



THE CORPORATION OF
THE COUNTY OF RENFREW

BY-LAW NUMBER 153-24

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

2025



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COUNTY OF RENFREW**BY-LAW NUMBER 153-24****A BY-LAW TO GOVERN THE PROCEEDINGS OF THE
COUNCIL AND COMMITTEES OF THE COUNTY OF RENFREW**

WHEREAS pursuant to Section 238 (2) 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 procedural 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:

SECTION 1 – INTERPRETATION**1.1 General**

- a) The rules and regulations contained in this By-law shall be observed in all proceedings of Council to which they apply and shall be the rules and regulations for the order and dispatch of business at meetings of Council and all Committees thereof except where expressly provided.
- b) Committees may not pass a motion to suspend the rules of this By-law.
- c) Subject to the right of appeal, the Chair shall be responsible for interpreting the rules of procedure under this By-law with the advice and assistance of the Clerk.
- d) Where procedural matters of Council or Committees of Council are not governed by the *Municipal Act, Municipal Conflict of Interest Act* or provisions of this By-law, Robert's Rules of Order most recent edition shall apply.
- e) The Clerk shall, during regular office hours, on request of any Member, furnish them with a paper or electronic copy or copies of any paper or electronic document in their possession as Clerk of which Council has taken cognizance.
- f) 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.
- g) The Clerk or an employee of the County designated by the Chief Administrative Officer or the Clerk will be the Recording Secretary.

SECTION 2 – DEFINITIONS

“Acting Warden” means the most recent Past Warden who is a member of Council. If none, it means the Councillor with the longest continuous service.

“Ad Hoc” Committee means a special purpose Committee that may be of limited duration, created by Council through the Striking By-law to inquire and report on a particular matter or concern, and which dissolves as directed by Council. An Ad Hoc Committee may include non-elected individuals.

“Agenda” means the written sequence of business under consideration at a meeting.

“Announcements” means a public announcement on matters of public or community interest that are made by a Member, once recognized by the Chair. The announcements shall not require future action by Administration and no motion is required.

“By-law” means the legislative intent behind the requirement: that powers of Council be exercised by by-law is to ensure due deliberation by Councils of all important policy matters through the more formal procedure prescribed for the enactment of a by-law: *Ottawa (City) v. Letourneau* (2005), 2005 Carswell Ont 224 (S.C.J.).

“Chair” means the Member who presides at a Council, Committee of the Whole, Ad Hoc, Steering or Sub-Committee meeting.

“Chief Administrative Officer” means the Chief Administrative Officer (CAO) or designate duly appointed by the Council as prescribed in Section 229 of the *Municipal Act*, as appointed by by-law.

“Clerk” means the Clerk of the Corporation of the County of Renfrew as prescribed in Section 228 of the *Municipal Act*, as appointed by by-law.

“Closed Session” means a meeting or part of a meeting closed to the public as prescribed in Section 239 of the *Municipal Act*.

“Committee” means any Committee of the Whole, Standing, Steering, Ad Hoc, or Sub-Committee unless otherwise stated.

“Committee of the Whole (COTW)” means a Committee comprised of all Members of Council.

“Committee Recommendation” means a resolution passed by Committee during a meeting which is subject to approval by Council at the next Council meeting.

“Communications” shall include, but is not limited to, letters, memos, notices, emails, faxes, petitions, brochures, newspaper/magazine articles, etc.

“Community Events” shall be deemed any event that requests the presence of the Warden. These may include but are not limited to opening ceremonies, fund raisers/charity events, community celebrations and local fairs.

“Confidential Item” shall include the following:

- i. any matter marked “confidential”;
- ii. any matter or item of a confidential nature which has not been lawfully published, disclosed or provided to the public by the County, or introduced, received or made available to the public at a public meeting or information session;
- iii. a record of any matter in respect of which a meeting or part of a meeting may or shall be closed to the public pursuant to the *Municipal Act* or under this By-law;
- iv. any matter which could form the subject matter of an exemption from disclosure or a prohibition against disclosure, pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*; and
- v. any matter which the County is prohibited from disclosing pursuant to any contract, legislation or other lawful authority.

“Confirmatory By-law” means a By-law passed prior to adjournment of every Council meeting to confirm the resolutions and actions of Council taken at that meeting.

“Consent Reports” may include any Committee of the Whole reports that are deemed to be of an administrative nature and/or being received as information and/or do not require action or direction.

“Council” means the Municipal Council of the Corporation of the County of Renfrew in accordance with the County of Renfrew Council Composition By-law in effect.

“Council Meeting(s)” shall include Regular and Special Meetings of the Council of the Corporation of the County of Renfrew.

“Councillor” means a person elected or lawfully appointed to County Council by a resolution of a Local Municipal Council in accordance with the County of Renfrew Council Composition By-law in effect.

“County” means the Corporation of the County of Renfrew.

“Debate” means discussion on the merits of the question/motion and whether the proposed action should or should not be taken.

“Delegation” means a person or group of persons, who are not Members of Council or County Staff, who have requested and are permitted to address Council or Committee, individually or on behalf of a group, on a matter on the Agenda for that meeting in accordance with the provisions of this By-law.

“Department Head” means the person or designate in charge of a County Department.

“Deputy Warden” means the member of Council appointed, by By-law or resolution, to attend ceremonial functions or events in the absence of the Warden.

“Electronic Meeting” means a meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or another means) as determined by the CAO or Clerk, and with or without in person attendance.

“Emergency Management Act” means the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E. 9, as amended*.

“Ex-Officio” means the Warden who by virtue of office shall be a member of all Committees and shall have the same rights and privileges as other Members of the respective Committee.

“Hybrid Meeting” means a meeting where some Members of Council participate electronically and a quorum of Members is present.

“Lame Duck Council” means that Council has certain limitations in the year of an election.

“Local Board Member” means a member of a municipal service board, transportation commission, public library board, board of health, police service board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.

“Majority Vote” means, except as otherwise expressly provided in this By-law, a simple majority of the votes cast (i.e. 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 in effect, 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.

“Matter” shall include any record, communication, report, presentation, item, document or information, or the contents, or any part thereof, as the context permits.

“Meeting” means any regular, special, or other meeting of Council or Committee where a quorum of Members is present and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council or Committee.

“Meeting Schedule” shall be deemed the Council/Committee Schedule containing the dates of Council and Committee of the Whole meeting dates, including other reserved dates confirmed each year by resolution of Council.

“Member” means a Member of Council or a Committee and includes the Chair.

“Minutes” means a record of what was done at a meeting, without note or comment.

“Municipal Act” means the *Municipal Act, 2001, S.O. 2001, c.25, as amended* from time to time.

“New/Other Business” means business that is not currently listed on the Agenda that is of an urgent, time sensitive, congratulatory or condolence nature.

“Notice of Meeting” means the prescribed timelines by which Members and/or the public are required to be provided information pertaining to scheduled meetings.

“Past Warden” means a previous Warden, who is a member of County Council.

“Pecuniary Interest” means a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M. 50, as amended*.

“Point of Order” means any alleged breach of the rules or irregularity in the proceedings of a meeting.

“Point of Privilege” means a statement calling attention to a matter where the integrity of an individual (personal) or the entire Council is perceived to be in question.

“Presentation” means the occurrence when, staff, an individual or group have been invited to present information to Council or Committee. Presentations will differ from delegations as they will be presenting information to Council such as updates from municipal partners, agencies, auditors, solicitors, consultants, other levels of government, etc.

“Public Information Session” shall be deemed a meeting held for the purpose of presenting proposals and issues, educating and informing and/or receiving input.

“Public Meeting (Statutory)” shall be deemed a meeting held for the purpose required under an Act or Regulation.

“Quorum” subject to any other applicable statutory provisions, means the minimum number of Members that must be present at a meeting to make the proceedings of that meeting valid, as established by the *Municipal Act, 2001*.

“Recess” means a break from a meeting.

“Recorded Vote” means the recording of the names and votes of every Member voting on any matter or question.

“Resolution” means a formal expression of opinion or intention by Council.

“Rules” or “Rules of Procedure” means the rules and regulations provided in this By-law.

“Special Enquiry” includes a request for detailed investigative, statistical or technical information or study.

“Special Meeting” means a meeting other than a regularly scheduled meeting called pursuant to the *Municipal Act* or the provisions of this By-law.

“Standing Committee” means a Committee of Council constituted to perform a continuing function and which has a continuous existence. For the purpose of this By-law the Committee of the Whole is deemed to be a Standing Committee.

“Steering Committee” includes any Steering Committee or task force established by Council and approved through a resolution of Council, consisting exclusively of Members, which goes out of existence as soon as it has completed a specified task.

“Striking Committee” shall be deemed a Committee of Council for the purpose of preparing recommendations for appointments to Boards and Commissions, Ad Hoc, Steering and Sub-Committees and other duties as approved by Council.

“Sub-Committee” includes any Sub-Committee established by a resolution of Council which has a continuing existence.

“Summer Recess” shall be deemed to be the month of July each year where no Committee of the Whole or Council meetings are held unless a Special Meeting is called via petition or majority of Council.

“Time Sensitive” means a matter in which delaying a decision could negatively impact the Corporation. Shall also mean information that is only relevant or applicable for a specific period of time.

“Two-thirds Vote” means the affirmative vote of at least two-thirds of the Members present and eligible to vote.

“Urgent” means a matter which if not dealt with may have serious ramifications, including but not limited to, the inability to address or influence the matter at a later date.

“Warden” means the Member of Council duly elected as the Warden for a defined term by Council and by virtue of their office is Head of Council, Chair of Council, and an Ex-Officio Member of all Committees.

“Weighted Vote” means the number of votes exercised by each Member where a Recorded Vote is requested by a Member at meetings of Council, in accordance with the Weighted Vote By-law in effect and included in this By-law as Schedule ‘F’. The 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 Council, however, no individual municipality shall have greater than 24% of the total weighted vote.

“Working Group” includes any group established by Council which has either a continuous existence or which goes out of existence as soon as the specified task is completed. The membership of the group shall be comprised of staff, Members, and laypersons, as appropriate.

The membership of a working group shall consist of less than 50% Council and/or Local Board Members (a minimum of two (2) Members of Council).

SECTION 3 – COUNCIL

3.1 Role of the Warden

The Warden shall:

- a) act as chief executive officer of the municipality;
- b) preside over Council meetings so that its business can be carried out efficiently and effectively;
- c) provide leadership to the Council;
- d) provide information and recommendations to the Council with respect to the role of Council;
- e) represent the municipality at official functions;
- f) uphold and promote the purposes of the municipality;
- g) promote public involvement in the municipality's activities;
- h) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally;
- i) participate in and foster activities that enhance the economic, social, environmental well-being of the municipality and its residents;
- j) represent the County at the Eastern Ontario Wardens' Caucus; and
- k) carry out the duties of the Head of Council under the *Municipal Act* or any other Act.

3.2 Role of Council Members (Including Alternates)

In accordance with the *Municipal Act*, Members shall:

- a) represent the public and consider the well-being and interests of the municipality;
- b) develop and evaluate the policies and programs of the municipality;
- c) determine services the municipality provides;
- d) ensure the administrative practices and procedures are in place to implement the decisions of Council;
- e) maintain the financial integrity of the municipality;
- f) carry out the duties of Council under applicable By-laws or Acts;
- g) come prepared to every meeting by having read all the material supplied, including Agendas and confidential reports, to facilitate discussion;
- h) respect and adhere to the policies and procedures set by Council and will under no circumstances take it upon themselves, individually to circumvent established policies and procedures;
- i) not have the authority to direct Department Heads or staff;
- j) direct general questions or comments to the appropriate Department; and
- k) dress in business attire for all Council meetings and may dress in business casual attire for all other meetings.

SECTION 4 – MEETINGS

4.1 First Meeting (Inaugural) - Municipal Election Year

The first meeting of Council following each municipal election shall be considered the Inaugural Meeting of Council. The Inaugural Meeting will be held on the second Wednesday in December commencing at 9:30 a.m. The purpose of the meeting is to swear in Council-elect and for conducting the elections for Warden for a one (1) year term and the appointment of Members to Committees and Boards for the ensuing year.

4.2 First Meeting (Inaugural) Agenda - Order of Proceedings

The content of the Agenda of the Inaugural Meeting and its proceedings shall include:

- a) Call to Order by Clerk
- b) Land Acknowledgment
- c) Acknowledgement of Municipal Clerks' Certificates
- d) Oath of Office from Members of Council
- e) Roll Call
- f) Introduction of CAO
- g) Procedure for Nomination of Warden
- h) Procedure for the Election/Acclamation of Warden
- i) Warden Election Results
- j) Oath of Office of Newly Elected/Acclaimed Warden
- k) Warden's Address
- l) Greetings from Dignitaries
- m) Report from Striking Committee
- n) Warden's Invitation for Deputy Warden Candidates
- o) Confirming By-law
- p) Adjournment

4.3 First Meeting - Non-election Years

The First meeting of Council in Years Two, Three and Four shall be held on the second Wednesday of December beginning at 9:30 a.m.

The purpose of the meeting is to conduct the elections for Warden for a one (1) year term and the establishment of the Striking Committee for a one (1) year term.

4.4 First Meeting Agenda - Non-election Year - Order of Proceedings

The content of the Agenda of Years Two, Three and Four and its proceedings shall include:

- a) Call to Order by Clerk
- b) Land Acknowledgment
- c) Roll Call
- d) Introduction of CAO
- e) Procedure for Nomination of Warden
- f) Procedure for the Election/Acclamation of Warden
- g) Warden Election Results
- h) Oath of Office of Newly Elected/Acclaimed Warden
- i) Warden's Address

- j) Greetings from Dignitaries
- k) Report from Striking Committee
- l) Warden's Invitation for Deputy Warden Candidates
- m) Confirming By-law
- n) Adjournment

4.5 Place of Meeting

All 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 established by Council resolution. Applicable meetings of Council will be broadcast, where possible, through live streaming, and will be made available on the County's YouTube page.

A Committee may determine from time to time to hold a meeting at a different location or time, as established by Council resolution.

4.6 Date and Time

All Regular Meetings of Council shall be held on the second and fourth Wednesday of every month at the hour of 9:30 a.m., or as otherwise scheduled due to Statutory Holidays, as outlined in the annual Council and Committee Calendar. During the fourth quarter of each calendar year, the Clerk shall prepare a report to Council identifying the following year's meeting schedule to be adopted by Council and posted on the County's website.

4.7 Cancellation of Meeting

The Clerk, with the approval of the Warden, may cancel a meeting of Council when, in their opinion, there is sufficient cause to do so (i.e. in the case of extreme emergency conditions).

4.8 Notice of Regular Council Meeting

No notice shall be given of any Regular Council meeting unless the day of the meeting is other than provided for in Section 4.6 or as adopted by Council. The Agenda shall be considered as adequate notice of Regular, Special or Emergency Meetings.

4.9 Exceptions to Regular Meeting Schedule

- a) Exceptions to regular meeting schedule will be upon resolution of Council.
- b) **Summer recess** - There shall be no Regular meeting held in the month of July. Meetings of a time sensitive matter may be at the call of the Chair, if required.
- c) **December meetings** - In all years, there shall only be one regular meeting held in December, as per the published meeting calendar.

4.10 Special Meetings - Warden

In addition to Regular Meetings, the Warden may at any time summon a Special Meeting of Council by giving direction to the Clerk stating the date, time and purpose of the Special Meeting.

4.11 Special Meetings - Members of Council

Upon request by the majority of the Members, the Clerk shall summon a Special Meeting for the purpose and at the date and time mentioned in the petition.

4.12 Notice of Special Meeting

The Clerk shall give all Members notice of a Special Meeting of Council at least forty-eight (48) hours before the time appointed for such meeting.

4.13 Delivery Notice of Special Meeting

Notice may be given to Members by delivering a notice personally by leaving such notice at their residence or place of business, or by electronic mail, or by telephone, or by other electronic means.

4.14 Nature of Business

The written or verbal notice to be given shall indicate the nature of the business to be considered at the Special Meeting and, the date, time and place.

4.15 No Other Business

No business other than that stated in the notice shall be considered at the Special Meeting.

4.16 Posting of Public Notice of Special Meeting

Posting of all public notices will be accomplished by posting on the County's official website with a minimum of twenty-four (24) hours' notice.

4.17 Emergency Meeting

Notwithstanding any other provision of this By-law, an Emergency Meeting may be held, without written notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk, or designate, to notify the Members about the meeting as soon as possible and in the most expedient manner available. The only business to be dealt with at an Emergency Meeting shall be business dealing directly with the emergency or extraordinary situation.

4.18 Meetings Open to Public

Meetings of the Council and its Committees shall be open to the public with the exception of those meetings as provided within this By-law and as provided for under Section 239 of the *Municipal Act*.

4.19 Closed to Public - Meeting Subject Matters

Under Section 239 of the *Municipal Act* a meeting or part of a meeting of the Council or Committees may be Closed to the public if the subject matter being considered is:

- a) The security of the property of the municipality or local board;
- b) Personal matters about an identifiable individual, including municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the municipal or local board;
- d) Labour relations or employee negotiations;

- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipal 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 Session under another Act;
- h) Information explicitly supplied in confidence to the municipal or local board by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipal or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Other criteria

- l) A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission, or other body is the head of an institution for the purposes of that Act; or
- m) An ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1).

Educational or training sessions

- n) A meeting of a council or local board or of a committee of either of them may be Closed to the public if the following conditions are both satisfied:
 - i) the meeting is held for the purpose of educating or training the Members.
 - ii) at the meeting, no Member shall discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

4.20 Closed Resolution

Prior to holding a meeting which is closed to the public, Council or the Committee shall pass a resolution stating the purpose of the holding of the Closed Session and including the general nature of the matter to be considered at the Closed Session.

4.21 Vote in Closed

No vote may be taken except on a procedural matter or for giving of directions or instruction to officers, employees or agents of the County or persons retained by or under contract with the County, on a matter that can be discussed in Closed Session set out in this By-law and the *Municipal Act*.

4.22 Rise from Closed Session

Upon rising from Closed Session, Council shall bring forward any matter to be voted on in Open Session that did not fall under the exceptions in Section 239 of the *Municipal Act*.

4.23 Closed to Public (Education and Training)

In the case of a meeting under, Closed to Public - Meeting Subject Matters, "Education or Training Sessions", the fact of the holding of the Closed Session, the general nature of its subject matter and that it is to be closed under that section shall be declared within the Resolution required under "Education or Training Sessions".

4.24 Confidential Matters

Members are to ensure that confidential matters disclosed to them during meetings closed to the public, are kept confidential. All deliberations while in Closed Session shall remain confidential unless otherwise agreed upon by the majority vote of Council. Only the final results of the deliberations may be made public when such disclosure is authorized by Council. Any Member, who contravenes the confidentiality clause, may be subject, by majority vote of the Council, to penalties in accordance to the County's adopted Council Code of Conduct in effect. The obligation to keep information confidential applies even if the Member ceases to be a Member.

4.25 Enquiries Regarding Closed Sessions

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

4.26 Workshops, Orientation and Information Sessions with Outside Participants

Workshops and information sessions are informal and broad discussions among a quorum or non-quorum of Members with the assistance of staff and, as appropriate, with guests or attendee participation beyond the Members. Sessions of this nature are for the purpose of educating or training the Members and to seek Council insight and feedback. At no time shall a workshop or information session materially advance the business or decision-making of the Council or Committee.

4.27 Electronic Participation - Quorum and Voting

Members of Council, Local Boards and Committees may participate electronically in Open and Closed Regular and Special Meetings and shall be afforded all the same rights, privileges, and obligations as if physically present.

SECTION 5 – DUTIES**5.1 Preparation by Members**

Members of Council shall make every effort to come prepared to Council meetings by having reviewed all the material supplied, including Agendas and reports, to facilitate discussion and the determination of action at the meeting. Whenever possible, the

Members shall make appropriate inquiries to administration staff when seeking clarification of material provided.

5.2 Leave Meeting

Whenever possible, Members shall provide the Clerk with notice prior to the commencement of a Meeting of their intent to leave the meeting early.

5.3 Report Requests

All requests for substantive reports from staff of the Corporation shall be by Council resolution, which shall identify the appropriate Department or Director and objectives of the report.

5.4 Interference

No Members(s) shall have the authority to direct or interfere with the performance of any work by administration of the County. All inquiries shall be directed through the Office of the Chief Administrative Officer.

5.5 Order

The Chair shall preside over the conduct of meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council or Committee, as the case may be and to enforce the Rules of Procedure.

5.6 Speakers

The Chair shall recognize any Member who wishes to speak and determines the order of the speakers.

5.7 Motions

The Chair shall receive and submit in the proper manner, all motions presented by Members and to put to vote all questions, which are duly moved, and to announce the result.

5.8 Point of Order - Inform Members

It shall be the duty of the Chair to inform the Members on any Point of Order.

5.9 Chair - Motion and Debate

The Chair may speak and/or vote on any question, but if they wish to make a motion, they shall first leave the Chair by designating the Vice-Chair to Chair the meeting. Should the Vice-Chair be absent, another Member shall be designated to act in their stead until such time as the motion(s) and any amending motion to the main question has been decided upon and after which they shall resume the Chair.

5.10 Restrain Member

It shall be the duty of the Chair to restrain Members, within the rules and procedures when engaged in debate.

5.11 Authentication

It shall be the duty of the Chair to authenticate, by signature when necessary, all By-laws, resolutions and minutes approved by Council.

SECTION 6 – CONDUCT DURING MEETINGS**6.1 Sovereign - Royal Family**

No Member shall speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor or any Provincial representative or any Members of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

6.2 Members of Council - County Administration

No Member shall speak disrespectfully, nor shall they use offensive words in or against Members of the Council or any Member thereof including employees of the County of Renfrew.

6.3 Decisions of Council

No Member shall criticize any decision of the Council except for the purpose of moving that the question be reconsidered. Members may indicate the manner in which they voted and the reasons why.

6.4 Breach of Rules

Members shall refrain from harmful conduct to the County or its purposes. No Member shall breach the rules of the Council, or a decision of the Chair or of the Council as a whole on questions of order or practice, or upon the interpretation of the rules of Council and its rules of procedure. In the case where a Member persists in any such breach after having been called to order by the Chair, the Chair may order that such Member leave their seat for the duration in which the meeting is being held.

6.5 Disorder of Meeting

It shall be the duty of the Chair to adjourn the meeting without the question being put or to suspend or recess the sitting for a time to be named if considered necessary because of grave disorder arising in the meeting.

6.6 Power to Expel

The Chair may expel any person for improper conduct at a meeting.

6.7 Respect to the Chair

Any person, while attending a meeting in session and who must withdraw themselves from the Council Chamber, shall not do so without first turning towards the Chair as they withdraw and bow in such a manner that any person in attendance may know their intention is to withdraw from the Council Chamber.

6.8 Recording of Meetings

Members of the public, including accredited and other representatives of any news media, may use cameras, recording equipment, television cameras, and any other

devices of a mechanical, electronic, or similar nature to transcribe or record Open Session proceedings of Council and Committees. These devices may not be used in such a way as to obstruct or disrupt the proceedings of the meeting.

All Council meetings will be recorded by County staff and live streamed (where/when possible) with the exclusion of Closed Session meetings. Recordings of meetings shall not be used or considered as meeting minutes.

6.9 Public Participation at Meetings

An attendee shall not participate in a meeting unless listed on the Agenda as a Delegation or Presentation and shall be subject to the rules and procedures of this By-law.

- a) No person, except a Member or an authorized employee of the County, shall be allowed to come on the Council floor during a Council meeting without permission of the Chair.
- b) No person except a Member 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.

6.10 Meeting Conduct

No person shall:

- a) disturb a meeting by any disruptive or distracting conduct, including private conversations among Members or Attendees at a meeting;
- b) use profane or offensive words or insulting expressions;
- c) disobey the rules of procedure;
- d) rise from their seat or make any noise or disturbance while a vote is being taken;
- e) speak until they have been recognized by the Chair;
- f) display signs, placards, applaud, heckle or engage in telephone or other conversation or any behavior which may be considered disruptive;
- g) put into question the municipal employee's personal or professional integrity; and
- h) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation/identification, age, colour, marital status, family status or disability.

6.11 Cell Phone and Electronic Devices

All cell phones and electronic devices not required for conducting a meeting shall be either turned off or otherwise set so as not to emit any audible sound during a meeting.

SECTION 7 – RULES OF DEBATE

7.1 Addressing the Chair

Any Member, previous to speaking on any motion, shall indicate their desire to speak by raised hand and shall not speak until recognized by the Chair.

7.2 Order of Speaking

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

7.3 Speaking Through the Chair

The Chair shall recognize the Members in the order they indicate their desire to speak; be acknowledged by the Chair; and shall address all questions, "Through the Chair".

7.4 Interruption

When a Member is speaking, no other Member shall pass between the speaker and the Chair or interrupt the speaker except to raise a "Point of Privilege" or raise a "Point of Order".

7.5 Subject of Debate

No Member shall speak on any subject other than the subject that is currently being debated.

7.6 Motion Read

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

7.7 Time Limit

No Member shall speak more than twice to the main question and no longer than five (5) minutes on any question, except in explanation of a material part of the debate, which may have been misunderstood, but they may not introduce new matter. A right of reply may be allowed to a Member who has made a substantive motion to Council, and no Member shall speak to the same question or in reply, without permission of the Chair.

7.8 Question on Motion

A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion.

7.9 Motion Seconded Before Debate

All motions shall be seconded before being debated and voted on.

SECTION 8 – QUORUM**8.1 Call to Order - Quorum Present**

As soon after the hour fixed for holding the meeting of the Council, as there is a quorum present, the Chair shall call the meeting to order.

8.2 Non-Quorum Time Limit

If there should be no quorum present within fifteen (15) minutes after the time fixed for holding the meeting of the Council, the Chair shall call the roll and the Clerk shall take down the names of the Members present.

8.3 Permitted Motions Without Quorum

Should there be no quorum at a duly called meeting, **one** of the following three motions can be legally called:

- a) **Motion to Adjourn** - By calling this motion, all matters listed on the Agenda shall be brought forward at the next regularly scheduled meeting.
- b) **Motion to Recess** - The Chair may call for a recess and request that the Members missing be called to inquire as to their attendance.
- c) **Motion to Set the Time to which to Re-convene the Meeting** - The Chair may request to re-set the meeting to another date and time set before the next regular meeting to deal with matters listed on the Agenda.

There can be no other motion that would advance the business of the Council legally permitted.

8.4 Warden Absent

In the case of the Warden not attending within fifteen (15) minutes after the hour fixed for holding the meeting of the Council, and provided that a quorum is present, the Clerk shall call the meeting to order and shall call on the Immediate Past Warden, who is a Member of Council and who shall preside until the arrival of the Warden. When presiding, the Immediate Past Warden shall have the same authority as the Warden while presiding the meeting.

8.5 Past Warden Also Absent

Should the Immediate Past Warden not be a Member; the Clerk shall call the meeting to order, and the Members shall appoint a Chair amongst themselves to preside until the arrival of the Warden. The selected Chair shall have the same authority as the Warden while presiding the meeting.

8.6 Remedy for Lack of Quorum - Municipal Conflict of Interest Act

Where the number of Members who, by reason of the provisions of the *Municipal Conflict of Interest Act*, are disabled from participating in a meeting is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then despite any other general or special Act, the remaining number of Members shall be deemed to constitute a quorum, provided that such a number is not less than two (2).

SECTION 9 – MINUTES

9.1 Contents Recorded by Clerk

The Clerk shall prepare and cause the minutes to be taken of each meeting of Council and which shall include:

- a) The place, date and time of the meeting;
- b) The name of the Chair or Officers and the record of the attendance of the Members;
- c) Members who enter after the commencement of a meeting or leave prior to adjournment, the time shall be so noted in the minutes;

- d) To record, without note or comment, all resolutions, decisions and other proceedings of the Council;
- e) To record all pecuniary interests declared by Members and identify that the Member has recused themselves from discussion or vote on the declared matter, when the subject matter is brought up for debate;
- f) If required by any Members present at a vote, to record the name and vote of every Member voting on any matter or question.

9.2 Minutes - Closed Session Meeting

Minutes of Closed Sessions shall be adopted after rising from Closed Session with a resolution in Open Session. The contents of the minutes shall not be disclosed but shall include the following:

- a) The time and place of the meeting;
- b) Those Members in attendance and the Chair;
- c) Disclosures of pecuniary interest, if any, but not the general nature thereof;
- d) Directions given to officers, employees or agents of the County or persons retained by or under contract with the County; and
- e) Should any Member wish to discuss or contend error or omission in the draft minutes, the meeting shall go into Closed Session.

SECTION 10 – ORDER OF BUSINESS – AGENDA

10.1 Agenda - Content

Agendas for Regular Council meetings shall be generally formatted by the Clerk under the following headings but modifications to the order of business may be affected by the Clerk without an amendment to this By-law.

10.2 Regular Council Agenda

The business of the Council, for a regular meeting shall in all cases, be taken up in the following order, once the Chair has brought the meeting to order, unless otherwise decided by a majority vote of the Members present.

The Clerk shall prepare an Agenda under the following headings for the use of Members at Regular Council meetings:

- a) Call to Order
- b) Welcome and Land Acknowledgement
- c) Moment of Silent Reflection
- d) National Anthem
- e) Roll Call
- f) Disclosure of Pecuniary Interest
- g) Adoption of the Minutes of the Previous Council Session
- h) Warden's Address
- i) Delegations and Presentations
- j) Correspondence
- k) Committee Reports
- l) Consent Items
- m) Staff Reports – Direction

- n) Closed Session
- o) Rise from Closed Session
- p) Matters Arising from Closed Session
- q) Reports from Representatives Appointed to External Boards
- r) Notices of Motion
- s) Members' Written Motions
- t) Announcements
- u) New Business
- v) By-laws
- w) Confirmatory By-law
- x) Adjournment

10.3 Committee of the Whole Agenda

The business of the Committee of the Whole shall be taken up in the following order, once the Chair has brought the meeting to order, unless otherwise decided by a majority vote of the Members present.

The Clerk, in consultation with the Chair, shall have prepared for the use of the Members at all meetings, an Agenda as follows:

- a) Call to Order
- b) Disclosure of Pecuniary Interest and the General Nature Thereof
- c) Approval of Minutes
- d) Delegations and Presentations
- e) Communications
- f) Consent Reports
- g) Discussion Reports
- h) Deferred Reports
- i) Verbal Reports
- j) Closed Session
- k) Rise from Closed Session
- l) Matters Arising from Closed Session
- m) New/Other Business
- n) Adjournment

10.4 Steering and Sub-Committee Meeting Agendas

The Clerk, in consultation with the Chair, shall have prepared for the use of the Members at Steering and Sub-Committee meetings, an Agenda as follows:

- a) Call to Order
- b) Welcome and Land Acknowledgement
- c) Roll Call
- d) Disclosure of Pecuniary Interest and the General Nature Thereof
- e) Approval of Minutes
- f) Business
- g) New/Other Business
- h) Next Meeting
- i) Adjournment

10.5 Delivery of Agenda

The Agenda shall be delivered electronically to each Member by the Clerk's Office no later than 12:00 noon, five (5) calendar days prior to the scheduled Regular Council meeting and will be posted on the County website.

SECTION 11 – WELCOME AND LAND ACKNOWLEDGEMENT

- 11.1** The Council Meeting shall commence with a land acknowledgement statement read by the Chair. Acknowledging territory shows recognition of and respect for Aboriginal Peoples. It is recognition of their presence, both in the past and the present. Recognition and respect are essential elements of establishing healthy, reciprocal relations. These relationships are key to reconciliation, a process to which the County of Renfrew is committed.

SECTION 12 – DISCLOSURE OF INTEREST**12.1 Disclosing**

All Members shall govern themselves at any meeting in accordance with the current legislation respecting any disclosure of interest they may have in accordance to the *Municipal Conflict of Interest Act*. It is further the responsibility of all Members to identify and publicly disclose any interest.

12.2 No Influencing

The Members shall disclose the interest including the general nature thereof, prior to any consideration of the matter and shall not take part (with the exceptions as noted under Section 5.2 (1) of the *Municipal Conflict of Interest Act*) in the discussion of or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

12.3 Closed Session

Where the meeting is not open to the public, the Member shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

12.4 Absent from a Meeting

Where a Member is absent from a meeting, which includes a matter on which they have an interest, the Member shall disclose this interest at the next public meeting they attend.

12.5 Written Declaration

The declaration of interest shall be provided in a written statement to the Clerk or the Secretary of Committee or Local Board (as the case may be) and shall be recorded in the minutes of the meeting and where the meeting was open to the public, the general nature of such declaration.

12.6 Declaration - Record - Meeting Closed to the Public

Where the declaration of interest is made on a matter that is not open to the public, the Members shall provide in a written statement to the Clerk or the Secretary of

Committee or Local Board (as the case may be), declare the interest, but not the general nature of that interest and shall be recorded in the minutes of the next meeting that is open to the public.

12.7 Maintaining a Registry

A Registry shall be kept by the Clerk on every written statement made by Members of the general nature of the declared interest and the Registry shall be available for public inspection.

12.8 Non-Compliance

The failure of one or more Members to comply with this section shall not affect the validity of the meeting regarding the said matter. If a Member inadvertently fails to disclose an interest at the meeting of the subject matter, the Member shall disclose at the next available meeting, offer an apology and same shall be recorded in the minutes.

SECTION 13 – ADOPTION OF MINUTES

13.1 Last Meeting(s)

Minutes of the last regular meeting of Council, Committee of the Whole, and of all Special or Emergency Council meetings held subsequent to the last regular meeting, shall be included in the Agenda and may be adopted by Council without having been publicly read at the meeting at which the question of their adoption is considered. By prior distribution of the minutes to all Members, it is understood that the minutes have been read. Once the minutes have been adopted, they shall be signed by the Warden and the Clerk.

SECTION 14 – REPORTS FROM REPRESENTATIVES APPOINTED TO EXTERNAL BOARDS

- 14.1** Reports from Representatives that are appointed to external boards may supply written reports to the Clerk to be distributed to Council.

SECTION 15 – DELEGATIONS AND PRESENTATIONS

15.1 Delegation and Presentation Request Deadline

Persons desiring to address Council for the purpose of making a presentation with respect to items for Council consideration that fall under the Council's mandate shall be heard at a Council meeting, with those delegations having submitted their request in writing to the Clerk no later than 12:00 noon, eight (8) calendar days prior to the meeting of Council. The Clerk shall determine the order in which they appear on the Agenda.

Delegation requests to address a matter on an Agenda which has been posted is set out in this By-law.

15.2 Number of Presentations and/or Delegations

On any given Regular Council meeting, the number of delegations shall be limited to three (3). Any future delegations would then be invited to a subsequent meeting of

Council. The Clerk, upon consultation with the Warden, may increase the number of permitted delegations due to the nature and/or timing requirements of the matter.

15.3 Material

Written material to be distributed to Council shall be submitted to the Clerk within the same timeframe as in this By-law, along with their request to appear as a Delegation. The notice shall clearly specify the business to be presented, who the spokesperson(s) shall be and the date at which the delegation wishes to be entertained, in order that the material can be circulated with the Agenda.

15.4 Delegation Time Limit

Delegations and presentations shall be limited to a maximum of ten (10) minutes. This does not include answering questions from Council. Upon request and due to special circumstances, the time limit may be extended at the discretion of the Warden.

- a) An organized body wishing to address Council as a delegation, regardless of the number of spokespersons, shall be limited to a maximum of fifteen (15) minutes.
- b) Individual Members of Council shall each be permitted a question period for each delegation of a maximum of five (5) minutes. Members shall be permitted to ask clarifying questions but shall not make statements nor enter into debate with such persons.

15.5 Reappear Before Council

Once a delegation has made a presentation to Council on an issue, they shall not address Council on the same issue within a twelve (12) month period unless, in the opinion of the Clerk, there is new information that is pertinent to the matter.

15.6 Delegation Deemed Inappropriate for Council

Where a delegation request to address Council is deemed inappropriate, the Clerk shall provide written rationale for the denial to the requester and through distribution of the Agenda to Council. Should Council wish to receive the delegation, by resolution it may direct that the delegation be added to the next scheduled Council meeting.

15.7 Statements Unsubstantiated

Should a delegation in its deputation offer a statement in error, any Member or Official may be recognized by the Chair on a "Point of Order" whereby the Members of Council or Official so recognized by the Chair may bring necessary corrections or clarifications to the comments or statement said by the delegation.

15.8 Presentations

Presenters will be asked to keep their presentation to a maximum of ten (10) minutes but, due to the nature of the information they are presenting, may request more time from the Chair up to a maximum of twenty (20) minutes.

Members shall be permitted a question period for each presentation of a maximum of twenty (20) minutes. Members shall be permitted to ask clarifying questions but shall not make statements nor enter into debate with such persons.

15.9 Requests for Action Referred

Delegations or presentations which request action to be taken by the Council should be referred to administration by majority vote for a report that shall be presented to Council at a subsequent Council Meeting.

15.10 Attendance

Delegations to Committees and Council shall be permitted to participate via electronic means at the discretion of the Chair and the Clerk.

SECTION 16 – CONSENT ITEMS

16.1 Items to be considered for the Consent Items portion of the Agenda shall be determined by the Clerk in consultation with the Senior Leadership Team. Matters selected for Consent Items are to be of an information, housekeeping, non-controversial or routine in nature.

- a) If a Member wishes to comment or seek clarification on a specific matter noted in the list of Consent Items, they may identify the item and clarification or comment will be provided. An item requiring more than clarification or comment will be extracted from the list of Consent Items and considered separately. The balance of the Consent Items will be approved in one resolution.
- b) Consent Items will include:
 - i) Staff Reports.
 - ii) Correspondence, both information and direction. A Correspondence Report will be prepared and included in the Consent Items section of the Agenda. The report will be divided into two sections, one for Information and one for Direction. Staff will include a recommendation for each item of correspondence that is listed.

SECTION 17 – STAFF REPORTS – DIRECTION

17.1 Staff reports for direction will be placed on the Agenda and shall be delivered to the Clerk no later than 12:00 noon, eight (8) calendar days prior to the next Council meeting.

SECTION 18 – NOTICE OF MOTION

18.1 Notice of Motion Matters

Notices of Motion shall:

- a) be in writing; and
- b) include the name of the mover.

- 18.2** Consideration of a motion, of which notice was given pursuant to this section, shall be in order at the next Regular meeting, unless stipulated for an alternate date, or at a Special Meeting of Council called for that purpose.
- 18.3** All Notices of Motion received by the Clerk prior to or at the Notices of Motion segment of the Agenda may be read out by the mover or the Chair during that segment.
- 18.4** Prior to Council's consideration of a motion of which notice has been given previously, a revised motion on the same subject, approved by the mover, may be substituted for the original one contained in the notice of motion.
- 18.5** A notice of motion shall not be considered or otherwise disposed of by the Council unless the Member who moves the motion is in attendance at the Meeting.
- 18.6** A notice of motion regarding a time sensitive matter may be introduced without notice if Council, without debate, dispenses with the notice requirements in this By-law, on the affirmative vote of at least two-thirds (2/3) of the Members present and voting.

SECTION 19 – CLOSED SESSION

- 19.1** Council may move into Closed Session under Section 239 of the *Municipal Act* or relevant sections of this By-law by first passing a resolution in Open Session stating the purpose of holding the Closed Session and the general nature of the matter to be considered.
- 19.2** Upon rising from Closed Session, Council shall bring forward any matter to be voted on in Open Session that did not fall under the rules of the *Municipal Act* in Section 239.

SECTION 20 – BY-LAWS

- 20.1 Description - Number of Readings - Listed on Agenda**
All by-laws, together with a brief description shall be listed on the Agenda for the meeting at which they are to be read.
- 20.2 Readings**
Every by-law shall be passed without receiving first, second and third readings unless otherwise directed by legislation or Council.
- 20.3 Debate and Amendment**
The process for disposing of by-laws will follow Section 31. A by-law may be debated or amended before final adoption by Council and is subject to amendments or referred for future consideration.
- 20.4 Signed**
Every by-law passed by the Council shall be numbered and dated and signed by the Warden and Clerk and shall be kept by the Clerk in the Clerk's Office or any other place appointed for that purpose.

20.5 Confirming By-law

At the conclusion of all Regular Council Meetings and prior to adjournment, a by-law shall be brought forward to confirm the actions of the Council at the meeting in respect of each motion, resolution and other action taken that consolidates and includes the provisions of any by-law previously passed by the Council. A Confirming By-law when introduced shall be taken as read and finally adopted without debate.

SECTION 21 – VOTING**21.1 Chair - Vote**

The Chair shall vote as any other Member when the vote is to be recorded. In all other cases, the Chair, may (but is not obliged to) vote whenever their vote will affect the result. The Chair may vote either to break or to cause a tie; or, in the case of a two-thirds (2/3) vote requirement, the Chair may vote either to cause or to block the attainment of the necessary two-thirds (2/3) vote.

21.2 Members Vote

Every Member may vote unless disqualified to vote on the question.

21.3 Vote Deemed Negative

Failure to vote by a Member at the time of the vote, and who is not disqualified to vote, shall be deemed to be a negative vote.

21.4 Motion - Simple Majority

The vote required to pass a motion shall be a majority except as otherwise provided in this By-law or by Statute or by Parliamentary Authority.

21.5 Motion Deemed Negative

In the case of a tie vote on a motion, the motion shall be deemed to have been decided in the negative and defeated.

21.6 Unrecorded Vote

The manner of determining the desire of the Council on an unrecorded vote to a motion is at the discretion of the Chair and may be by voice, show of hands, or standing.

21.7 Recorded by Request

When a Member requests a recorded vote immediately prior or immediately after the taking of the vote, all Members must vote, unless otherwise prohibited by Statute or any other Provincial or Federal law. The Clerk will call on the Member who requested the recorded vote, to vote first and the remaining Members will then vote in alphabetical order following that Member. The Chair votes last.

The names of those who voted for and those who voted against shall be noted in the minutes.

Failure to vote by a Member at the time of the vote, who is not disqualified to vote, shall be deemed to be a negative vote.

When a vote is taken and no dissent is declared, such vote is deemed to be unanimously in favour of the question.

When a recorded vote is requested at a Council Meeting, the Weighted Vote By-law in effect will be used.

21.8 Severability of Question

At the request of a Member, a motion containing distinct proposals that can be acted upon individually may be divided, and a separate vote shall be taken upon each individual proposal.

21.9 Procedures During Vote

When a vote is being called on a question, each Member shall occupy their seat and shall remain there until the result of the vote has been declared by the Chair. During such time no Member shall walk across the Chamber or speak to a Member or any other person or make any noise or disturbance.

21.10 Members Not in Seat

A Member not in their seat when the question is called by the Chair is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent.

21.11 Declaration of Chair

Should a Member disagree with the announcement of the vote, they may immediately after the declaration, request that the standing vote be re-taken on the question.

21.12 Calculation of Two-thirds (2/3) Vote

A two-thirds vote means the affirmative vote of at least two-thirds of the Members present and eligible to vote. A two-thirds (2/3) vote is more than 66.67%.

For example: 12 of 17 votes cast is required to satisfy a two-thirds (2/3) vote when all Members are present and voting.

21.13 Announcing Results

The Chair/Clerk shall announce the result of every vote.

21.14 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.

21.15 Pecuniary Interest

- a) If a Member present at a meeting desires to refrain from voting by reason of a pecuniary interest, they 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 written declaration of pecuniary interest and the general nature thereof.

SECTION 22 – POINT OF ORDER/INFORMATION/PRIVILEGE

22.1 Procedure to Raise a Point of Order/Information

- a) A Member who directs a request to the Chair or, through the Chair 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 Chair. 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 Chair shall immediately remain in their seat until the point of order is dealt with and will not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

22.2 Procedure to Raise a 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 willful 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 Chair shall rule on the point of privilege, and no one will be considered to be in possession of the floor.

SECTION 23 – MOTIONS

23.1 Processing a Motion

- a) A Member wishing to move or speak to a motion must seek recognition from the Chair before speaking.
- b) A motion, requiring a second, shall be formally seconded before the Chair states the motion, which places the motion under the authority of Council or the Committee, who will decide the disposition of the motion.
- c) The Member moving the motion has first right to speak to the motion. Other Members will in turn be recognized by the Chair to speak to the motion.
- d) When the debate is completed, the Chair will take the vote, and announce the result.

23.2 Beyond Jurisdiction of Council

A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.

23.3 Order of Precedence of Motions (Ranking)

Main Motions, lowest in rank, can only be moved when no business is pending:

- a) Amend the Main Motion;
- b) Refer to Committee;
- c) Postpone to a Certain Time;
- d) Limit or Extend Debate;
- e) Close Debate and Vote Immediately;
- f) Postpone Temporarily (Table);
- g) Question of Privilege;
- h) Recess;
- i) Adjourn (Highest Rank).

The following motions do not have a rank but can be moved as necessary:

- j) Point of Order - Used when a Member wishes to correct an error in procedure;
- k) Point of Information - Used to ask a question regarding procedure;
- l) Withdraw - Used by a Member to request the Member's motion be withdrawn;
- m) Division of a Question - Used to split a motion into two or more parts;
- n) Division of the Assembly - Used to ask the Chair to take the vote again;
- o) Appeal the Decision of the Chair - Used to challenge a ruling of the Chair;
- p) Consider Informally - Used to relax the debate rules;
- q) Suspend the Rules - Used to disregard procedure rules that are preventing the Members from taking a specific action.

23.4 Specific Rules Related to Motions

Moving a motion does not permit a Member to interrupt the proceedings or a Member speaking, unless the description of the motion permits an interruption.

- a) **Main Motion** - Introduces a substantive matter to the assembly for decision. May only be made when no other motion is pending. Requires a second, is amendable, is fully debatable, requires a majority vote to adopt, and may be reconsidered.
- b) **Amend** - Used to change the wording of a main motion. Requires a second, is amendable (an amendment to the amendment), is fully debatable, requires a majority vote to adopt, and may not interrupt. Amend is used to, i) insert new wording, ii) strike out wording, iii) strike out and insert other wording. An amendment must be germane (relevant) to the subject matter under discussion.
- c) **Refer to a Committee** - Used to send an item of business to a Standing, Steering, or Ad Hoc Committee where the item will receive additional, in-depth consideration. Requires a second, is amendable, is debatable as to sending it to a Committee, and requires a majority vote to adopt. If the referral is to a Standing Committee, Council may provide instructions to the Committee, including when it is expected to report back to Council. If the referral is to a new Ad Hoc Committee, it can, in addition to

providing instructions, provide the structure of the Committee, including number of Members, how they are appointed, how the Chair is appointed, or who will specifically Chair the Ad Hoc Committee.

- d) **Postpone to a Certain Time** - Used to delay the consideration of a main motion and to fix a definite date or time (within the current meeting or to the next regular meeting) for consideration. This requires a second, is amendable, debate is restricted as to the merits of postponing and to the time to which to postpone and requires a majority vote to adopt.
- e) **Limit or Extend Debate** - Extend debate is used to permit Members to speak more times or for a longer time. Limit debate is used to restrict the number of times Members may speak or to reduce the length of speaking. May only be applied to debatable motions. Requires a second, is amendable, is debatable (to the form of limitation or extension of debate) and requires a two-thirds (2/3) vote to adopt.
- f) **Close Debate and Vote Immediately** - Used to close debate on an immediately pending motion or on a series of consecutive pending motions. Requires a second, is not amendable, is not debatable, and requires a two-thirds (2/3) vote to adopt. When adopted, the Chair should immediately take the vote on the affected motion or motions. When adopted, the making of amendments on the affected motions stops.
- g) **Postpone Temporarily (Table)** - Used to set an item of business (a main motion) aside temporarily, when something more urgent has arisen or Members may need some other information on the main motion which is not currently or readily available. Requires a second, is not amendable, is not debatable, and requires a majority vote to adopt, but the motion laid on the table may be "taken from the table" by majority vote, without debate. The main motion if not taken from the table by the end of the current meeting is terminated. The item of business can be introduced through regular processes at a future meeting.
- h) **Recess** - Used to take a break in the meeting and to set a time for continuing the meeting. The motion requires a second, is amendable (restricted), is debatable only as to taking a break and the time to return and requires a majority vote to adopt. The motion can be used to continue the meeting to another day. Members may stand at ease (i.e. a brief, informal pause in a meeting) for short breaks as necessary.
- i) **Adjourn** - Used to conclude the meeting. The motion requires a second, is debatable when moved with no business pending, otherwise it is not debatable, can be amended, and requires a majority vote to adopt. It is the duty of the Chair to ensure no important business has been overlooked that should be taken care of before adjournment. In addition, the motion should not be allowed if a Member has already indicated they wish to speak on the pending matter, or if a Member is currently speaking or if a vote has begun, or the motion to close debate has been adopted. Upon the vote being taken, the meeting is not concluded until the Chair announces the adjournment.

The motion to adjourn may be amended to set the time for a continued meeting. If the amendment is adopted and adjournment is adopted, the meeting which takes place in the future is the same legal meeting, and simply continues the Agenda. It is in essence a recess.

- j) **Parliamentary Inquiry** - Used by a Member to ask questions about the rules of procedure in the current meeting situation. It can also be used by a Member to ask questions of the mover of the motion or to a speaker regarding the business at hand.
- k) **Point of Information** - Used by a Member to request information on a specific question, either about process or about the content of a motion. A point of information does not give the speaker the privilege to provide information. If you have information for the body, raise your hand to be put on the speakers list.
- l) **Withdraw** - A Member may request that their motion be withdrawn and, on hearing no objection the Chair will announce that the motion is withdrawn. If a single Member objects to the withdrawal of the motion or the Chair disallows the withdrawal, the motion to withdraw can be moved formally by any Member and shall be voted on by Council, without debate, as follows, "Shall the Member's motion be withdrawn?" It does not require a second, is not debatable and a majority vote adopts the motion to Withdraw.

If a motion has not been stated by the Chair, the Member who moved the motion may withdraw the motion without permission from the Chair or Council.

- m) **Division of a Question** - A main motion that is composed of two or more independent parts may be split into two or more individual motions and discussed and voted on separately. The Member should indicate how the main motion is to be divided and if the Chair agrees, they will be dealt with separately. If the Chair disagrees that the main motion can be divided the Member may move a motion to divide, and the assembly will decide by majority vote. This motion requires a second, is not amendable and is not debatable.
- n) **Division of the Assembly** - Allows the meeting to take an indecisive vote again, by rising or a show of hands, or a counted vote. This motion may interrupt because it requires an immediate decision. The Chair has the duty to ensure a vote is taken properly, so the Chair can always take the vote again without permission. If the Chair fails to do so on an indecisive vote, any Member has the right to interrupt and call for a division, which must be allowed. No debate is permitted, and the vote is taken again.
- o) **Suspend the Rules** - Allows the Members to set aside temporarily the rules of procedure contained in this By-law or in the Standard Code of Parliamentary Procedure to take some action contrary to the rules. It cannot be used to suspend rules in higher documents of authority, including the law, unless the rule in the

higher document of authority permits it to be suspended. When stating the motion, the Member need not specify the rule being suspended, only the action the Member wishes to be taken. When the actions have been taken, the Council will return to its regular rules of order.

- i) Only rules of order may be suspended, such matters as voting requirements, quorum rules, rules specifying notice requirements, and fundamental rights of a Member cannot be set aside or suspended.
 - ii) The motion to suspend cannot interrupt a speaker, requires a second, is not debatable, cannot be amended, and requires a two-thirds (2/3) vote of the Members present and voting.
- p) **Reconsider a Vote** - 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 motion can only be reconsidered at the same meeting that the motion was originally considered and a notice of motion is not required;
 - 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 present before the matter to be reconsidered can be debated;
 - iv) a motion for reconsideration can only be made by a Member who voted on the majority side of the original motion.
- q) **Rescind a Vote** - Used to cancel, nullify or void a main motion adopted at a previous meeting. The rescission affects the present and future only, it is not retroactive. It can only be moved when no business is pending, requires a second, is debatable, is not amendable, requires the same vote to rescind as was required to adopt the main motion in the first place. Notice is required to rescind if notice was required for the adoption of the main motion. A motion to rescind a defeated main motion is not in order. The motion requires a two-thirds (2/3) vote of the Members present and voting.
- r) **Priority of Disposition** - A motion properly before Council for decision must receive disposition before any other motion can be received, except motions which are of higher rank as listed within this By-law.

SECTION 24 – TERM OF OFFICE AND NOMINATIONS

24.1 Warden

The Term of Office for the position of Warden of the County of Renfrew shall be for a period of one (1) year. The Term of Office for the position of Deputy Warden shall be for a period of one (1) year or upon the resignation of the Warden.

24.2 Certificate of Election

Prior to holding nominations for the position of Warden, following a municipal election, the Clerks of each area municipality, within the County of Renfrew shall provide the Clerk of the County a copy of the Certificate of Election.

24.3 Nomination Process for Warden

The Clerk shall provide a nomination form for the position of Warden to all newly elected heads and deputy heads of each area municipality prior to 4:30 p.m. on the first Friday of November. The nomination form is set out in Schedule 'C' forming part of this By-law.

- a) **Valid Nomination** - To be considered a valid nomination, the nomination form shall be signed by the Warden-nominee, have the signed support of two Members of Council-elect (or Council in a non-election year) and shall be submitted to the County Clerk no later than 12:00 p.m. on the second Friday of November.
- b) **Nomination Results** - No later than 4:30 p.m. on the second Friday of November, the Clerk shall provide by email, a memorandum to Council-elect (or Council in a non-election year) containing a list of valid nominations received for the position of Warden and advise whether an election or an acclamation will occur at the First Meeting.
- c) At the First Meeting of Council the Clerk shall:
 - i) Ask the mover and seconder of each nomination for the position of Warden to verbally confirm their moving or seconding of the nomination.
 - ii) Ask each candidate for the position of Warden to confirm they wish their name to remain on the ballot.

24.4 Procedure for Election of Warden

The Procedure for the Election of County Warden is set out in Schedule 'D' forming part of this By-law.

24.5 Striking Committee - Election

The Procedure for the Election of the Striking Committee for a one (1) year term is set out in Schedule 'E' of this By-law.

24.6 Appointment of Deputy Warden

- a) At a regular meeting of Council after the Inaugural Meeting, the Warden may recommend a Member(s) of Council as Deputy Warden(s) for one (1) year and ask

for a motion from Council to appoint said Member(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.

SECTION 25 – RESIGNATIONS, VACANCIES, ABSENCES

25.1 Resignation

A Member may resign from office by providing written notice that has been signed and filed with the Clerk of the Municipality within which they were elected, subject to provisions under Section 260 of the *Municipal Act*.

25.2 Temporary Vacancy

Subject to Section 267 of the *Municipal Act*, if a person who is a Member of the Council of an area municipality and the Council of the County of Renfrew is unable to act as a Member of those Councils for a period exceeding one (1) month, the Council of the area municipality may appoint one of its Members as an alternate Member to the County of Renfrew to act in place of the Member until the Member is able to resume acting as a Member of those Councils.

25.3 Temporary Vacancy - Alternate Member

Subject to Section 267 of the *Municipal Act*, if the offices of a person who is a Member of the Council of both the area municipality and the Council of the County of Renfrew becomes vacant and the vacancy will not be filled for a period exceeding one (1) month, the area municipality may appoint one of its Members as an alternate Member of the Council of the County of Renfrew until the vacancy is filled permanently.

25.4 Appointment to a Vacancy - Position of Warden

The appointment of an alternate Warden for the County of Renfrew is not authorized.

Should the Warden not be able to complete the one (1) year term, the Clerk shall schedule a Special Council meeting to hold an election of the position of Warden using the same procedure as set out in Schedule 'D'.

25.5 Temporary Replacement - Alternate Member

Subject to Section 268 of the *Municipal Act*, the appointment of an alternate Member of Council by an area municipality when a Member is unable to attend a meeting shall comply with County policy.

25.6 Absence of Warden

In the event that the sitting Warden is unable to fulfil their duties, an Acting Warden will be appointed. Upon taking the Declaration of Office administered by the Clerk of the County, the Acting Warden will assume all duties and authority of the sitting Warden.

The position of Acting Warden will be filled by the most recent Past Warden who is a current Member. In the event the most recent Past Warden cannot fulfil those duties or declines the appointment, then the next most recent Past Warden still serving as a Member will assume the role. The Acting Warden will serve as Warden pro tempore until the earlier of the duly elected Warden's ability to resume their duties and be physically present in the Council Chamber, or until the next meeting of Council, at which time Council will determine at its absolute discretion if an election is required as per this By-law.

If there is no Past Warden sitting on the current Council, the procedures for selecting an Acting Warden will follow Section 8.5.

Should the Warden refuse to act without a legitimate reason for a period of more than thirty (30) days within their term, Section 26.8 shall apply.

25.7 Appointment of an Honourary Warden

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 Council.

SECTION 26 – COMMITTEES

26.1 Rules

The Clerk may establish simplified Rules of Procedure for Advisory Committees, Quasi-Judicial Committees or Local Boards. Where simplified Rules of Procedure are not established, the Committee or Local Board shall be deemed to have adopted this Procedural By-law, save and except Local Boards which may adopt their own Rules of Procedure subject to the approval of the Clerk, where intra vires.

a) Procedure

Except as otherwise provided herein, all Committees shall conform to the same rules governing the procedure of Council as contained in this By-law, as applicable.

b) Establishment

- i) Committees may be established by Council at any time as deemed necessary for the consideration of matters within the jurisdiction of Council.
- ii) The general role of a Committee is policy formulation and program monitoring, to provide staff, through the Chief Administrative Officer, with direction and guidance on policy and level of service priorities.
- iii) A Committee may recommend such Sub-Committees as are necessary to discharge its mandate subject to Council approval.

Ad Hoc Committees may be established by Council at any time as is deemed appropriate for consideration of matters within the jurisdiction of Council.

26.2 Committee Membership Selection

- a) Following a municipal election, or upon the selection of the Warden, the County Clerk shall distribute a survey to all Members of Council requesting preferences for appointments to Committees, External Agencies and Boards.
- b) The Clerk will discuss survey with the (incoming) Warden.
- c) The Clerk will forward to the Striking Committee, after confirmation from the (incoming) Warden.
- d) Committee appointments will be confirmed by Council, through adoption of a report from the Striking Committee, and through an appointment by-law.

Members shall be entitled to compensation as may be determined from time to time by Council for their participation in various Committees, Sub-Committees, Boards, and Ad Hoc Committees, provided Council has confirmed the appointments.

26.3 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.

26.4 Agenda

The content and order of Agenda business may be determined by the Chair and/or Committee and differ from Council's Agenda content as set out in this By-law.

26.5 Chair

Where Council has not appointed a Chair, each Standing, Steering and Sub-Committee shall appoint a Member of that Standing, Steering or Sub-Committee to act as Chair on an annual basis at their first meeting held after the Inaugural meeting, or as stipulated in the Terms of Reference. The Chair shall preside at the Committee meetings and may vote on all questions submitted.

In the physical absence of the Chair, the Vice-Chair shall preside. In the physical absence of both the Chair and the Vice-Chair, one of the physically present Members shall be elected to preside and shall discharge the duties of the Chair during the meeting or until the arrival of the Chair.

26.6 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 Members are fully informed on all matters within the jurisdiction of the Committee and on the duties and responsibilities of the Committee;
- e) communicate any matter within the knowledge of the Chair that is required to be communicated to another Committee.

26.7 Quorum

The quorum of a Committee shall consist of a majority of the total Members. If a quorum is not present fifteen (15) minutes after the time appointed for the meeting, the meeting shall stand adjourned. The Chair may summon a Special Meeting.

No other motion that would advance the business of the Committee will be in order.

26.8 Neglect of Member, Chair or Committee

- a) Should any Member be absent from Committee meetings for three successive months without being authorized to do so by a resolution of Council, Council may certify such failure and the membership of such person on the Committee is terminated. Council may appoint another Member in their place. Receipt of a written notice of regret by the Committee or Council will constitute authorization for the purposes of this subsection.
- b) Should any Committee neglect or refuse to give due attention to all business or matters before them, the Council may, by resolution discharge such Committee and appoint another in its stead.
- c) Should a Chair of any Committee neglect or refuse to call a meeting of its Committee at such time or with such frequency as the proper dispatch of the business entrusted to the Committee requires, or do the business of the Committee without the knowledge or consent of the majority of its Members, contrary to their wishes or approved recommendations, the Committee may report such neglect, refusal or action to the Council who may remove said Chair from the Committee and appoint another Member in its place.
- d) When an Ad Hoc Committee has completed its work and submitted its final report, it dissolves automatically unless otherwise directed by Council.
- e) Except as may be provided in the *Municipal Act* and herein, no Member will have precedence or seniority over any other Member.

26.9 Committee of the Whole

Council shall conduct its business using a Committee of the Whole System. The Committee of the Whole meetings shall be separated into the following five (5) areas of service delivery:

a) **Corporate Services**

Corporate Services shall generally be responsible for:

- i) Accessibility;
- ii) Coordination of Policy for all County Departments;
- iii) Corporate Contracts;
- iv) County Records and Communications;
- v) Emergency Planning;
- vi) Finance;
- vii) Governance Issues;
- viii) Information Technology;
- ix) Legislation Review and Comment;
- x) Personnel Issues;
- xi) Any issues not presently designated to another Committee of the Whole;
- xii) Any issues pertaining to the City of Pembroke not presently designated to the Joint Services - Health, Joint Services - Community Services or Corporate Services.

b) **Joint Services - Health Committee**

Joint Services - Health Committee shall generally be responsible for:

- i) Paramedic Service;
- ii) Long-Term Care;
- iii) Public Health.

c) **Joint Services - Community Services**

Joint Services - Community Services shall generally be responsible for:

- i) Community Services (Community Housing, Child Care, Ontario Works);
- ii) Provincial Offences Administration.

d) **Operations**

Operations shall generally be responsible for:

- i) Bridges;
- ii) Facilities;
- iii) Roads;
- iv) Trails;
- v) Vegetation Management.

e) **Development and Property**

Development and Property shall generally be responsible for:

- i) Agriculture;
- ii) Economic Development;
- iii) Enterprise Renfrew County;
- iv) Forestry;
- v) Land and Facilities, other than housing;
- vi) Planning Approvals;
- vii) Tourism;
- viii) Other Environmental and Rural Issues.

26.10 Committee of the Whole Meetings

Committee of the Whole meetings shall generally be held in the Council Chamber at the County of Renfrew Administration Building, as outlined in the Council and Committee Calendar, as follows:

- a) Second Wednesday
 Council at 9:30 a.m.
 Joint Services - Health – immediately following Council
 Joint Services - Community Services – immediately following Joint Services - Health
 Corporate Services – immediately following Joint Services - Community Services

- b) Fourth Wednesday
 Council at 9:30 a.m.
 Operations – immediately following Council
 Development and Property – immediately following Operations

26.11 Authority of Committee of the Whole

The authority of any Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other than administrative in nature, shall be recognized as emanating from any Committee, and all Committee recommendations shall be referred to Council before becoming effective. All Committee of the Whole motions are considered recommendations whether adopted or defeated and shall be contained in the Committee Report to Council for ratification. If there are statutory or regulatory requirements outlined in Acts, such as the *Emergency Management Act* or the *Long-Term Care Act*, that mandate direct reporting to Council, those obligations will be fulfilled accordingly.

26.12 Separated City of Pembroke

The County acts as the consolidated municipal service manager on behalf of the separated City of Pembroke for the provision of the following:

- a) Community Housing;
- b) Child Care;
- c) Ontario Works;
- d) Land Ambulance;
- e) Long-Term Care;
- f) Provincial Offences Administration.

26.13 City of Pembroke Representatives

The City of Pembroke shall appoint a maximum of two (2) representatives to the Renfrew County Joint Services - Health and Joint Services - Community Services Committees and shall be entitled to vote on all matters regarding the specified services.

During the taking of a vote, the City of Pembroke representatives shall be included for determining a majority vote and quorum.

26.14 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.
- 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 can request that items be separated for the purpose of the vote, or that items within the report can be separated from discussion for the purpose of declaring pecuniary interest.

26.15 Special Meetings

- a) The Warden at any time may call a Special Meeting of Council that is in addition to the published Meeting Schedule approved annually by Council.
- b) The Warden and/or Committee of the Whole Chair may call a Special Meeting of one of the Committees of the Whole that is in addition to the published Meeting Schedule approved annually by Council.
- c) Notwithstanding subsections a) and b), a special Council or Committee of the Whole meeting may be called by a majority vote of Council or Committee of the Whole.
- d) The only business to be dealt with at a Special Meeting shall be that stated on the Agenda of the meeting (*Municipal Act, 2001, Section 240*).
- e) A minimum of forty-eight (48) hours notice of all special Meetings of Council shall be given to Members of Council, the media and the public by the Clerk's Office.

26.16 Virtual Meeting Attendance

The preference for meeting attendance will continue to be in-person, however there are circumstances that may prevent a Member from physically attending the meeting. Those using electronic means to access a meeting shall follow the Electronic Meeting Protocol attached as Schedule 'B'. Where situations occur that a Member is not able to attend in-person, the following shall be the guiding principles:

- a) Members are permitted to participate in a meeting remotely via electronic video conferencing.
- b) Members shall have all the same rights and responsibilities as if they were in physical attendance.

- c) A Member who is participating electronically in a meeting shall be counted in determining whether a quorum of Members is present at any point in time, and may participate electronically in any portion of a meeting that is closed to the public.
- d) Members participating electronically in a meeting that is closed to the public shall declare to the Chair and the Clerk that they are in a private room, where:
 - i) no other persons can overhear the deliberations;
 - ii) the internet connection is secure and not publicly accessible.

It is strongly recommended that Members wear earbuds or headphones when in a Closed Session.

- e) In the event of an interruption in connectivity for a Member participating electronically, the meeting will proceed without the Member and their absence will be noted in the minutes. In the event quorum is lost through such interruption in connectivity, the meeting shall be in recess until the Member's connectivity is restored.
- f) A Member shall inform the Chair and the Clerk should they turn off their video, but continue to be present, else they will be identified as absent.
- g) Members intending to participate electronically in a meeting shall notify the Clerk by email prior to the meeting.
- h) Members must inform the Clerk of their departure prior to leaving a meeting to ensure that quorum is maintained.
- i) No Member attending virtually may preside at a meeting, and the Chair shall be as prescribed in Section 26.5.
- j) Should a Member declare a pecuniary interest, Section 21.15 of the Procedural By-law shall apply.
- k) Members must connect through a secure internet connection.
- l) Staff participation via electronic means at meetings shall be at the discretion of the Chief Administrative Officer.
- m) In the event of a limited Agenda, or for Special Meeting (single issue) requirements, a Standing Committee or an Ad Hoc Committee may choose to meet electronically, at the call of the Chair, in consultation with the Clerk and/or appropriate Department Head.

26.17 Electronic Meetings

****Emergency Electronic Meeting Protocol - Schedule 'B'**

26.18 Steering and Sub-Committees

- a) The authority of any Steering or Sub-Committee is limited to the making of recommendations to a Committee of the Whole. No decision to take any action other than administrative in nature, shall be recognized as emanating from any Steering or Sub-Committee.
- b) A Steering Committee shall be deemed to be dissolved at the completion of its mandate based on the Terms of Reference or by a resolution of Council, on recommendation of the Striking Committee.
- c) Steering and Sub-Committees shall adjourn no later than thirty (30) minutes prior to all Council and Committee of the Whole meetings.
- d) Minutes of Steering, Ad Hoc, and Sub-Committees will be included in the Agenda of the applicable Committee of the Whole as information. Any action items requiring Council approval will be presented in the form of a motion to the Committee of the Whole for recommendation.

26.19 Striking Committee

The Striking Committee shall meet no later than October of every year to review and confirm Steering Committees, Sub-Committees and working groups and report to Council for the following mandate:

- a) Recommend to Council in December of every year, Council Member appointments to various Boards and Commissions, Steering Committees and Sub-Committees. Review of applications and select Members of the public for appointments as lay Members.
- b) Upon request by the pertinent Committee of the Whole, review the Terms of Reference for each Steering and Sub-Committee. The Terms of Reference shall contain a mandate, Committee structure, number of meetings, number of Members required for quorum, reporting process, staff and support services, budget, completion date and shall be approved by Council.

26.20 Meeting Schedule

- a) The Meeting Schedule will outline the dates of Regular Council and Committee of the Whole meetings and Professional Development Events as assigned.
- b) Regular Council, followed by Committee of the Whole Meetings are held twice a month except during the month that has been declared the "summer recess".
- c) Special Meetings may be called during the month that has been declared the "summer recess".
- d) Any Council or Committee of the Whole Meeting that is not on the Council/ Committee Schedule will be deemed to be a "Special" Council or Committee of the Whole Meeting.

- e) A rescheduled meeting shall not be considered a “Special” Council or Committee of the Whole Meeting.

26.21 Election Year

- a) In the year of a municipal election, after the election an orientation shall be held for all Members.
- b) In the year of a municipal election, the Clerk shall make available the newly revised votes exercised by each Member, for the purposes of a recorded vote as regulated by County By-law 10-01 as amended.
- c) Lame Duck Council
Council’s powers may be restricted during an election year in accordance with Section 275 of the *Municipal Act*.

26.22 Attendance

All Members, all Department Heads and any other municipal employee, as directed by the Chief Administrative Officer, shall attend each meeting of Council and Committee of the Whole, where possible, or shall advise the Clerk of their inability to attend.

SECTION 27 – COMMUNICATIONS AND PETITIONS

- 27.1** 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 (1) person and filed with the Clerk.
- 27.2** All written communications on any subject within the jurisdiction of Council shall, on presentation, be referred to the appropriate Committee by the Clerk. Any Member may move that the communication be referred to a different Committee.

SECTION 28 – ENQUIRIES AND ANSWERS

- 28.1** For a special enquiry made by a Member, the Chair 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.
- 28.2** Should the request involve extraordinary staff research time and production costs, Committee will be advised and the request will proceed subject to Council approval.
- 28.3** The response to the special enquiry will be distributed to all Members.

SECTION 29 – ELECTRONIC TOOLS

- 29.1** Where Members have 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.

SECTION 30 – RULES OF CONDUCT AND DEBATE

30.1 Appeal

- a) Any decision of the Chair is final subject to an immediate appeal to the Members of Council, requested and seconded.
- b) If a decision is appealed, the Chair shall give concise reasons for the ruling and shall call a vote, without debate, on the following question: “Will the Chair be sustained?” Council’s decision is final.

30.2 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 another Member while speaking.

30.3 Speak Only Once and Reply

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

30.4 Time Limited

No Member, without leave of the Chair, shall speak to the same question, or in reply, for longer than five (5) minutes.

30.5 Question Put - No Further Debate

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

30.6 Member’s Questions

- a) A Member may ask a question to the Chair 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 Chair, or through the Chair to any Member, 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.

30.7 Unprovided Cases

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

SECTION 31 – BY-LAWS**31.1 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 Warden and the Clerk and deposited in the Clerk's Office for safekeeping.
- e) Other than the confirmatory by-law, all by-laws shall be carried in bulk unless upon a request by a Member for the severance of a by-law, the Chair 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 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 confirmatory 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.

SECTION 32 – GENERAL PROVISIONS**32.1 Duties of the Clerk**

- a) The Clerk shall, during regular office hours, on request of any Member, furnish them with a paper or electronic copy or copies of any paper or electronic document in their 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.
- c) The Clerk or an employee of the County designated by the Chief Administrative Officer will be the Recording Secretary of a Committee.

32.2 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.

32.3 Notice

All notices or other communications shall be given in writing by personal delivery, fax, first-class mail, postage pre-paid, courier or email. 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, emailed 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.

32.4 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.

32.5 Effect

This By-law will come into force and take effect in January 2025, upon the passing thereof.

32.6 Short Title

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

32.7 THAT By-law 85-10 as amended is hereby repealed.

READ a first time this 27th day of November, 2024.

READ a second time this 27th day of November, 2024.

READ a third time and finally passed this 27th day of November, 2024.



PETER EMON, WARDEN



GWEN DOMBROSKI, CLERK

SCHEDULE 'A'**TERMS OF REFERENCE FOR
CORPORATE SERVICES COMMITTEE****Composition:**

The Corporate Services Committee shall be comprised of Members of Council. The appointments of Chair and Vice-Chair shall be determined annually by Council from recommendation of the Striking Committee.

General Scope of Responsibility:

- 1) Consider and make recommendations to Council on program standards and funding for effective and efficient service delivery of Administration, Finance, Human Resources, and Information Technology. The Committee is also responsible for reviewing and making recommendations to Council regarding submissions received from the County of Renfrew Emergency Management Coordinator.
- 2) Review, consider and make recommendations to Council on any matters pertaining to policy development and policy change which has effect upon functions of the Committee.
- 3) Review, consider, and make recommendations to Council on any matters pertaining to policies of any nature which affects the County operations beyond the specific, defined jurisdiction of other Committees.
- 4) Receive from other Committees and/or staff such reports as the Corporate Services Committee may require for purposes of reviewing the existing political or administrative structure or for formulating recommendations to Council.
- 5) Report in a timely fashion all matters connected with the responsibilities under the purview of the Committee and recommend to Council such action including all by-laws as the Committee may deem necessary.
- 6) Review, consider, and make recommendations to Council on any matter involving organizational structure related to the functions outlined in 1) above, and political or administrative communications and reporting.
- 7) Via the Corporate Services 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.
- 8) 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 Corporate Services 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 Council. The Chair of the Corporate Services Committee is to Chair the budget workshop session of Council, unless otherwise indicated by the Warden.

- 9) 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.
- 10) The Committee will also be responsible for reporting to Council on a number of non-County Committees as per the appointment of Members to such Committees as outlined in the County's Striking By-law.
- 11) The Department Head shall submit reports and recommendations pertaining to matters within the Corporate Services Committee jurisdiction and Committee shall make recommendations to Council on such matters.

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

**TERMS OF REFERENCE FOR
DEVELOPMENT AND PROPERTY COMMITTEE**

Composition:

The Development and Property Committee shall be comprised of Members of Council. The appointments of Chair and Vice-Chair shall be determined annually by Council from recommendation of the Striking Committee.

General Scope of Responsibility:

- 1) Consider and make recommendations to Council on program standards and funding for county buildings and properties, land use planning services, economic development services, native land claim, tourism, forestry, and the County's Geographic Information System.
- 2) 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.
- 3) Review, consider and make recommendations to Council on any matters pertaining to policy of any nature which has effect upon the County Development and Property Committee. Receive from other Committees and/or staff such reports as the Development and Property Committee may require for formulating recommendations to Council.
- 4) Review and make recommendations to Council regarding the organizational structure of the Development and Property Department. Organizational changes involving the reclassification of employees and increased staffing hours will be submitted to the Corporate Services Committee for information.
- 5) Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and recommend to Council such actions, including all by-laws as the Committee may deem necessary.
- 6) Provide the Corporate Services 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 Council. Monitor the approved budget(s) related to the Development and Property Committee on an on-going basis throughout the year.
- 7) The Committee will also be responsible for reporting to Council on a number of non-County Committees as per the appointment of Members to such Committees as outlined in the County's Striking By-law.
- 8) The Department Head shall submit reports and recommendations pertaining to matters within the Development and Property Committee's jurisdiction and Committee shall make recommendations to Council on such matters.

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

**TERMS OF REFERENCE FOR
JOINT SERVICES - COMMUNITY SERVICES COMMITTEE**

Composition:

The Joint Services - Community Services Committee shall be comprised of members of County Council and members of the City of Pembroke. 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. The City of Pembroke shall be entitled to appoint two (2) members to 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 Provincial Offences Administration and the Community Services, which includes Ontario Works, Child Care and Social Housing. The members of the Joint Services - Community Services Committee are also directors of the Renfrew County Housing Corporation in addition to staff directors including the CAO, the Treasurer and the Director of Community Services.
- 2) The Committee shall also be responsible for overseeing the participation of the staff of the Provincial Offences Administration and Community Services Department in joint initiatives with other Departments of the County of Renfrew or with external boards, agencies, local municipalities or government ministries/agencies.
- 3) Review, consider and make recommendations to County Council on any matters pertaining to policy of any nature which has effect upon the Joint Services - Community Services Committee. Receive from other Committees and/or staff such reports as the Joint Services - Community Services Committee may require for purposes of formulating recommendations to County Council.
- 4) Review and make recommendations to County Council regarding the organizational structure of the Provincial Offences Administration and the Community Services Department. Organizational changes involving the reclassification of employees and increased staffing hours will also be submitted to the Corporate Services Committee for information.
- 5) 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.
- 6) Provide the Corporate Services 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 Provincial Offences Administration, and the Community Services Department and its divisions, including the separate Renfrew County Housing Corporation, on an on-going basis throughout the year.

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

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

**TERMS OF REFERENCE FOR
JOINT SERVICES - HEALTH COMMITTEE**

Composition:

The Joint Services - 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.

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.
- 2) 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.
- 3) Review, consider and make recommendations to County Council on any matters pertaining to policy of any nature which has effect upon the Joint Services - Health Committee. Receive from other Committees and/or staff such reports as the Joint Services - Health Committee may require for formulating recommendations to County Council.
- 4) 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 to the Corporate Services Committee for information.
- 5) 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.
- 6) Provide the Corporate Services Committee with draft budgets for consolidation. Recommend the annual departmental/operational budgets to the budget workshop for consideration of County Council.
- 7) 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.
- 8) The Committee is responsible for the dissemination and conveyance of information specific to County of Renfrew services related to the jurisdiction of the Joint Services - Health

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

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

TERMS OF REFERENCE FOR OPERATIONS COMMITTEE

Composition:

The Operations Committee shall be comprised of Members of Council. The appointments of Chair and Vice-Chair shall be determined annually by Council from recommendation of the Striking Committee.

General Scope of Responsibility:

- 1) Consider and make recommendations to 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, trails, and applicable 9-1-1 and fire communication services.
- 2) 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.
- 3) Review, consider and make recommendations to Council on any matters pertaining to policy of any nature which has effect upon the Operations Committee. Receive from other Committees and/or staff such reports as the Operations Committee may require for formulating recommendations to Council.
- 4) Review and make recommendations to Council regarding the organizational structure of the Public Works and Engineering Department. Organizational changes involving the reclassification of employees and increased staffing hours will be submitted to the Corporate Services Committee for information.
- 5) Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and recommend to Council such actions, including all by-laws as the Committee may deem necessary.
- 6) Provide the Corporate Services Committee with draft budgets for consolidation. Recommend the annual departmental/operational budgets to Council the budget workshop for consideration of Council. Monitor the approved budget(s) related to the Operations Committee on an on-going basis throughout the year.
- 7) The Committee will also be responsible for reporting to Council on a number of non-County Committees as per the appointment of Members to such Committees as outlined in the County's Striking By-law.
- 8) The Department Head shall submit reports and recommendations pertaining to matters within the Operations Committee's jurisdiction and Committee shall make recommendations to Council on such matters.

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

SCHEDULE 'B'**EMERGENCY ELECTRONIC MEETING PROTOCOL**

Note: The Procedural By-law shall continue to apply to an Electronic Meeting.

Technology

- The method and technology used for an Electronic Meeting in Open Session or Closed Session shall be determined by the Chief Administrative Officer and/or Clerk, in consultation with the Warden, based on advice and resources available from the County's Information Technology staff and the prevailing circumstances and context for a meeting.
- Log into the conference ten (10) minutes early, to ensure that audio/video are working on your device, and you are comfortable with the technology. At the commencement of the meeting, you will be placed on "mute".

Attendance

- The Clerk shall take roll call to confirm attendance and the attendance shall be recorded in the minutes. If a Member experiences connection issues and cannot participate electronically, they shall be deemed to have left the meeting. Quorum must be maintained at all times.
- The Warden, Chief Administrative Officer, Clerk, and Treasurer will be in attendance in the Council Chamber. The Senior Leadership Team will attend the electronic meeting and will be able to answer questions if and when necessary.
- You may wish to have a paper copy of your meeting Agenda package available to you.

Call in from a Noiseless Location

- To prevent interruptions, turn off audio notifications that may distract the meeting participants, and avoid shuffling papers or tapping on a keyboard so that when you are speaking there are no interruptions.
- Members follow meeting leadership from the Warden as Chair.
- The Chair is to announce each Agenda item on the floor of the meeting and shall maintain an orderly meeting process keeping Members informed.

Request to Speak and Speaker's List

- Members of Council can request to speak by raising your hand, or using the "hand" icon on the video conferencing program.
- The Chair, with assistance from staff, shall manage the speaker's list based on the Chair's discretion to ensure all Members are able to participate in debate in keeping with the Procedural By-law.

- The Chair shall call out the name of the Member assigned the floor for debate and unmute their speaker.

Member Speaking

- A maximum of five (5) minutes shall be provided to a Member in accordance with the Procedural By-law.
- Each Member speaks to Council through the Chair.
- After each Member is finished speaking, the Chair may periodically confirm verbally the list of remaining speakers and call out the name of next Member assigned the floor.

Motions

- All motions shall be in writing with a mover and seconder, except procedural motions, and provided to the Clerk in advance of the Member speaking, whenever possible.
- Any introduced motion accepted by the Chair is to be read by the Chair and/or Clerk.

Voting

- All regular votes will be by show of hands during a Council meeting. The Chair will ask who are in favour of the resolution, who are opposed. It may take some extra time to ensure the results are accurate so please keep your hands up until the Chair has announced the results.
- For recorded votes during a Council meeting, the Clerk will poll each Member individually by name.

Closed Session

- Should it be necessary to hold a Closed Session, under the Closed Session rules, each Member will be asked to confirm that they are in a secure room with no other people able to hear the discussion. Their concurrence will be noted in the minutes.

SCHEDULE 'C'

NOMINATION FORM

Warden - Renfrew County Council

A completed Nomination Form is the responsibility of individual Nominees for the position of Warden to the Council of the County of Renfrew.

Nominations will be accepted by the Clerk by delivering the completed form to

9 International Drive, Pembroke, Ontario

or sent electronically to info@countyofrenfrew.on.ca,

no later than 12:00 p.m. on the second Friday of November, or if being held under Section 24.3, eight (8) calendar days prior to the scheduled election.

Nominees shall be officially confirmed at the First Meeting of Council.

Nominee's Name: _____
(Please print)

Each nomination shall be supported by two (2) County Councillors.

Declaration of support

I, (please print) _____, being a Renfrew County Councillor, hereby declare my support for the nominee stated above.

Signed the _____ day of _____, 20__

Declaration of support

I, (please print) _____, being a Renfrew County Councillor, hereby declare my support for the nominee stated above.

Signed the _____ day of _____, 20__

SCHEDULE 'D'**PROCEDURE FOR ELECTION OF WARDEN**

- a) The Clerk, acting as Chair, shall call for nominations.
- b) Nominations for the Office of the Warden must be filed with the Clerk thirty (30) days prior to the Inaugural meeting. In the event that the Office of Warden is declared vacant during the normal term of office, Council will seek to fill the vacancy at the next scheduled Council meeting. In a municipal election year, nominations for the Office of the Warden must be filed with the Clerk no later than 12:00 p.m. on the second Friday of November.
- c) Each nomination shall be in writing, regularly moved and seconded, and will have the written consent of the nominee appended thereto.
- d) 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 (5) minutes. The speakers will be called upon in order of the nominees' name being decided by lot.
- e) Any nominee may withdraw at any time before a vote is taken.
- f) Where more than one (1) nominee remains for election, a vote by secret ballot shall be taken.
- g) To be elected Warden, a nominee shall obtain a vote of a majority of the Members.
- h) Where a vote is required, the following procedure shall be followed:
 - i) the Clerk shall be responsible to circulate ballots to each Member, each ballot having the Clerk's stamp on it;
 - ii) each Member shall write the name of their selection on the ballot, fold the ballot in four (4) and deposit their ballot in the box provided for that purpose;
 - iii) after all Members have voted, the Clerk shall collect the ballots and, in view of all Members, compile the results and announce the number of votes for each candidate;
 - iv) any candidate has the right to inspect the ballots;
 - v) if one (1) 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 thirty (30) minutes.
- i) Where there are more than two (2) 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:
 - i) a nominee receives the majority required for election at which time such nominee shall be declared elected; or
 - ii) it becomes apparent by reason of an equality of votes that no nominee can be elected.

- j) 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 (1) name being drawn by a person chosen by the Clerk.
- k) The newly elected Warden shall then be recognized and escorted to the Chair by the mover and seconder of their nomination, while all other Members remain standing.
- l) The Warden shall be sworn in by the Clerk, shall sign the Declaration of Office, and the mover and seconder shall assist the Warden to don the gown and the Chain of Office, after which all Members will take their seats.
- m) The Warden shall entertain a motion to destroy the ballots.

SCHEDULE 'E'**TERMS OF REFERENCE FOR
STRIKING COMMITTEE****Composition:**

The Striking Committee shall be comprised of the Warden plus Members of Council. The number of Members and the appointments (including the appointments of Chair and Vice-Chair) shall be determined annually by the Warden.

General Scope of Responsibility:

- 1) The mandate of the Striking Committee is to recommend to the Council the appointment of elected representation on Committees, Boards and Agencies. The Striking Committee may also participate in recommending the appointment of non-elected individuals when circumstances warrant.
- 2) Notwithstanding Section 1) above, when time is of the essence, the Warden and/or Council may bypass the Striking Committee and make appointments directly.
- 3) The Clerk shall record the minutes of the Striking Committee meetings.

Method of Selecting the Striking Committee

Upon election at the inaugural meeting, the newly elected Warden shall appoint a Striking Committee.

Striking Committee Meetings

The Striking Committee will meet at the call of the Chair or the Clerk, as required, but at a minimum at the first Regular Meeting in December.

SCHEDULE 'F'**WEIGHTED VOTE SYSTEM FOR COUNTY COUNCIL**

That the number of votes for each municipality at County Council will be based on the following criteria:

- a) 1 – 500 municipal electors: one (1) vote;
- b) 501 – 1000 municipal electors: two (2) votes;
- c) 1001 – 1500 municipal electors: three (3) votes;
- d) 1501 – 2000 municipal electors: four (4) votes;
- e) 2001 – 2500 municipal electors: five (5) votes;
- f) 2501 – 3000 municipal electors: six (6) votes;
- g) 3001 – 3500 municipal electors: seven (7) votes;
- h) 3501 – 4000 municipal electors: eight (8) votes;
- i) 4001 – 4500 municipal electors: nine (9) votes;
- j) 4501 – 5000 municipal electors: ten (10) votes;
- k) 5001 – 5500 municipal electors: eleven (11) votes;
- l) 5501 – 6000 municipal electors: twelve (12) votes;
- m) 6001 – 6500 municipal electors: thirteen (13) votes;
- n) 6501 – 7000 municipal electors: fourteen (14) votes;
- o) 7001 – 7500 municipal electors: fifteen (15) votes;
- p) 7501 – 8000 municipal electors: sixteen (16) votes;
- q) 8001 – 8500 municipal electors: seventeen (17) votes;
- r) 8501 – 9000 municipal electors: eighteen (18) votes;
- s) 9001 – 9500 municipal electors: nineteen (19) votes;
- t) 9501 – 10000 municipal electors: twenty (20) votes;
- u) 10001 – 10500 municipal electors: twenty-one (21) votes;
- v) 10501 – 11000 municipal electors: twenty-two (22) votes;
- w) 11001 – 11500 municipal electors: twenty-three (23) votes;
- x) 11501 – 12000 municipal electors: twenty-four (24) votes;
- y) 12001 – 12500 municipal electors: twenty-five (25) votes;
- z) 12501 – 13000 municipal electors: twenty-six (26) votes;

And so on upward, as applicable

MUNICIPALITY	# Votes
Town of Petawawa	33
Township of Laurentian Valley	19
Town of Arnprior	18
Township of Whitewater Region	18
Township of McNab/Braeside	16
Township of Greater Madawaska	16
Town of Renfrew	15
Township of Madawaska Valley	15
Township of Bonnechere Valley	12
Township of North Algona Wilberforce	10
Township of Admaston/Bromley	9
Township of Horton	8
Town of Deep River	8
Township of Killaloe, Hagarty & Richards	8
Town of Laurentian Hills	7
Township of Brudenell, Lyndoch & Raglan	7
Township of Head, Clara & Maria	2
TOTAL	221