported by minimum two-thirds of the Members present and voting, failing which the proposed resolution shall be placed on the Meeting agenda for consideration at the next Regular Meeting.

Pending List

155. The Pending List shall be maintained by the Municipal Clerk in consultation with the CAO. Senior management shall provide the Clerk with regular updates regarding the anticipated date when reports are expected to be placed on the Agenda of upcoming Council Meetings.
156. Where a matter is deferred, referred, or tabled, the Clerk shall ensure the matter is added to the Pending List.
157. Any outstanding items on the Pending List from a previous Council term shall be considered by a newly elected Council within 60 days of its Inaugural Meeting. At that time, Council shall either affirm or rescind each of the requests for a staff report, subject to the reconsideration provisions set out in this by-law.

PART VI – DEBATE

Motion Process

(Refer to Motion Table in Schedule C)

158. All motions shall be read aloud by the Chair and then moved and seconded before being debated.
159. All motions that have been moved and seconded shall be recorded in the minutes.
160. After a motion has been moved and seconded, it shall be deemed to be in the possession of Council or Committee and open for debate. Council or Committee may consent to the withdrawal of the motion at anytime before amendment or decision.
161. When a motion is under debate, no other motion shall be received, except a motion to amend, defer, refer, table, divide the question, or call the question.
162. The Chair shall call the vote immediately after all Members desiring to speak to the Motion have spoken.
163. After the Chair has called the vote, no Member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
164. Every Member present shall be deemed to vote against a Motion if they decline or abstain from voting, unless disqualified from voting by reason of a declaration of pecuniary or conflict of interest.
165. A Motion on which the voting results in a tie shall be considered defeated.
166. The manner of determining the vote on a Motion shall be by show of hands.
167. No vote shall be taken at any Meeting by any method of secret voting, except where permitted or required by law.
168. The Chair shall announce the result of every vote.

Reconsideration

169. Any proposal to reconsider a decision of Council made within its current term shall require a motion of reconsideration.
170. A motion to reconsider may only be introduced by a Member who voted on the prevailing side and shall require a two-thirds majority vote of Members present.
171. A motion to reconsider shall be introduced by way of a Notice of Motion to Council.
172. Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration.
173. No delegations shall be permitted to speak on a Notice of Motion to reconsider.
174. If a motion to reconsider is decided in the affirmative, reconsideration of the original motion shall become the next order of business.
175. During the term of Council, a motion to reconsider shall not be permitted more than once for any matter and no vote to reconsider shall be reconsidered.
176. No motion for reconsideration shall be in order if the Municipality has taken any steps to implement the decision such as entering into a contract or spending public money in furtherance of the decision.
177. No motion to reconsider may be tabled more than one (1) year after the original decision.

Recorded Vote

178. If a Member present at a Council Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each Member starting with the requester of the recorded vote and moving alphabetically from that Member through the list with the Mayor or Chair voting last, shall announce his/her vote upon request openly and individually unless otherwise prohibited by statute. The Clerk shall record the same and announce the result of the vote.
179. Recorded votes shall not be permitted in the Committee of the Whole.

180. Notwithstanding Section 176, a recorded vote may be called in the Committee of the Whole only if the vote is lost.
181. Where a Member abstains from voting during a recorded vote, the abstention will be counted as a negative vote.

Point of Privilege

182. A Member may rise at any time on a Point of Privilege where such Member feels that the health, safety, rights, or integrity of his/her own person, the Council, a Committee Member, Staff or anyone present at the Meeting has been called into question by another Member or by anyone present at the Meeting.
183. A point of privilege shall take precedence over any other matter except during verification of a vote.
184. A Member shall state the point of privilege to the Chair at the time of the occurrence.
185. A Member shall not be permitted to enter into any argument or introduce any motion not related to the point of privilege.
186. Upon hearing a Point of Privilege, the Chair decides and states his/her ruling.
187. When the integrity of the CAO or other employees of the Corporation has been questioned, the CAO shall be permitted to make a statement to the Members.
188. Where a Chair rules that a breach of privilege has taken place, he/she demands that the offending Member or individual apologize and, failing such an apology, requires said Member or individual to vacate the Meeting room for the duration of the Meeting.
189. Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
190. If the decision of the Chair is appealed, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate through the question "Shall the ruling of the Chair be upheld?". The decision of the majority of the Members who are present at the Meeting is final.

Point of Order

191. A member may raise a point of order to a perceived violation of the rules of procedure, except during the verification of a vote.
192. A Member shall state the point of order to the Chair at the time of the occurrence and shall quote the appropriate section of this By-law.
193. The Chair shall decide upon the point of order and advise the Member of the decision.
194. Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
195. If the decision of the Chair is appealed, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate through the question "Shall the ruling of the Chair be upheld?". The decision of the majority of the Members who are present at the Meeting is final.

PART VI – COMMITTEES & BOARDS

196. Council may appoint Council Members, ratepayers, or others, to serve on committees and boards and report to Council. These appointments shall be made by resolution.
197. When a vacancy occurs on a Committee or Board, Council may appoint a new member through resolution.
198. Reports of Committee Meetings shall be received, and the recommendations considered by Council in the Consent Items part of the Agenda on an ongoing basis.

Advisory Committees

199. The Clerk shall maintain a list of Advisory Committees and the resolution or by-law that appoints same, as well as their Terms of Reference.
200. Advisory Committees shall adhere to the rules and procedures contained within this by-law.
201. The Chair of the Advisory Committee, unless otherwise prescribed by Council resolution or set out in the Committee's Terms of Reference, is chosen by the Members of the Committee.
202. The Chair shall preside over the conduct of the Meeting as outlined in this by-law and Committee Members shall respect the Chair's efforts to do so.
203. If the Chair desires to vacate the chair role for the purpose of taking part in the debate or otherwise, the Chair shall call on another Member to temporarily fill the chair role.

PART VII – ENACTMENT

This by-law shall come into effect upon its passing.

THAT By-law No. 12-74 and any other by-laws that contravene this by-law shall be and are hereby repealed.

BY-LAW read, passed, signed and sealed in open Council this 17th day of December, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

Schedule A – Procedures for Inaugural Meeting of Council

1. The Inaugural Meeting of Council shall be held at 6:00 p.m. on or before the first Tuesday of December following a regular municipal election, or the first Tuesday after the Council term commences, pursuant to the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, Sch. The Inaugural Meeting shall commence with the singing of the National Anthem and the Royal Anthem.
2. The location of the Inaugural Meeting of Council shall be determined by the Mayor Elect and Clerk.
3. The Mayor Elect and Clerk shall be responsible for the format, agenda content, and arrangements for the Inaugural Meeting, but the agenda shall include the declaration of office, pursuant to Section 232 of the Municipal Act.
4. The Head's Inaugural Address shall take place at the Inaugural Meeting of Council.
5. Every Member of Council shall make and subscribe a "Declaration of Office" and an "Oath of Allegiance" at the Inaugural Meeting of Council as per section 232 (1) of the *Municipal Act, 2001*, S.O. 2201, c. 25, as amended.
6. If a Member is absent, the "Declaration of Office" and "Oath of Allegiance" shall take place at the next subsequent Meeting of Council.
7. The Clerk or designate shall prepare an Agenda with the Order of Business outlined below:
 - A. CALL TO ORDER
 - B. O'CANADA
 - C. ROYAL ANTHEM
 - D. ATTENDANCE
 - E. DECLARATION OF ELECTED OFFICE AND OATH OF ALLEGIANCE
 - F. BLESSING OF COUNCIL
 - G. MAYOR'S INAUGURAL ADDRESS
 - H. CONFIRMATORY BY-LAW
 - I. ADJOURNMENT



Schedule B – Declaration of Pecuniary Interest or Conflict of Interest Form

PECUNIRARY INTEREST AND/OR CONFLICT OF INTEREST FORM

MEETING DATE: _____

NAME: _____

Committee:

☐ Council ☐ Committee of the Whole ☐ Other _____

I, _____, declare a potential, deemed, pecuniary
interest with respect to Agenda Item No. _____, being
_____, as
(Name of Report or Title of Topic)

Signature

Print Name

Schedule C – Motions

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Adjourn	YES	NO	<ul style="list-style-type: none"> • shall be resolved prior to any other motion being moved 	<ul style="list-style-type: none"> • Council shall immediately rise and no further proceedings shall take place • all unfinished business on the agenda shall be included on the agenda of the next meeting 	<ul style="list-style-type: none"> • the meeting shall resume at the point immediately prior to the point at which the motion to adjourn was moved • a subsequent motion to adjourn at the same meeting may not be introduced prior to further business being conducted 	NO	<ul style="list-style-type: none"> • shall not include qualifications or additional statements • shall always be in order except when a Member is speaking or the Members are voting
Extend Curfew	YES	NO	<ul style="list-style-type: none"> • shall be resolved prior to any other motion being moved 	<ul style="list-style-type: none"> • Council shall indicate the additional length the meeting will continue for (beyond the four (4) hour time limit) 	<ul style="list-style-type: none"> • the Chair shall immediately declare the meeting adjourned 	NO	<ul style="list-style-type: none"> • shall always be in order except when a Member is speaking or the Members are voting • shall require a simple majority vote of the Members present
Recess	YES EXCEPT AT COMMITTEE	NO	<ul style="list-style-type: none"> • shall be resolved prior to any other motion being moved 	<ul style="list-style-type: none"> • the meeting shall recess 	<ul style="list-style-type: none"> • the meeting shall not recess 	TIME ONLY	<ul style="list-style-type: none"> • shall be in order if no question is pending

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Withdraw	YES Mover & Seconded of the main motion	NO	• shall receive disposition prior to any other motion being presented	• the motion is withdrawn	• vote on the main motion	NO	• majority vote • shall be in order if decision has not been made
Close Debate (Call the Question)	YES	NO	• shall apply to the motion or amendment under debate	• Council shall immediately vote on the question without further debate or comment	• debate shall continue	NO	• shall not be permitted in any committee • shall require a Two-Thirds' vote of the Members present
Defer (Postpone/ Table)	YES	YES DATE AND TIME ONLY	• shall be resolved prior to the main motion • shall be resolved prior to the preceding motion	• no further debate until motion returns to the agenda	• vote on the main motion	YES DATE AND TIME ONLY	• shall not include qualifications or additional statements • shall preclude amendment, but not debate, to the preceding motion until the motion to defer to a certain date and/or time is resolved
Refer (Commit)	YES	YES	• shall preclude any amendment or debate to any previous motion unless resolved in the negative	• there shall be no further debate	• vote on the main motion	YES	• shall state the committee, employee or solicitor of the Municipality to which the matter shall be referred

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Amend Main Motion (Primary Amendment)	YES	YES	<ul style="list-style-type: none"> • shall receive disposition prior to the main motion 	<ul style="list-style-type: none"> • Council shall vote on the main motion as amended 	<ul style="list-style-type: none"> • vote on the main motion or • secondary amendment may be proposed 	YES	<ul style="list-style-type: none"> • shall not propose a negative to the main motion • shall not propose two distinct proposals of amendment to the main motion • shall not change the intent of the main motion • shall have only one motion to amend the main motion at one time
“Friendly” Amendment	YES	YES	<ul style="list-style-type: none"> • shall receive disposition prior to the main motion 	<ul style="list-style-type: none"> • Council shall vote on the main motion as amended 	<ul style="list-style-type: none"> • vote on the main motion or • secondary “friendly” amendment may be proposed 	NO	<ul style="list-style-type: none"> • shall not propose a direct negative to the main motion • shall not propose two distinct proposals of amendment to the main motion • shall not change the intent of the main motion • shall have only one motion to

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Amend Amendment (Secondary Amendment)	YES	YES	<ul style="list-style-type: none"> • shall receive disposition prior to the primary amending motion 	<ul style="list-style-type: none"> • Council shall vote on the primary amending motion as amended 	<ul style="list-style-type: none"> • vote on the primary amending motion • propose a secondary amendment 	NO	<ul style="list-style-type: none"> • shall not propose a direct negative to the primary amending motion • shall not propose two distinct proposals of amendment to the primary amending motion • shall not change the intent of the primary amending motion • shall have only one motion to amend the primary amending motion at one time • an amendment of the third degree is not permitted
Defer Indefinitely (postpone/Table Indefinitely)	YES	YES	<ul style="list-style-type: none"> • shall be resolved prior to the main motion Shall be resolved prior to any preceding motion 	<ul style="list-style-type: none"> • the preceding motion and any amendments thereto shall be Council's consideration indefinitely. The motion may defer indefinitely may be reconsidered 	<ul style="list-style-type: none"> • disposition of the main motion Cannot put forward another motion to defer indefinitely regarding the main motion 	NO	<ul style="list-style-type: none"> • shall not include qualifications or additional statement Shall preclude amendment, but not debate, to the preceding motion until the motion to defer indefinitely is resolved.

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Divide	YES	YES	<ul style="list-style-type: none"> • shall receive disposition prior to the main motion 	<ul style="list-style-type: none"> • the debate and vote shall be on separate and distinct proposals from the main motion 	<ul style="list-style-type: none"> • disposition of the main motion in its entirety 	YES	<ul style="list-style-type: none"> • shall only be in order when the main motion to be divided contains two or more separate and distinct proposals • divide when pecuniary interest declared
Main	YES	YES	N/A	<ul style="list-style-type: none"> • the motion is carried 	<ul style="list-style-type: none"> • the motion is defeated 	YES	<ul style="list-style-type: none"> • majority vote unless otherwise provided

Ranking Motions

The following list ranks motions in descending order, such that each takes precedence and shall be decided upon before other motions ranking below it in the list:

1. Adjourn
2. Extend Curfew
3. Recess
4. Withdraw
5. Close Debate (Call the Question)
6. Defer (Postpone/Table)
7. Refer
8. Amend Amendment
9. Amend Main Motion
10. Defer Indefinitely (postpone/table indefinitely)
11. Divide
12. Main Motion

Here are the highlights from the Lanark County Council meeting held Wednesday, Sept. 22.

Ceremony Planned to Recognize Truth and Reconciliation Day: Lanark County will be hosting a ceremony on Thursday, Sept. 30 to recognize the National Day for Truth and Reconciliation (National Orange Shirt Day).

Starting at 9 a.m., Lanark County Warden Christa Lowry (Mississippi Mills Mayor) will be joined by Larry McDermott, Ambassador of the Shabot Obaadjiwan First Nation, as well as several representatives from organizations in the county that are working towards reconciliation.

The ceremony will be livestreamed through the Lanark County Facebook page at <https://www.facebook.com/lanarkcounty1>. (You do not need to have a profile to view the page.) For more information, contact Casey Whiticar, Deputy Clerk, at 1-888-9-LANARK, ext. 1502.

Registry Week Activities Underway: Council accepted a report by Brooke Coutts, Homelessness Services Coordinator, outlining the point-in-time (PIT) count, homeless enumeration and by-name list provincial requirements that must be completed by the county for 2021.

In a presentation to the community services committee earlier this month, Coutts explained the PIT count is a count of sheltered and unsheltered people experiencing homelessness that takes place on a single night. The enumeration piece involves gathering information about the demographic characteristics, circumstances and needs of those experiencing homelessness in local communities. The by-name list is a real-time, consent-based list of all known people experiencing homelessness. "It includes a robust set of data points that support the coordinated access and prioritization at a household level and an understanding of homeless inflow and outflow at a system level," she explained.

The activities are part of "registry week," from Sept. 20 to 24. This involves help from close to two dozen community partners to collect data about those currently experiencing homelessness so that plans can be made to move them into permanent housing. Sept. 21 was PIT Count Day, and a survey is conducted all week. "The by-name list is with consenting participants and is an ongoing, committee-driven system to support coordinated access to services for homelessness," Coutts said. The committee consists of Lanark County Social Services, Lanark County Mental Health, Cornerstone Youth Services and Lanark County Interval House and Community Support.

Coutts emphasized involvement of community partners and encouraged people to reach out if they would like to complete a survey, which is available through Lanark County Social Services (call 613-267-4200 ext. 2408) and through various community agencies.

For more information, contact Emily Hollington, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

COVID-19 Vaccination Policy Approved: Council has adopted a COVID-19 vaccination policy outlining the county's requirements with regard to vaccinations for employees and county councillors.

Interim Human Resources Manager Jennie Bingley explained the draft was released to all county staff and union representatives for feedback and comment. “The pandemic highlights the critical importance of public health measures and the employer’s obligation to provide a healthy and safe work environment for all employees and the residents, clients and public we serve,” she said, emphasizing the efficacy of vaccines in preventing serious illness and reducing transmission.

Bingley outlined employer responsibilities under the Occupational Health and Safety Act, as well as the county’s commitment to providing a safe home for Lanark Lodge residents and safe and effective services for clients and the public.

Vaccination policies have been a requirement for long-term care homes since July 1, 2021 and, this month, the Ministry of Long-term Care will begin publicly posting home-level vaccination rates to “support transparency and respond to requests for more detailed information about vaccination rates in the long-term care sector.”

In addition, municipalities have been directed to implement policies effective Sept. 7 in certain high-risk settings, including children’s services and developmental support services. This is in addition to the provincial proof of vaccination requirements that commence Sept. 22 for access to certain businesses and settings.

Bingley indicated the Residents’ Council and Family Council at Lanark Lodge have requested a mandatory policy for the home, and she noted five of the largest for-profit long-term care home chains have implemented such policies.

The county’s policy requires mandatory vaccination for long-term care and other designated staff working with vulnerable populations (approximately 250 employees) and sets out exemption and antigen testing requirements and consequences for non-compliance. As of Sept. 20, almost 90% of employees at Lanark Lodge were fully vaccinated. For remaining county employees not in the designated category, vaccination is voluntary but encouraged, and if proof of vaccination is not provided, rapid antigen testing and completion of an education program are required. Vaccination rates for that staff group are not known.

“The policy takes a reasonable approach towards the implementation of mandatory vaccination while protecting the most vulnerable individuals we serve – Lanark Lodge residents,” Bingley said. “It allows some flexibility in that non-designated employees can choose vaccination or rapid testing/education, and it complies with existing provincial directives.”

For more information, contact Jennie Bingley, Interim Human Resources Manager, at 1-888-9-LANARK, ext. 1320.

National Childcare Funding Resolution Supported: Council has supported a resolution from the City of Ottawa asking the provincial government to eliminate proposed cost-sharing funding changes in the child-care sector, while reaffirming support for building a national child-care program to help with pandemic response and recovery while benefiting families, children, social well-being and the economy.

The resolution points to federal funding announced in the spring for Early Learning and Child Care and Indigenous Early Learning and Child Care to move towards a universal child care system, and highlights support for a national program that would increase access, affordability, quality and responsiveness. "A national program has the potential to make significant positive impacts and address issues that families and service providers face, both historically and those further exacerbated as a result of the pandemic."

In its request to eliminate the proposed cost-sharing funding formula with municipalities, the city indicates the service system manager responsibilities have drastically increased due to the pandemic in addition to regular system management under provincial legislation and guidelines.

For more information, contact Emily Hollington, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

Municipal/Indigenous Relations Steps Approved: Following a presentation at the community services committee meeting earlier this month by the Indigenous Health and Well-being Working Group of the Community Safety and Well-being (CSWB) Advisory Committee, Lanark County Council has passed motions related to building municipal/Indigenous relations.

The presentation was a follow-up to discussion held at the county in June in light of the finding of unmarked graves at residential schools and the historical and current impacts of this legacy and inter-generational trauma facing Indigenous peoples. The working group is made up by CSWB co-chairs Elder Larry McDermott and OPP Insp. Karuna Padiachi, as well as Warden Christa Lowry (Mississippi Mills Mayor), Councillor John Fenik (Perth Mayor), Lanark County Interval House Executive Director Erin Lee and CSWB Coordinator Stephanie Gray.

Council supported in principle for the working group to create a work plan that would facilitate a better understanding of healing and reconciliation efforts required. It also passed a motion to widen the vision for the Climate Action Committee and Official Plan process to include Pathways 1 recommendations and the Truth and Reconciliation Commission's Calls to Action, along with participation and involvement by the Indigenous communities. The third motion was to support and commit to education and training as a Council and as individuals in order to create action in the community.

The working group provided suggested short- and long-term goals around land acknowledgment, education/training, land-use planning, increased understanding around the Calls to Action and Missing and Murdered Indigenous Women and Girls, a possible endowment fund, a video, and equity, diversity and inclusion activities, all of which it indicated could form part of the work plan.

The work also supports activities in the Indigenous Health and Well-being section of the Community Plan for Safety and Well-being, approved by local municipalities. Updates will be brought back to council as work continues. For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.

Upcoming Meetings: County Council, Wednesday, Oct. 13, 5 p.m.; Community Services, Oct. 13 (following County Council); Corporate Services, Oct. 13 (following Community Services). **County Council, Wednesday, Oct. 27, 5 p.m.;** Public Works, Oct. 27 (following County Council); Economic Development, Oct. 27 (following Public Works). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

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Board of Directors

MINUTES

Via Zoom

July 21, 2021

MEMBERS PRESENT

J. Atkinson, Chair
J. Mason, Vice-Chair
F. Campbell
B. Holmes
J. Karau
P. Kehoe
C. Lowry
P. Sweetnam
K. Thompson

MEMBERS ABSENT

R. Darling
E. El-Chantiry
G. Gower
J. Inglis
C. Kelsey
B. King
C. Rigelhof
A. Tennant

STAFF PRESENT

S. McIntyre, General Manager
A. Millar, Treasurer
A. Broadbent, IT Supervisor
J. Cunderlik, Director, Water Resource Engineering
J. North, Water Resource Technologist
E. Levi, Recording Secretary

J. Atkinson called the meeting to order at 1:03pm.

B07/21/21-1

MOVED BY: C. Lowry

SECONDED BY: P. Sweetnam

Resolved, That the Agenda for the July 21, 2021 Board of Directors meeting be adopted as presented.

“CARRIED”

BUSINESS

1. Approval of Minutes – Board of Directors

B07/21/21-2

MOVED BY: J. Karau

SECONDED BY: F. Campbell

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on June 16, 2021 be received and approved as amended.

“CARRIED”

2. Watershed Condition Report

J. North advised that flows are beginning to stabilize. The majority of flows in the river and its tributaries have increased and lakes and tributaries are at or slightly above summer target levels. Conditions have improved enough across the watershed to terminate the Low Water Level 1 declaration. The weather forecast for August does not include a lot of rain, however with current conditions, flow and level sustainability shouldn't be dependant on weather conditions.

Given extreme weather becoming a greater feature, J. Karau questioned whether a warning protocol was in place for public visiting conservation areas. S. McIntyre advised that the public should rely on Environment Canada for weather statements. Per current protocol, if there are indications for significant flooding or conditions of concern, then staff would issue such warnings as usual.

3. Draft Mississippi River Watershed Plan

S. McIntyre presented the Draft Watershed Plan. She noted the many contributors to the project. She thanked John Karau for chairing the Public Advisory Committee as well as Alyson Symon for her work and dedication to the plan.

J. Atkinson expressed his thanks to all involved and commented that he was happy to see follow through continue with Indigenous Peoples even after the plan's implementation.

P. Sweetnam asked whether there were plans to do similar work within the Carp River watershed. S. McIntyre advised that Staff will be tasked with putting forward a Carp River Subwatershed plan as priority for 2022. Staff will be putting forward a recommendation with the City of Ottawa that the Carp project be prioritized.

B07/21/21-3

MOVED BY: P. Kehoe

SECONDED BY: B. Holmes

Resolved, That the Board of Directors approve the Mississippi River Watershed Plan as amended.

“CARRIED”

4. Results of RFQ for Boardroom A/V Upgrades

S. McIntyre reviewed Staff Report 3153/21. She noted the Authority would like the ability to have blended meetings (in-person and virtual) however there were expensive technical encumbrances to overcome in order to achieve that. The Request for Quotes broke the proposal into two parts; audio vs visual. Only three potential contractors responded and unfortunately two did not agree to the terms of reference. The one remaining bid was larger than anticipated. Given that, it was felt the cost was not equal to value based on the number of meetings held and member desire.

Board direction is being sought in terms of reasonable cost. There is a possibility to be able to get a new audio system working with provision of laptops offering individual cameras. Acquiring a professional assessment to investigate that option and subsequent implementation is expected to cost approximately \$10,000, which could be paid from the Operating Reserve.

P. Sweetnam supported the use of laptops as most people have one already. He suggested providing only to members don't have access to one.

There was a brief discussion noting the importance of ensuring the system would work effectively for both people in attendance physically and functionality for people attending remotely.

B07/21/21-4

MOVED BY: P. Sweetnam

SECONDED BY: F. Campbell

Resolved, That the Board approve up to \$10,000 for upgrade of boardroom equipment to facilitate the blending of remote and on-site meeting participation, to be paid from the Operating Reserve.

"CARRIED"

5. Meeting Remotely

S. McIntyre discussed staff report 3140/21 firstly seeking allowance to meet remotely outside of the State of Emergency and secondly providing policy clarity and business processes around remote meeting participation.

J. Mason questioned whether the Board could adopt the recommendation given the A/V restrictions. S. McIntyre advised that, at minimum, the Board could approve meetings outside of state of emergency.

J. Atkinson asked if the decision for the rest of the amendment could be deferred until the A/V system was finalized. S. McIntyre advised that amending the By-Law 10a.3) provides for permission; if the authority doesn't have the technical ability, then meetings can't proceed remotely. The entire recommendation could therefore be passed at this time.

J. Karau commented on the advantage of moving forward with entire amendment with the understanding that the entire situation is a bit of an experiment. To send a stronger message, the recommendation could commit to revisit the issue in a year. C. Lowry agreed it would be prudent to review the process in the future as there will no doubt be adjustments moving forward.

B. Holmes advised that discussion was had at the committee level regarding Chair and General Manager discretion in terms of meeting arrangements and participation.

S. McIntyre proposed the following amendment to the recommended By-law Changes:

10a3. Electronic meetings will only be arranged upon request by the Chair or GM, a Member or a Delegate, or as required to comply with legislation. Requests for electronic participation must be made in writing to the General Manager at least five (5) working days in advance of the scheduled meeting. The Chair will determine whether the request will be granted in consultation with the General Manager.

B07/21/21-5

MOVED BY: P. Kehoe

SECONDED BY: C. Lowry

Resolved, That the Policy & Priorities Committee recommend that the Board approve amendment of the MVCA Administrative By-law as set out in this report, as amended, that will allow Board members to participate in meetings electronically outside of a State of Emergency.

“CARRIED”

6. GM Update

S. McIntyre highlighted the Transition Plans which will come into effect after adoption of the new regulations. Eastern Ontario GMs have begun meeting to discuss a common approach with shared municipalities which can be put in place in short order given the tight timelines proposed. The Plans essentially outline the approach and methodology to review the suite of services and programs that would be deemed no longer mandatory.

S. McIntyre commented that the permit was received from Ministry of Natural Resources and Forestry for the Shabomeka Lake Dam Project. J. Cunderlik advised the tender was recently posted and there were eight bid-takers thus far.

There was a discussion regarding the low number of bids received for the Carp Creek Restoration Project and the large difference in quotes to complete the work. J. Mason expressed her concern about the Authority being in a tight position with few choices. J. Karau commented that City of Ottawa is engaged with this project as well, so the burden is shared with more than the Authority. If the time frame for work allows, there may be the opportunity to take a pause and review.

In response to a question, S. McIntyre advised that surveys were continuing at conservation areas to determine what areas visitors originate from. Results will be shared with the Board and municipalities.

ADJOURNMENT

The meeting was declared adjourned at 2:07 p.m.

“E. Levi, Recording Secretary

J. Atkinson, Chair”



MINUTES

Via Zoom

September 9, 2021

MEMBERS PRESENT

J. Atkinson, Chair
J. Mason, Vice-Chair
F. Campbell
E. El-Chantiry
G. Gower
B. Holmes
J. Inglis
J. Karau
P. Kehoe
C. Kelsey
C. Lowry
C. Rigelhof
P. Sweetnam
A. Tennant

MEMBERS ABSENT

K. Thompson
R. Darling
B. King

STAFF PRESENT

S. McIntyre, General Manager
A. Millar, Treasurer
J. Cunderlik, Director, Water Resource Engineering
C. McGuire, Water Resources Engineer

Jeff Atkinson called the meeting to order at 5:01pm

BUSINESS

1. Shabomeka Lake Dam Project Tender Results – Plan B, Report 3155/21

J. Cunderlik, Director of Water Resources Engineering, presented the Board with the tender results for the Shabomeka Lake Dam. Only three bids were received and all exceeded budget estimates and funding committed from the Water and Erosion Control Infrastructure (WECI)

program. Potential reasons for the higher than budgeted bids were summarized, and a phased approach proposed to mitigate risk and take advantage of WECI funding.

Under Phase 1, the emergency spillway and embankment improvements would be undertaken this fall/winter season. This phase would reduce the risk of the current structure failing in the event of severe weather, allow MVCA to use WECI funding. Phase 2 would comprise replacement of the control structure, specifically the concrete and steel replacement once material and construction costs stabilize.

J. Inglis shared concerns regarding a new tender for Phase 1—it may receive the same high-priced results as contractors will need to complete the project within short time constraints. He also asked whether there would be any new communication with the land owners impacted on the lake if the water levels are impacted due to the changes in the construction plans as it was recently communicated that the water levels were to be reduced this week in preparation for the construction.

J. Cunderlik responded that the embankment work can happen during the fall and winter season and this work would not impact the water levels as this time of year it is normally drawn down to the level required for the embankment and spillway construction. Therefore, the residents should not see a difference compared to other years.

P. Sweetnam questioned whether the proposed embankment and spillway work would be on both the north and south sides of the control structure.

J. Cunderlik explained that the first phase for embankment and spillway will be on both sides of the control structure and will involve gravel and rip rap materials. There currently is no spillway so this construction will reduce risk and assist with managing the control structure.

J. Karau also expressed concern that the next bids for Phase 1 may be over-priced and expressed interest in learning what would be planned if this occurs again.

J. Cunderlik confirmed this is a concern for staff, and that future discussions may include deferring the project which would require managing the water levels until the construction can happen, which may impact the residents of the lake.

S. McIntyre explained the challenges with the timing of the WECI program. If the project does not proceed this year, the Authority would be required to reapply next year for the same purpose and there would be no guarantee that the funding would be awarded again for this purpose. It would depend on the applications received and priority status of MVCA's project in relation to the other applications received. The results of the WECI funding arrives too late each year for Authorities to be able to obtain the best value for projects. Further lobbying by Authority Boards is required to ensure that funding announcements are released to the Authorities earlier each year.

E. El-Chantiry sought clarification regarding the current WECI funding and if it would be permitted to be utilized for a phased approach.

S. McIntyre stated that staff have confirmed with the WECI program administrators that this phased approach would be permitted to utilize the awarded WECI funding as it mitigates risk.

P. Sweetnam and J. Inglis asked how much Phase 1 is estimated to cost compared to the original project that was budgeted.

J. Cunderlik feels confident that Phase 1 works can be completed within the original budgeted amount.

J. Inglis shared his concern regarding damage to the new embankment from all terrain vehicles crossing below the structure.

J. Cunderlik confirmed that alternate solutions for all terrain vehicle use will need to be explored.

S. McIntyre notified members that another special meeting may be required due to timing of the proposed Phase 1 contract award.

MOVED BY: C. Rigelhof

SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors direct staff to:

- a) Cancel the tender (reject all bids received).
- b) Adopt a phased approach for the dam reconstruction.
- c) Tender the first phase for construction in Fall 2021.
- d) Update the WECI funding agreement.
- e) Secure updated permit approvals, as required.

“CARRIED”

ADJOURNMENT

Jeff Atkinson called to adjourn the meeting at 5:36 pm.

B09/09/21-

MOVED BY: P. Kehoe

SECONDED BY: E. El-Chantiry

Resolved, That the Board of Directors Special meeting adjourned.

“CARRIED”

Minutes: A. Millar

TO: All Municipal Clerks/Chief Administrative Officers
MVCA Watershed

September 15, 2021

BOARD SUMMARY, September 15th 2021

As a member of the Authority, please find below highlights from the September 15, 2021 meeting of our Board of Directors for distribution to Council. Complete minutes for the meeting will be circulated following their approval by the Board at its next meeting. Attached are approved minutes for the Board meetings held July 21, 2021 and September 9, 2021.

Watershed Conditions

- August was one of the hottest and driest months on record, however due to a very wet July, flows and levels throughout the watershed are at historical norms and above drought conditions.
- Drawdown of Shabomeka Lake began the week of September 8 to accommodate reconstruction of the dam later this fall.
- Flows are expected to remain at seasonal conditions into the fall.

Proposed Fee for MZO Permit Applications

- The Board directed staff to add a new fee during the next update of the MVCA Fee Schedule for the processing of applications under Section 28.0.1 of the Conservation Authorities Act. The purpose is to recover the higher costs associated with projects approved by the Ministerial Zoning Order (MZO).

Timeline Performance Report for Section 28 Applications

- During the first reporting period, March-August 2021 inclusive, all except 6 out of 131 complete permit applications were processed within the target timelines. This is considered significant given the ongoing construction boom, staff shortage, the impacts of COVID-19 on the organization, and summer vacation schedule.

Ontario Regulation 153/06 Permit Activity

- The Authority issued 138 permits during the current reporting period, April 12 to September 1, 2021. Permit activity is expected to remain above normal for the balance of 2021 given the increased construction activity.

Drainage and Grading Presentation

- There have been 117 rebuilds in the floodplain since the flood of 2017.
- Challenges include owner displacement during approvals and reconstruction, lengthy financing and insurance approval timelines, and contractor availability. These applications require significant sensitivity and time to administer.
- MVCA requirements include grading plans, safe access, floodproofing and proper site drainage. Considerations include fill and grading impacts on adjacent properties and efficacy of proposed works, e.g. shoreline walls are not always appropriate or effective.

Post construction inspections focus on footings and final grading. Due to permit volume and limited resources, inspection of final grades is not always possible.

Budget Control Report

- As of August 31st, 2021, revenues are continuing slightly above average for this time of year, and expenditures are tracking normally. Due to the construction boom, planning and permit revenues continued to be strong over the winter months for a second year and are already exceeding revenue targets for 2021.

Sign-off NDMP Risk Assessment contract

- The Board endorsed award of the NDMP Risk Assessment project to D.M. Wills Associates Ltd. in the amount of \$149,925 plus HST.

Sign-off Carp River Erosion control contracts

- The Board endorsed award of the Carp Erosion Control construction services project to Goldie Mohr Ltd. in the amount of \$ 165,700 plus HST.

MISSISSIPPI MILLS PUBLIC LIBRARY
BOARD
MINUTES
Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on August 6, 2021 at 10:30 a.m. online through Zoom.

1. CALL TO ORDER

The meeting was called to order at 10:30 a.m.

2. ATTENDANCE:

PRESENT:

Cathy Peacock, Chair
Leanne Czerwinski, Vice Chair
Councillor Jan Maydan
Micheline Boucher
Barbara Button
Warren Thorngate
Marie Traversy
Jeff Fraser
Christine Row, staff

ABSENT:

3. APPROVAL OF AGENDA

Resolution No. 36-21

Moved by W. Thorngate

Seconded by J. Fraser

THAT the MMPLB approve the agenda with the addition of the Draft 2022 Capital Budget.

CARRIED

4. DISCLOSURE OF PECUNIARY INTEREST

[None]

5. DELEGATIONS/PRESENTATIONS

[None]

6. CONSENT ITEM

- a) Approval of minutes June 11, 2021
- b) Correspondence
[None]
- c) Reports- CEO report, 2020 Annual Report
- d) Incidents
[None]

Resolution No. 37-21

Moved by L. Czerwinski

Seconded by J. Maydan

THAT the MMPLB accepts the consent items and approves the June 11, 2021 minutes as amended.

CARRIED

7. FOR DISCUSSION/DECISION

a) Closed meeting

[None]

b) Policy review- Recruitment, Selection and Hiring (HR-01), Terms and Conditions of Employment (HR-07), and Compensation (HR-08)

MMPL defers this item until the HR Committee reviews the Acting Employment policy in the Mississippi Mills Consolidated By-Law No. 01-21.

c) New Employee Package

MMPLB reviewed the New Employee Package. This list will now be used when hiring new employees.

CARRIED

d) Financial review

Resolution No. 38-21

Moved by B. Button

Seconded by J. Fraser

THAT the MMPLB approves the Mississippi Mills Public Library Draft 2022 Operating Budget.

CARRIED

Christine will contact the auditor to arrange a meeting with the Library Board to review the 2020 Audit.

8. OTHER/NEW BUSINESS

a) Cost Sharing update

There is a reimbursement plan information section on the website and we will attach the online reimbursement form in September. Christine has sent Council and CAO a link to the site.

b) Friends of the Library update

The Friend's fundraising activities including the Friends' Store at the market and the 2022 calendar preparations are going well.

c) Communication Committee update

[None]

d) Communication to Municipality/Council

Christine will contact the Clerk to arrange a time for the Board to present the 2020 Annual Report.

e) Board training

J. Maydan presented information on building effective relationships with municipal council. M. Boucher will send the supporting documents to Board members after the meeting.

f) 2022 Holidays and Closures schedule

Christine provided a list of dates the Library will be closed in 2022.

g) Draft 2022 Capital Budget

Resolution No. 39-21

Moved by B. Button
Seconded by W. Thorngate

THAT the MMPLB approves the Mississippi Mills Public Library Draft 2022 Capital Budget.

CARRIED

9. NEXT MEETING

Friday, September 10, 2021 at 10:30 a.m. via Zoom

10. ADJOURNMENT

Resolution No. 40-21

Moved by J. Fraser

Seconded by W. Thorngate

THAT the meeting be adjourned at 12:20 p.m.

CARRIED

Finance & Audit Committee Resolution

Committee Meeting Date: July 6, 2021
Agenda Item: 9b
Resolution Number: 2021-07-06-465
Moved by: R. Crake
Seconded by: W. Cane
Council Meeting Date: July 21, 2021

“That the Finance and Audit Committee, having considered Report 2021-115, ‘Municipal Court Managers’ Association / POA Advocacy’ recommend that County Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177 Stronger Fairer Ontario Act and take immediate action to streamline and modernize this section of the legislation by making it easier and more convenient for the public and prosecutors to engage in resolution discussions, and by making it more effective and efficient to administer early resolution proceedings for Part I and Part II offences in the Provincial Offences Court; and

Further That the Committee recommend that County Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I or Part II of the POA, and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a justice of the peace; and

Further That the Committee recommend that County Council request the Ministry of Transportation in consultation with Municipalities consider suspending (temporarily) the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions; and

Further That the Committee recommend that County Council direct staff to forward a copy of this resolution to the Ministry of the Attorney General, MPP David Piccini (Northumberland – Peterborough South), and all Ontario municipalities.”

Carried 
Committee Chair's Signature

Defeated _____
Committee Chair's Signature

Deferred _____
Committee Chair's Signature

Council Resolution

Moved By J. Henderson

Seconded By S. Arthur

Agenda
Item 10

Resolution Number
2021-07-21-491

Council Date: July 21, 2021

"**That** County Council adopt all recommendations from the five Standing Committees, as contained within the Committees' Minutes (July 5, 6, 7, 2021 meetings), with the exception of any items identified by Members, which Council has/will consider separately, including Item 9f of this agenda, the 'Thompson Bridge Closure'."

Recorded Vote
Requested by

Councillor's Name

Carried



Warden's Signature

Deferred

Warden's Signature

Defeated

Warden's Signature

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Report 2021-115

Report Title: Municipal Court Managers' Association / POA Advocacy

Committee Name: Finance and Audit Committee

Committee Meeting Date: July 3, 2021

Prepared by: Randy Horne, Court Services Manager

Reviewed by: Glenn Dees, Director of Finance/Treasurer

Approved by: Jennifer Moore, CAO

Council Meeting Date: July 21, 2021

Strategic Plan Priorities: Leadership in Change

Recommendation

“That the Finance and Audit Committee, having considered Report 2021-115, ‘Municipal Court Managers’ Association / POA Advocacy’ recommend that County Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177 Stronger Fairer Ontario Act and take immediate action to streamline and modernize this section of the legislation by making it easier and more convenient for the public and prosecutors to engage in resolution discussions and by making it more effective and efficient to administer early resolution proceedings for Part I and Part II offences in the Provincial Offences Court; and

Further That the Committee recommend that County Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I or Part II of the POA and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a justice of the peace; and

Further That the Committee recommend that County Council request the Ministry of Transportation in consultation with Municipalities consider suspending (temporarily) the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions; and

Further That the Committee recommend that County Council direct staff to forward a copy of this resolution to the Ministry of the Attorney General, MPP David Piccini (Northumberland – Peterborough South), and all Ontario municipalities.”

Purpose

Immediate regulatory and legislative changes are critical to delivering services to the public by putting in place the most modern, efficient, and effective justice system attainable.

The proposed Early Resolution reforms in Bill 177 Stronger, Fairer Ontario Act do not fully support the objectives of the Ministry of the Attorney General pertaining to creating a modernized and efficient justice system. These changes create procedural barriers that prevent reasonable and effective access to court procedures by replacing a simplified process currently in place with a complex lengthy process.

Background

Northumberland County is not currently opted into the formal Early Resolution process as provided for in the Provincial Offences Act (POA). Early Resolution discussions occur informally, scheduled with the Prosecution Team for all defendants (or their agents) who indicate option 3 (Trial) in response to a Part I (or Part II) charge.

The existing Early Resolution legislation (formal process) provides persons charged with minor offences under Part I (or Part II) of the POA with an option to meet with the prosecutor to resolve matters without the necessity of a trial proceeding. The informal early resolution regime has largely been successful in Northumberland County; providing timely access to justice and being the first POA proceedings to resume during the COVID -19 emergency. The number of Part I matters processed through the early resolution option is approximately 25% of all new charges filed annually and the resolution rate (pre-Trial) is approximately 90%. Approximately 20% of charges Fail to Respond and are convicted in absentia, while 55% of charge fines are paid without a Resolution Meeting or Trial.

The level of public participation in exercising an Early Resolution option in Northumberland County is a clear indication that whether opted into the formal Early Resolution process, or not, the rules under the existing Early Resolution section of the POA are easy for the public to understand and provides access to the justice system for minor offences.

Consultations

The Municipal Court Managers Association (MCMA) has conducted a detailed review of the impact the proposed changes will have on administrative processes and resources. The Bill

177 changes to the formal Early Resolution section of the POA will increase processing steps from the existing 15 administrative processes to over 70 processes. This represents an increase in processes of over 400%. Although Northumberland County has digitized and modernized administrative processes to permit the defendant to file their request digitally, the POA court remains dependent upon the Province's antiquated adjudicative case management system (ICON). Given the lack of a modern adjudicative case management system, the impact of the additional and complex legislative processes under the proposed changes to the Early Resolution section of the POA would likely require additional full time Court Clerks to administer the proposed lengthy and complex early resolution process, should Northumberland County choose to opt into the formal Early Resolution process to take advantage of proposed efficiencies in the legislation.

Simplifying the POA to provide for a more efficient, effective justice system with more convenience and proportionate options to the public for minor offences under Part I of the POA, should not require an increase in processes. Permitting any (formal or informal) early resolution meeting to be held in writing and permitting the filing of written agreements between the prosecutor and defendant to be registered administratively as a court outcome by the Court Clerk immediately provides an accessible streamlined efficient and modern court system to the public.

Legislative Authority/Risk Considerations

The current legislative framework for formal (opted-in) Early Resolution consists of one (1) section with 27 subsections or paragraphs supported by approximately 15 administrative processes. This legislative framework permits a defendant to request a meeting with the prosecutor, request a change to the appointment date once, attend a meeting with the prosecutor and have the outcome of the early resolution meeting recorded by the court on the same day as the meeting.

The proposed changes to the Early Resolution section of the POA under Bill 177 creates a more complex legislative framework for formal Early Resolution process, with five (5) sections and 43 subsections, paragraphs or subparagraphs. This represents an approximate 60% increase to the number of rules.

Discussion/Options

Operational pressures that existed prior to the pandemic have become more pronounced and need to be met with legislative reforms to enable timely recovery of Provincial Offences Courts

POA Courts has long advocated for legislative reforms streamlining and modernizing Provincial Offences Courts in support of equitable and timely access to justice. Immediate regulatory and legislative changes are critical to delivering services to the public by putting in place the most modern, efficient, and effective justice system attainable. The attached MCMA request seeks to align and validate the POA courts position on the following legislative barriers:

1. Halting the proclamation of the Early Resolution reforms included in Bill 177 and requesting to take immediate action to streamline and modernize this section of the

legislation. Under the proposed amendment, complex time periods and rules will be introduced including a redundant abandonment period, and delay in recoding of court outcomes which will result in multiple defendant appearances.

2. Enact changes to the *Provincial Offences Act* and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing. By so conserving court time and judicial resources.
3. Ministry of Transportation in consultation with municipalities consider suspending (temporarily) the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions.

Throughout 2020, three separate orders were issued by the Ontario Court of Justice and the Province adjourning all court matters, suspending all *Provincial Offences Act* timelines and later extending these timelines into 2021.

The Chief Justice of Ontario and the Province of Ontario issued separate emergency orders in response to the pandemic throughout 2020 directly impacting Court Services operations.

A set of orders issued by the Chief Justice of Ontario and the Province built on each other and affected the legislative timelines under the *Provincial Offences Act*, meaning that the typical timeframe to respond to a ticket or other court matters governed by the *Provincial Offences Act* no longer applied. The orders extended timelines from March 16, 2020 through to and including February 26, 2021.

Simultaneously, the Chief Justice of Ontario also issued a set of orders that adjourned all court matters from March 16, 2020 until January 25, 2021. This resulted in postponing of over 2,000 trial matters until 2021, at the earliest. As part of court recovery, the Chief Justice advised Provincial Offence Courts that non-trial matters could go ahead by audio hearings by September 28, 2020 and that the resumption of remote trials could go forward as early as January 25, 2021, dependent on local judicial approval and court readiness. In-person trials would continue to be adjourned until the court schedule is approved by the Regional Senior Justice of the Peace, and all health and safety measures have been implemented.

The recovery of Provincial Offence courts was impeded by lack of timely direction from the Province concerning the resumption of services. While the provincial objective was to provide a consistent approach to the resumption of Provincial Offences Courts, priority was given to resuming Criminal Court operations. This often resulted in changing timelines and direction. Coupled with the existing issue of limited judicial resources which was intensified throughout the pandemic, Court Services could not effectively respond to the growing volume of pending cases which directly impacted the public's access to justice.

Bill 177 aims to modernize and streamline the Provincial Offences Courts

Legislative amendments to the *Provincial Offences Act* were passed by the Ontario Legislature in December 2017 under Schedule 35 of Bill 177 *Stronger, Fairer Ontario Act*. These amendments include reforming of the Early Resolution process, improving the collection of default fines, and expanding the powers of the clerk of the court. However, the proposed Early

Resolution reforms came short as they do not fully support the objectives of the Ministry of the Attorney General pertaining to creating a modernized and efficient justice system.

In December 2019, the Ministry of the Attorney General advised that it intends to implement Bill 177 amendments through a phased approach. To date the Attorney General has only proclaimed and implemented section 48.1 allowing for use of certified evidence for all Part I proceedings. The rest of Bill 177 amendments are scheduled to be proclaimed later in 2021.

Bill 177 reforms to the legislated Early Resolution process will prevent reasonable and effective access to court procedures by creating a complex and lengthy process

Early Resolution is an optional program Provincial Offences Courts can offer allowing defendants who opt to dispute their charges to request a meeting with a prosecutor to resolve the charges prior to a trial.

Under the proposed amendment, when a defendant attends a meeting with the prosecutor, the outcome is not recorded by the court immediately and there is a myriad of rules to navigate that result in a court outcome. For example, depending on the agreement, a defendant may have to appear before a Justice of the Peace to register the agreement and there are potential additional appearances required by the defendant and the prosecutor before an outcome is registered by the court. In addition, there are multiple complex time periods and myriad of rules including a redundant abandonment period before an outcome is registered. The inclusion of a proposed abandonment period is redundant as fairness and administrative of justice principles already exist in other sections of the *Provincial Offences Act* including the right to appeal a conviction or a sentence. The complexity of the numerous additional rules will not be easily understood by the public and will hinder access to justice.

Early Resolution process could aid in municipal Provincial Offences Court recovery if the section amendments were edited to make it easy and more convenient for the public and prosecutors to engage in resolution discussions. Northumberland County Court Services would reconsider offering a formal Early Resolution option if the Ministry of the Attorney General were to make it more effective and efficient to administer Early Resolution proceedings.

Closure of courts due to the pandemic resulted in a decrease in fine payments and increased pending caseload

The extension of *Provincial Offences Act* timelines, along with the continued closure of court hearings impacted many of Court Services operational drivers. While court front counters were reopened in 2020 to provide essential administrative services, the ability to process charges and to address pending caseload was greatly impeded.

In turn, court revenue was impacted by operational instabilities such as, extension of the requirement to pay and defaulting of a fine. It is important to note that this is considered a deferred revenue as all outstanding fines are debt to the Crown owed in perpetuity and never forgiven. The ability to collect on debt diminishes the older a fine becomes.

There is an understanding that defendants request trials to seek resolutions that reduce demerit points. If demerit points were suspended for a period for those acknowledging their guilt and

paying the ticket, it may encourage defendants to pay their traffic ticket, thus reducing trial requests and pressures faced by trial courts. Details such as the time period for offences to which this would apply, what to do if a person receives multiple tickets, as well as determining whether a person without any convictions within 3 or 5 years of payment is to be treated as a first offender could be determined by the ministry.

Financial Impact

The recommendations contained in this report have no financial impact.

Member Municipality Impacts

Legislative change allowing any (formal or informal) early Resolution Meeting to be held in writing and permitting the filing of written agreements between the prosecutor and defendant to be registered administratively as a court outcome by the Court Clerk would benefit Member Municipalities in their Part II/Bi-Law proceedings in alignment with County Part I and II Early Resolution Proceedings.

Conclusion/Outcomes

In response to a the MCMA request for Joint Advocacy on behalf of all Ontario Municipal POA Courts, staff request that the Committee recommends that County Council pass a resolution in support for the listed MCMA recommendations.

Attachments

1. Letter: MCMA Request for Joint Advocacy



Municipal Court Managers' Association of Ontario

c/o Seat of the President
Regional Municipality of York
17150 Yonge St
Newmarket ON L3Y 8V3

May 6, 2021

Dear Members,

Re: POA Streamlining and Modernization

In response to the increased pressures resulting from COVID 19, MCMA is seeking the support of POA Courts to actively lobby the Province for immediate regulatory and legislative changes. As you know, our ability to respond to Increasing caseload and declining fine revenue is limited. These proposed changes will enable flexibility for municipalities to respond to local pressures.

It is important that we leverage this opportunity to create a modern, efficient, and sustainable justice system that meets the needs of court users. The proposed changes include:

1. Halting the proclamation of the Early Resolution reforms included in Bill 177 Stronger Fairer Ontario Act and take immediate action to streamline and modernize this section of the legislation.
2. Enacting changes to the Provincial Offences Act and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings.
3. Requesting the Ministry of Transportation in consultation with Municipalities, consider suspending the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions.
4. Make regulatory changes to allow for camera-based offences to be administered through the administrative monetary penalties.

The MCMA board has prepared some templated documents to assist in your efforts. Attached you will find: Draft Council Resolution, draft council report for ER Courts and some key messages to support discussion. We understand that support for one or all may vary depending on individual priorities and appreciate your consideration.

Should you have any questions or would like to discuss further please feel free to reach out to any member of the MCMA board.

Lisa Brooks
MCMA President

"Excellence in Court Administration"

City Clerk's Office

Secretariat
Marilyn Toft
Council Secretariat Support
City Hall, 12th Floor, West
100 Queen Street West
Toronto, Ontario M5H 2N2

Tel: 416-392-7032
Fax: 416-392-2980
e-mail: Marilyn.Toft@toronto.ca
web: www.toronto.ca

In reply please quote:
Ref.: 21-GL23.3

RECEIVED

AUG - 3 2021

June 24, 2021

ONTARIO MUNICIPAL AND REGIONAL COUNCILS:

TOWNSHIP OF HURON-KINLOSS

**Subject: General Government and Licensing Committee Item 23.3
Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial
Offences Act (Ward All)**

City Council on June 8 and 9, 2021, adopted the following resolution and has circulated it to all Municipal City Councils and Regional Councils in Ontario for support:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.

A handwritten signature in black ink, appearing to be "M. Toft", written over a horizontal line.

for City Clerk

M. Toft/wg

Attachment

c. City Manager

RECEIVED
TOWNSHIP OF BRIMLEY

General Government and Licensing Committee

GL23.3		Adopted on Consent		Ward: All
--------	--	-----------------------	--	-----------

Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial Offences Act

City Council Decision

City Council on June 8 and 9, 2021, adopted the following:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.
4. City Council direct that this resolution be circulated to the all Municipal City Councils and Regional Councils in Ontario for support.

Committee Recommendations

The General Government and Licensing Committee recommend that:

1. City Council request the Attorney General of Ontario to halt the proclamation of the Early Resolution reforms included in Bill 177, Stronger, Fairer Ontario Act.
2. City Council request the Attorney General of Ontario to review the Early Resolution provisions of the Provincial Offences Act and take action to streamline and modernize this section with a view to making it easier for the public and prosecutors to engage in resolution discussions, and to administer early resolution proceedings in Provincial Offences Court.
3. City Council request the Attorney General of Ontario to enact changes to the Provincial Offences Act and any related regulations, to permit the prosecutor and defendant or legal

representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings commenced under Part I of the Provincial Offences Act and to permit the Clerk of the Court to register the court outcome immediately upon receipt of the written agreement without requiring an appearance before a Justice of the Peace.

4. City Council direct that this resolution be circulated to the all Municipal City Councils and Regional Councils in Ontario for support.

Origin

(May 7, 2021) Report from the City Solicitor and the Director, Court Services

Summary

This report responds to the changes to the Provincial Offences Act under Bill 177 Stronger, Fairer Ontario Act for City Council to review and consider taking action on the staff recommendations contained herein.

Background Information (Committee)

(May 7, 2021) Report from the City Solicitor and the Director, Court Services on Report on Bill 177 Stronger Fairer Ontario Act Changes to Provincial Offences Act

(<http://www.toronto.ca/legdocs/mmis/2021/ql/bgrrd/backgroundfile-166871.pdf>)

Attachment 1 - Bill 177 Changes to section 5.1 of Provincial Offences Act as enacted and not proclaimed

(<http://www.toronto.ca/legdocs/mmis/2021/ql/bgrrd/backgroundfile-166872.pdf>)



September 17, 2021

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

sent via email: premier@ontario.ca

Re: Structure Inventory and Inspections

Dear Premier:

At the last regular General Purpose and Administration Committee meeting held September 13, 2021 the above captioned matter was discussed.

I wish to advise that the following resolution was passed which will be going forward for ratification at the September 27, 2021 Township of Scugog Council meeting:

THAT Report PWIS-2021-027, 2021 Structure Inventory and Inspections, be received;

THAT the Township of Scugog 2021 Ontario Structure Inspection Manual Inventory and Inspection Summary Report, prepared by Planmac Engineering Inc., be received;

THAT as part of the annual budget process, the Township continue to increase the amount of funding available for bridges and culverts through the continuation of Roads and Other Infrastructure Levy;

THAT as part of the annual budget process, the Township continue to increase the investment in bridge and culvert maintenance and repair through other means including identifying efficiencies and cost savings and applying for grants through other levels of government for major bridge and culvert replacements;

THAT the Township follow the principles of Asset Management and prioritize preventative maintenance such as waterproofing decks, repaving decks, repair concrete soffits, parapet walls, abutments and wingwalls, etc.

THAT the Province of Ontario and the Government of Canada be encouraged to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements; and

THAT a copy of the staff report and resolution be forwarded to the Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister, MP Erin O'Toole, MPP Lindsey Park, AMO, Durham Region and all Ontario municipalities."

Should you require anything further in this regard, please do not hesitate to contact Kevin Arsenault, Capital Projects Technologist at 905-985-7346 ext. 138.

Yours truly,



Becky Jamieson
Director of Corporate Services/Municipal Clerk
Encl.

cc:

Kevin Arsenault, Capital Projects Technologist	karsenault@scugog.ca
Honourable Chrystia Freeland, Federal Minister of Finance	chrystia.freeland@fin.gc.ca
Honourable Peter Bethenfalvy, Ontario Minister of Finance	Minister.fin@ontario.ca
Lindsey Park, MPP, Durham	Lindsey.park@pc.ola.org
Erin O'Toole, MP	Erin.OToole@parl.gc.ca
Ralph Walton, Regional Clerk, The Regional Municipality of Durham	clerks@durham.ca
Association of Municipalities of Ontario (AMO)	amo@amo.on.ca
All Ontario Municipalities	



ANISHINABEK NATION

MEMORANDUM

To: Municipalities, Public Health Units, Chambers of Commerce

From: Grand Council Chief Reg Niganobe
Travis Boissoneau, Regional Deputy Grand Council Chief
Mel Hardy, Regional Deputy Grand Council Chief
James Marsden, Regional Deputy Grand Council Chief
Joe Miskokomon, Regional Deputy Grand Council Chief
Tim Ominika, Wiikwemkoong Unceded Territory Representative

CC: Anishinabek Nation's First Nation Chiefs, Band Administrators/Directors of Operations, and Health Directors
Province of Ontario
Minister Greg Rickford, Indigenous Affairs of Ontario
Deputy Minister Shawn Batise, Indigenous Affairs of Ontario

Date: September 22, 2021

Re: Proof of Identification for Vaccination Passports & COVaxON

Effective today, September 22, 2021, proof of vaccination status is required to access certain businesses and settings in the province of Ontario. This memo is intended to advise and inform organizations and businesses that the Province of Ontario has assured Anishinabek Nation that ***First Nation Status Cards (secure, unsecure, or expired) will be accepted widely and without interference or refusal***, provided the name on the card corresponds with the name on the proof of vaccination.

We, in turn, have assured the Anishinabek Nation communities of the following:

- Indian Status Cards (secure, unsecure, or expired) will be accepted as a valid form of Identification.
- The only information required is a proof of photo identification, and documentation receipt (2 doses plus 14 days from the date of the second dose). This proof can be obtained either from the provincial COVaxON system or from the First Nation organization that administered the vaccinations.
- Paper or downloaded proof of vaccination on a mobile device are both acceptable.
- No community member will be denied medical attention or service at any institution regardless of their vaccination status.

We trust that this information will be shared widely to avoid any confusion or disruption to your processes.

Dear Council,

As current chairperson and a member of our Community and Economic Development Committee (CEDC) for over 15 years I have read that I am going to be sent a thank you letter on behalf of Council. That, of course, is after they dissolve all advisory committees, including CEDC in the new year.

With a stroke of the pen and no conversation we are gone.

As with many things change is always difficult. It is usually made worse by how it is implemented. In the case of advisory committee's demise I can't think of a more cringe worthy way of doing it. It is like reading in a company newsletter that you are going to be fired without knowing what was wrong with what you were doing.

As chairperson I have always limited my opinion on CEDC because my role is to facilitate rather than dominate. I have been approached by several community members about what is happening and they are very concerned.

Our community has had limited methods to demonstrate their opinions. In the past the groans from the community could be heard in council chambers. A packed council chamber on a subject was always a method used to direct council in the community direction, with the pandemic this has been taken away. We are left to read a couple hundred pages and watch a few hour long video at home to be informed. Don't bother to read the council highlights to find out that Advisory Committees are being disbanded. That was somehow overlooked in the August 10th highlights.

Where is all of the openness that many of the new Councillors campaigned on? We used to feel like we were all working towards the same goal of making MM a better place. Now everyone's definitions of better are different. So it's complicated and exhausting and I don't think I've accomplished anything in a long time.

If the Municipality is trying to emulate something like inclusivity, for example, while maybe good intent, the people it affects (It's Stakeholders and electoral voters) might have a different opinion.

For whatever reason for the action of disbanding the committee of volunteers, by not discussing that proposal (decision in this case), the message received as a member of the Advisory Committees is "you don't value the committee or the people on it".

So today I am announcing my resignation, effective today. I will not wait until January 2020 to be disbanded, our ability to function as a committee with this council was already terrible, so to sit through another wasted meeting is not worth my time.

With a stroke of the pen and no conversation I am gone.

My sincerest apologies to the volunteers and stakeholders of Mississippi Mills on what our future holds.

Regards,
Scott McLellan

September 21, 2021

Community Economic Advisory Committee

I offer both my support and sentiments to Scott

My work in organizational culture supports the observation of action / nonaction by Council and do also tender my resignation in support of Scott's action

[REDACTED]

Sent from Greg Smith's iPhone

September 22, 2021
Community Economic Advisory Committee

Tiffany

It has been great working with Scott and the community members of the committee. You and Bonnie have been great to work with.

As there is nothing we can meaningfully contribute to this Council, I have decided that attending CEDC meetings would not be good use of my valuable time. It seems pointless to continue to meet as the CEDC will be disbanded in January 2022. Clearly this Council feels they have no need for CEDC or for any Advisory Committee. My time is too valuable to continue wasting.

Best Regards

Mary Rozenberg



Mississippi
Mills

COUNCIL CALENDAR

October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 6PM Council 7PM COW	6	7	8 10:30AM Library Board	9
10	11 Thanksgiving	12 Half Day Budget	13	14 All Day Budget	15	16 Warden's Slow Roll Lanark County
17	18	19 6PM Council 7PM COW	20 OEMC Day 1	21 OEMC Day 2	22	23
24 31	25	26 3:45PM Parks and Recreation	27 3:00PM Heritage Committee	28	29	



Mississippi
Mills

COUNCIL CALENDAR

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 6PM Council 7PM COW	3	4	5	6
7	8	9	10	11 Remembrance Day	12	13
14	15	16 6PM Council 7PM COW	17	18	19	20
22	22	23 Budget	24	25	26 Warden`s Banquet	27
28	29	30				



Municipality of Mississippi Mills
PENDING LIST
October 5, 2021

Title	Department	Comments/Status	Report to Council (Date)
Almonte Downtown Revitalizations - Follow-up Report on Cost Breakdown	Treasurer/Public Works	Special meeting and report detailing breakdown of costing to reflect water and sewer costs and other costs	Q2 2021
Pedestrian Safety and Speed Limits on Gravel Roads	Public Works	Councillor Holmes Notice of Motion	Q2 2021
Review of ATV By-law	Public Works	Bring forward options for Schedule "A" of By-law 13-108 to determine appropriate roadway restrictions in Mississippi Mills. Focus on OVRT	Q4 2021
Integrated Vegetation Management Plan	Public Works	Staff to review Lanark County's plan and propose plans for Council to review (potentially including input from Agriculture Advisory Committee)	Q2 2021
Wild Parsnip Plan - Monarch Pledge	Public Works	To form part of the 2021 Wild Parsnip Management Plan	Q2 2021
Mill of Kintail Independent Model	CAO	\$10,000 for legal to set up model for independent model for Mill of Kintail	Q2 2021
Review of Procedural By-law	Clerks	Postponed as a result of COVID-19	Q2 2021

Film Policy	Ec Dev/Culture	Recommendation from CEDC	Q2 2021
Public Consultation - Dog Park	Recreation and Parks and Recreation Advisory Committee	Conduct public consultation on potential new dog park in Mississippi Mills and report findings back to Committee of the Whole	May/June 2021
Museum Funding Review	Ec Dev/Culture	Review of Museum funding before 2022 budget approval	Q3 2021
Update Debt Management Policy	Finance	Referred to staff at Dec. 17, 2019 Council meeting. Likely to be brought forward with Long Term Financial Plan	December 2021
Communication of Downtown Revitalization Project	Public Works	Meeting with downtown businesses regarding revitalization project	TBD
Priorities of Council for the Remainder of Term of Office	CAO	Updated list to be brought forward in August	Q3 2021
Community Risk Assessment	Fire	Community Risk Assessment Report	Q3 2021
Emergency Management Plan	Fire	Emergency Management Plan Report and Bylaw	Q4 2021
Master Fire Plan	Fire	Master Fire Plan Report	Q1 2022
Review Key to Municipality Policy	Clerks		Q1 2022