



THE CORPORATION OF

THE COUNTY OF RENFREW

BY-LAW NUMBER 85-10

(Amended June 26, 2013 by By-law # 57-13)

(Amended September 30, 2015 by By-law # 69-15)

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

2010

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COUNTY OF RENFREW

BY-LAW NUMBER 85-10

(Amended June 26, 2013)

(Amended September 30, 2015)

(Amended March 30, 2016)

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

WHEREAS pursuant to Section 238 of the *Municipal Act, 2001, S.O., 2001 c.25, as amended* every Council shall pass a procedural by-law for governing the calling, place and proceedings of meetings;

WHEREAS pursuant to Section 238 (2.1) of the *Municipal Act, 2001, S.O., 2001 c.25 as amended* states 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 County of Renfrew enacts as follows:

PART I - INTERPRETATION

1. GENERAL

- (a) The proceedings of Council and of its Committees, the conduct of the Members, and the calling of meetings will be governed by the rules and regulations contained in this by-law.
- (b) These Rules of Procedure shall be deemed to apply to the Committee of the Whole, all Standing Committees, Sub-Committees of Council and for Ad-Hoc Committees.
- (c) Where the term "Committee" is used in this by-law, the provision applies only to Committee meetings and related Committee matters.
- (d) The majority of Council shall decide on all points of order not provided for herein.

2. DEFINITIONS

- (a) "Municipal Act" means the *Municipal Act, 2001, S.O. 2001, c.25*, as amended from time to time.
- (b) "Ad Hoc" Committee means a special purpose committee of limited duration, created by Council to inquire and report on a particular matter or concern, and which dissolves as directed by Council. Ad Hoc Committees may include non-elected members.
- (c) "Chief Administrative Officer" means the Chief Administrative Officer of the Corporation of the County of Renfrew as appointed by by-law.

- (d) “Clerk” means the Clerk of the Corporation of the County of Renfrew as appointed by by-law.
- (e) “Closed Meeting” means a session of Council, Committee of the Whole or a Committee, comprised of more than 50 percent of members of Council, which is closed to the public in accordance with the *Municipal Act*.
- (f) “Committee” means a Committee of Council and includes Standing Committees, Joint Committees, Ad-Hoc Committees and Sub-Committees.
- (g) “Committee Chair” means the Chair of a Standing Committee, Joint Committee, Ad-Hoc Committee, or Sub-Committee of Council.
- (h) “Council” means the Council of the Corporation of the County of Renfrew, comprised of County Councillors (Members).
- (i) “County” means the Corporation of the County of Renfrew.
- (j) “Majority vote” means, except as otherwise expressly provided in this By-law, a simple majority of the votes cast (ie. more than 50% of the Members present) except in the case of a recorded vote. In the case of a recorded vote, a majority is determined in accordance with the County’s Weighted Vote By-law and a majority in such case shall be a simple majority, except as otherwise expressly provided in this By-law, of the total of the weighted votes cast with respect to the matter being voted upon. “Majority of Council” or “Majority of Committee”, as the case may be, means more than 50% of the Members present, except as otherwise expressly provided in this By-law.
- (k) “Meeting” means any regular, special, committee, or other meeting of Council.
- (l) “Member” means a Member of Council and includes the Presiding Officer. “County Councillor” shall have a corresponding meaning.
- (m) “Notice of Meeting” shall be deemed to be received as set out in section 84 of this By-law.
- (n) “Presiding Officer” shall in all cases refer to the Presiding Officer or in the absence of the Presiding Officer, the Member of Council chosen by a majority vote to act as Presiding Officer for the purpose of presiding over a meeting of Council until the arrival of the Presiding Officer.
- (o) “Quorum” subject to any other applicable statutory provisions, is:
 - (i) in the case of Council, a majority of Council Members
 - (ii) in the case of a Committee, a majority of Committee Members. The Presiding Officer, if present, is a Member to be included in determining a quorum.
- (p) “Recorded Vote” means the recording of the names and votes of every Member voting on any matter or question.

- (q) “Resolution” means a formal determination made by Council or a Committee on the basis of a motion, duly placed before a regularly constituted Council or Committee meeting for debate and decision, and duly passed.
- (r) “Rules” or “Rules of Procedure” means the rules and regulations provided in this By-law.
- (s) “Special Enquiry” includes a request for detailed investigative, statistical or technical information or study.
- (t) “Special Meeting” means a meeting other than a regularly scheduled meeting called pursuant to the Municipal Act or the provisions of this By-law.
- (u) “Standing Committees of Council” include Finance and Administration, Operations, Development and Property, Health and Social Services.
- (v) “Two-thirds vote” means the affirmative vote of at least two-thirds of the Members present and eligible to vote.
- (w) “Presiding Officer” means the Head of Council.

PART II - PRESIDING OFFICER

3. DUTIES OF THE PRESIDING OFFICER

The Presiding Officer shall:

- (a) Ensure proper notice is given by Presiding Officer or Clerk.
- (b) Open all Council meetings by taking the Chair and calling the Members to order.
- (c) Make such remarks as is fitting for the information or assistance of Council.
- (d) Receive and submit in the proper manner all motions presented by Members of Council.
- (e) Vote on all matters.
- (f) Put to vote all questions which are regularly moved and seconded or necessarily arise in the course of the proceedings and announce the result.
- (g) Decline to put to vote motions which infringe upon the Rules of Procedure.
- (h) Enforce on all occasions the observance of order and decorum among the Members.
- (i) Authenticate by his/her signature, when necessary, all by-laws, resolutions, and minutes of Council.

- (j) Represent and support Council, declaring its will and implicitly obeying its decisions in all things.
- (k) Ensure that the decisions of Council conform to the laws and by-laws governing the activities of Council.
- (l) Adjourn the meeting when the business is concluded.
- (m) The Presiding Officer may state relevant facts and his/her position on any matter before Council without leaving the chair, but to move a motion the Presiding Officer must first leave the chair.
- (n) If the Presiding Officer desires to leave the chair to move a motion, pursuant to subsection (m) above or otherwise, the Presiding Officer will call upon a Member to preside until the issue is resolved.

PART III - COUNCIL

4. INAUGURAL MEETING

- (a) The inaugural Council meeting will be held annually not later than the third Tuesday in December at 10:00 a.m. or at such other time as Council may determine by resolution.
- (b) A Member of Council shall not take his/her seat until he/she has filed with the Clerk a Certificate of Election, prescribed by the Municipal Act, under the hand of the Clerk of the municipality and the seal of the County for which he/she was elected.

5. REGULAR MEETINGS

The regular meetings of Council will be held on the last Wednesday of every month, at 10:00 a.m., or at such other time as may from time to time be determined by resolution of Council or by the Presiding Officer. Notice will be provided to the public according to the County of Renfrew Notice By-law. No meetings will be held in July unless an emergency meeting is required.

6. SPECIAL MEETINGS

- (a) A special Council meeting will be convened upon being summoned by the Presiding Officer or upon receipt of a petition of the majority of Council Members.
- (b) Upon receipt of a petition, the Clerk shall summon a special meeting for the purpose(s) and at the time stated in the petition.
- (c) Notice of all special meetings of Council setting forth the matters to be considered at such special meeting will be given to all Members of Council by hand delivery

to their residences or places of business or appropriate electronic means not less than twenty-four (24) hours in advance of the time fixed for the meeting, and the Clerk shall attempt to give such other notice of the meeting to Members by telephone or as otherwise practical within the circumstances. In the event of a declared emergency, notice and location rules may be suspended to deal with an emergency issue.

- (d) Council will not consider or decide any matter not set forth in the notice calling the special meeting unless an issue is approved by the Presiding Officer and a decision is required immediately.
- (e) Notwithstanding this section, on urgent and extraordinary occasions with the consent of two-thirds of all Members of Council, recorded in the minutes, an emergency special Council meeting may be called by the Presiding Officer without notice to consider and deal with such urgent and extraordinary matters.

7. PLACE OF MEETING

All the meetings of Council will be held in the Council Chamber of the County Administration Building, 9 International Drive, Pembroke, Ontario or at such place as Council may from time to time determine.

8. COMMENCEMENT OF MEETING

As soon as there is a quorum after the hour fixed for the meeting, the Presiding Officer shall take the chair and call the Members present to order.

9. ATTENDANCE

Every member of Council, all Department Heads and any other municipal employee, as directed by the Chief Administrative Officer, shall attend each meeting of Council or shall advise the Clerk of his/her inability to attend.

10. ABSENCE OF THE PRESIDING OFFICER

- (a) Should the Presiding Officer not be in attendance within fifteen minutes after the time fixed for a meeting of Council or where the Presiding Officer has advised that he/she will not be attending, the Clerk shall call the Members to order, and a Presiding Officer will be appointed from among the Members present and will preside until the arrival of the Presiding Officer.
- (b) While presiding, the Presiding Officer will have all the powers of the Presiding Officer.

11. NO QUORUM AT BEGINNING OF THE MEETING

- (a) If no quorum is present to enable a meeting to commence twenty minutes after the time fixed for a Council meeting, the Clerk shall call the roll and record the names of the Members present, and the Members will stand discharged from waiting further.
- (b) If a meeting does not take place because of the lack of a quorum under subsection (a), Council will meet at the next regularly scheduled Council meeting or at such other time and place as the Presiding Officer shall announce.

12. UNFINISHED BUSINESS - QUORUM LOST

If during the course of a meeting a quorum is lost, the meeting will stand recessed, not ended, to reconvene at the next regularly scheduled Council meeting or at such other time and place as the Presiding Officer shall announce.

13. COUNCIL CHAMBER

- (a) No person, except a Member of Council or an authorized employee of the County, shall be allowed to come on the Council floor during a Council meeting without permission of the Presiding Officer.
- (b) No person except a Member of Council or an authorized employee of the County shall, before or during a Council meeting, place on the desks of Members or otherwise distribute any material unless such person is so acting with the approval of the Clerk.

14. MEETINGS OPEN TO THE PUBLIC

- (a) Subject to Section 239 of the Municipal Act, Council meetings shall be open to the public, and no person shall be excluded therefrom except for improper conduct.
- (b) The Presiding Officer may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.
- (c) Members of the public who constitute the audience in the Council Chamber during a Council meeting shall maintain order and may not:
 - (i) address Council, except upon request of the Presiding Officer and with County Council approval, and in such event the presentation shall be limited to five (5) minutes;
 - (ii) interrupt any speech or action of the Members of Council or any other person addressing the Council;
 - (iii) display or have in their possession picket signs or placards in the Council Chamber or Meeting Rooms on County property.

15. MEETINGS CLOSED TO THE PUBLIC

A session of Council, Committee of the Whole or a Committee composed of more than 50 percent of members of Council, which is closed to the public in accordance with the Act.

- (a) Where a meeting or part of a meeting is closed to the public, all persons not specifically invited to remain by Council shall promptly leave the Council Chamber.
- (b) A meeting shall not be closed to the public during the taking of a vote except in accordance with section 239(6) of the Municipal Act.
- (c) Minutes will be kept of any meeting or part of any meeting of Council, or any Committee that is closed to the public. Minutes will be without note or comment.
- (d) Members shall keep confidential any information:
 - (i) disclosed or discussed at a meeting or part of a meeting that is closed to the public.
 - (ii) that is circulated to Members that is marked confidential. Any documentation marked confidential shall be kept securely until no longer required in the course of business and shall at that time be destroyed by the Member or returned to the office of the Clerk for destruction.
 - (iii) that is received in confidence verbally in preparation of the closed meeting.
 - (iv) the obligation to keep information confidential applies even if the Member ceases to be a Member.
- (e) Enquiries Regarding Closed Meetings

No Member shall release or make public any information considered at a closed meeting or discuss the content of such a meeting with persons other than Members or relevant staff members.

PART IV - ELECTION OF WARDEN

16. INAUGURAL AGENDA

At the inaugural Council meeting, the agenda shall be as follows:

- (a) Call to Order.
- (b) Moment of Silent Reflection.
- (c) National Anthem.

- (d) Roll Call (Council Members will have filed with the Clerk their Certificates of Election and Declarations of Office in a Municipal Election Year).
- (e) Disclosure of Pecuniary Interest and general nature thereof.
- (f) Adoption of Minutes of previous County Council meeting.
- (g) Warden's Address.
- (h) Correspondence.
- (i) Nominations for Warden for the ensuing year.
- (j) Mover(s) and Seconder(s) speak in support of their nominee.
- (k) Address by nominees for the Office of Warden.
- (l) Election of Warden by ballot (if more than one nominee).
- (m) Announcement of results of ballots.
- (n) Warden escorted to Chair by Mover and Seconder.
- (o) Warden takes Declaration of Office and Oath of Allegiance.
- (p) Motion to destroy the ballots.
- (q) Warden's Inaugural Address.
- (r) Greetings from invited dignitaries.
- (s) Appointment of Striking Committee by Warden.
- (t) Delegations.
- (u) Committee reports.
- (v) By-laws.
- (w) Notice of Motions.
- (x) Members' Written Motions.
- (y) New Business.
- (z) Closed Meeting.
- (aa) Confirmatory By-law.
- (bb)** Adjournment.

17. ELECTION PROCEDURE

- (a) In the event of a vacancy in the office of the Warden and at the Inaugural Council meeting in each year, the Members of Council shall proceed to elect a Warden in the following manner:
- (i) The Clerk, acting as Presiding Officer, shall call for nominations.
 - (ii) Nominations for the office of the Warden must be filed with the Clerk 30 days prior to the Inaugural meeting. In the event that the office of Warden is declared vacant during the normal term of office, County Council will seek to fill the vacancy at the next scheduled Council meeting. In a municipal election year, nomination for the office of the Warden must be filed with the Clerk 14 days prior to the Inaugural session.
 - (iii) Each nomination shall be in writing, regularly moved and seconded, and will have the written consent of the nominee appended thereto.
 - (iv) Each mover and seconder of a nominee and each nominee shall, prior to the vote being taken, be permitted to speak to the nomination for not more than five minutes. The speakers will be called upon in alphabetical order of the nominees.
 - (v) Any nominee may withdraw at any time before a vote is taken.
 - (vi) Where more than one nominee remains for election, a vote by secret ballot shall be taken.
 - (vii) To be elected as Warden, a nominee shall obtain a vote of a majority of the Members present.
 - (viii) Where a vote is required, the following procedure shall be followed:
 - the Clerk shall be responsible to circulate ballots to each Member of Council, each ballot having the Clerk's stamp on it;
 - each Member shall write the name of his/her selection on the ballot, fold the ballot in four and deposit his/her ballot in the box provided for that purpose;
 - after all Members have voted, the Clerk shall collect the ballots and, in view of all Members present, compile the results and announce the number of votes for each candidate;
 - any candidate will have the privilege to inspect the ballots;
 - if one or more ballots are contested, the Clerk shall reconsider the validity of the contested ballot(s) and render a decision thereon after a deliberation period of not more than half an hour;

- (ix) Where there are more than two nominees and after the first vote, no nominee receives the majority required for election, the name of the nominee receiving the least number of votes shall be dropped, and Council will proceed to vote anew and continue until either:
 - a nominee receives the majority required for election at which time such nominee shall be declared elected; or
 - it becomes apparent by reason of an equality of votes that no nominee can be elected.
- (x) In the case of an equality of votes, the successful candidate shall be determined by the Clerk placing the names of the candidates on equal sized pieces of paper in a box, and one name being drawn by a person chosen by the Clerk.
- (b) The newly elected Warden shall then be recognized and escorted to the Chair by the mover and seconder of his/her nomination, while all other Members of Council remain standing.
- (c) The Warden shall be sworn in by the Clerk, shall sign the Declaration of Office, and the Mover and Secunder shall assist the Warden to don the gown and the Chain of Office, after which all Members of Council will take their seats.
- (d) Immediately after the expiration of five minutes, the Warden shall entertain a motion to destroy the ballots, unless a candidate contests the validity of one or more ballots which, if rejected, would alter the result of the election.

17.1 APPOINTMENT OF DEPUTY WARDEN

- (a) At a regular meeting of County Council after the Inaugural Meeting, the Warden may recommend a member(s) of County Council as Deputy Warden(s) for the ensuing year and ask for a motion from County Council to appoint said Councillor(s) as Deputy Warden(s) for the ensuing year.
- (b) When requested by the Warden, the Deputy Warden(s) shall represent the Warden at ceremonial functions or events.
- (c) The Deputy Warden(s) shall be compensated on a per diem basis for events or functions attended.

17.2 APPOINTMENT OF AN HONOURARY WARDEN

- (a) The position of Honourary Warden will be an honorary position for a long-standing elected official with 50+ years of service in municipal government, or an individual deemed to be deserving of the position as recognized by resolution of County Council.

PART V - ORDER OF PROCEEDINGS**18. REGULAR AGENDA**

- (a) The Clerk shall prepare an agenda under the following headings for the use of Members at Regular Council meetings:
 - (i) Call to Order.
 - (ii) Moment of Silent Reflection.
 - (iii) National Anthem.
 - (iv) Roll Call.
 - (v) Disclosure of Pecuniary Interest.
 - (vi) Adoption of the Minutes of the previous County Council session.
 - (vii) Warden's Address.
 - (viii) Delegations.
 - (ix) Correspondence
 - (x) Committee Reports.
 - (xi) By-laws.
 - (xii) Notice of Motions.
 - (xiii) Member's Written Motions.
 - (xiv) New Business.
 - (xv) Closed Meeting.
 - (xvi) Confirmatory By-law
 - (xvii) Adjournment.
- (b) The business of Council shall be considered in the order set forth on the agenda. The Presiding Officer, with the approval of Council, may vary the order in which the items are presented to better deal with matters before Council.
- (c) Resolutions, questions, and reports may be received by Council at any time as directed by the Presiding Officer.
- (d) For special meetings, the agenda will be prepared by the Clerk as directed by the Presiding Officer. If the meeting is called by a petition of the majority of the

Members, the agenda will be prepared by the Clerk for the purpose(s) stated in the petition.

19. DELIVERY OF AGENDA TO MEMBERS

- (a) Not less than forty-eight (48) hours in advance of each regular Council meeting, the Clerk shall cause the following to be delivered to each Member:
 - (i) agenda;
 - (ii) copy of each Committee report to be considered; and
 - (iii) copy of each motion from other bodies to be considered for support or endorsement.
- (b) Items received after the agenda package has been distributed may be introduced as an addendum, if approved by the Clerk.
- (c) The agenda and reports for a regular Council meeting shall be posted on the County website twenty-four (24) hours in advance of the Council meeting, exclusive of any confidential reports.

20. COMMUNICATIONS AND PETITIONS

- (a) Every communication, including a petition designed to be presented to Council, shall be legibly written or printed and shall be signed by at least one person and filed with the Clerk.
- (b) All written communications on any subject within the jurisdiction of Council shall, on presentation, be referred to the proper committee by the Clerk. Any Member may move that the communication be referred to the appropriate committee.

21. DELEGATIONS

- (a) Any group or agent representing a group desiring to address Council shall notify the Clerk in writing of such intention ten days prior to the date of the meeting, shall specify the nature of the business to be discussed, and name the delegate(s) who will address Council. The approval of delegations shall be the responsibility of the Presiding Officer in consultation with the Chief Administrative Officer. Any delegation that intends to distribute any reports or supporting documentation shall provide same to the Clerk in order that the material can be circulated with the agenda. The Clerk shall advise of the approximate time the delegation will be heard.
- (b) Delegations not listed on the agenda may be heard provided a majority of the Members present vote to hear the delegation.

- (c) Delegations shall be limited to fifteen (15) minutes of presentation time with an additional fifteen (15) minutes for questions and answers unless and until the Presiding Officer with consensus by Council has extended such time allotment.

22. ENQUIRIES AND ANSWERS

- (a) For a special enquiry made by a member of Council at a Council meeting or at a Committee meeting, the Presiding Officer may require the request to be submitted in writing, signed by the Member, and referred to the Chief Administrative Officer. The Chief Administrative Officer shall respond to all of Council on the enquiry.
- (b) Should the request involve extraordinary staff research time and production costs, Council or the Committee will be advised and the request will proceed subject to Council approval.
- (c) The response to the special enquiry will be distributed to all Members of Council or of the Committee at which the enquiry was made.

23. MINUTES

- (a) Minutes of meetings of Council and all committees shall record:
 - (i) the place, date, and time of the meeting;
 - (ii) the names of the Presiding Officer or Officers and the record of Members' attendance;
 - (iii) the late arrivals and early departures of Members;
 - (iv) the reading, if requested, correction, and adoption of the minutes of previous Council meetings;
 - (v) all other proceedings of the meeting without note or comment, including all resolutions and decisions.
- (b) If the minutes have been delivered to Members of Council, the minutes will not be read, and a resolution that the minutes be adopted as if read shall be in order.

24. ELECTRONIC TOOLS

Where an elected official has been provided with County computer hardware and/or associated peripherals for the purpose of electronic communication of Committee/Council agendas, reports and minutes, it is understood that the Member will abide by the current Information Technology (IT) policies respecting the use of said equipment.

PART VI - RULES OF CONDUCT AND DEBATE**25. ADDRESS THE PRESIDING OFFICER**

Any Member desiring to speak shall so signify their intent in such a manner as the Presiding Officer shall direct and, upon being recognized by the Presiding Officer, shall address the Chair.

26. ORDER OF SPEAKING

When two or more Members signify their desire to speak, the Presiding Officer shall recognize the Member who, in his/her opinion, signified first and next recognize the other Member(s).

27. CONDUCT OF MEMBERS DURING COUNCIL MEETINGS

No Member shall:

- (a) speak until he/she has been recognized by the Presiding Officer;
- (b) disturb another Member of Council itself by any disorderly behaviour disconcerting to any Member speaking;
- (c) use offensive words during Council or Committee Meetings against Council or staff;
- (d) speak on any subject other than the subject in debate;
- (e) disobey the Rules of Procedure or a decision of the Presiding Officer or of Council on questions of order or practice or upon the interpretation of the Rules of Procedure. In the case where the Member persists in any such disobedience after having been called to order by the Presiding Officer, the Presiding Officer may immediately put the question - without amendment, adjournment, or debate being allowed "That such Member be ordered to leave his/her seat for the duration of the Meeting of Council". If the Member apologizes, he/she may, by vote of Council, be permitted to retake his/her seat.

28. MEMBERS SPEAKING

When a Member is speaking, no other Member will pass between the Member and the Presiding Officer or interrupt the Member except to raise a point of order.

29. **POINT OF PRIVILEGE**

A Member who desires to address Council upon a matter which concerns the rights or privileges of Council collectively or as an individual Member shall be permitted to raise a "Point of Privilege". A breach of privilege is a wilful disregard by a Member or any other person of the rights, dignity, integrity, and lawful authority of Council. A point of privilege shall take precedence over other matters. When a Member raises a point of privilege, the Presiding Officer shall rule on the point of privilege, and no one will be considered to be in possession of the floor.

30. **POINTS OF INFORMATION/ORDER**

- (a) A Member who directs a request to the Presiding Officer or, through the Presiding Officer to another Member or to staff, for information relevant to the business at hand shall raise a "Point of Information".
- (b) A Member who desires to call attention to a violation of the Rules of Procedure shall raise a "Point of Order". When leave is granted, the Member shall state the point of order with a concise explanation and will follow the decision of the Presiding Officer. A speaker in possession of the floor when a Point of Order is raised will have the right to the floor when the debate resumes.
- (c) A Member called to order by the Presiding Officer shall immediately remain in his/her seat until the Point of Order is dealt with and will not speak again without the permission of the Presiding Officer unless to appeal the ruling of the Presiding Officer.

31. **APPEAL**

- (a) The decision of the Presiding Officer is final subject to an immediate appeal to the members of Council, requested and seconded.
- (b) If the decision is appealed, the Presiding Officer shall give concise reasons for a ruling and shall call a vote, without debate, on the following question: "Will the Chair be sustained?" Council's decision is final.

32. **QUESTION READ**

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

33. **SPEAK ONLY ONCE AND REPLY**

No Member shall speak more than once to the same question, without leave of the Presiding Officer, except that a Member who has presented a principal or main motion rather than an amendment may reply.

34. **TIME LIMITED**

No Member, without leave of the Presiding Officer, shall speak to the same question, or in reply, for longer than five minutes.

35. **QUESTION PUT - NO FURTHER DEBATE**

After any question is put by the Presiding Officer, no Member shall speak to the question, nor shall any other motion be made, until after the result is declared. The decision of the Presiding Officer as to whether the question has been put is conclusive.

36. **MEMBER'S QUESTIONS**

- (a) A Member may ask a question to the Presiding Officer for the purposes of obtaining information relating only to the matter under discussion, and such question must be cited succinctly.
- (b) When questions are called for on the agenda or a specific item is under discussion, enquiries may be made of the Presiding Officer, or through the Presiding Officer to any Member of Council, the Chief Administrative Officer, or any Department Head, concerning any matter connected with the business of the County. However, no argument or opinion is to be offered or facts stated except as may be necessary to explain same. In answering or putting any such question, a Member is not to debate the matter to which the question refers.

37. **UNPROVIDED CASES**

In all unprovided cases in the proceedings of Council or in Committee of the Whole, the matter is decided by the Presiding Officer subject to an appeal to Council.

PART VII - VOTING DURING COUNCIL MEETINGS

38. **VOTING**

When the Presiding Officer calls for a vote on a question, each Member shall occupy his/her seat until the result of the vote has been declared by the Presiding Officer, and during such time, no Member shall walk across the room or speak to any other Member or make any noise or disturbance. A Member who is absent from his/her seat when the vote is called does not have the right to vote.

39. **ALL MEMBERS VOTE**

Every Member present at a Council meeting, when a question is put, shall vote thereon unless excused as provided for in Section 47 of this By-law, in which case it shall be recorded. Any Member who refuses to vote or any Member who abstains from voting, shall be recorded as voting in the negative.

40. **UNRECORDED VOTE**

The manner of determining the decision of Council on a motion is at the discretion of the Presiding Officer and may be by voice, show of hands, or standing.

41. **WEIGHTED VOTE**

County of Renfrew established a Weighted Vote System for Municipalities in the County of Renfrew based on one vote per 500 electors for each municipality at County Council, however, no individual municipality shall have greater than 24% of the total weighted vote. The weighted vote system does not apply at committee meetings.

42. **RECORDED VOTE**

- (a) Any Member, prior to or immediately subsequent to the taking of the vote, may require that the vote be recorded.
- (b) When a recorded vote is requested by a Member on any matter or question, the Clerk shall call each Member by name and such Member shall announce his/her vote openly. The Members shall be called in alphabetical order starting with the Member that moved the motion.
- (c) When a vote is taken and no dissent is declared, such vote is deemed to be unanimously in favour of the question.
- (d) If a vote is to be recorded as herein provided, the Clerk shall announce the decision and record it in the minutes.
- (e) When a recorded vote is requested, the weighted vote by-law will be used, except during meetings of Committees.

43. **SECRET BALLOTS**

No vote shall be taken during a Council meeting by secret ballot or other form of secret vote except a vote to elect the Warden.

44. **TIE VOTE**

A motion on which the voting results in a tie shall be declared lost.

45. **SEVERABILITY OF QUESTION**

When the matter under consideration contains distinct recommendations or propositions, upon the request of any Member, a vote upon each recommendation or proposition shall be taken separately, when so requested.

46. **DISAGREEMENT WITH THE RESULT OF THE VOTE**

If a Member disagrees with the announcement of the Presiding Officer that a question is carried or lost, the Member may, but only immediately after the declaration by the Presiding Officer, object to the Presiding Officer's decision, and a second show of hands may be required.

47. **PECUNIARY INTEREST**

(a) If a Member of Council present at a meeting desires to refrain from voting by reason of a pecuniary interest, he/she shall abide by the provisions of the Municipal Conflict of Interest Act.

(b) It shall be the duty of the Clerk or the Secretary of a Committee to record in the minutes of the meeting every oral declaration of pecuniary interest and the general nature thereof.

PART VIII - COMMITTEE OF THE WHOLE

48. **PROCEDURE**

(a) When it is desirable for Council to consider a subject with all the freedom of an ordinary committee, Council may, by resolution, resolve itself into a "Committee of the Whole". The Presiding Officer may preside in the Committee of the Whole or may vacate the Chair and take his/her place as a member of the Committee. The Presiding Officer may designate another Member to preside as Chair.

(b) While sitting in Committee of the Whole, the rules governing the procedures of Council and the conduct of the Members shall be observed except that the number of times of speaking on any question shall not be limited, provided that no Member speaks more than once until every Member who desires to speak has spoken.

(c) The Committee of the Whole may, by resolution, go into closed session subject to and in accordance with the provisions of the Municipal Act and this By-law. The Committee may exclude any persons from a meeting or part of a meeting. During such period, all persons not specifically invited to remain by the Committee of the Whole shall promptly leave the Chamber.

(d) The only motions in order during Committee of the Whole are to "amend", to "adopt", and to "rise and report". As a Committee of the Whole cannot adjourn, a motion to "rise and report" shall be put immediately and will be decided without debate. As soon as the motion to "rise and report" is adopted, the Presiding Officer resumes his/her place as the Chair of Council.

49. **REPORT OF THE COMMITTEE OF THE WHOLE**

The proceedings and findings of the Committee of the Whole may be reported by the Presiding Officer to Council as soon as the Committee rises and shall be received forthwith. A motion for the concurrence of Council in the report of the Committee of the Whole and dealing with the subject matter thereof will be in order.

PART IX – MOTIONS AND RESOLUTIONS

50. **MOTIONS**

- (a) A “Principal or Main Motion” is a motion made to bring any subject before Council, for its consideration. Principle motions yield to Privileged, Incremental, and Subsidiary or Secondary motions. A main motion is:
- i) amendable;
 - ii) debatable;
 - iii) must be seconded.
- (b) A “Subsidiary or Secondary Motion” is a motion which affects the disposition of a Principle motion. Subsidiary or Secondary motions take precedence over Principle motions and must be decided before the Principal motion can be acted upon. Examples include:
- (i) the previous question;
 - (ii) refer;
 - (iii) amend;
 - (iv) lay on the table;
 - (v) postpone indefinitely or to a day certain.
- (c) An “Incidental Motion” arises out of other questions and takes precedence over the question that gives rise to it. Examples include:
- (i) appeal;
 - (ii) objection to consideration of a question;
 - (iii) withdrawal of a question;
 - (iv) suspension of the rules.
- (d) A “Privileged Motion”, due to its importance, takes precedence over all other questions and is undebatable. Examples include:
- (i) adjourn (or fix a time to adjourn);
 - (ii) questions relating to the rights and privileges of Council or its Members.

51. INTRODUCTION OF MOTIONS

- (a) The following matters and motions with respect thereto may be introduced orally without notice and without leave, except as otherwise provided by the Rules of Procedure:
 - (i) a point of order or privilege;
 - (ii) to move the adoption of a Committee report provided that the report has been signed by the majority of the Committee Members;
 - (iii) to move the question to be put;
 - (iv) to adjourn;
 - (v) resolve into Committee of the Whole or to move into Closed Session.
- (b) The following motions may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:
 - (i) to refer;
 - (ii) to table, to postpone, or to defer to a day certain;
 - (iii) to amend;
 - (iv) to suspend the Rules of Procedure;
 - (v) any other procedural motion.
- (c) Except as provided for in subsection 51(a) of this By-law, all motions shall be in writing and signed by the mover and seconder.
- (d) All motions may be supported or opposed by the mover and seconder.
- (e) No motion made in open Council shall be debated or voted on unless the same is seconded.
- (f) There shall never be more than one motion before Council at one time.
- (g) When the motion under consideration contains two or more proposals, the same shall, at the request of any Member of Council, be voted on separately.
- (h) The Clerk shall note the date on each motion, along with the results of the vote.
- (i) Any Member may require the motion under discussion to be read a second time for his/her information, at any time during debate, but not so as to interrupt a Member speaking.

52. READING

Every motion, when seconded, shall be received and read by the Presiding Officer, except as provided for by the Rules of Procedure. Where motions have been distributed or printed in the agenda, recitals need not be read.

53. NO DEBATE UNTIL READ

No Member shall speak on any motion until it is first read, and the mover is entitled to speak first if the Member so elects. If debated, the motion shall be read again before being put.

54. WITHDRAWAL

After a motion has been duly moved and seconded, it shall be deemed to be in the possession of Council, and it may only be withdrawn before decision or amendment with the permission of Council.

55. MOTIONS RULED OUT OF ORDER

Whenever the Presiding Officer is of the opinion that a motion is contrary to the Rules of Procedure, the Presiding Officer shall rule the motion out of order.

56. NOT WITHIN THE JURISDICTION OF COUNCIL

A motion which requires the exercise of a power or powers by Council which are not within its jurisdiction shall not be in order.

57. ORDER OF CONSIDERATION

- (a) When a motion is under consideration, no motion shall be received except a procedural motion or motion to amend.
- (b) Procedural motions shall be considered immediately upon receipt and are subject to debate as follows:
 - (i) to extend the time of the meeting (not debatable);
 - (ii) to move the question be put (not debatable);
 - (iii) to lay on the table (not debatable);
 - (iv) to adjourn (not debatable);
 - (v) to refer (debatable);
 - (vi) to defer indefinitely or to a day certain (debatable);
 - (vii) any other procedural motion (debatable).

58. MOTION TO ADJOURN (Privileged)

- (a) The purpose of a Motion to Adjourn, with qualification and without qualification, is to bring a Council meeting to an end. A motion to adjourn:
 - (i) shall always be in order except as provided by the Rules of Procedure;
 - (ii) when resolved in the negative, cannot be made again until after some intermediate proceedings have been completed by Council;
 - (iii) is not in order when a Member is speaking or during the verification of a vote;
 - (iv) may be verbal;
 - (v) is debatable.

- (b) A Motion to Adjourn to a specific time, or to reconvene upon the happening of a specific event, if carried, suspends the Council meeting to continue at such time.

59. MOTION TO REFER (Subsidiary)

- (a) The purpose of a Motion to Refer is to refer a question to a Standing Committee, Committee of the Whole, or Special Committee. A motion to refer:
 - (i) until it is decided, shall preclude all amendments of the main question and any motion to postpone, defer, or to lay on the table;
 - (ii) is debatable.

60. MOTION TO LAY ON THE TABLE (Subsidiary)

- (a) A motion to lay on the table with some condition, opinion, or qualification added to the motion to table shall be deemed to be a motion to postpone or defer.
- (b) the matter tabled shall not be considered again by Council until a motion has been made to take up the tabled matter at the same or subsequent Council meeting, or until such time as is identified in the motion to table.
- (c) A motion to take up a tabled matter is not subject to debate or amendment.
- (d) A motion that has been tabled at a previous Council meeting cannot be lifted off the table unless notice is given in accordance with Section 66(a)(i) of this By-law.
- (e) A motion that has been tabled and not taken from the table for six months is deemed to be withdrawn and cannot be taken from the table.

61. MOTION TO POSTPONE OR DEFER (Subsidiary)

- (a) The purpose of a Motion to Postpone or Defer is to have a matter postponed or deferred to a definite date. On the date to which the question has been postponed or deferred, the question shall have precedence over all other business on that date.
- (b) A motion to postpone or defer indefinitely shall be treated as a motion to lay on the table.

62. MOTION TO AMEND (Subsidiary)

- (a) The purpose of a Motion to Amend is to add or insert certain words or phrases, to strike out certain words or phrases, or to strike out certain words or phrases and insert other words and phrases. A motion to amend:
 - (i) shall be presented in writing;
 - (ii) shall be relevant and not contrary to the principle of the motion or report under consideration;

- (iii) may propose a separate and distinct disposition of a motion provided that such altered disposition continues to relate to the main issue and subject matter of the motion;
 - (iv) the amendment shall be voted on before the main motion.
- (b) Only one amendment shall be before the meeting at one time. An amendment to an amendment shall not be permitted.

63. THE QUESTION BE NOW PUT (Subsidiary)

- (a) The purpose of a Motion That the Question be Now Put is to close debate and bring Council to a vote on a pending question. A motion that the question be now put:
- (i) is not debatable;
 - (ii) cannot be amended;
 - (iii) cannot be moved when there is an amendment under consideration.

64. MOTION FOR RECONSIDERATION (Miscellaneous)

- (a) The purpose of a Motion for Reconsideration is to suspend all action that the original motion would have required until the reconsideration is acted upon. Any resolution, by-law, or matter that has previously been adopted by Council may be reconsidered by Council subject to:
- (i) a Notice of Motion must be introduced according to the procedures for notices of motion;
 - (ii) debate on the question must be confined to reasons for or against;
 - (iii) such motion must be supported by a two-thirds majority vote of the Members of Council before the matter to be reconsidered can be debated;
 - (iv) a motion to reconsider shall not be considered more than once in any twelve-month period.

65. MOTION TO RESCIND (Miscellaneous)

The purpose of a Motion to Rescind is to annul some action Council has previously taken. Any action of Council can be rescinded regardless of the time that has elapsed.

66. NOTICE OF MOTION

- (a) A Notice of Motion shall:
 - (i) be in writing;
 - (ii) include the name of the mover;
 - (iii) advise Council that the motion described therein will be an agenda item at the next Council meeting unless stipulated for an alternate date.
- (b) When a Member's notice of motion has been called from the Presiding Officer and it has not proceeded with, it shall be dropped from the agenda and it shall be deemed to have been withdrawn.

PART X - BY-LAWS**67. READING OF BY-LAWS AND RELATED PROCEEDINGS**

- (a) Except as otherwise provided, no by-law shall be presented unless the subject matter has been considered and approved by resolution of Council.
- (b) Every by-law shall be in writing and be introduced upon the recommendation of a Committee or upon resolution of Council.
- (c) The Clerk shall endorse on all by-laws enacted by Council the dates of the readings and the date of passage by Council.
- (d) Every by-law, which has been enacted by Council, shall be numbered, dated, signed by the Presiding Officer and the Clerk, sealed with the seal of the Corporation, and deposited in the office of the Clerk for safekeeping.
- (e) Other than the confirmation by-law, all by-laws shall be carried in bulk unless upon a request by a Member of Council for the severance of a by-law, the Presiding Officer is of the opinion that the subject matter of the by-law has not previously been adopted in a report to Council, or a Member of Council has advised the desire to declare a pecuniary interest regarding the by-law, and in such instance, only that portion of the by-law not previously adopted by report or to which is subject to a declared pecuniary interest, shall be subject to a separate vote;
- (f) A confirmation by-law to confirm the proceedings of the Council of the County of Renfrew will be passed at the end of each meeting by motion and will be deemed read three times and passed.

PART XI - COMMITTEES OF COUNCIL**68. PROCEDURE**

Except as otherwise provided herein, a Committee will conform to the Rules of Procedure governing the protocol and procedures of Council.

69. ESTABLISHMENT/APPOINTMENT

- (a) At the Inaugural meeting of Council in each year, the Warden shall appoint a Striking Committee whose duty it shall be to select and nominate the Standing Committees and Ad Hoc Committees of Council for the ensuing year. At the Council meeting at which appointments to the Standing Committees are made, the Chair of the Striking Committee shall report to Council the recommendations of the Striking Committee as to the names of the Members of Council who should serve on the various Standing Committees and Ad Hoc Committees for the ensuing year and including the Chair of each Committee.
- (b) A Standing Committee may recommend such sub-committees as are necessary to discharge its mandate subject to Council approval.
- (c) Ad Hoc Committees may be established by Council at any time as is deemed appropriate for consideration of matters within the jurisdiction of Council.
- (d) The names of members to be appointed to any Board, Commission, or other body to which Council is required or empowered to appoint persons will be determined by Council through the Striking Committee. In order to respond in a timely and coordinated manner to issues of significance to the County, the Warden may appoint Members of Council to any Board, Commission, or other body which will require ratification by Council at the next regular meeting.
- (e) Members shall be entitled to compensation as may be determined from time to time by Council for their participation in the various Committees, Sub-Committees, Boards, and Ad Hoc Committees, provided that Council has confirmed the appointments.

70. TERMS OF REFERENCE

- (a) Council, in establishing any Committee, shall set forth the Terms of Reference of the Committee within the first year of establishing an Ad Hoc Committee and such other provisions as Council deems appropriate including termination or reporting date for the committee. Terms of Reference for Standing Committees of Council are attached to this By-law as Schedule "A".
- (b) Council may consider any matter without referring it to a Standing Committee or may refer it to one or more Committees and may withdraw a matter from a Committee whether or not the Committee has entered into consideration.

71. GENERAL ROLE AND POWERS

- (a) Council shall ascribe to Standing Committees a general role of policy formulation and program monitoring. More specifically, the role of any Standing Committee includes the following:
 - (i) to guide staff, through the Chief Administrative Officer, on the direction and nature of the policy development, fact-finding, analysis, and generation of alternatives required;
 - (ii) to receive public delegations and establish mechanisms to receive further public input on vital public policy matters;
 - (iii) to provide guidance and direction to staff through the Chief Administrative Officer where policy interpretation or clarification is required during the administration or implementation of policy; and
 - (iv) to provide staff, through the Chief Administrative Officer with direction and guidance on policy.

72. DUTIES OF THE COMMITTEE CHAIR

The Chair of a Committee shall:

- (a) ensure that the Committee deals with policy issues effectively;
- (b) ensure public dialogue and communication on policy matters are effective and coordinated;
- (c) ensure the needs of the Committee for administrative support, analysis, and advice are provided through the Office of the Chief Administrative Officer;
- (d) ensure that all Committee Members are fully informed on all matters within the jurisdiction of the Committee and on the duties and responsibilities of the Committee;
- (e) liaise with the Presiding Officer and communicate any matter within the knowledge of the Chair that is required to be communicated to another Committee.

73. DUTIES OF COMMITTEES

- (a) It will be the responsibility of each Committee to adhere to the rules governing the procedures of Council as prescribed by this By-law.
- (b) When a point of order is raised or when a Member is called to order in a Committee, the same procedure will be adopted as in Council except that the question will be decided by the Committee Chair, subject to an appeal to the Members of the Committee.

- (c) Should the Committee Chair neglect or refuse to call meetings of the Committee at such times or with such frequency as to properly dispatch the Committee's business or conducts the business of the Committee without the knowledge or consent of its Members or contrary to their wishes or sanction, the Committee may report such neglect, refusal, or action to Council which may remove such Chair from office and appoint another Member as Chair.
- (d) Should any Member of a Committee fail to attend three successive regular or special meetings without being authorized to do so by a resolution of the Committee, the Committee may certify such failure and the membership of such person on the Committee is terminated. Council may appoint another Member in his/her place. Receipt of a written notice of regret by the Committee or Council will constitute authorization for the purposes of this subsection.
- (e) Should any Committee neglect or refuse to give due attention to any matter before it, Council may, by resolution, discharge such Committee and appoint another in its place.
- (f) When an Ad Hoc Committee has completed its work and submitted its final report, it dissolves automatically unless otherwise directed by Council.
- (g) The Clerk or an employee of the County designated by the Chief Administrative Officer will be the Recording Secretary of the Committee.
- (h) Except as may be provided in the Municipal Act and herein, no Member will have precedence or seniority over any other Member.
- (i) Should a Member of a Committee decease, resign, or be otherwise disqualified, Council may, by resolution, declare his/her seat vacant and, upon the recommendation of the Striking Committee, appoint another Member to fill the vacancy.

74. **COMMITTEE MEETINGS**

- (a) Committees will meet at such time and place as the Presiding Officer determines, subject to the direction of Council. Presiding Officer will utilize as a guideline for consideration to change the time, date or location of a committee meeting, a 60-day notice requirement and subject to 100% agreement of committee members. Failing full agreement of a revised date, the original meeting date will remain.
- (b) A meeting of any Committee shall be called by the Clerk, upon instruction of the Warden.
- (c) In the case of any emergency and in the absence of the Committee Chair and/or the Presiding Officer, a Committee meeting may be called by the Chief Administrative Officer in such a way as he/she may deem best regarding notice to the Members and the public.

- (d) The Warden is an ex officio Member of every Committee. The Warden may vote and participate in the business of the Committee, without any restriction, on the same basis as any other Committee Member.
- (e) The Chair of the Committee shall vote on any question before the Committee. In the event of an equality of votes, the Committee Chair will not have an extra casting vote, and the question being voted upon will be deemed lost.
- (f) If there is no quorum present thirty (30) minutes after the time appointed for the meeting, the meeting shall stand adjourned at the call of the Committee Chair.
- (g) The Committee Chair shall preside, or alternatively the Vice-Chair upon request of the Chair. In the absence of the Committee Chair, the Vice-Chair shall preside, or in the absence of both, such other Member of the Committee as may be appointed by the concurring vote of a majority of the Members of the Committee present.
- (h) The Committee shall consider and report on such matters only as have been referred to them by Council or such matters as come within their continuing Terms of Reference and jurisdiction.
- (i) Meetings shall be open to the public pursuant to Sections 14 and 15 of this By-law.
- (j) Members of Council who are not Members of a Committee may attend open and closed Committee meetings and may, with the consent of the Chair, take part in the discussion, but shall not be allowed to vote nor shall they be remunerated.

75. **SPECIAL/JOINT COMMITTEE MEETINGS**

- (a) A joint meeting of two Committees may be directed by Council or may be called by the Chairs and the Warden whenever such Chairs consider it necessary for their respective Committees to consider and report jointly on matters within their joint areas of concern.
- (b) A quorum for the joint meeting of two Committees shall be a majority of the combined number of Members of both Committees excluding the Warden. The Warden, if present, shall be counted as one Member in making such quorum and shall have one vote.
- (c) The Members in attendance at a joint meeting called pursuant to this Section may appoint the Chair of one of the Committees to Chair the joint meeting, but if both such Chairs are absent, another Member of one of the Committees may be so appointed.

- (d) When the Chair of the joint meeting calls for the vote on a question, each Member of the two Committees shall vote as one Committee. The question shall be decided by the majority of the votes so that only one decision is made thereon, and the Chair of the joint meeting may vote on all questions submitted. In the case of an equal division, the question shall be deemed to have been decided in the negative.

76. COMMITTEE AGENDA

- (a) The Chief Administrative Officer shall have prepared and printed or electronically distributed for the use of the Members at regular Committee meetings an agenda setting forth the business to be considered at such meeting. The items of business to be included on the agenda will be developed under the direction of the Committee Chair.
- (b) The following headings will be used in preparing the agenda for regular Committee meetings:
 - (i) Call to Order.
 - (ii) Roll Call.
 - (iii) Disclosure of Pecuniary Interest and general nature thereof.
 - (iv) Adoption of the Minutes of the previous meeting(s).
 - (v) Delegations.
 - (vi) Correspondence and Departmental Reports.
 - (vii) New Business.
 - (viii) Closed Meeting.
 - (ix) Date of Next Meeting and Adjournment.
- (c) The business of the Committee shall be considered in the order set forth on the agenda provided that the Chair, with the approval of the Committee, may vary the order of business to better deal with matters before the Committee.

77. INFORMATION REPORTS

- (a) A report may be forwarded to a Committee for information.
- (b) Notwithstanding that a report has been forwarded for information, motion(s) may be made by Members of the Committee for action to be taken on matters that arise from or are discussed in the report.
- (c) Motions made under Subsection (b) may be made at any meeting where the report is presented to the Committee.

78. CONFIDENTIAL REPORTS

- (a) Confidential reports distributed with the agenda or handed out at the meeting shall be returned to the Clerk or his/her designate on the day of the meeting for shredding unless it is determined by the Clerk that the confidential reports can remain in the possession of the Members.
- (b) Members shall retain amongst themselves the confidential information until such time as the Committee, by majority vote, agrees to release the information or part thereof.

79. COMMITTEE REPORTS

- (a) All Committees including Ad Hoc Committees shall submit written reports on any matter referred to it by Council or dealt with between meetings of Council by a Committee. Each report to Council shall be signed by a majority of the Committee Members. Should any Member not concur with any or all of the recommendations contained in the report, the Member may sign the report and designate the section or sections from which he/she dissents.
- (b) When it is desired that Council authorize, approve, confirm, and cause to be implemented that which a committee has recommended, the motion shall be "That the report be adopted".
- (c) Notwithstanding subsection (b), when a report deals with more than one subject matter and Council is not prepared to adopt all the report, a separate vote should be taken with respect to each subject matter. Any matter which is not adopted may be referred back to a Committee for further consideration.
- (d) Any Member of Council can request that items be separated for the purpose of the votes, or that items within the report can be separated from discussion for the purpose of declaring potential pecuniary interest.

PART XII - GENERAL PROVISIONS

80. DUTIES OF THE CLERK

- (a) The Clerk shall, during regular office hours, on request of any Member of Council, furnish him/her with a paper or electronic copy or copies of any paper or electronic document in his/her possession as Clerk of which Council has taken cognizance.
- (b) When any matter is referred from one meeting to the next, the Clerk shall take cognizance of the same and lay the same before Council at the next meeting.

81. EXECUTION OF DOCUMENTS

Whenever the execution of documents is required to give effect to any resolution or by-law of the County, the Warden and the Clerk have general authority for and in the name of the County to execute and affix the seal of the County to such documents.

82. CONFIRMATORY BY-LAW

The proceedings at every regular or special meeting shall be confirmed by By-law so that every decision of the 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.

83. REPEAL

- (a) By-laws 28-08 and 44-01 are hereby repealed.
- (b) No amendment or repeal of this By-law will be considered at any Council meeting unless notice of the proposed amendment or repeal was given at a previous regular Council meeting, and the Council may not waive such notice.

84. NOTICE

All notices or other communications shall be given in writing by personal delivery, fax, first-class mail, postage pre-paid, courier or e-mail. When notices or other communications have been given in writing, such notices or other communications shall be deemed to have been received on the same day when faxed, e-mailed or delivered by courier or, if mailed, forty-eight (48) hours after 12:01 a.m. on the day following the day of mailing thereof.

85. SEVERABILITY

If any term, provision, clause or sub-clause of this By-law or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this By-law, or the application of such term, provision, clause or sub-clause to persons or circumstances other than those to which this By-law is held invalid or unenforceable, shall not be affected thereby and each term, provision, clause or sub-clause of this By-law shall be valid and enforced to the fullest extent permitted by law.

86. **EFFECT**

This By-law will come into force and take effect upon the passing thereof.

87. **SHORT TITLE**

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

READ a first time this 30th day of March 2016.

READ a second time this 30th day of March 2016.

READ a third time and finally passed this 30th day of March 2016.

PETER R. EMON, WARDEN

W. JAMES HUTTON, CLERK

**TERMS OF REFERENCE FOR
THE FINANCE & ADMINISTRATION COMMITTEE**

Composition:

The Finance & Administration Committee shall be comprised of members of County Council. The number of members and the appointments (including the appointments of Chair and Vice-Chair) shall be determined annually by County Council from recommendation of the Striking Committee.

General Scope of Responsibility:

1. Consider and make recommendations to County Council on program standards and funding for effective and efficient service delivery of Administration, Treasury, Human Resources, Information Technology, and Provincial Offences Act Administration.
2. Review, consider and make recommendations to County Council on any matters pertaining to policy development and policy change which has effect upon functions of the Committee, as noted in 1. above.
3. Review, consider, and make recommendations to County Council on any matters pertaining to policies of any nature which affect the County operations beyond the specific, defined jurisdiction of other committees.
4. Receive from other committees and/or staff such reports as the Finance & Administration Committee may require for purposes of reviewing the existing political or administrative structure or for formulating recommendations to County Council.
5. Report in a timely fashion all matters connected with the responsibilities under the purview of the Committee and recommend to County Council such action including all by-laws as the Committee may deem necessary.
6. Review, consider, and make recommendations to County Council on any matter involving organizational structure related to the functions outlined in 1. above, and political or administrative communications and reporting.

Via the Human Resources Report, the Committee shall also receive information related to employee reclassifications and departmental reorganization and business cases for new positions and is responsible for Employment By-law No. 1, affecting all non-union employees.

7. Develop and prepare the annual budget under the jurisdiction of this Committee and to receive from each of the other committees of Council and from any joint committees or boards the annual operating and capital budgets of those committees, joint committees, or boards by such date as the Finance & Administration Committee may determine. To compile such projected budgets into a consolidated County of Renfrew budget for general purposes, and to present the consolidated budget at the budget workshop and to prepare the budget by-laws and the levy by-law to County Council. The Chair of the Finance & Administration Committee is to Chair the budget workshop session of County Council, unless otherwise indicated by the Warden.

8. Review on an ongoing basis the expenditures and revenues of each department, relevant board, or agency within the scope of the County of Renfrew's mandate, to monitor adherence to budget approvals and to receive such reports on budget variances or potential variances as may be deemed desirable. Approve the accounts of the General Revenue Fund of the County of Renfrew and to submit monthly statements of the fund to County Council.
9. The Committee will also be responsible for reporting to County Council on a number of non-County Committees as per the appointment of County Councillors to such Committees as outlined in the County's Striking By-law.
10. The Committee is responsible for the dissemination and conveyance of information specific to County of Renfrew services related to the Finance and Administration Committee to local municipal councils, agencies, boards, external organizations and the general public.

Note: The Presiding Officer shall have authority to add functional responsibility to the committee in the event of special projects or service shifts.

**TERMS OF REFERENCE FOR
THE OPERATIONS COMMITTEE**

Composition:

The Operations Committee shall be comprised of members of County Council. The number of members and the appointments (including the appointments of Chair and Vice-Chair) shall be determined annually by County Council from recommendation of the Striking Committee.

General Scope of Responsibility:

1. Consider and make recommendations to County Council on the designation of County Roads and on all policy matters relating to the impacts, improvements, maintenance or funding of the County roads and related infrastructure, such as traffic lights, curbs and gutters, signage, and applicable 9-1-1 and fire communication services.

The Committee shall also be responsible for overseeing the participation of the staff of the Public Works and Engineering Department in joint initiatives with other Departments of the County of Renfrew or with external boards, agencies, local municipalities or government ministries.

2. Review, consider and make recommendations to County Council on any matters pertaining to policy of any nature which has effect upon the County Operations Committee. Receive from other committees and/or staff such reports as the Operations Committee may require for formulating recommendations to County Council.
3. Review and make recommendations to County Council regarding the organizational structure of the Public Works and Engineering Department. Organizational changes involving the reclassification of employees and increased staffing hours will also be submitted via the Human Resources Report to the Finance and Administration Committee for information.
4. Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and recommend to County Council such actions, including all by-laws as the Committee may deem necessary.
5. Provide the Finance & Administration Committee with draft budgets for consolidation. Recommend the annual departmental/operational budgets to County Council the budget workshop for consideration of County Council. Monitor the approved budget(s) related to the Operations Committee on an on-going basis throughout the year.
6. The Department head shall submit reports and recommendations pertaining to matters within the Committee's jurisdiction and Committee shall make recommendations to County Council on such matters.
7. The Committee is responsible for the dissemination and conveyance of information specific to County of Renfrew services related to the Operations Committee to local municipal councils, agencies, boards, external organizations, and the general public.

Note: The Presiding Officer shall have authority to add functional responsibility to the committee in the event of special projects or service shifts.

**TERMS OF REFERENCE FOR
THE DEVELOPMENT & PROPERTY COMMITTEE**

Composition:

The Development & Property Committee shall be comprised of members of County Council. The number of members and the appointments (including the appointments of Chair and Vice-Chair) shall be determined annually by County Council from recommendation of the Striking Committee.

General Scope of Responsibility:

1. Consider and make recommendations to County Council on program standards and funding for county buildings and properties, land use planning services, economic development services, native land claim, tourism, forestry, trails and the County's Geographic Information System.

The Committee shall also be responsible for overseeing the participation of the staff of the Development and Property Department in joint initiatives with other Departments of the County of Renfrew or with external boards, agencies, local municipalities or government ministries.

2. Review, consider and make recommendations to County Council on any matters pertaining to policy of any nature which has effect upon the County Development & Property Committee. Receive from other committees and/or staff such reports as the Development & Property Committee may require for formulating recommendations to County Council.
3. Review and make recommendations to County Council regarding the organizational structure of the Development and Property Department. Organizational changes involving the reclassification of employees and increased staffing hours will also be submitted via the Human Resources Report to the Finance and Administration Committee for information.
4. Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and recommend to County Council such actions, including all by-laws as the Committee may deem necessary.
5. Provide the Finance & Administration Committee with draft budgets for consolidation. Recommend the annual departmental budgets to the budget workshop, including the budget for the Ottawa Valley Tourist Association, for consideration of County Council. Monitor the approved budget(s) related to the Development and Property Committee on an on-going basis throughout the year.
6. The Committee will also be responsible for reporting to County Council on a number of non-County Committees as per the appointment of County Councillors to such Committees as outlined in the County's Striking By-law.
7. The Committee is responsible for the dissemination and conveyance of information specific to the County of Renfrew services related to the Development and Property

Committee to local municipal councils, agencies, boards, external organizations, and the general public.

Note: The Presiding Officer shall have authority to add functional responsibility to the committee in the event of special projects or service shifts.

**TERMS OF REFERENCE FOR
THE HEALTH COMMITTEE**

Composition:

The Health Committee shall be comprised of members of County Council and members of the City of Pembroke. The number of County Council members and the appointments (including the appointments of Chair and Vice-Chair) shall be determined annually by County Council from recommendation of the Striking Committee. The City of Pembroke shall be entitled to appoint two (2) members to the Committee for the Long Term Care Homes activities of the Committee.

General Scope of Responsibility:

1. Consider and make recommendations to County Council on policy matters relating to program standards, facility improvements, maintenance and funding of the Long Term Care Homes, Paramedic Services and the Renfrew County and District Health Unit. The Committee is also responsible for reviewing and making recommendations to County Council regarding submissions received from the County of Renfrew Emergency Management Coordinator.

The Committee shall also be responsible for overseeing the participation of the staff of the Emergency Services Department and the Long-Term Care Homes in joint initiatives with other Departments of the County of Renfrew or with external boards, agencies, local municipalities or government ministries.

2. Review, consider and make recommendations to County Council on any matters pertaining to policy of any nature which has effect upon the County Health Committee. Receive from other committees and/or staff such reports as the Health Committee may require for formulating recommendations to County Council.
3. Review and make recommendations to County Council regarding the organizational structure of Bonnechere Manor, Miramichi Lodge and the Emergency Services Department. Organizational changes involving the reclassification of employees and increased staffing hours and new positions will also be submitted via the Human Resources Report to the Finance and Administration Committee for information.
4. Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and shall recommend to County Council such action including all by-laws as the Committee may deem necessary.
5. Provide the Finance & Administration Committee with draft budgets for consolidation. Recommend the annual departmental/operational budgets to the budget workshop for consideration of County Council.
6. The Department heads shall submit reports and recommendations pertaining to matters within the Committee's jurisdiction and Committee shall make recommendations to County Council on such matters.
7. The Committee is responsible for the dissemination and conveyance of information specific to County of Renfrew services related to the jurisdiction of the Health

Committee to local municipal councils, agencies, boards, external organizations, and the general public.

Note: The Presiding Officer shall have authority to add functional responsibility to the committee in the event of special projects or service shifts.

**TERMS OF REFERENCE FOR
THE SOCIAL SERVICES COMMITTEE**

Composition:

The Social Services Committee shall be comprised of members of County Council. The number of members and the appointments (including the appointments of Chair and Vice-Chair) shall be determined annually by County Council from recommendation of the Striking Committee.

General Scope of Responsibility:

1. Consider and make recommendations to County Council on policy matters relating to program standards, facility improvements, maintenance and funding of the County Social Services which includes Ontario Works, Child Care and Social Housing. The members of the Social Services Committee are also directors of the Renfrew County Housing Corporation and the following three members of the Housing Corporation are not members of the Committee: CAO James Hutton, Chief Executive Officer of RCHC; Treasurer/Deputy Clerk James Kutschke, Treasurer of RCHC; and Director of Social Services David Anderson, Chief Operating Officer of RCHC.

The Committee shall also be responsible for overseeing the participation of the staff of the Social Services Department in joint initiatives with other Departments of the County of Renfrew or with external boards, agencies, local municipalities or government ministries/agencies.

2. Review, consider and make recommendations to County Council on any matters pertaining to policy of any nature which has effect upon the County Social Services Committee. Receive from other committees and/or staff such reports as the Social Services Committee may require for purposes of formulating recommendations to County Council.
3. Review and make recommendations to County Council regarding the organizational structure of the Social Services Department. Organizational changes involving the reclassification of employees and increased staffing hours will also be submitted via the Human Resources Report to the Finance and Administration Committee for information.
4. Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and recommend to County Council such action including all by-laws as the Committee may deem necessary.
5. Provide the Finance & Administration Committee with draft budgets for review and consolidation. Recommend the annual departmental budgets to the budget workshop for consideration of County Council. Monitor the approved budget(s) related to the Social Services Department and its divisions, including the separate Renfrew County Housing Corporation, on an on-going basis throughout the year.
6. The Department head shall submit reports and recommendations pertaining to matters within the Committee's jurisdiction and Committee shall make recommendations to County Council on such matters.

7. The Committee is responsible for the dissemination and conveyance of information specific to County of Renfrew services related to the Social Services Committee to local municipal councils, agencies, boards, external organizations, and the general public.

Note: The Presiding Officer shall have authority to add functional responsibility to the committee in the event of special projects or service shifts.