



By-law No. 68-2018

Procedural By-law

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**Consolidated Version** *Revised and Verified* \_\_\_\_, 2018

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68-2018 (Original)	September 11, 2018

**Consolidated for Convenience Only**

This consolidated copy of a Woolwich Township By-law is for convenient information. While every effort is made to ensure the accuracy of this copy, the original by-law must be consulted for all legal interpretations and applications. For more information or to view by-laws please contact the Clerks Division. This document is available in alternate formats on request.

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# The Corporation of the Township of Woolwich

## By-law No. 68-2018

### A By-law to Govern the Proceedings of Council and Committees of Council

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Whereas Section 238(2) of the Municipal Act, 2001 provides that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

And whereas the Council of the Corporation of Township of Woolwich deems it desirable that there be rules governing the conduct of its members;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH HEREBY ENACTS AS FOLLOWS:

#### **Part I. Short Title, Purpose and Scope**

##### **Short Title**

1. This by-law shall be known as the "Procedural By-law".

##### **Scope**

2. This by-law applies with necessary references to Council, Committee of the Whole, all Committees of Council and Local Boards that have not adopted a separate Procedural By-law, in accordance with the Municipal Act.

#### **Part II. Interpretation**

##### **Headings**

3. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the by-law.

##### **References to Applicable Law**

4. All references to applicable law are ambulatory and apply as amended from time to time.

##### **Definitions**

5. For the purposes of this by-law:

Abstain from Voting means a member who refuses to vote on an issue and who will be recorded as voting in the negative.

Acting Mayor means the person appointed on a rotational basis by by-law of the Corporation of the Township of Woolwich.

Closed Session means a meeting of Council or a Committee of Council which is closed to the public under the provisions of the Municipal Act.

Committees of Council includes any Local Board, Advisory Committee or Ad Hoc Committee established by the Council of the Township of Woolwich. Committees of Council generally have 1-2 Council representatives appointed to them. The definition of Committees of Council does not include the Committee of the Whole.

Committee of the Whole Meeting is a less formal, discussion-oriented Council meeting. Generally, matters are discussed at the Committee of the Whole level first, then given final approval at the subsequent Council meeting. References to Council and Committee of the Whole in this by-law are interchangeable except where otherwise noted.

Consent Item is an item that is listed under the Consent Items portion of the agenda and is a routine matter, a report provided for information, reports in response to Council questions and other matters of a non-controversial nature.

Council is the term used to refer collectively to the Mayor and Councillors elected to the Council of the Township of Woolwich and includes Committee of the Whole.

Councillor means an individual elected to serve on Council who represents the population in a specific ward of the Township of Woolwich.

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

Delegation means a person or persons who requests permission to address Council in accordance with Section 60 of this By-law.

Unregistered Delegation means a delegation that is not listed on the agenda.

Registered Delegation means a delegation that is listed on the agenda.

Deprecating means attacks of character, attacks of reputation, name calling, or comments that are injurious to reputation, derogatory, slanderous or libelous.

Ex Officio means by virtue of office or position and carries with it the right to participate fully in the committee meeting and to vote unless prohibited by law.

Head of Council means the Mayor or his/her designate.

Improper Conduct means 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 Council.

Inaugural Meeting means the first meeting of Council held after a municipal election in a regular election year.

Local Board means a local Board as defined in the Municipal Act, 2001 and includes but is not limited to the Boards of the Elmira and St. Jacobs Business Improvement Areas.

Municipal Act means the *Municipal Act, 2001*, S.O. 2001, chapter 25.

Notice of Motion means an advance notice by one member of Council to other members of Council on a matter which Council will be asked to take a position.

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.

Point of Order means a statement made by a Member during a meeting, drawing the attention of the Presiding Officer to a breach of the Procedural By-law.

Presentation means a presentation of information to Council or a Committee of Council that has been requested by a member of Council or a Committee of Council, or a member of staff of the Township of Woolwich.

Presiding Officer means the Mayor or the Acting Mayor or the appointed Chairperson of a Committee of Council or, in the absence of the foregoing, the member appointed in accordance with this by-law.

Quorum means the majority of the whole number of the members of Council, Local Board or a Committee of Council who are present in person at a meeting.

Recording Equipment means any device used for the purpose of recording whether it be analogue, digital or other means of recording, including but not being limited to computers, cell phones, digital voice recorders, and cameras.

Recorded Vote means where a vote is taken for any purpose and a member of Council or a Committee of Council requests immediately prior to the taking of the vote that the vote be recorded, each member present except a member who is disqualified from voting by any Act, shall announce his/her vote openly and any failure to vote by a member who is not disqualified from voting shall be deemed to be a negative vote and the meeting minutes shall record how each member voted.

Regular Meeting means a scheduled meeting of Council held in accordance with the approved meeting schedule.

Resolution means a formal determination made by Council or a Committee on the basis of a motion placed before a properly constituted meeting of Council or a Committee for debate and decision, and duly passed.

Rules of Procedure means the rules and regulations set out in this by-law.

Senior Management Team means the Chief Administrative Officer and Department Heads of the Township of Woolwich.

Special Meeting means a meeting of Council not scheduled in accordance with the approved calendar of meetings.

Terms of Reference means a document approved by Council that sets out the mandate, membership and scope for a Committee of Council.

Tie Vote means an equality of votes and the question being voted on is deemed lost.

7. Any regular meeting of Council, except the first meeting of a new term, may be postponed by the Clerk to a day to be named in the notice given, but such postponement shall not exceed two weeks.
8. A special meeting of Council may be summoned by the Mayor at any time, or when a petition is presented to the Clerk, by a majority of Council. The Clerk shall notify all members of Council of each special meeting at least 24 hours prior to the time appointed for such meeting. No business shall be transacted at a special meeting of Council other than that specified in the notice of such meeting or as agreed to by a majority of the members present.
9. The notice provision for an emergency meeting of Council can be waived with the consent of a majority of members of Council. The Clerk shall attempt to notify members about the meeting as soon as possible and in the most expedient manner available. No business except business dealing with the emergency shall be transacted at the emergency meeting.
10. Lack of receipt of notice or an Agenda by the members of Council shall not affect the validity of the meeting or any action lawfully taken at the meeting.

### **Closed Meetings**

11. All meetings of Council and Committees of Council shall be open to the public. A meeting or part of a meeting may be closed to the public if the subject is exempt under Section 239 of the Municipal Act.
12. Prior to any meeting being closed to the public, the Council or Committee shall state by public resolution:
  - a) the fact of the holding of the closed meeting; and
  - b) the general nature of the matter being considered at the closed meeting.
13. All information, documentation or deliberations received, reviewed or taken in a closed meeting is confidential.
14. No member shall release or make public any information considered at a closed meeting or discuss the content of such a meeting with persons other than members of Council, the Committee of Council, or relevant staff members without the authorization of Council. Any member who contravenes this section shall be deemed to not be acting in the interest of, on behalf of, or within the authority of the Council or the Township of Woolwich. A violation of this regulation may result in exclusion of the offending member from future closed meetings of Council. That member will no longer be provided with correspondence, materials or information proposed to be dealt with by Council at a closed meeting.
15. The determination of whether a violation of the closed meeting provisions of this by-law has been committed, and the length of the exclusion from closed meetings, shall be made by Council prior to the affected member being excluded from any closed meeting. The results of Council's deliberations shall be reported in the open session of Council.
16. If the purported violation of the closed meeting provisions of this by-law by more than one member is to be considered, a separate resolution of Council with respect to each affected member is to be adopted.

report, the Council or Committee of Council shall pass a resolution stating how it intends to address the report.

### **Quorum**

20. A quorum shall consist of a majority of the members of Council or a Committee of Council who are in person at a meeting.
21. If a quorum is not present within thirty minutes after the time fixed for a regular, closed or special Council meeting, the Clerk shall record the names of the members present and Council shall stand adjourned until the next regular meeting.
22. If a quorum is not present after the time fixed for a Committee of the Whole meeting, the Clerk shall record the names of the members present and business shall be conducted as usual. Motions may be made and voted on, but a notation shall appear in the minutes indicating the number of votes. All actions of the Committee of the Whole must be ratified at the next regular Council meeting.

### **Roles**

23. The roles of Council, Head of Council, Chief Administrative Officer and Clerk are set out in Sections 224 to 229 of the Municipal Act.
24. The Mayor shall be the Presiding Officer for regular, special and closed meetings of Council and the Committee of the Whole portion of the Council meeting. In the absence of the Mayor or if the Mayor's office is vacant, or if fifteen minutes after the time fixed for the regular or special meeting the Mayor is not present, the Acting Mayor shall be the Presiding Officer of regular, special and closed meetings of Council. If the Mayor and Acting Mayor are both absent, Council shall appoint a Presiding Officer from the members present.
25. The Presiding Officer of the Committee of the Whole shall be the Acting Mayor as appointed by by-law at the beginning of each term of Council. The Presiding Officer of the Committee of the Whole will be on a two-month rotation for the term of Council. If the Presiding Officer is absent, he/she shall appoint someone to chair the meeting in accordance with the Acting Mayor By-law.
26. The Role of the Presiding Officer is to:
  - a) open the Meeting of Council or the Committee of Council and calling the Members to order;
  - b) preside over Council or Committee of Council meetings so that its business can be carried out efficiently and effectively;
  - c) ensure that members of the public feel safe to participate in public debate; and
  - d) ensure decorum is maintained within Council Chambers in accordance with Section 85 of this By-law and the Township's Respectful Behaviour Policy for Council Chambers.
  - e) put to vote all questions, which are regularly moved and seconded, or necessarily arise in the course of the proceedings and to announce the result;
  - f) require a recorded vote to be taken on any question upon request of a

### **Attendance of Clerk at Meetings**

29. The Clerk shall be present at the meetings of Council however, the Deputy Clerk may act instead at the meeting of the Council and the Deputy Clerk or the Clerk's designate may act at Committees. Should the Clerk or Deputy Clerk be absent during the course of the Council meeting, some other person shall be appointed pro tempore by Council to act during the absence.

### **Seating**

30. Seating in the Council Chambers shall be in alphabetical order of the members' surnames with the first member in the seat closest to the Mayor's right.

### **Adjourning**

31. The Presiding Officer shall declare the Council or Committee of the Whole meeting or Committee of Council meeting adjourned when the hour of 11:00 p.m. is reached, unless Council or Committee of the Whole or the Committee of Council by unanimous vote approves an extension to 11:45 p.m.

### **Agenda Outline**

32. The business of Committee of the Whole meetings shall proceed in the following order:

1. Disclosures of Pecuniary Interest under the Municipal Conflict of Interest Act
2. Public Planning Meeting
3. Other Public Meeting
4. Items to Come Forward from Closed Session
5. Presentations
6. Delegations
7. Unfinished Business
8. Consent Items
  - 8.1. Items for Approval
  - 8.2. Items for Information
9. Staff Reports and Memos
10. Other Business
11. Outstanding Activity List
12. Correspondence
13. Public Notices
14. Notice of Closed Meetings
15. Notice of Motion
16. Adjournment

33. The business of Council shall proceed in the following order:

1. Moment of Silence
2. Disclosures of Pecuniary Interest Under the Municipal Conflict of Interest Act
3. Items to Come Forward from Closed Session
4. Adoption of Minutes
5. Committee of the Whole
  - 5.1. Public Meetings
  - 5.2. Presentations



8. Public Notices
9. Notice of Closed Meetings
10. Notice of Motion
11. Final Passage of the By-laws
12. Adjournment

### **Agenda Preparation and Posting**

34. Staff reports and material from internal and external sources to be included in the electronic agenda package for a Council meeting shall be provided to the Council and Information Services Department by 5:00 p.m. on the Thursday preceding the meeting.
35. The title of any verbal reports or updates should be listed on the agenda and revised agendas.
36. Delegations are permitted to register for an agenda in accordance with the Delegations Section of this By-law.
37. Agendas shall be formatted as detailed in Sections 32 and 33 of this By-law, but modifications to the matters to be included or the order of business may be affected without requiring amendment to this by-law.
38. Prior to each regular, special or closed meeting of Council, the Clerk shall prepare an electronic agenda package of all business to be brought before Council at such meeting. The agenda package shall be delivered by electronic transmission to each member of Council at least 48 hours prior to the meeting except in circumstances over which the Clerk has no control. At the same time, the Clerk shall make available a copy of the agenda package to the Senior Management Team.
39. Agendas for emergency meetings of Council will be electronically circulated to Council within 24 hours of the time set for the start of the meeting, except in circumstances over which the Clerk has no control.
40. Notwithstanding any unforeseen circumstances (technical malfunctions or operational hindrances) an electronic copy of the agenda package shall be posted on the Township website by 2:00 p.m. on the Friday before the meeting. If this deadline cannot be met, the Clerk will post a notice on the Township's website with an approximate time of availability and a general reason for the delay.
41. The Clerk may prepare a revised electronic agenda package in order to deal with an urgent matter requiring a Council decision. Delegations are permitted to register for a revised agenda in accordance with Section 60 of this By-law. All revised agendas will be posted on the website by 2:00 p.m. on the day of the meeting. If this deadline cannot be met, the Clerk will post a notice on the Township's website with an approximate time of availability and a general reason for the delay.
42. The business of Council shall be taken up in the order as listed on the agenda, unless otherwise decided upon by the Mayor, Presiding Officer or a majority vote of Council.

### **Consent Items**

**Minutes**

47. The Council and Information Services Department shall provide administrative services to all regular, special and closed meetings of Council. At the discretion of the Clerk, these services may be provided to any other Committee of Council. It shall be the duty of the Clerk to have an electronic copy of the minutes of the last regular, and all subsequent meetings, delivered to each member of Council not less than 48 hours before the beginning of the regular meeting, except in circumstances over which the Clerk has no control.
48. Minutes will record:
  - a) the place, date and time of meeting;
  - b) the names of the presiding officer or officers and the record of the attendance of the members;
  - c) any disclosures of pecuniary interest;
  - d) correction and adoption of the minutes of prior meetings, and
  - e) a summary of all the other proceedings of the meeting without note or comment.
49. Any member of Council or a Committee of Council will, upon request, be listed in the minutes being opposed to an approved resolution.
50. Proceedings, when taken in the form of minutes, shall not be recorded verbatim and shall be recorded in accordance with parliamentary best practices.
51. Presentations, delegations, petitions, and communications received by Council in the course of a meeting shall only be referred to in a brief and summary manner.
52. At all regular Council meetings, the Presiding Officer shall ask Council if there are any objections to the minutes so delivered or any motion to correct, and after correction and/or change, shall declare the minutes adopted.
53. After the minutes have been adopted they will be signed by the Mayor and Clerk.

**Disclosures of Pecuniary Interest**

54. It shall be the responsibility of each individual member to determine if a pecuniary conflict of interest, direct or indirect, exists in relation to any matter that comes before Council or a Committee of Council, and to publicly disclose the pecuniary interest and the nature thereof in accordance with the provisions of the Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50.
55. Where a member of Council or a Committee of Council has any pecuniary interest, direct or indirect, in any matter, including that of a spouse, child or parent and is present at a meeting of Council or a Committee of Council at which the matter is the subject of consideration, the member shall:
  - a) prior to the consideration of the matter at the meeting, verbally disclose the pecuniary interest and its general nature, including why the member has a pecuniary interest;

56. Where a pecuniary interest has not been disclosed because the member was absent from the meeting where the matter was under consideration, the member shall disclose the interest and otherwise comply with section 55 b at the next meeting of the Council or Committee of Council attended by the member.
57. The failure of one or more members to disclose a pecuniary interest as set out in this by-law shall not affect the validity of the meeting in regard to said matter.
58. Quorum is not affected by the absence of a member of Council or Committee of Council who has left the meeting due to a pecuniary conflict of interest.

### **Proclamations**

59. The Council of the Township of Woolwich does not pass proclamations.

### **Delegations**

60. Delegations addressing Council shall confine their remarks to the business stated in their request to be heard and shall present same in a respectful and temperate manner. Political satire and criticism will not be permitted.
61. Persons wishing to appear before a regular meeting of Council or Committee of the Whole shall notify the Clerk no later than 5:00 p.m. on the Thursday preceding the meeting.
62. A person may register for the revised Council or Committee of the Whole agenda no later than 12:00 noon on the day of the meeting only if the delegation wishes to address Council regarding a current agenda item.
63. If the proposed subject matter of any potential delegation is under the jurisdiction of an established Committee of Council, the Clerk may encourage that delegation to first address the appropriate Committee of Council before bringing the matter to Committee of the Whole or Council.
64. Delegations shall address Council or the Committee of Council from the designated area.
65. Unless Council or the Committee of Council otherwise gives permission, no Registered Delegation shall be permitted to address Council or the Committee of Council for longer than ten minutes. Where a delegation consists of an organized group of five or more people, two people may address Council or the Committee of Council, in which event each person shall be limited to speaking for ten minutes.
66. Unregistered Delegations may address Council or the Committee of Council during a meeting by a motion from Council or the Committee and may speak for no longer than five minutes.
67. The speaking time for each delegation may be extended or reduced by Council or the Committee of Council by a majority vote of all members present.
68. Delegations that have previously appeared before Council or a Committee of Council on a subject shall provide only new information ~~only~~ in any subsequent appearances before Council relating to that matter.

presentation is abusive or includes profanity or threats, including threats of litigation.

72. No person involved in a matter of litigation or potential litigation with an individual member of Council or a Committee of Council, the Corporation of the Township of Woolwich or Council as a body, shall be permitted to address Council or the Committee of Council on that topic without leave of the Courts or Township solicitor.

### **By-laws**

73. All by-laws considered by Council shall come into effect when they have received first, second and third reading by resolution of Council.
74. A by-law shall only be amended or debated at second reading.
75. Upon receiving third reading and final passage, a by-law shall be signed by the Mayor and Clerk and sealed with the corporate seal.
76. A confirming by-law shall be passed at each subsequent Council meeting to confirm the actions and proceedings of Council.

### **Public Notice**

77. The schedules of Council and Committees of Council meetings shall be advertised on the Township website.
78. Agenda packages shall be posted on the Township website and shall be circulated using social media.
79. All other notice shall be given in accordance with the Township's Notice By-law.

### **Communications and Petitions**

80. Every communication, including petitions, designed to be presented to Council for consideration shall be addressed to Council, legibly written or printed, shall not contain any impertinent or improper matter or language, shall be signed by at least one person and shall be filed with the Clerk.
81. Communications or petitions addressed to Council shall be listed by the Clerk on the agenda for the next regular meeting and the Clerk shall briefly indicate the content of each such petition or communication.
82. Petitions are part of the public record and personal information is not severed before they are made public.

## **Part IV. Conduct and Decorum**

### **Conduct of Members**

83. No member shall:
  - a) use offensive words or language that is not inclusive;
  - b) engage in private conversation while in the Council meeting or use

- g) where a matter has been discussed in closed session, and where the matter remains confidential, disclose the substance of deliberations of the closed session meeting.
84. In a case where a member persists in disobedience after having been called to order by the Presiding Officer, the Presiding Officer may forthwith have the remaining members vote on the motion "That such member be ordered to leave his/her seat for the duration of the meeting of Council". No amendment, adjournment or debate is allowed. If the member apologizes, he/she may, by vote of Council, be permitted to retake his/her seat.

### **Decorum of Council Chambers**

85. To preserve and protect the decorum of Council Chambers or other meeting places of Council or Committees of Council, no person participating in a meeting, including members of the audience, may undertake any of the following actions:
- a) make deprecating comments about, or speak disrespectfully of, or malign the integrity of any member of Council, Committee of Council, staff or the public;
  - b) use offensive words or an aggressive tone of attack;
  - c) disobey any rule or request of the Presiding Officer or any decision of Council or Committee of Council on questions of order or practice;
  - d) enter into cross debate with the Presiding Officer, members of Council or Committee of Council, other delegations or staff;
  - e) appear before Council or Committee of Council for the sole purpose of generating publicity or personal attacks;
  - f) address Council or Committee of Council without permission;
  - g) interrupt any speech or action of the members of Council or Committee of Council or any other person addressing Council or Committee of Council;
  - h) display or have in their possession picket signs or placards in the Council Chambers or meeting rooms or within any municipally owned building used for such purposes; or
  - i) applaud participants in debate or engage in conversation or other behavior which may disrupt the proceedings of Council or Committee of Council.

### **Recording Equipment**

86. The use of audio or visual recording equipment by members of the public, including the media, shall be permitted in Council meetings and in the meetings of Committees of Council subject to approval and/or direction of the Presiding Officer.
87. No one shall use recording equipment in a manner that, in the opinion of the Presiding Officer, disrupts the meeting proceedings.

## **Part V. Debate, Motions and Voting**

91. The Presiding Officer may state his/her position on any matter during the meeting but it shall not be permissible for the Presiding Officer to enter into a debate on the matter without first appointing another member to preside during such remarks. The Presiding Officer shall resume the role of chairperson for the taking of the vote.
92. Any member desiring to speak shall address the Presiding Officer.
93. A member may call another member to order while speaking and debate shall then be suspended until the point of order is determined by the Presiding Officer. Any member may appeal the decision of the Presiding Officer. All appeals shall be directed by a majority vote and without debate.
94. Any member of Council or Committee of Council may require the question or motion under discussion to be read for the member's information at any time during the debate, but may not interrupt another member speaking.
95. No member, without leave of Council, shall speak to the same question, or in reply, for longer than ten minutes.
96. Any member of Council or Committee of Council may request a recess of the meeting. The Presiding Officer may allow a recess.

### **Motions**

97. Motions may be presented verbally or in writing. When a motion has been moved and seconded, the Presiding Officer shall present the motion for the members, at which time each member shall be permitted to speak once to the question, and not more than once except with permission of the Presiding Officer and/or Council or Committee of Council.
98. Discussion or debate of the motion shall be restricted to members of Council or Committee of Council. If clarification is required from a delegation or staff member, permission is required from the Presiding Officer and/or Council or Committee of Council.
99. After a motion has been stated or read it shall be deemed to be in possession of Council or Committee of Council but it may be withdrawn by consent of the majority of Council or Committee of Council members present.
100. When any motion is under consideration, no further motions shall be received except in accordance with Roberts' Rules of Order.
101. A motion in respect of a matter which is ultra vires (outside) the jurisdiction of Council or Committee of Council shall not be in order.

### **Voting**

102. When a motion is put forward, every member present shall vote unless:
  - a) such member has declared a pecuniary interest as provided by the Municipal Conflict of Interest Act.
  - b) such member is the Presiding Officer, in which case the member shall only vote if a recorded vote is requested or if there is a tie vote.
  - c) such member has vacated the Council Chambers during the discussion or debate on the motion.

106. If a member disagrees with the announcement of the Presiding Officer that a motion is carried or lost, he/she may object to the Presiding Officer's declaration and request a recorded vote be taken. This must be done immediately after the Presiding Officer's declaration.
107. Any motion having an equal number of votes shall be deemed to be lost.
108. For any vote that requires a majority to pass, a member of Council may choose to abstain from voting. Abstention has the same effect as a negative vote.

### **Reconsideration**

109. After a motion has been decided, a member who voted in the majority may move for reconsideration thereof at any subsequent meeting. A motion for reconsideration may be seconded by any member who voted on the original motion either for or against. No discussion of the question shall be allowed until the motion for reconsideration is approved by a two-thirds majority (4 members) of Council or Committee of the Whole members present.
110. Decisions made by the Committee of the Whole do not require a motion of reconsideration if not yet ratified by Council.
111. If a motion to reconsider is decided in the affirmative, such reconsideration of the original motion shall become the next order of business, unless the motion for reconsideration calls for debate at a future date. The main question to be reconsidered shall proceed as though it had never previously been voted on.
112. Any member who was absent at the time the original vote was taken shall be deemed to be a Member who voted with the majority for the purposes of Section 110 ~~26.1~~ of this By-law.
113. No question shall be reconsidered more than once during the term of Council nor shall a motion to reconsider be reconsidered.

### **Committee of the Whole**

114. All recommendations approved by the Committee of the Whole must be ratified at a formal Council meeting.
115. The Rules of Procedure for the Committee shall be the same as those for Council, except that the Committee members may speak more than once to an issue.
116. The Committee of the Whole shall meet as required, in accordance with the schedule of meetings approved by Council on an annual basis.
117. The Rotational Schedule for Chairperson of the Committee of the Whole shall be designated by by-law or resolution of Council at the start of each term of Council.

### **Special Council Enquiries/Requests**

118. A special enquiry or request, which will require a substantial amount of staff time to respond or complete, shall only be acted on if approved by resolution of a majority of Council members at the meeting.

119. No member of Council has the authority, outside of Council Chambers, to direct

of Council may not suspend any statutory requirement with respect to its proceedings.

### **Committees of Council**

122. Council may establish Local Boards, Advisory Committees and Ad Hoc Committees at any time it is deemed necessary for the consideration of matters within the jurisdiction of Council, pursuant to the provisions and limitations of Provincial legislation.
123. Local Boards and Advisory Committees appointed by Council shall have a term of office 6 months longer than the Council that appointed them, unless otherwise determined by Council.
124. The term of an Ad Hoc Committee shall not go beyond the term of the Council that appointed it. Once the Ad Hoc Committee delivers its report to Council, it is automatically dissolved.
125. Council may, by resolution, establish short-term ad hoc committees to advise Council on matters assigned or referred.
126. A Committee of Council shall first look to its Council-appointed Terms of Reference for instruction, and then to the Procedural By-law. A Committee of Council may independently develop procedures that give instruction in areas not covered by the Terms of Reference or Procedural By-law.
127. Applications for membership on Local Boards, Advisory Committees and Ad Hoc Committees shall be reviewed by Council in closed session prior to the appointment being confirmed by resolution in open session. Applications for membership on a committee or board are confidential and not public information.
128. If any Local Board, Advisory Committee or Ad Hoc Committee neglects to attend to its duties, the Council may intervene and order it to meet and report.
129. Local Boards and Advisory Committees shall prepare minutes and submit them to Council for information.
130. The Presiding Officer of a Local Board, Advisory Committee or Ad Hoc Committee may vote on any question before the Committee.
131. A quorum in any meeting of a Committee of Council is the majority of the Members of the Committee as appointed by Council.
132. The Mayor is an ex officio member of all Committees of Council and, if present, is included in determining the quorum and given full voting privileges.

## **Part VI. Council Vacancy**

### **Resignation and Vacancy**

133. A member of Council may resign from office by notice in writing filed with the Clerk of the Township of Woolwich, subject to the provisions of the Municipal Act.
134. The office of a Member of Council of the Township of Woolwich becomes vacant



**Part VII. Conflict and Transition**

**Conflict**

136. In the event the provisions of this by-law are inconsistent with the provisions of the Municipal Act, its Regulations or any other Act, the provisions of the Act or Regulation shall prevail.

**Terms Severable**

137. The terms and provisions of this by-law shall be severable and should any term or provision be found by a court of competent jurisdiction to be legally unenforceable, in operative or invalid, the remainder of the by-law shall continue to be in full force and effect.

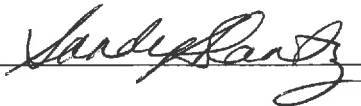
**Repeal or Amendment**

138. By-law 47-2017 is repealed.

**Enactment**

139. This by-law shall come into full force and effect on December 1, 2018 at which time all by-laws, policies and resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

FINALLY PASSED this day 18 of September, 2018.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

