

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **1916-2015**

Being a By-law to govern the proceedings of Council and  
Committees, and to prescribe the forms and manner and times for the provision of notice.

(Repeals By-law No. 1858-2014)

WHEREAS the *Municipal Act, 2001, S.O. 2001, c.25, S. 238(2)* provides for the establishment of the procedure by-law for a Municipality;

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

NOW THEREFORE the Council of the Corporation of the Township of Blandford-Blenheim enacts as follows:

**Article 1 – Definitions**

In this by-law:

“Act” shall be defined as the *Municipal Act, 2001* as amended from time to time.

“Agenda” shall be defined as a list of all the items to be considered by the Council at the meeting for which the agenda was published.

“Clerk” shall be defined as the person, duly appointed, by By-law, pursuant to the provisions of section 228 of the Act, as the Clerk of the Township of Blandford-Blenheim, or designate.

“Closed Session” shall be defined as a meeting of the Council or Committee that is not open to the public pursuant to section 239 of the Act.

“Committee” shall be defined as any advisory committee, or similar entity of which is appointed by Council.

“Committee of the Whole” shall be defined as a meeting or portion of a meeting where the members of Council can participate in an open discussion of an item.

“Council” shall be defined as the Council of the Township of Blandford-Blenheim.

“Head of Council” shall be defined as the Head of Council, Acting Head of Council or other presiding officer.

“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) a quorum of members is present, and
- (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council

“Point of Order” shall be defined as a matter that a Member of Council considers to be a departure from the contravention of the rules, procedures or generally accepted practices of Council.

“Point of Privilege” shall be defined as a matter that a Member of Council considers to impugn their integrity or the integrity of Council.

“Recorded Vote” shall be defined as the recording of name, and vote of every Member of Council.

“Rules of Procedure” shall be defined as the rules and regulations provided in this by-law or in the absence of a rule or regulation, the latest edition Robert’s Rules of Order shall prevail.

“Special Meeting” shall be defined as a meeting not scheduled in the accordance with the approved calendar/schedule of meetings.

“Website” shall be defined as the website of the Township of Blandford-Blenheim.

## **Article 2 – Roles and Responsibilities**

### **2.1 Head of Council**

It shall be the duty of the Head of Council:

- a) to open the meeting of Council by taking the chair and calling the Members to order;
- b) to announce the business before the Council in the order in which it is to be acted upon;
- c) to receive and submit, in the proper manner, all motions presented by the Members of Council;
- d) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- e) to decline to put to vote motions which infringe the rules of procedure;
- f) to restrain the Members of Council, within the rules of order, when engaged in debate;

g) to enforce on all occasions the observance of order and decorum among the Members of Council;

h) to call by name any Member of Council persisting in breach of the rules or order of the Council, and thereby may order him or her to vacate the Council Chamber;

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i) to receive all messages and other communications and announce them to the Council;

j) to authenticate, by his or her signature when necessary, all by-laws, resolutions, and minutes of the Council;

k) to inform the Council, when necessary or when referred to for the purpose, on a point of order or usage;

l) to represent and support the Council, declaring its will, and implicitly obeying its decisions in all things;

m) to ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;

n) to adjourn the meeting when the business is concluded;

o) to adjourn the meeting without question put in the case of grave disorder arising in the Council Chamber.

## **2.2 Council Members**

No Member of Council shall:

a) use offensive words or language in or against the Council or against any Member;

b) speak on any subject other than the subject in debate;

c) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;

d) disobey the rules of the Council or a decision of the Head of Council on questions of order or practice or upon the interpretation of the rules of the Council;

e) leave or make a disturbance when the Head of Council is putting the question to Council;

f) disturb the Council by any disorderly deportment or conduct;

g) use profane or offensive words or insulting expressions;

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h) speak disrespectfully of the Reigning Sovereign, or of any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any province, or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

### **2.3 Clerk**

The Clerk shall, in addition to those duties prescribed by law, or by any by-law or resolution of the Council, perform the following duties:

- a) supply all information relative to his/her office as the Council may require;
- b) conform with all directions of the Council consistent with the by-laws of the Township and perform those duties prescribed elsewhere in this by-law;
- c) notify the members of a committee of any meeting of the committee, when notified by the Head of Council or the Chair of a Committee, forty-eight hours in advance;
- d) attend all meetings of Council and to record the minutes, orders, and requests of all such meetings as required by the Act;
- e) give notice by way of an "Agenda," or otherwise, of all meetings of Council;
- f) provide, at the request of the Chair, points of clarification arising from the interpretation of this by-law.

### **2.4 Staff Members**

Each Township staff member shall act in accordance with all statutory duties, and shall act in a professional and respectful manner when addressing Council.

## **Article 3 - Agenda**

### **3.1 Contents Prepared by Clerk**

The Clerk shall cause to be prepared for the use of the members of the Council an "Agenda," under the following headings:

Welcome

Call to Order

Approval of the Agenda

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Disclosure of Pecuniary Interest

Minutes

Matters Arising from the Minutes

Public Hearings

Court of Revision

Delegations

Correspondence

Staff Reports

Reports from Council Members

Unfinished Business

Notices of Motion

New Business

By-laws

Adjournment

Reports from Council Members

### **3.2 Order of Proceedings**

The business of Council shall in all cases be taken up in the order decided by the Council.

### **3.3 Disclosure of New Business**

This portion of the meeting shall be to provide an opportunity for a Member of Council to add a resolution to the agenda which will be considered under the "New Business" portion of the Agenda provided that the resolution is provided to the Clerk at least two hours before the regular meeting. The purpose of this section is to allow resolutions to be considered that are urgent in nature. Consideration of the draft resolution is undertaken in the New Business portion of the meeting.

### **3.4 Adoption of the Agenda**

This portion of the agenda shall be used by the Members of Council to adopt the agenda of the Council meeting. Items cannot be added to the agenda after the adoption of the agenda by Council.

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### **3.5 Disclosure of Pecuniary Interest**

As required by legislation, members of Council shall disclose any direct or indirect pecuniary interest and the state the general nature of such interest and it shall be recorded by the Clerk in the minutes. The Member of Council with a pecuniary interest shall take no action to participate in, or influence the vote of the other Members when the item is to be resolved by Council.

### **3.6 Minutes**

This portion of the agenda shall be to consider the minutes of the last regular meeting of Council and any special meetings held since the last regular meeting. Upon the adoption of the minutes by Council, the Head of Council and Clerk shall sign the minutes.

### **3.7 Matters Arising from the Minutes**

This portion of the agenda shall be used by the Members of Council to note any matters arising from the minutes.

### **3.8 Staff Reports**

Matters relating to staff reports shall be dealt with at the "Staff Reports" portion in the agenda.

### **3.9 Public Hearings**

Public hearings shall be dealt with at the "Public Hearings" portion of the agenda.

### **3.10 Court of Revision**

A Court of Revision shall be dealt with at the "Court of Revision" portion of the agenda.

### **3.11 Delegation – Time limit - Restrictions**

Persons representing himself/herself or otherwise desiring to present information verbally on matters of fact or make a request of Council shall give notice to the Clerk not later than 48 hours before the commencement of the meeting of the Council and may be heard by leave of the Head of Council, but shall be limited in speaking to not more than ten minutes. Wherever possible, delegations shall submit correspondence in writing pertaining to their delegation prior to the meeting of Council for which they are a delegate. A delegation will not speak disrespectfully of any person, use offensive words, speak on any subject other than the subject

for which they have received approval, disobey any decision of the Head of Council, or enter into cross debate with other delegations, Township staff, or Members of Council.

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### **3.12 Delegation – Time Limit – Exception**

A delegation shall be granted additional time to speak if a majority of Council approve.

### **3.13 Correspondence**

Every petition, letter, or written communication intended to be presented to the Council shall be legibly written or printed on paper, shall not contain any obscene or improper matter or language and shall signed by at least one person giving his/her address. In the case of a petition, the Clerk will provide a summary to Council. The original copy of the petition will be available in the Clerk’s Office. Anonymous items shall not be presented to Council.

### **3.14 Correspondence Submission - Prior to Meeting - Requirements**

Written communication shall be deposited with the Clerk not later than 48 hours before the date of a Council meeting in order that it be included in the “Agenda.”

### **3.15 Correspondence Submission - Late - Urgent Matter Only**

Written communication that is received by the Clerk later than 48 hours before the date of a Council meeting may be brought before Council, if in the Head of Council’s opinion, the matter is urgent and if a majority of Council approve the matter to be considered.

### **3.16 Reports of Committees**

All reports of committees, advisory task forces, or similar entities shall be in written format and shall contain a recommendation(s) for the consideration of Council.

### **3.17 Unfinished Business**

Matters relating to unfinished business shall be dealt with at the “Unfinished Business” portion in the agenda.

### **3.18 Notices of Motion - Defined**

A notice of motion shall be defined as a resolution which a member of Council suggests that Council consider that is not urgent and/or substantial in nature.

### **3.19 Notice of Motion – Submission**

Notices of Motion shall be given in writing and delivered to the Clerk at least 48 hours preceding the date of the meeting at which the motion is to be introduced and the motion shall

be printed in full in the agenda for that meeting of Council and each succeeding meeting until the motion is disposed of.

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### **3.20 New Business**

New business may include:

- a) motions of which prior notice has been given; or
- b) motions which have been disclosed in "Disclosure of New Business" and have been placed on the agenda prior to the meeting. Where possible, the motions will be in the form of a written resolution; or
- c) motions of which no prior notification has been provided that are considered urgent matters and of which a majority of Council has given consent to consider at the meeting.

### **3.21 By-laws - Copy - Explanation Provided To Members**

A description of every by-law shall be provided on the agenda at which the by-law is being considered. A copy of the by-law shall be available on request by any Member of Council.

### **3.22 Introduction - Title - Purpose - Specified - 3 Readings**

Every by-law shall be introduced by motion, specifying the title or purpose thereof, and shall be given three readings.

### **3.23 First - Second Reading - One Time**

The first and second reading of a by-law shall be decided at one and the same time as shall be declared in a written resolution form prepared especially for the occasion.

### **3.24 Amendment - Debates Prohibited - 1st - 2nd Readings**

Amendment to or debate on the contents of the by-law shall not be allowed at the first or second reading.

### **3.25 Amendment - Debate - Motion - To Committee**

Prior to the third and final reading of a by-law, any member of Council desiring to amend or debate the passage of a particular by-law or have such by-law read in full shall, by motion duly moved and carried, may refer such by-law to the Committee of the Whole.

### **3.26 Proceedings - Report by Chair to Council**



The proceedings in Committee of the Whole shall be reported by the Chair to the Council as soon as the Committee rises and shall be received forth with.

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### **3.27 Amendment - Motion - Referred back to Committee**

Upon motion for the concurrence of the Council in the report of the Committee, it shall be in order for any member to move an amendment that the report be referred back to the Committee, with instructions to amend the by-laws as thus reported.

### **3.28 Third reading - Time For**

Every by-law which has been read a first and second time may, at the same meeting or at a subsequent meeting, be read a third time and finally passed.

### **3.29 Debate - Amendment - Committee – Exemption**

It is not a requirement that all by-laws be processed through Committee of the Whole where debate or amendment to a by-law will be permitted.

### **3.30 Third - Final Reading – Resolution**

Third and final reading of a by-law shall be decided by way of a written resolution.

### **3.31 By-laws - Taken as Read**

If Council so determines a by-law may be taken as read.

### **3.32 By-laws - date**

The Clerk shall set out on all by-laws enacted by Council the date of the several readings thereof.

### **3.33 By-laws- Passed**

Every by-law enacted by the Council shall be sealed with the seal of the Corporation and signed by the Clerk and the Head of Council and shall be deposited by the Clerk in his or her office for safekeeping.

### **3.34 Adjournment**

In a meeting a standard motion to adjourn shall be in order at the request of the Chair. The Chair may adjourn the meeting without question put in the case of grave disorder arising in the Council Chamber.

## **Article 4 - Minutes**

Minutes shall record:

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- a) The place, date and time of meeting;
- b) The name of the Head of Council, and record of the attendance of the Members of Council;
- c) The reading, and if requested, the correction and adoption of the minutes of prior meetings;
- d) All other proceedings of the meeting without note or comment.

## **Article 5 – Meetings**

### **5.1 Regular Meetings**

Meetings of Council shall be held at the Council Chambers adopted and used by the Council for such purpose. The Inaugural Meeting of Council shall take place at 4:00 pm on the first Wednesday of December following the election. The next and each succeeding regular meeting of Council shall be held on the first Wednesday and third Wednesday of each month at 4:00 pm, unless, Council selects an alternate meeting date, and time by way of resolution.

### **5.2 Regular Meetings – On Holiday**

When the day for a regular meeting of Council is a public or civic holiday, the Council shall, unless the Council decides otherwise by way of resolution, meet at the same hour on the next following day which is not a public or civic holiday.

### **5.3 July, August Meetings**

During the months of July and August, Council shall meet on the first Wednesday of the month at 4:00 pm unless Council decides otherwise by way of a resolution.

### **5.4 Open to the Public**

All Council and committee meetings shall be open to the public, and no person shall be excluded from a meeting that is open to the public, except for improper conduct.

### **5.5 Closed Meetings - Conditions**

Pursuant to section 239 of the Act, a meeting or part of a meeting of Council or committee may convene in closed session to discuss any of the following matters:

- 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;

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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) a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, board or other body is the head of an institution for the purposes of that Act. Information explicitly supplied in confidence by Federal or Provincial Governments;

i) the meeting is held for the purpose of educating or training the members. Trade secret or scientific, technical, commercial, financial, labour relations information, supplied in confidence, which if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group or organization;

j) at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, board or committee. Trade secret/scientific, technical, commercial or financial information that belongs to the Municipality or local board and has monetary value or potential monetary value;

k) Information explicitly supplied in confidence by Federal or Provincial Governments; Position, plan, procedure, criteria or instruction to be applied to any negotiations carried on, or to be carried, by or on behalf of the municipality or local board.

l) Trade secret or scientific, technical, commercial, financial, labour relations;

m) Information, supplied in confidence, which if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with contractual or other negotiations of a person, group or organization;

n) Trade secret/scientific, technical, commercial or financial information that belongs to the Municipality or local board and has monetary value or potential monetary value;

o) Position, plan, procedure, criteria or instruction to be applied to any negotiations carried on, or to be carried, by or on behalf of the municipality or local board.

### **5.6 Special Meetings**

The Head of Council may at any time summon a special meeting of Council and it shall be the duty of the Head of Council to summon a special meeting when so requested in writing by a majority of the Members of Council. Forty -eight hours' notice of all special meetings of Council shall be given to the Council members through the Clerk's Office. The only business to be dealt with at a special meeting is that which is listed in the notice of the meeting.

### **5.7 Meetings – Notice – Public**

Notice of Council and committee meetings will be made public by way of a meeting's agenda, which wherever possible, will be available on the Township's website, and will be available at the Township Office. Agendas will state the time, date, and place of such meeting where such meeting is considered to be public in nature.

### **5.8 Special Meetings – Notice – Public**

Public notice of a special meeting shall be arranged wherever possible stating the time, date and place of such meeting where such meeting is considered to be public in nature.

### **5.9 Meetings - General - Quorum - Majority Required**

A majority of members has disclosed an interest under the Municipal Conflict of Interest Act, the remaining number of members at that meeting shall be deemed to constitute a quorum, provided such number is not less than two. A majority of members has disclosed an interest under the Municipal Conflict of Interest Act, the remaining number of members at that meeting shall be deemed to constitute a quorum, provided such number is not less than two.

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### **5.10 Quorum Present - Call to Order**

As soon after the hour of the meeting as there shall be a quorum present, the Head of Council shall take the Chair and call the meeting to order.

### **5.11 Quorum - Not Present - Adjournment - Names Recorded**

Unless there is a quorum present within fifteen minutes after the time appointed for the meeting of the Council, the meeting shall be considered adjourned and the Clerk shall take down the names of the members present at the expiration of such fifteen minutes.

### **5.12 Head of Council, Absent - Quorum Present**

Where the Head of Council does not attend at the time appointed for a meeting of Council, a Member of Council, who has been appointed to act from time to time in the place and stead of the Head of Council, shall call the Members to order and shall act as the Head of Council during the meeting or until the arrival of the Head of Council.

### **5.13 Head of Council, Other Presiding Officer, Absent – Quorum Present – Chair Elected**

In the event that both the Head of Council and other Presiding Officer do not attend at the time appointed for a meeting of Council, the Clerk shall call the Members to order and, if a quorum is present, a Chair shall be chosen who shall preside during the meeting or until the arrival of the Head of Council or the other Presiding Officer.

### **5.14 Non-member - Permission - Required**

No person except Members and officers of the Council shall be allowed to come within the bar during the sittings of the Council without the permission of the Council.

### **5.15 Electronic Participation at Meetings**

Members of council may participate electronically in a meeting which is open or closed to the public at the discretion of the Chair or by resolution of Council.

A member of council who is participating electronically in such a meeting may be counted in determining whether or not a quorum of members is present at any point in time.

If a member wishes to participate electronically in a meeting, they must advise the Clerk no later than 4:30 p.m. on the Friday preceding the meeting date.

## **Article 5a – Electronic Meetings during a Declared Emergency**

5a.1 Under this section an electronic meeting is defined as any regular or special meeting of Council that utilizes remote electronic access for the Members during any period of time during which an emergency has been declared, either by the Head of Council or the Province under sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.

5a.2 An electronic meeting will utilize telephone or any other technology that allows for audio and/or video electronic means of access by Members through the internet or other technology.

5a.3 An electronic meeting will be conducted, at the discretion of the Clerk, either by electronic access by all Members or a combination of in-person meeting and electronic access. Any problems, technical or otherwise, arising from the electronic access of Members which prevents a Member from hearing, seeing, knowing, voting or otherwise participating in the meeting for any length of time shall not invalidate any vote unless quorum for the meeting is lost at the time of the vote.

5a.4 Members attending and present during an electronic meeting shall be counted for the purpose of quorum and shall be entitled to vote through a vote recorded by the Clerk as if they were attending the meeting in person. The Clerk may conduct a roll call vote whereby each Member's name is called and each Member responds verbally with their vote.

5a.5 Unless otherwise approved by the Chair, an electronic meeting shall not permit public deputations, except by way of written submission received in advance of the meeting, which shall be submitted to the Clerk prior to the start of the electronic meeting and shall be provided

to Members as far in advance of the meeting as possible. The Clerk shall verbally read out the written deputation during the meeting.

5a.6 Notwithstanding the foregoing, all sections of the Procedural By-law shall continue to apply to an electronic meeting held pursuant to this section.

## **Article 6 – Motions, Rules of Debate, Voting on Motions**

### **6.1 Motions - Seconded**

All motions must be moved and seconded before any before the question can be put or a motion recorded in the minutes.

### **6.2 Motions – Writing**

All motions shall be presented to Council in writing.

### **6.3 Motions – Head of Council**

All formal motions shall be read by the Head of Council. The Head of Council may designate the reading of formal motions to the Clerk or Member of Council.

### **6.4 Motions to Amend**

A motion to amend:

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- a) must be moved and seconded;
- b) shall be open to debate;
- c) shall be relevant to the main motion;
- d) shall be put to a vote in the reverse order to that in which it is moved;
- e) shall be decided or withdrawn before the main motion is put to the vote;
- f) shall not be further amended more than once, provided that further amendments may subsequently be made to the main motion;
- g) shall not be contrary to the main motion.

### **6.5 Motions – Mover, Seconder – Withdrawn - Amendments**

If the original mover and seconder of the motion do not agree with the amendments, they may, without further discussion withdraw their support for the original motion as amended and a new

mover and seconder would be required to move the motion as amended. If the amendments are carried, then the original motion as amended would be put to the vote.

#### **6.6 Motion - Withdrawn**

Once the motion is moved and seconded and read by the Head of Council, it cannot be withdrawn without the consent of the mover and seconder. If the motion is withdrawn, it shall be entered into the minutes and noted as being "WITHDRAWN".

#### **6.7 Head of Council – Statement of Motion**

Immediately prior to voting on a motion, the Head of Council shall state the question in the precise form it is to be recorded in the minutes, including any amendments to the question.

#### **6.8 Motion – Put to Council – Vote required**

After a motion as amended is finally put, no other motion may be made until after the vote is taken and the result is declared.

#### **6.9 Motion – Failure to Vote**

On an unrecorded vote, the manner of determining the decision on a motion shall be by show of hands. Any failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

#### **6.10 Member Shall Speak on Subject**

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No Member of Council shall speak on any subject other than the subject under debate.

#### **6.11 Member Shall Not Interrupt**

No Member of Council shall interrupt a member who has the floor except to raise a point of order or privilege.

#### **6.12 Member Shall Not Criticize**

At a meeting, no Member of Council shall reflect upon, review, discuss, recount, or criticize any decision of Council except for the purpose of moving that the question be reconsidered.

#### **6.13 Recorded Vote**

Where a vote is taken for any purpose and a Member of Council requests that the vote be recorded, each Member present, except a Member disqualified from voting by any Act, shall announce their vote openly and the Clerk shall record each vote. The Member who requests the recorded vote shall vote first. The order, by which the Members shall vote, shall be in a

clockwise order based on the seating around the Council table. A request for a recorded vote can only be made immediately before an unrecorded vote is taken.

#### **6.14 Motion – Failure to vote – Recorded Vote**

If a Member of Council at a meeting of Council, where a recorded vote taken, does not vote, they will be deemed to have voted in the negative.

#### **6.15 Recorded Vote - Results**

The Clerk shall announce the results of the recorded vote immediately upon completion.

#### **6.16 Vote - Tie**

Except where expressly provided in Statute, any question on which there is a tie vote shall be deemed to be lost.

#### **6.17 Motion – Re-read**

Any Member of Council may require the question or motion under discussion to be read at any time during the debate, but not so to interrupt a Member of Council while speaking.

#### **6.18 Motion Under Debate**

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

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- a) to recess;
- b) to defer the motion under consideration to a definite date;
- c) to defer the motion under consideration indefinitely;
- d) to refer the motion under consideration to staff for a report;
- e) to amend the motion under consideration.

#### **6.19 Motion- Divided**

A motion containing distinct proposals may be divided if approved by a majority of Council.

#### **6.20 Motion to Reconsider**

Council shall not reconsider a substantive motion or by-law until a motion to reconsider has been approved by Council. For the purposes of this by-law, a motion to rescind shall adopt the same provisions as a motion to reconsider.



### **6.21 Motion to Reconsider – Prevailing Side Only**

A motion to reconsider may only be moved by a Member of Council on the prevailing side subject to the provisions of sections 6.22 and 6.23 of this by-law.

### **6.22 Motion to Reconsider – Not in Order**

A motion for reconsideration shall not be in order if Council is made aware that the motion or by-law has been implemented resulting in legally binding commitments as of the date of the motion to reconsider is moved.

### **6.23 Motion to Reconsider – New Information Required**

A motion to reconsider shall always be in order if new information has come forward, errors in documentation were presented, or incorrect statements were made during the original debate and if there are no legally binding commitments as of the date of the motion to reconsider is moved. Debate on the original motion or by-law proposed for reconsideration shall be prohibited until the motion to reconsider has been disposed of.

### **6.24 Motion to Reconsider – Disposed of – Next Council Meeting**

If a motion to reconsider is decided of in the affirmative, it shall not be in order to reconsider the original motion or by-law until the next meeting of Council, unless otherwise decided by Council.

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### **6.25 Motion to Reconsider – Not to be Reconsidered**

A motion to reconsider shall not be reconsidered.

### **6.26 Reconsideration – No More Than Once – Bi-annually**

No question shall be reconsidered more than once during a six month period following the date on which the question was decided subject to the provisions of sections 6.22 and 6.23 of this by-law.

### **6.27 Points of Order and Privilege**

The Head of Council shall preserve order and decide questions of order, and may consult with the Clerk on rules of order.

### **6.28 Member – Interruption - Allowed**

A Member of Council may interrupt the person who has the floor to raise a point of order when such a member feels that there has been:

- a) A deviation from or a breach of the Rules of Procedure or the Act;
- b) A deviation from the matter under consideration and the current discussion is not within the scope of the proposed motion.

### **6.29 Point of Order – Head of Council - Decision**

Upon hearing such a point of order, the Head of Council shall decide and state the point of order. Thereafter, a Member of Council shall only address the Head of Council for the purpose of appealing the Head of Council's decision to Council. If no Member appeals, the decision of the Head of Council shall be final.

### **6.30 Point of Order - Appeal**

Any Member of Council may appeal to Council, on a decision of the Head of Council on a point of order.

### **6.31 Point of Order – Appeal – Council - Decision**

The Council, if appealed to, shall decide the question of an appeal of a point of order without debate and its decisions shall be final. The question so interrupted shall be resumed at the point where it was suspended.

### **6.32 Member – Persists – Ordered to Leave**

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In case a Member of Council persists in any such disobedience after having been called to order by the Head of Council, the Head of Council may forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his or her seat for the duration of the meeting of the Council", but if the Member apologizes he or she may, by vote of the Council, be permitted to retake his or her seat.

## **Article 7 – Committees**

### **7.1 Established - By Resolution - As Necessary**

Committees of Council may be established by the Council at any time as deemed necessary by resolution of the Council.

### **7.2 Appointment**

Members of committees shall be appointed by Council by resolution of the Council. Membership in a committee may be revoked at any time by resolution of the Council.

### **7.3 Non-Council Members - Appointed**

If deemed advisable, Council may appoint non-members of the Council to committees.

#### **7.4 Reports - Considerations - Matters Referred**

Committees shall consider and report to Council on such matters which are directly related to their mandate.

#### **7.5 Council - Attendance Permitted - Voting Prohibited**

Members of the Council may attend the meetings of committees, but shall not be allowed to vote unless the member of Council is appointed as a member of such committee.

#### **7.6 Non-Members - Discussion - Permission Required**

Non-committee members shall not be allowed to take part in any discussion or debate, except by the permission of the majority of the members of the committee.

#### **7.7 Chair's refusal - Clerk to Call Meeting**

If the Chair of a committee neglects or refuses to call a meeting when requested to do so by a member of the committee, then the majority of the committee may request the Clerk to call a meeting and the Clerk shall forthwith proceed to call a meeting of the committee.

#### **7.8 Minority Report - Disagreement - Report Submitted**

If any member of a committee disagrees with the report submitted by the majority of the committee meeting, that member may submit a minority report.

#### **7.9 Meetings of Committees**

Committees shall be deemed to have adopted the provisions of this by-law and shall conduct meetings in accordance with the provisions of the by-law. This by-law applies as if the Chair of

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a committee were the Head of Council, and as if committee members were the Members of Council.

#### **7.10 Meetings of Committees – Procedure Suspended**

Only if a majority of Council deems appropriate a committee may be exempt from conducting meetings in accordance with the provisions of this by-law as Council sees fit.

#### **7.11 Authority - Council - All matters - Referred**

No order or authority to do any matter or thing shall be recognized as emanating from any committee and all committee matters shall be referred to the Council and approved before becoming effective except in cases where such power has been delegated to a committee by the Act or any other legislation.

#### **7.12 Minutes - Recorded**

The minutes of the transactions of every committee, in accordance with the Act, shall be accurately recorded.

#### **7.13 Reports - Presented to Council at Meetings**

Committee reports (majority and/or minority) may be presented to Council at a regular or special Council meeting.

### **Article 8 – Court of Revision Procedure**

For a Court of Revision, established under the *Drainage Act, 1990*, as amended, the procedure shall be done as follows:

- a) Opening of the Court of Revision;
- b) Consideration of Late Appeals
- c) Order of Appeals Stated;
- d) Engineer gives Evidence;
- e) Appellants Present their Case;
- f) Engineer Rebuttal;
- g) Deliberations;
- h) Closing of the Court and Rendering a Decision.

### **Article 9 – Exceptions**

#### **9.1 Suspension of Rules**

Any one or more of these rules and orders may be temporarily suspended by a vote of a majority of the whole Council.

#### **9.2 Conflict – By-Law**

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Where any by-law passed prior to this by-law conflicts with this by-law, the terms of this by-law shall prevail.

#### **9.3 Conflict – Act or Legislation**

This by-law is without effect to the extent of any conflict with a provincial or federal Act or a regulation made under such an Act, or an instrument of a legislative nature, including an order, license or approval, made or issued under a provincial or federal Act or regulation.

### **Article 10 – Repeal –Amendment-Enactment**

#### **10.1 Repeal**

By-law No. 1858-2014 and all other previous procedure by-laws are hereby repealed.

#### **10.2 Amendment**

No amendment or repeal of this by-law shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous regular

meeting of the Council. Notice of amendment must be in compliance with the Township's By-laws and policies.

### **10.3 Emergency**

Requirements of this By-law may be waived by the Head of Council in consultation with the CAO / Clerk where a matter is considered to be an emergency in nature affecting the health, safety and well being of residents of the Township of Blandford-Blenheim, and best efforts shall be made to provide as much notice as is reasonable to the public under the circumstances.

### **10.4 Enactment**

This by-law shall become effective upon the date of enactment.

**BY-LAW READ A FIRST AND SECOND TIME THIS 8<sup>th</sup> day of July, 2015.**

**BY-LAW READ A THIRD TIME AND FINALLY PASSED THIS 8<sup>th</sup> day of July, 2015.**

(SEAL)

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Marion Wearn, Mayor

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Rodger Mordue, Clerk/CAO