

PROCEDURAL BY-LAW

34-22

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

July 12, 2022

**The Corporation of the Township of Ryerson
Council Procedural By-law 34-22**

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THE CORPORATION OF THE TOWNSHIP OF RYERSON

**BY-LAW 34-22
PROCEDURAL BY-LAW**

BEING a By-Law to establish rules governing the proceedings of Council, the calling of Meetings and the conduct of Members, Staff and the Public.

SHORT TITLE – This By-Law may be cited as the “Procedural By-Law.”

WHEREAS a Municipality is a level of government and requires formality and procedures in Meetings so that clear, informed, written decisions, direction, Resolutions and by-laws can be both adopted and implemented.

AND WHEREAS Council, pursuant to section 238 of the Municipal Act, 2001, is required to establish the procedures governing the Meetings of Council and Committees, the conduct of its Members and the calling of Meetings.

AND WHEREAS Council must adopt by by-law, the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise.

NOW THEREFORE the Council of the Corporation of the Township of Ryerson enacts as follows:

Preamble

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

- Municipal Act, 2001
- Municipal Conflict of Interest Act
- Municipal Code of Conduct By-Law
- Municipal Elections Act
- Municipal Freedom of Information and Protection of Privacy Act
- Accessibility for Ontarians with Disabilities Act
- Occupational Health and Safety Act
- Workplace Harassment/Workplace Violence Policy
- Staff Council Relations Policy
- Planning Act
- Accountability and Transparency By-Law
- Travel Expenses Policy
- Remuneration of Council Members By-Law

Members of council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

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PART 1 - DEFINITIONS

1. **.Agenda** means the written Order of Business to be conducted at a meeting.
2. **Business Arising** means matters listed in the Agenda which have not been dealt with in their entirety at a previous Meeting.
3. **Chair** means the presiding officer at a Council or Committee meeting.
4. **Chief Administrative Officer CAO** means the person appointed by the Municipality pursuant to *Section 229 of the Municipal Act*.
5. **Civic or Public Holiday** means those listed as holidays in the *Interpretation Act, R.S.O. 1990 c I 11 Section 29*, as amended from time to time.
6. **Clerk** means the person appointed by the Municipality pursuant to *Section 228 of the Municipal Act*, and other relevant legislation.
7. **Closed Meeting** means a Council or Committee meeting or portion thereof, which is closed to the public pursuant to *section 239 of the Municipal Act, 2001 or other legislation*.
8. **Communications** includes but is not limited to the following: Letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, newspaper/magazine article, etc.
9. **Consent Agenda** May be used for the purpose of convenience and for expediting meetings, and for matters of business that are for information only or matters not expected to require Council direction. Such matters are included in the Consent Agenda, and all matters of business contained in the Consent Agenda are voted on collectively. A particular matter of business may be singled out from the Consent Agenda for debate or for a separate vote upon the request of any Councillor. In the case of a separate vote, the excluded matter of business is severed from the Consent Agenda, and only the remaining matters of business contained in the Consent Agenda are voted on collectively.
10. **Council** means the elected Members of the Municipal Council.
11. **Council Package** means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that Members require prior to a Meeting.
12. **Delegation** means a person/group making a presentation to Council or Committee

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13. **Deputy Mayor** means a Member of council appointed to act in the place of the head of council when the head of council is absent or refuses to act or the office is vacant.
14. **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 via means of the Internet, and with or without in person attendance.
15. **Emergency Meeting/Urgent** means a meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter that is occurring or imminent confronting the Municipality and if not brought forward immediately, could result in or cause:
 - a. Danger to life, health or safety of individuals;
 - b. Damage to property;
 - c. An interruption of essential service provided by the Municipality;
 - d. Immediate and significant loss of revenue by the Municipality;
 - e. Legal issue and/or;
 - f. Prejudice to the Municipality.
16. **Ex Officio** means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The Mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.
17. **Head of Council** means the Mayor or, in the absence of the Mayor, the Deputy Mayor.
18. **Local Board** means a Local Board as defined in the *Municipal Act*, and shall include the Public Utilities Commission, Police Services Board, Health Service Board and Public Library Board.
19. **Mayor** means the Head of Council of the Corporation of the Township of Ryerson.
20. **Meeting** means any regular, special, committee or other meeting of Council, Committee or local board or of a committee of either of them, where,
 - a) A quorum of Members is present, and
 - b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
21. **Member** means a Member of Council or a Committee, a person duly elected or appointed to serve on Council or a Committee for the Corporation of the Township of Ryerson.
22. **Motion** means a written question moved and seconded by two Members, presented at a Meeting, read by the Chair or Clerk/Secretary subject to debate

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and voting by Council or a Committee. When a Motion passes, it becomes a Resolution or By-Law.

23. **Municipality** means the Municipal Corporation of the Township of Ryerson.
24. **Municipal Act** means the Municipal Act, 2001, S.O. c.25. as amended.
25. **Notice of Motion** means an advance notice to Members on a matter which Council will be asked to take a position.
26. **Officers** means a person, such as the Clerk, Treasurer, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.
27. **Order of Business** means the sequence of business to be introduced and considered in a Meeting.
28. **Pecuniary Interest** means a direct or indirect interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50*, as amended.
29. **Point of Procedure** means a matter that a Member considers to be departure from or contravention of the rules, procedures or generally accepted practices of the Council. It is a verbal statement made by a member to the Chair when the member believes there has been a contravention of the rules laid out in the Procedural By-Law.
30. **Presentation** means a person or group (including a Member, staff or Public) who provides information to Council or Committee.
31. **Quorum** means a majority of Members of Council or Committee.
32. **Recorded Vote** means a vote in Council or Committee where the names of the Members and the position in favour or against a Motion are recorded in the minutes.
33. **Regular Meeting** means a scheduled Council meeting held in accordance with the approved calendar/schedule of meetings.
34. **Report** means a written or other Report from the Chief Administrative Officer, Clerk, Department Heads, Staff, Member of Council or Committee/Board which is approved by the Chief Administrative Officer or Clerk.
35. **Resolution** means a motion that is carried or defeated and therefore represents the vote and will of Council.

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36. **Special Meeting** means a meeting not scheduled in accordance with the approved calendar/schedule of meetings for a specific purpose to deal with an important matter that has arisen between Regular Meeting

PART 2 – GENERAL PROVISIONS

2.1 Protocol

1. The rules and procedures contained in this by-law shall apply to all meetings of Council and Committees, unless otherwise prescribed;
 - a. Notwithstanding Section 2.1, these rules and procedures may be relaxed in a Committee meeting, if the subject matter so permits.
 - b. Unless a contrary intention appears in this By-law, words in the singular include the plural.
2. The Mayor shall be addressed as: 'MAYOR (surname inserted)'.
3. The Councillors shall be addressed as 'Councillor (surname inserted)'.

2.2 Robert's Rules of Order

For purposes of interpreting this By-law or determining a proper course of action for matters that may arise that are not specifically contemplated by this by-law, the most recent edition of *Robert's Rules of Order* in existence at the time shall be used as a reference.

PART 3 - MEETINGS - GENERAL

3.1 Inaugural Meeting

1. The first meeting of the newly elected or acclaimed Council after a regular or by-election shall be held on the first Tuesday after the commencement of the term or an alternate date to be set within 31 days of its term commencing.
2. At the first meeting, the Clerk shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members.
3. No business shall be conducted at the First Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members.

3.2 Regular Council Meetings - Time, Date, Location

1. Regular meetings of Council shall be scheduled on the first (1st) and third (3rd) Tuesday of each month, at 6:00 p.m. With the possible exception for the months of July, August, and December with only one meeting planned per month.

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2. At the first regular meeting after an election Council shall choose a Deputy Mayor from amongst its members by a majority vote by Council to act as the Mayor, in the absence of the Head of Council.

3.3 Regular Council Meetings – Election Year

Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk, until the new term of Council takes effect.

3.4 Regular Council Meetings - Amended by Clerk

The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.

3.5 Electronic Council Meetings

1. Pursuant to Section 238 (3.3) of the *Municipal Act, 2001* (as may be amended from time to time), Members of Council, Committees or Local Boards may participate in meetings electronically;
2. Members participating electronically may participate in meetings that are closed to the public. Confidentiality must be maintained;
3. When a Member is participating electronically, they may be counted in determining whether or not a quorum of Members is present at any time during the meeting;
4. Any Member wishing to attend a meeting electronically is encouraged to notify the Clerk as soon as possible in advance of the meeting in question so that proper arrangements with respect to logistics may be made;
5. The Head of Council or delegate may chair a meeting electronically;
6. The Clerk may clerk the meeting electronically;
7. Meetings may proceed even though any or all Members and/or the Clerk are participating electronically.

3.6 Electronic Public Meetings

1. Pursuant to Section 236(1) of the *Municipal Act, 2001* (as may be amended from time to time), Council may hold its meetings at any convenient location within or outside the municipality. Therefore, Council may hold meetings that are only open to the public by live-streaming those meetings on an appropriate internet-based platform that is generally available to members of the public ("Electronic Meetings"). Should internet services not exist, Electronic Meetings may be held by telephone conference or other available electronic means;

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2. In deciding to hold an Electronic Meeting, Council shall consider, among other factors, whether health and safety issues dictate that members of the public should not gather together in Council chambers including, but not limited to, cases of epidemic or pandemic. When Council makes this decision, the reasons for the decision not to permit physical attendance of the public shall be recorded in the minutes. Council shall have regard to recommendations and advice from the applicable authority including but not limited to the Provincial Government or Public Health officials;
3. If Council decides to hold an Electronic Meeting, the web link, or phone number or other electronic connection data to access the meetings will be provided to Council and members of the public. Should circumstances exist that the Municipality's website is not available, notice shall be provided in a manner that will provide access to the largest number of ratepayers possible in the circumstances.
4. Council members and/or presenters or delegations attending electronically, will be signaled visually, to identify their turn to speak.
5. If Council holds an Electronic Meeting (open or closed), the meeting will be recorded. The inability to record any meeting due to technical difficulties with recording equipment will not prohibit the meeting from commencing or continuing. The audio and video recording of meetings shall be made so that a complete record of the meeting is stored and available, helping to ensure that meetings are conducted in a safe environment. The recording of the open session of the meeting may be posted on the Municipality's website as soon as practical.

PART 4 - SPECIAL MEETING OF COUNCIL

A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

4.1 Special Meeting of Council – Summoned by Mayor (Head of Council)

The Head of Council may, at any time, summon a Special Meeting by providing notice of the meeting to the Clerk who will make a reasonable effort to prepare and post the agenda, providing Members with a Notice of Meeting at least twenty-four (24) hours before the Special Meeting.

4.2 Special Meeting of Council - Summoned by Majority Petition

Upon receipt of a petition from the majority of Council the Clerk may summon a Special Meeting and will make a reasonable effort providing Members a Notice of Meeting at least twenty-four (24) hours before the Special Meeting.

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4.3 Special Meeting of Council – Notice to Members

Upon receipt of a petition from the Majority of Council or request from the Head of Council, the Clerk may summon a Special Meeting and will make a reasonable effort to provide a Notice of Meeting, specifying the date, time, place and nature of, twenty-four (24) hours before the Special Meeting. Due to the nature of the special meeting, a 24 hour notice period shall apply, but will not restrict the conduct of municipal operations under an emergency.

4.4 Special Meeting of Council – Any Other Matter

The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.

4.5 Special Meeting of Council – Open/Closed

Special Meetings may be open or closed, depending on the business of the Special Meeting, as provided in the *Municipal Act*.

4.6 Committee of the Whole Meetings

Committee of the Whole (the Committee) facilitates the decision-making process of Council. The Committee is comprised of all members of Council who fully participate in debate and forward recommendations to Council for final decisions. The Committee is an important forum for policy debate and public input on issues within Council's area of responsibility.

Committee of the Whole Meeting: is a less formal, discussion-oriented meeting with the same members of Council. Generally, matters are discussed at the Committee of the Whole level first, then given final approval at the subsequent Council meeting.

Decorum: means behaviour that, in the opinion of the Presiding Officer, promotes an atmosphere of respect in Council Chambers.

Improper Conduct: means disruptive or unethical conduct and includes engaging in a course of vexatious comments or conduct against another person that is known or ought reasonably to be known to be unwelcome. It includes behaviour that in any way obstructs the deliberations and actions of the Committee of the Whole.

4.6.1

a. The Council of the Township of Ryerson generally meets twice per month, the first and third Tuesday.

b. It is the intention of Council to meet as Committee of the Whole at the first meeting of the month with the regular meeting to follow the third Tuesday of the month

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c. Committee of the Whole meetings provides the opportunity for all members of Council to participate in discussion. These meetings are considered less formal than Council meetings and are chaired on a rotational basis by members of Council.

d. Any decisions and recommendations presented at Committee of the Whole meetings are formally approved at Council meetings.

e. Correspondence, delegations, and speakers at Committee of the Whole and Council meetings form part of the public record in the agenda and/or the minutes.

f. Committee of the Whole meetings are recorded.

g. Anyone who wishes to keep personal information out of the public record should mark it confidential, refrain from disclosing it in public and keep it separate from other comments submitted to Council. For example, you may wish to write a letter with comments for Council and provide your contact information so staff can contact you about the meeting. In this case, include a covering letter with your personal contact information and attach a separate letter with your comments to Council. This way your contact information like phone number, email address or mailing address is not included in the agenda.

h. Derogatory or inappropriate remarks and improper conduct are not tolerated at Committee of the Whole and Council meetings. Applause, booing or other audible demonstrations of support or opposition are also strongly discouraged in the Council Chambers. The Township of Ryerson asks delegations and all members of the public to display the same decorum and respect to others as they would expect to receive for themselves.

PART 5 - CLOSED MEETINGS OF COUNCIL

5.1 Meetings - Open to the Public

Except as provided in this section, all meetings shall be open to the public.

5.2 Closed Meeting - Agenda and Reports

In the event the Clerk receives items for a Closed Meeting, they shall be placed on the Closed Meeting Agenda and will be distributed to Council in a manner that ensures confidentiality, the usual manner is to distribute at the closed meeting.

5.3 Permissive Closed Meetings

Council or a Committee may, by resolution, close a meeting or part of a meeting to the public as contemplated in section 239(2) of the *Municipal Act, 2001*, if the subject matter to be considered is:

- a. The security of the property of the municipality or local board;

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- b. Personal matters about an identifiable individual, including municipal or local board employees;
- c. A proposed or pending acquisition or disposition of land by the municipality or local board;
- d. Labour relations or employee negotiations;
- e. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g. A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h. Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j. A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; 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 municipality or local board.

5.4 Mandatory - Closed Meetings

Council or a Committee may, by resolution, close a meeting, or part of a meeting to the public in accordance with s. 239 of the *Municipal Act, 2001*, if the subject matter to be considered is:

- a. 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
- b. An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman and/or Meetings Investigator;

5.5 Closed Meetings – Further Conditions

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:

- a. The meeting is held for the purpose of educating or training the Members.
- b. At the meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the council, local board or committee.

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PART 6 – EMERGENCY MEETINGS OF COUNCIL

6.1 Emergency Meetings

1. An Emergency Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter.
2. The Chief Administrative Officer/Clerk will attempt to notify all Members and the appropriate staff about the Urgent Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public ensuring that it goes on social media unless there are extenuating circumstances.
3. Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.
4. Quorum is still required at an Emergency Meeting.
5. These provisions shall apply, with necessary modifications, to Committees and Local Boards.

6.2 Cancellation of Meetings

The Clerk, in consultation with the Head of Council, may cancel any meeting, in the following instances;

- a. Quorum cannot be achieved;
- b. By Council Resolution;
- c. In the event of an unforeseen, significant event;
- d. The Meeting is no longer required.

The Clerk will make a reasonable effort to contact the members and attempt to advertise publicly to provide notification of the cancelled meeting.

6.3 Cancellation of Meetings, Inclement Weather/Event

For the purpose of section 6.2 (c), an unforeseen, significant event includes, but is not limited to, the following:

- a. Safety concern for participants in the Meeting, including Members and Members of the Public (ex. snow storm, closing of the highway);
- b. Loss of heat/electricity or water;
- c. Clerk/deputy clerk's inability to attend;
- d. A state of emergency;
- e. The inability of a required participant to attend; and/or
- f. The Meeting becomes redundant.

PART 7 – GENERAL MEETING RULES

7.1 Rules – to be observed at all times

The rules contained in this By-Law shall be observed in all Meetings of Council and may be relaxed during Committee Meetings.

7.2 Mayor

The Mayor shall act as the Chair for all Council Meetings. The Mayor may delegate their authority to Chair any Meeting.

7.3 Absence of the Mayor

In the absence of the Mayor, if they refuse to act or if the office is vacant, the Deputy Mayor shall carry out the Mayor's duties and shall have all the rights, powers and authority of the Head of Council.

7.4 Absence of Deputy Mayor

If both the Mayor and the Deputy Mayor are unable to act as Head of Council for a Meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the Head of Council for the purposes of that Meeting. The Clerk shall call the Meeting to order, and conduct the meeting to allow Council to appoint an Acting Mayor.

7.5 Meeting Location

Unless otherwise authorized by Council, all Meetings of Council shall be held in the Council Chambers, at the Municipal Township Office, located at 28 Midlothian Road, Burks Falls.

7.6 Location – Building Capacity

Space in the current Ryerson Township Council Chamber may be limited because of a pandemic or for fire safety reasons. The capacity limit of the room has been determined by the Fire Prevention Officer to be twenty-one (21) people: eight (8) at the table and an additional thirteen (13) seats in the room. Seats will be reserved as required for Township Staff, Professional delegations (Lawyer, Planner etc.), registered delegations and presenters. Any remaining seats will be available to the public. Once the room capacity has been met, no further people will be permitted in the Council Chamber.

7.7 Clerk

A Clerk or Deputy Clerk must be present at all Council Meetings or other Meetings where there is a Quorum of Council.

7.8 Quorum

1. Quorum must be present at all Meetings.

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2. If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to be dealt with at the adjourned Meeting
3. The Clerk shall record the names of the Members present at the fifteen (15) minute time limit, will include those names on the Minutes for the adjourned Meeting and will include those Minutes on the Agenda for the next Meeting.
4. If at any time during a Meeting there is not Quorum, the Meeting shall automatically be recessed until there is Quorum again or until the Chair adjourns the Meeting.

7.9 Minutes

Minutes of all Meetings will be recorded without note or comment.

A copy of the draft minutes will be posted on the website. After approval, minutes of all Meetings, except Closed Meetings, will be posted in accordance with the applicable municipal policies.

7.10 Arriving Late/Leaving Early

If a Member arrives after a Meeting has started or leaves before the end of the Meeting, the Clerk will record in the minutes the time of arrival/departure. If a Member needs to leave before the end of a Meeting, they must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of Meeting that the Member needs to leave before the end of the Meeting.

7.11 Staff Attendance

Staff have a statutory duty to provide advice to Council. As such, staff, and particularly Officers and Department Heads, are expected to attend Council Meetings and to provide advice on a regular basis. Staff and Officers shall attend Meetings of Council when required by the Chief Administrative Officer or Clerk.

7.12 Declarations of Conflicts of Interest

1. Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, the Member will;
 - a. Provide a written statement of the interest and its general nature to the Clerk in accordance with Schedule A;
 - b. Will leave the Council Meeting while the issue is considered; and,
 - c. Will take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed.
2. If the Member is not at a Meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next Meeting and complete the written statement. Alternatively, if the Member knows they will not be at the Meeting where they

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have a conflict of interest in an item Council will consider, they can advise the Clerk and complete the declaration prior to the Meeting.

3. Members will, at all times, comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*.

7.13 Rules of Debate

1. The Chair shall preside over the Meeting, ensure good order and decorum, and rule on procedural questions.
2. Agenda items to be discussed are to proceed by Motion.
3. Each Motion requires a moving Member and a seconding Member. If no Member agrees to move or second the Motion, the item will be struck from the Agenda and will not be subject to debate.
4. The Clerk/Deputy Clerk will read the Motion or question.
5. The mover has the first right of speaking on that Motion, after the Chair.
6. The seconder has the next right of speaking on the Motion after the Chair and the mover have spoken.
7. After the Chair, the mover and the seconder have spoken, the Chair will canvas each remaining Member for their opinion on the Motion.
8. After being recognized by the Chair, every Member shall respectfully acknowledge the Chair before speaking on any matter.
9. A Member shall not speak a second time on a matter until all Members have had a chance to speak, except:
 - a. With permission of Council;
 - b. If questioned by another Member;
 - c. To explain comments which the Member believes have been misunderstood; or,
 - d. In the case of the mover of a Motion, in reply just before the Chair and after everyone else has spoken.
10. No Member, without the permission of Council or the Committee, shall speak to a matter or in reply for longer than three (3) minutes.
11. Motions and amendments to a Motion must be moved and seconded in writing and signed by the mover and seconder.
12. A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present.

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13. When a matter is being debated, no other Motion shall be entertained other than a Motion;
 - a. to refer the matter to a certain body;
 - b. to amend the Motion;
 - c. to defer the Motion;
 - d. to adjourn the Meeting;
 - e. that the vote be taken.
14. A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn.
15. A Motion to refer shall require direction as to the body to which it is being referred and a date the body is to Report to Council or Committee. A Motion to refer is not debatable.
16. A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable.
17. A Motion that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once.
18. Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate.

7.14 Questions During Debate

1. A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks.
2. A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any staff of the Municipality in attendance at the Meeting.
3. Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair or Clerk/Deputy Clerk. A Member may only make such a request once and may not interrupt another Member while they are speaking.

7.15 Conduct

1. Members are required to follow the Municipality's Code of Conduct during all Meetings.

No Member shall;

- a. Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff or any member of the public;
- b. Engage in private conversation during a council meeting, in such manner as to interrupt the proceedings of council;
- c. Speak on any subject other than the subject in debate;

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- d. Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;
 - e. Interrupt a Member who is speaking by speaking out, or making a noise/gesture or disturbance, except to raise a procedural question; and,
 - f. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee.
2. At a Meeting, no person shall:
- a. Speak disrespectfully of the Mayor, Deputy Mayor, a Member, any staff person, or any Member of the Public;
 - b. Use offensive words;
 - c. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;
 - d. Leave his or her seat while a vote is being taken and until the results of the vote are declared;
 - e. Make any disruptive noise or disturbance;
 - f. Enter the Meeting while a vote is being taken;
 - g. Walk between a Member who is speaking and the Chair; and,
 - h. Display signs or placards, applaud, engage in conversation or any other behavior, which may disrupt debate.
3. No persons, except Members, the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair.
4. No person shall speak aloud at a Meeting or address Members without first receiving permission from the Chair.
5. All remarks shall be addressed to the Chair. Members of the Public will not routinely be recognized and permitted to speak during a debate.
6. Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair.

7.16 Recording Equipment/Electronic Devices

- 1. Electronic devices of the public must not disrupt a Meeting.
- 2. The following are prohibited unless authorized in advance by the Mayor or Committee Chair as the case may be;
 - a. Cameras;
 - b. electrical lighting equipment;
 - c. television cameras.

7.17 Points of Procedure

- 1. When a Member believes there is a violation of this By-Law, the Member shall state that they wish to raise a Point of Procedure. Once recognized by the Chair, the Member shall raise the Point of Procedure. A Point of Procedure can only be raised during the Meeting.

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2. Upon raising the Point of Procedure, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Procedure.
3. Once the Point of Procedure has been dealt with, the debate shall resume, unless the ruling has changed this procedure.
4. Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final.
5. Upon appeal, the Member shall state the reasons for the appeal. The Chair may then indicate why the appeal should be rejected.
6. Without debate on the appeal, the Members, apart from the Member making the appeal and the Chair, shall vote on the appeal.
7. If the appeal is upheld by the majority of voting Members, the Chair shall change his or her ruling accordingly; if the appeal is rejected then the ruling stands.
8. No Member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on questions of order or procedure or an interpretation of the rules of Council.
9. Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may expel the person from the Meeting. If such person refuses to leave, the Chair may recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room.
10. If the person engaging in misconduct is a Member and the Member apologizes, the member may, by vote of the majority of Council, be permitted to retake his or her seat.

7.18 Voting - General

1. Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken.
2. Voting shall be by way of a "show of hands" in favour or against, except when a Recorded Vote is requested, and/or during electronic meetings.
3. A Member may request a Recorded Vote on any Motion. Such request may be made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall call each Member's name in random order and request and record their vote on the Motion. Notwithstanding the random calling of names, the Chair shall vote last in a Recorded Vote. After completion of a Recorded Vote, the Clerk shall announce the result.
4. If a member present at a meeting fails to or refuses to vote, their vote will be counted

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as a vote against the motion.

5. The Chair shall announce the results of the vote once the vote is completed, excluding recorded votes.
6. If during a non-recorded vote, a Member disagrees with the Chair's results of the vote, the Member may object immediately to the Chair's declaration and require a Recorded Vote be taken.
7. If there is a tie vote, the Motion will be defeated.
8. When the question under consideration contains multiple options/issues, the Motion shall be split without requiring a separate Motion and each option/issue will be voted on separately. The Motion shall be split without debate.

7.19 Notice of Motion

1. Notice of all new motions shall be given in writing and delivered to the Clerk by 12 p.m. noon on the Monday the week prior to the Council meeting at which the matter is to be considered. Such notices shall be included in the Agenda for that meeting under the item "Notice of Motion".
2. A notice of motion, in writing, may also be received by the Clerk prior to the closing of the meeting and in this event, the Chair or the Clerk shall read the notice of motion and it shall be duly recorded in the minutes without debate, and shall form part of the Agenda for the subsequent meeting under the item "Notice of Motion".
3. The presentation of a notice of motion does not require a mover or seconder until it comes before a meeting for debate.
4. A motion for which notice was given in accordance with this by-law must be moved and seconded at the meeting on which it appears on the Agenda for debate.
A notice of motion must be presented in the appropriate motion format on a "Notice of Motion Form" schedule "G" of the Procedural By-law. Forms are available at the municipal office or may be emailed upon request.

7.20 Motion to Suspend Notice Requirements

1. A motion may be introduced without notice, if Council, without debate, dispenses with notice, on the affirmative vote of two-thirds of the Members present and voting.

7.21 Motion to Withdraw

1. Once the motion is proposed and seconded, but before the Chair (or Clerk) states the motion, it belongs to the proposer, the motion may be withdrawn or modified without the permission of Council.
2. Once a motion is stated, it shall be deemed to be in the possession of Council, but at

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any time, the Member who moved the motion may request to withdraw the motion before a decision or an amendment. If there is no objection, the motion is withdrawn with general consent. If there is an objection, anyone may second the motion to withdraw and the Chair takes the vote.

7.22 Corrections

A Motion containing a minor or typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion and initialed by the mover and seconder.

7.23 Motion to Amend

Only one amendment at a time can be presented to a main motion, and only one amendment to an amendment can be presented. A motion to amend shall: be made only to a previous question or to amend an amendment to the question; be relevant to the motion; be moved and seconded; be put to a vote in the reverse order to that which is moved; not be in order if, in essence, it constitutes a rejection of the main question.

7.24 Voting – Reconsideration

1. When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the "Motion to Reconsider". Members who were not in the majority cannot move for a Motion to Reconsider.
2. Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall only be added to the Agenda upon Council's approval.
3. The process whereby a Motion to Reconsider is added to the Agenda is set out below:
 - a. A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda;
 - b. The Chair shall ask the Member to affirm that they voted with the majority;
 - c. The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda;
 - d. When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, the majority of Members must agree to add the Motion to Reconsider to the Agenda;
 - e. Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, a 2/3 majority must agree to add the Motion to Reconsider to the Agenda;
 - f. Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions;
 - g. Council may not Reconsider a decision for a period of six (6) months following the decision;
 - h. A Motion to Reconsider of any decided matter shall not operate to stop or delay an

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- action on the decided matter;
- i. Debate on a motion to add a Motion to Reconsider to the Agenda must be confined to reasons for or against reconsidering the Motion;
 - j. No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council.

PART 8 – ROLES AND RESPONSIBILITIES

8.1 Head of Council. (Municipal Act, s.225)

It is the role of the Head of Council to:

- a. Act as Chief Executive Officer (“CEO”) of the Municipality;
- b. Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c. Assign the seating arrangements in Council Chambers for all Members prior to the First Meeting of Council;
- d. Provide leadership to Council;
- e. Provide information and recommendations to Council with respect to the role of Council;
- f. Represent the Municipality at official functions;
- g. Uphold and promote the purposes of the Municipality;
- h. Promote public involvement in the Municipality’s activities;
- i. Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally;
- j. Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- k. Carry out duties prescribed by the *Municipal Act*;

8.2 Chair

It is the role of the Chair to:

- a. Open Meetings by calling the Meeting to order;
- b. Address the business listed on the Agenda;
- c. Receive and have read to Council all Motions presented by Members;
- d. Put to a vote all Motions which are moved and seconded, and announce the result of a vote;
- e. Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;
- f. Enforce, on all occasions, order, polite conduct and decorum among all present at a Meeting;
- g. When, in the Chair’s opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;
- h. Provide information to Members on any matter relating to the business of the Municipality;
- i. Authenticate by signature all By-Laws, Resolutions and Minutes;
- j. Rule on any points of order raised by Members;

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- k. Call a 5-minute rest period when deemed appropriate.
- l. Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council without any Motion being put forward; and
- m. Call for the adjournment of the Meeting when business is concluded.

8.3 Deputy Head of Council. (Municipal Act s.242)

It is the role of the Deputy Head of Council to:

- 1. In the event the Head of Council is absent from the Municipality, the Deputy Head of Council shall act in their absence and shall have all the rights, powers, and authority as the Head of Council.
- 2. If the Deputy Head of Council is unable to act in the place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk shall call the Meeting to order and another Councillor shall be appointed by Council to act as the presiding official and shall preside over the Meeting.

8.4 Council. (Municipal Act, s. 224)

It is the role of Council to:

- a. Represent the public and to consider the well-being and interests of the Municipality;
- b. Develop and evaluate the policies and programs of the Municipality;
- c. Determine which services the Municipality provides;
- d. Ensure that administrative policies, practices, and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e. Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f. Maintain the financial integrity of the Municipality; and,
- g. Carry out duties of council prescribed by the *Municipal Act*.

8.5 Clerk. (Municipal Act, s. 228)

It is the duty of the Clerk to:

- a. Record, without note or comment, all Resolutions, decisions and other proceedings of Council;
- b. If required by any Member present at a vote, record the name and vote of every Member voting on any matter or question;
- c. Keep the originals or copies of all By-Laws and of all Minutes of the proceedings of Council;
- d. Perform other duties required under the *Municipal Act* or any other Act; and
- e. Prepare and circulate Council Packages to all Members;
- f. Perform any other duties as assigned by the Municipality;
- g. The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the *Municipal Act*.

8.6 Staff. (Municipal Act, s. 227)

It is the duty of Staff to:

- a. Implement Council's decisions and establish administrative practices and procedures to

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- carry out Council's decisions;
- b. Undertake research and provide advice to Council on the policies and programs of the Municipality; and,
- c. Carry out other duties required under the *Act* and other duties assigned by the Municipality.

8.7 Chief Administrative Office. (Municipal Act, s. 229)

It is the duty of the Chief Administrative Officer to:

- a. Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and
- b. Perform such other duties as are assigned by the Municipality.

8.8 Members of the Public. (Municipal Act, s. 227)

It is the role of Members of the Public to:

- a. Attend Meetings which are open to the public;
- b. Follow the rules of order, polite conduct and decorum;
- c. Provide input and information to Council at Meetings, or portions of Meetings specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.)

PART 9 – NOTICE OF MEETINGS

9.1 Annual Schedule of Meetings

The Clerk shall, by January 31st of each calendar year, submit a schedule of the upcoming Regular Meetings for each Council year for consideration and adoption by Council. The Schedule of upcoming meetings for the calendar year will be posted on the Municipal website.

9.2 Notice of Meetings - In Form of an Agenda

1. A meeting notice shall be in the form of an Agenda, which shall first make mention of the date, time, place for the meeting. Staff will endeavour to have the agenda out to Council by 4 p.m. on the Wednesday prior to the scheduled meeting and will endeavour to post the agenda package on the municipal website for the public on the Monday prior to the scheduled meeting (Holiday Mondays are excepted, all dates will move ahead by one business day) and unless extenuating circumstances arise.
2. The Clerk may post, on the municipal website, on the front door of the office, on phone voice recording, the notice of all upcoming meetings. This posting will constitute notice to the public of the Meeting.
3. The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.

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4. Where a meeting is a special meeting called pursuant to this By-law, and it is not possible to provide the aforementioned notice, the Clerk shall make reasonable efforts to provide notice to those concerned and the notice shall be posted as soon as possible after the meeting has been scheduled.
5. Where a statute or the Notice By-Law requires, notice will be published in accordance with the Statute or By-Law. The notice will also be posted on the municipal website.
6. Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice or providing for a longer notice period.
7. Lack of receipt of notice or failure to comply with the notice provisions of this Procedural By-Law shall not invalidate the Meeting or any decision of Council or the Committee made at the Meeting.

PART 10 – AGENDA

10.1 Agenda - General

1. It shall be the duty of the Clerk/Deputy Clerk to prepare the Agenda of all Meetings in consultation with the Mayor. Where there is a dispute about including or excluding an item from the Agenda, the Clerk's decision shall be final.
2. All Council Agendas shall be prepared by the Clerk/Deputy Clerk in writing and shall be in accordance with the attached Schedule 'B' Template.
3. Agendas shall generally follow the format in Schedule 'B' Template, but modifications to the matters to be included in the Agenda maybe effected without requiring amendment to this by-law.
4. Items on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting Agenda under 'Business Arising from Previous Meeting' and/or 'Consent Agenda' unless set to a subsequent meeting by the Members present.
5. Communication Items: An item of general correspondence/information will be provided to Council separate from the agenda package by e-mail (with hard copies available upon request). This information may include, but not limited to items from other levels of government, Crown Corporations, agencies, boards, or provincial/federal associations engaged in municipal matters etc.
6. Communication items for action/resolutions shall be included in the agenda package and noted on the agenda.

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7. A schedule of in-year contract renewals will be provided to Council at the beginning of each year. Contract renewals will be provided to Council in a timely fashion before renewal dates.
8. Council Members are strongly encouraged to contact the municipal office prior to a meeting to raise questions or clarify issues relevant to the matter and secure additional information as may be required.
9. All items to be included on the Agenda will be provided to the Clerk by Members, Staff or the Public no later than 12 p.m., noon on the Monday a week prior to the scheduled meeting of Council. Reports for a meeting will be finalized and filed with the Clerk no later than 12 p.m., noon on the Monday the week prior to the scheduled meeting. Holiday Mondays are excepted, all dates will move ahead by one business day.
10. Reports to Council may be in the standard forms:
 - a. Staff Report in standard format. Schedule 'C'
 - b. Council Report in standard format Schedule 'F'
11. Members wishing to have a matter placed on the Agenda may submit in writing to the Clerk by email or completed form provided hereto at 'Schedule D Template' by 12 p.m. noon on the Monday the week prior to the scheduled meeting. Holiday Mondays excepted -all dates will move ahead by one business day.
12. Staff will endeavor to have the agenda out to Council by 4 p.m. on the Wednesday prior to the scheduled meeting unless extenuating circumstances arise.
13. The whole agenda package will be posted to the public on our website on the Monday (Holiday Mondays excepted) prior to the scheduled meeting unless extenuating circumstances arise.

PART 11 – BY-LAWS

11.1 By-laws - Agenda

The proposed by-law title and reference shall be listed on the Council Agenda, and a copy of the By-law may be included in the Agenda.

11.2 Enactment of By-laws

Every By-law:

1. Shall have three readings prior to being passed.
2. All readings of the by-laws may be introduced in the same motion, duly moved and seconded, specifying the number and title of the by-law, giving them a First Reading. The by-law may be debated and amended before Second and Third Reading. After the second and third reading of the motion the by-law shall be decided.

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3. Which has been enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Chair and the Clerk and shall be deposited by the Clerk for safe-keeping.
4. A draft by-law may be provided to Council for consideration if required prior to its passing at a Council meeting.

11.3 Confirmatory By-law

The proceedings of previous meetings shall be confirmed by By-law at Regular meetings so that every decision of the Council from previous meetings and every Resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-law duly enacted.

PART 12– ABSENCE OF A MEMBER

12.1 Absent from Meeting/Leaves of Absence

The office of a Member of a Council or Committee will become vacant if the Member is absent from the meetings of Council or Committee for three (3) consecutive months unless the leave of absence is authorized by a resolution of Council.

12.2 Absent from meeting/Member Prenatal /Pregnancy Leave

Section (12.1) does not apply to vacate the office of a Member of Council who is absent for twenty (20) consecutive weeks or less if the absence is a result of the Members' pregnancy, the birth of the Member's child or the adoption of a child by the Member in accordance with subsection 259 of the *Municipal Act, 2001*, Member Pregnancy and/or Parental Leave Policy (signed February 19, 2019) A resolution of Council is not required to authorize such a leave of absence. The Member shall provide the Clerk with written notice of the leave of absence for twenty (20) consecutive weeks or less.

PART 13 – ADJOURN

13.1 Curfew – All Meetings

All meetings shall be automatically adjourned after 3 hours unless otherwise determined by Resolution for one (1) hour longer, passed by a majority of the Members present.

13.2 Adjournment

1. A Motion to adjourn does not need a seconding Member.
2. A motion to adjourn a meeting will be considered at any time except the following:
 - a. When another Member has been recognized by the Chair and is speaking on a matter, or;
 - b. During the taking of a vote.
3. If a motion to adjourn is defeated, the moving Member may not bring another Motion to adjourn until the Agenda is completed.

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4. Members and Public in attendance must vacate Council Chambers expeditiously upon adjournment of the meeting, and the door shall be locked.

PART 14 – DELEGATIONS/PRESENTATIONS In person or electronic meetings

14.1 Delegation – Limit per Meeting

Maximum number of delegations at any meeting shall be three (3), except at a public meeting especially called to receive public presentations.

Delegations may attend meetings either in-person or by electronic attendance.

14.2 Delegation – Time Limit for Speaking

No oral presentation by a delegation may exceed ten (10) minutes in length. The Presiding Officer will advise when ten (10) minutes have elapsed.

Time limits for Presentations may be extended depending on subject matter.

14.3 Delegation – Request for Delegation

Persons wishing to make a Delegation to Council, must register with the Clerk, in writing. A written brief outlining the subject matter of the presentation shall be provided to the Clerk at the time of the request to appear and shall clearly state the nature of the business to be discussed. Submissions must be received by the Clerk before Noon on the Monday the week prior to the scheduled meeting of Council. Holiday Mondays excepted -all dates will move ahead by one business day. The written request may be made on a form available (Schedule 'E' Template) from the municipal office or by email, fax or other written note.

14.4 Delegation – Special Provisions

Delegations appearing before Council who have previously appeared before Council on the same subject shall be limited to providing only new information in their second or subsequent appearances.

14.5 Delegation – Petitions

Petitions must include the legible names of those signing and their location within the Township of Ryerson (or other municipality), indicating their street address (civic address) and/or Lot and Concession.

14.6 Delegation – Anonymous Communications

Anonymous communications will not be included on an agenda. Communication items for Council shall be legible and shall be identified and dated and signed by the author(s) or if received by email the author must be clearly identified. The return mailing address or e-mail address must be noted thereon. The Clerk shall not include any correspondence that does not meet the above requirements.

14.7 Delegation – Decision to Place on the Agenda

The Clerk, in consultation with the Chair, shall decide which delegations shall be heard orally at any given meeting in-person or electronically, and may defer or decline to place any

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delegation on the agenda having regard to the time available and;

- a. The express desire of any member or members of Council that a particular delegation be heard;
- b. The desirability that different points of view on any issue be heard;
- c. The desirability that persons who support a particular position be encouraged to combine to make a joint oral presentation usually through a single spokesperson. To avoid repetition of the same or similar information or opinions, supporters of a given position already presented orally will be encouraged to make a written submission to be distributed to members of Council;
- d. The desirability that new issues not on the subject of previous delegations should be heard.

In the eventuality of an unforeseen emergency, delegation to be submitted in writing only.

14.8 Delegation – Refusal of Delegation

The Mayor or Clerk/Deputy Clerk may decline to add items from a delegation to an Agenda.

Reasons to decline include, but are not limited to the following:

- a. More time is required to prepare Staff Reports for Council;
- b. The Delegation Request Form was not submitted by the deadline;
- c. The Delegation Request Form is incomplete;
- d. The subject matter of the Delegation is outside of the jurisdiction of Council;
- e. The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- f. The Meeting Agenda is already too lengthy;
- g. The subject matter is set to be discussed on another Agenda;
- h. The issue is frivolous or vexatious;
- i. The issue has been or is to be considered by the Committee of Adjustment;
- j. Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
- k. Council previously indicated that it will not hear further from this Delegation; or
- l. The issue should be referred to the Administrative Department for action.

14.9 Delegation – Conduct

1. No Delegate shall: speak disrespectfully of any person; use offensive words/gestures; speak on any subject other than the subject for which approval to address was received; disobey the rules of order or a decision of the Chair.
2. The Chair may curtail any delegate, any question of a delegate or debate during a presentation, for disorder or for any other breach of this Procedural By-law and, should the Chair rule that a presentation is concluded, the delegate shall withdraw immediately.

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14.10 Delegation – Consideration by Council

1. Public presentations made at the beginning of the meeting shall be considered by Council at the end of the Agenda of that meeting.
2. After the Delegate has completed their presentation, Members shall each have the opportunity to ask questions for clarification purposes only and without debate.

14.11 Delegation – Minutes of Delegation

Minutes of the Delegation will record no detail but include a very limited, brief explanation of the topic and/or request.

PART 15 – ENACTMENT

15.1 Repeals

Any other by-laws or resolutions that are inconsistent with the provision of this by-law are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this by-law.

15.2 Enactment

This by-law shall come into force and take effect immediately upon the final passing thereof.

Read a First, Second, and Third time,
Signed and the Seal of the Corporation
affixed thereto and finally passed this 12th
day of July, 2022.



MAYOR

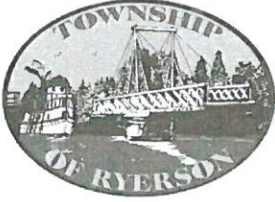

CLERK/DEPUTY CLERK

PART 16– SCHEDULES TO THE BY-LAW

16.1 Schedules - A to G

- Schedule A – Conflict of Interest Form
- Schedule B – Agenda and Consent Agenda
- Schedule C – Staff Reports
- Schedule D – Member Request for Item to be added to the Agenda (Standard Forms)
- Schedule E – Form for Individuals of Bodies to put Matters on the Agenda
- Schedule F – Councillor Report
- Schedule G – Notice of Motion

"Schedule A"
Conflict of Interest



Municipal Conflict of Interest Act
DECLARATION OF PECUNIARY INTEREST

Meeting Date:

Name:

Title:

I, _____ declare pecuniary interest
with

respect to:

(Agenda Item)

The general nature of the pecuniary interest is:

(Signature)

**“Schedule B”
Agenda Template**

**CORPORATION OF THE TOWNSHIP OF RYERSON
REGULAR MEETING AGENDA**

, 20 AT 6:00 P.M.

1. CALL TO ORDER

- 1.1 Attendance, roll call: in person and electronic, late attendees
- 1.2 Announcement: This meeting is being recorded

**2. DECLARATION OF PECUNIARY INTEREST (And General Nature
Thereof)**

3. DELEGATION AND PRESENTATIONS

4. CONSENT AGENDA (Discretionary)

Items listed under the Consent Agenda are considered routine, and enacted in one motion. However, any Council member may request one or more items to be removed from the Consent Agenda for separate discussion and/or action. Each and every matter of business contained in the Consent Agenda is recorded separately in the minutes of the meeting.

- a) Council Meeting Minutes
- b) Housekeeping
- c) Reports Received
- d) Information
- e) Correspondence

5. DISCUSSION OF CONSENT AGENDA ITEM

**6. TENDERS/QUOTES/REQUESTS FOR PROPOSAL (RFP) (When
Required)**

7. REPORTS

FIRE DEPARTMENT:

BY-LAW:

PUBLIC WORKS:

DEPUTY CLERK:

TREASURER:

CLERK:

COUNCIL MEMBERS:

8. BUSINESS ARISING/ACTIVITY LOG

9. NOTICE OF MOTION (if required)

10. COMMUNICATION ITEMS


11. BY-LAWS

12. CLOSED SESSION (if required)

13. IMPORTANT DATES

14. ADJOURNMENT

**“Schedule C”
Staff Reports**

	Staff Report
To:	Council
From:	
Date of Meeting:	
Report Title:	
Report Date:	

Recommendation:

Purpose/Background:

Analysis/Financial:

Reference/ Documents:

Rationale Analysis:

Alternatives for Consideration:

Next Steps:

Appendix/Related Documents:

**“Schedule D”
Council Additional Matters to the Agenda Form**

TOWNSHIP OF RYERSON

COUNCIL ADDITIONAL MATTERS TO THE AGENDA FORM

NAME: _____

COUNCIL MEETING DATE: _____

GENERAL NATURE OF ADDITION: _____

SIGNATURE: _____ DATE: _____

**“Schedule E”
Form for Individuals or Bodies to put Matters on the Agenda**

**TOWNSHIP OF RYERSON
28 MIDLOTHIAN ROAD
R. R. # 1
BURKS FALLS, ONTARIO P0A 1C0**

Phone 705 382-3232 Fax 705 382-3286

email: clerk@ryersontownship.ca

DELEGATION FORM

NAME: _____

MAILING ADDRESS: _____

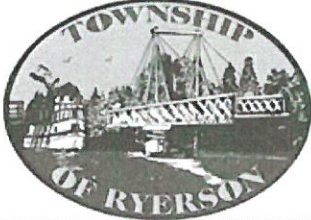
PHONE NUMBER: _____

COUNCIL MEETING DATE: _____

WRITTEN PRESENTATION TO BE PROVIDED TO THE CLERK:

GENERAL NATURE OF DELEGATION: _____

**“Schedule F”
Council Reports**

	Councillor Report
Name	
Event	
Date of Event	
Date of Presentation	
Brief summary as it relates to the Township of Ryerson	

**“Schedule G”
Notice of Motion**

Notice of Motion of the Township Ryerson,

Member of Council _____ (please print)

Hereby files a Notice of Motion to be included on the Agenda for the Regular meeting of Council, which is scheduled to be held on:

_____20_____ under the following
Agenda heading:

Subject:

And which Notice of Motion reads as follows:

