

# THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL

## BY-LAW NO. 2017-75

**Being a by-law for governing the calling, place, and proceedings of meetings of the Municipal Council and Committees of Council for the Corporation of the Municipality of McDougall and repealing by-law 2014-10, and 2016-02.**

**WHEREAS** the Municipal Act, 2001 S.O. c.25 section 238, requires that every municipality shall pass a procedure by-law for governing the calling, place and proceedings of meetings; and

**AND WHEREAS** the Council of the Corporation of the Municipality of McDougall deems it expedient and necessary to make and establish rules and regulations according to which the proceedings of the Council and its Committees shall be governed and conducted;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MCDOUGALL ENACTS AS FOLLOWS:**

1. In this by-law

- 1.1. "Clerk" means the Clerk of the Corporation of the Municipality of McDougall,
- 1.2. "Council" means the Council of the Corporation of the Municipality of McDougall,
- 1.3. "Head of Council" means the Mayor of the Corporation of the Municipality of McDougall or the Deputy Mayor when the Mayor is absent.
- 1.4. "Acting Head of Council" shall first mean the Deputy Mayor and secondly another designate who shall act as presiding officer in the absence of the Mayor or Deputy Mayor.
- 1.5. "Closed Meeting/Closed Session" shall mean closed to the public.
- 1.6. "Committee of the Whole" shall mean a meeting of Council in Committee format for discussion purposes,
- 1.7. "Committee" means any advisory or other committee, subcommittee or similar entity composed which 50% of the members of the Corporation of the Municipality of McDougall council alone or together with members of another council or the public, Section 238(1) 2001 Municipal Act.
- 1.8. "Committee Chair" means the Chairperson of any committee and the Committee Chair shall have the same powers during a Committee Meeting of Council as Head of Council during Council Meetings whether or not the Chair is a voting member,
- 1.9. "Conflict of Interest" means a pecuniary interest as defined in the Municipal Conflict of Interest Act,
- 1.10. "Local Board" means a local board as defined in the Municipal Act, 2001, Sections 269(1) and 238(1).
- 1.11. "Meeting" shall mean any regular, special, committee or other meeting of Council, of a local board or of a committee of either of them, where,
  - (a) a quorum of members is present, and
  - (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.



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- 1.12. "Quorum" shall mean a majority (more than half) of the whole number of members of Council or a Committee except where a member has or members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act the quorum may be less than half plus one of the whole number of members but shall not be less than two,

### **2.0 INTENT OF THE BY-LAW**

- 2.1 The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and the Committees thereof, and shall be the rules and regulations for the order and dispatch of business in the Council and the Committees thereof.
- 2.2 All Points of Order of procedure not provided for in these Rules shall be decided in accordance with Robert's Rules of order and the Mayor shall submit the ruling without debate.

### **3.0 COUNCIL MEETINGS**

- 3.1 Council meetings shall be open to the public except where Council goes into a closed meeting.
- 3.2 Meetings of Council shall be held in the Council Chambers in the Municipality of McDougall or any other designated location in the Municipality.
- 3.3 In the case of an emergency, Council may hold meetings and keep public office at any convenient location within or outside the municipality.
- 3.4 In accordance with section 230 of the Municipal Act S.O. 2001, c.25 as amended, the Inaugural Meeting of Council shall take place at 7 p.m. at the first Committee /Council meeting in December following the election or as determined by Council.
- 3.5 The Council shall hold meetings at 7:00 p.m. according to a calendar prepared annually by the Clerk and posted on the Municipal bulletin board and the Municipal web site, or any other designated time as needed and set by Council.
- 3.6 When the day for a meeting is on a public or a civic holiday, the Council shall, unless the Council decides otherwise, meet at the same hour the day following which is not a public or a civic holiday.
- 3.7 The Head of Council may at any time summon a special meeting of Council, and it shall be the duty of the Head of Council to do so when requested in writing by three members; and in the absence of the Head of Council, or the Office of the Head of Council is vacant, or if the Head of Council refuses to act, a special meeting may be called by the Clerk or the Clerk's designate upon a requisition signed by three members of Council.
- 3.8 That such special meetings shall be called by the notification by the Clerk to each member and an agenda posted in the Municipal office and the web site at least twenty-four hours before the time of such meeting; such notice shall specify the business to be considered, and no business other than that mentioned in said notice shall be entertained at such meeting unless by the consent of the majority of the members of Council.
- 3.9 In the absence of the Head of Council from the Municipality, or if the Head of Council is absent through illness, or if the Head of Council refuses to act, or if the Office of the Head of Council is



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vacant, the Council shall, from among the members, appoint a Councillor to act from time to time in the place and stead of the Head of Council, who shall have all the rights, powers, and authority of the Head of Council, while so doing. This appointment may be done by secret ballot.

3.10 Notice of Committee /Council meetings shall be given by publication of a calendar prepared annually by the Clerk and posted on the Municipal bulletin board and the Municipal web site.

3.11 Section 239 of the Municipal Act states that a person may request an investigation of whether a municipality or local board has complied with section 239 (meetings open to the public) or a procedural by-law under section 238(2) therefore the Municipality under Resolution No. 2007/178 authorizes the use of staff to respond to the complaint and if the complaint is not satisfied they be directed to the Provincial Ombudsman to be responsible to investigate any complaints relating to closed meetings and the procedures for such.

#### **4.0 CALLING OF MEETING TO ORDER AND QUORUM**

4.1 At the hour appointed, when a quorum is present, the Mayor/Chair shall call the meeting to order and if a quorum is not present within fifteen (15) minutes after the hour appointed the meeting shall be cancelled.

4.2 A quorum of Council shall consist of three members. A quorum of Committee is 50% or more of it's members.

#### **5.0 ABSENCE OF HEAD OF COUNCIL**

5.1 Subject to the provisions of the Municipal Act, and where no Presiding Officer has been appointed under Clause 3.7 of this by-law, in the case the Head of Council does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council, the Clerk shall call the Members to order and a Councillor shall be appointed Acting Head of Council and that Acting Head of Council shall preside until the arrival of the Head of Council and while so presiding the Acting Head of Council shall have the powers of the Head of Council.

#### **6.0 CURFEW**

6.1 No items of business may be dealt with at a Council meeting after eleven (11) p.m. Council may, on majority vote of those present, extend the hour of closing.

#### **7.0 ROLE OF THE MAYOR**

7.1 It is the role of the Mayor as the Head of Council:

- a) to Act as Chief Executive Officer of the Municipality;
- b) to preside over Council meetings so that its business can be carried out efficiently and effectively;
- c) to provide leadership to Council;
- d) to represent the Municipality at official functions;
- e) to carry out the duties of the Head of Council under this or any other Act; and
- f) to provide overall leadership to the Community Control Group in responding to an emergency as detailed in the Emergency Response Plan for the Municipality of McDougall.

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- 7.2 As Chief Executive Officer of the Municipality of McDougall, the Head of Council shall:
- a) uphold and promote the purposes of the Municipality;
  - b) promote public involvement in the Municipality's activities;
  - c) act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally; and
  - d) participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents.

#### 8.0 **ROLE OF THE DEPUTY MAYOR**

With the Mayors approval Council may appoint from among its members a Councillor to the position of Deputy Mayor. This position shall be held for the term of Council or until a new appointment is made.

It is the role of the Deputy Mayor:

- a) to act as Mayor when the Mayor is absent from the community or cannot attend Council meetings.
- b) assist and support the Mayor to carry out civic duties.
- c) act as an alternate for the mayor on all boards and committees to which the mayor is appointed.
- d) in the absences of the Mayor have all the rights, power and authority of the Mayor.

#### 9.0 **ROLE OF COUNCIL**

It is the role of Council:

- a) to represent the public and consider the well-being and interests of the Municipality;
- b) to develop and evaluate the policies and programs of the Municipality;
- c) to determine which services the Municipality provides;
- d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e) to ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f) to maintain the financial integrity of the Municipality;
- g) to carry out the duties of Council under any Act.

#### 10.0 **THE CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL:**

It shall be the duty of the Head of Council:

- 10.1 to open the meeting of Council by taking the Chair and calling the Members to order;
- 10.2 to announce the business before the Council in order in which it is to be acted upon;
- 10.3 to receive and submit, in the proper manner, all motions presented by members of council;



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- 10.4 to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the results;
  - 10.5 to decline to put to vote motions which infringe the rules of procedure;
  - 10.6 to restrain the Members, within the rules of order, when engaged in debate;
  - 10.7 to enforce on all occasions the observance of order and decorum among the Members;
  - 10.8 to call by name any Member persisting in breach of the rules of order of the Council, thereby ordering that Member to vacate the Council Chamber;
  - 10.9 to receive all messages and other communications and to announce them to Council;
  - 10.10 to authenticate, by the signature of the Head of Council when necessary, all by-laws, resolutions, and minutes of Council;
  - 10.11 to inform the Council, when necessary or when referred to for the purpose, on a point of order or usage;
  - 10.12 to represent and support the Council, declaring its will, and implicitly obeying its decisions in all things;
  - 10.13 to ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;
  - 10.14 to adjourn the meeting when the business is concluded; and
  - 10.15 to adjourn the meeting without question in the case of grave disorder arising in the Council Chambers.
- 11.0 **AGENDAS:**
- 11.1 The Clerk shall have prepared and printed for the use of the members at the scheduled meeting of Council a combined Committee/Council agenda addressing the following topics;
    - a) Declarations of Interest.
    - b) Prioritization of Agenda.
    - c) Adoption of Minutes.
    - d) Deputations.
    - e) Planning / Building.
    - f) By-Law Enforcement.
    - g) Fire Protection.
    - h) Recreation.
    - i) Public Works.
    - j) Environment.
    - k) Finance.
    - l) Administration.
    - m) Requests for Support.
    - n) Committee Reports.
    - o) Report of the CAO or Clerk.
    - p) General Items and New Business.

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q) By-Laws.

r) Tracking Sheet.

Please be advised that items on the tracking sheet may be discussed during scheduled meetings.

s) Closed Session

t) Ratification of Matters from Closed Session.

u) Confirmation By-Law.

v) Adjournment.

Please Note: If there is no report to be heard under any one of the above topics, the topic itself will not appear on the specific scheduled agenda.

11.2 The business of Council shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise determined by a vote of a majority of the Members present and without debate thereon.

11.3 An item of business not listed on the agenda shall not be introduced at a meeting without the approval of Committee/Council.

11.4 All motions called in pursuance of the agenda and not disposed of shall be placed at the foot of the list of motions unless otherwise decided by Council.

11.5 The regular meetings of Council may be adjourned and reconvened in Closed Session at the discretion of Council.

#### 12.0 MINUTES:

12.1 Minutes shall record:

- a) The place, date and time of the meeting.
- b) The names of the Presiding Officer or Officers and the record of attendance of the members and staff.
- c) The correction and adoption of the minutes of prior meetings.
- d) A municipality or local board or a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body;

12.2 It shall be the duty of the clerk to ensure that the minutes of the last regular meeting, and all special Council and Committee meetings held more than five (5) working days prior to a regular meeting, together with the agenda prepared according to Clause 11.1 are delivered to each Member not less than twenty-four (24) hours before the hour appointed for the holding of such regular meeting.

12.3 Minutes shall be deemed to have been read before adoption by Council.

#### 13.0 PETITIONS AND COMMUNICATIONS:

13.1 Every item of correspondence, including a petition or deputation designed to be presented to Council, shall not contain any obscene or improper matter or language and shall be signed by at least one person, indicating their address and telephone number, and filed with the Clerk.

13.2 Every petition, communication and deputation shall be delivered to the Clerk on or before 9:00 a.m. the Thursday prior to the regularly scheduled Wednesday meeting.



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- 13.3 The Clerk shall read the substance thereof to the Council but any member may require the reading of part or all thereof.
- 13.4 All petitions, communications and deputations on any subject shall, unless otherwise disposed of by Council forthwith, be considered as referred to the appropriate committee as the case may be without any motion or debate unless otherwise ordered by Council.
- 14.0 **DEPUTATIONS:**
- 14.1 **Scheduled Deputations**, persons desiring to present information verbally on matters of fact or make a request of Council shall provide written notice as to the nature of the deputation, to the Clerk on or before 9:00 a.m. the Thursday prior to the regularly scheduled Wednesday meeting.
- 14.2 **Unscheduled Deputations** will be permitted from the gallery, without registration (scheduling) only during a public hearing portion of a meeting under provisions of the Planning Act or other Acts that have a call for public input.
- 14.3 **Emergency Deputation** requests will be received by the Mayor and will be heard at the leave of a majority of Council.
- 14.4 **Deputation General Rules**
- a) Deputations are at the pleasure of Council, and area forum for the public to provide input on a matter being considered by Council. As such they should be factual, stating why one is speaking in favour or against the matter.
  - b) All deputations shall be limited to a maximum of 10 minutes, only on a verbal motion from a member of Council to extend the ten minute limit and adopted by a majority of members shall the ten minute limit be extended.
  - c) Where there are numerous deputations (ie. from an association, a club, a family, a neighbourhood etc.) on the same matter they shall be encouraged to select one spokesperson to present their information. A majority of Council members will decide if more than one spokesperson will be allowed and the amount of time allocated to each will be set by the majority.
  - d) On any given meeting night a maximum of three deputations will be scheduled.
  - e) The meeting Chairperson may curtail any deputation for disorder or any other breach of this by-law. Once the Chair rules that the deputation is concluded, the person or persons appearing shall withdraw. Failure to withdraw or to engage in behaviour that is inappropriate can result in the Chair requesting the person(s) to vacate the Municipal building. Failure to vacate the building will result in the Chair suspending the meeting until order is restored. If necessary, the Clerk may be called upon to seek appropriate assistance from police officers for this purpose.
  - f) There shall be no debate during any deputation, deputants should be prepared to answer questions from members of Council at the end of the deputation. Deputations are not a question and answer period. Questions to Council should be sent separately in writing for their consideration.
  - g) Subsequent deputations on the same topic by the same person, or groups will be accepted but will be limited to the submission of new information only.



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- 14.5 Conduct of Deputants and Members of the Public, no Deputant or Member of the Public shall:
- a) Speak without first being recognized by the Chairperson.
  - b) Speak disrespectfully of any person.
  - c) Use offensive words, gestures or make abusive comments.
  - d) Signage, placards or banners are not permitted in the meeting unless previously approved.
  - e) Speak on any subject other than the subject stated in their request for the deputation.
  - f) Enter into cross debate with other deputations, administration, Council members or the Chair or the attending public.
  - g) Disobey the Rules of Procedure or decisions of the Council or Committee.
  - h) Engage in any activity or behaviour that would affect the deliberations.
  - i) Bring food into the meeting unless so authorized.
  - j) Allow any electrical/electronic device (ie. Cell phones, ipods etc) to ring, play or operate so as to disrupt the proceedings.

**Inappropriate conduct by the public can result in the Chair asking offenders to leave the building and or to take other action as appropriate to restore order.**

**Warning to Deputants and to the Public, you should be aware that the Council and Committee meetings are open to the Public. There is no legal protection or other privilege in relation to any statements that you make in this forum. This means that anything you say would be subject to the normal laws of defamation. Any behaviour or conduct that is disruptive to the public meeting can result in other charges being brought against you. Consequently you should take care in how you make your address and in how you behave.**

**Notation to Deputants and to the Public: the minutes of the Municipality of McDougall are posted for public viewing on the Municipal website and may be circulated throughout the Municipality and/or to parties requesting a copy of the minutes. Anyone who attends a public meeting of the Municipality of McDougall and enters their name on the attendance list or speaks publicly at the meeting may have their name and any opinions they may express recorded in the minutes of that specific meeting.**

#### 15.0 READINGS OF BY-LAWS AND PROCEEDINGS THEREON:

- 15.1 No by-law except a by-law to confirm the proceedings of Council shall be present to Council unless the subject matter thereof has been considered and approved by Council.
- 15.2 Every by-law shall be introduced upon motion by a Member of the Council, specifying the title of the by-law.
- 15.3 Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any act and



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shall be complete with the exception of the number and date thereof.

- 15.4 Every by-law shall have three readings prior to it being passed.
- 15.5 A draft by-law shall be presented to Council prior to it receiving first reading, unless the majority of the members consent that it be presented for the first time for consideration and adoption.
- 15.6 The first reading of the by-law shall be decided without amendment or debate.
- 15.7 If Council so determines, a by-law may be taken as read.
- 15.8 The Clerk shall set out on all by-laws enacted by Council the date of the readings thereon.
- 15.9 Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in the Office of the Clerk for safekeeping.

#### 16.0 RULES OF DEBATE:

- 16.1 Every Member prior to speaking to any questions or motion shall be recognized by the Head of Council or Acting Head of Council. When two or more Members wish to speak, the Head of Council or Acting Head of Council shall designate the member who has the floor, who shall be the member who, in the opinion of the Head of Council or Acting Head of Council, first indicated the desire to be recognized. Every member present at a meeting of the Council when a question is put shall vote thereon unless prohibited by statute.
- 16.2 When a recorded vote is requested by a Member, or is otherwise required, the Clerk shall record the name and vote of every Member on any matter or question.
- 16.3 If any Member at a meeting of the Council when a question is and a recorded vote taken does not vote, the Member shall be deemed as voting in the negative except where the Member is prohibited from voting by statute.
- 16.4 If a Member disagrees with the announcement of the Head of Council or the Acting Head of Council that a question is carried or lost the member may, but only immediately after the declaration by the Head of Council or Acting Head of Council, appeal the declaration and request that a recorded vote be taken.
- 16.5 The following matters and motions with respect thereof may be introduced orally without written notice and without leave, except as otherwise provided by these rules of procedure:
  - 16.5.1 a point of order or personal privilege,
  - 16.5.2 presentations or petitions,
  - 16.5.3 to lay on the table,
  - 16.5.4 to refer,
  - 16.5.5 to adjourn,
  - 16.5.6 to amend,
  - 16.5.7 to postpone indefinitely or to a certain day,
  - 16.5.8 to move the previous question,
  - 16.5.9 to suspend the Rules of Procedure.



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### **17.0 POINT OF PERSONAL PRIVILEGE:**

- 17.1 The Head of Council or Acting Head of Council shall reserve order and decide questions of order.
- 17.2 The Council, if appealed to, shall decide the question without debate and its decision shall be final.

### **18.0 CONDUCT OF MEMBERS OF COUNCIL:**

- 18.1 No Member shall:
  - 18.1.1 use offensive words or unparliamentary language;
  - 18.1.2 speak on any subject other than the subject in debate;
  - 18.1.3 criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
  - 18.1.4 disobey the rules of the Council or a decision of the Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the rules of the Council; and
- 18.2 Should a Member persist in any such disobedience after having been called to order by the Head of Council or Acting Head of Council, the Head of Council or Acting Head of Council may forthwith put the question, no amendment, adjournment or debate being allowed: "That such Member be ordered to leave the Council Chambers for the duration of the meeting of Council" but if the Member apologizes the Member may, by vote of the Council, be permitted to return to Council.
- 18.3 No person except Members and Officers of the Council shall be allowed to come within the bar during the sittings of the Council without permission of the head of Council or Acting Head of Council or the Council upon reference.
- 18.4 When the Chair is putting the question no Member shall leave or make a disturbance.

### **19.0 STANDING COMMITTEES:**

- 19.1 The Committee/Council meeting shall be held at 7:00 p.m. on the first and third Wednesday of the month.
- 19.2 When the day for a Committee/Council meeting is a public or a civic holiday, Council shall, unless Council decides otherwise, meet at the same hour on the next following day which is not a public or civic holiday.
- 19.3 The rules governing the procedure of the Council and the conduct of Members in Council shall be observed in Committee so far as they are applicable, except that motions may be moved orally except where the Head of Council or Acting Head of Council requests that the motion be in written form.

### **20.0 CLOSED SESSION:**

- 20.1 The Council or a Board or Committee of Council may go into Closed Session by the passing of a motion which shall state:
  - 20.1.1 the fact of holding the closed session, and
  - 20.1.2 the general nature of the matters to be considered during the closed session as provided in Section 239 (2), and
  - 20.1.3 the time at which Council constituted themselves in closed session.



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- 20.2 Upon passage of a motion under Section 239, all members of the media and the public shall be required to leave.
- 20.3 The only subject matters which may be considered in Closed Session are:
- 20.3.1 The security of the property of the municipality or local board;
  - 20.3.2 Personal matters about an identifiable individual including municipal or local board employees;
  - 20.3.3 A proposed or pending acquisition or disposition of land by the municipality or local board;
  - 20.3.4 Labour relations or employee negotiations;
  - 20.3.5 Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board;
  - 20.3.6 advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - 20.3.7 a matter in respect of which a Council, board, committee or other body may hold a closed meeting under another Act.
  - 20.3.8 subject matter which relates to consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.
  - 20.3.9 the meeting is held for the purpose of educating or training the members and no member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the Council, Board or Committee.
  - 20.3.10 an ongoing investigation respecting the Municipality, a local board or a municipally controlled corporation by the Ontario Ombudsman appointed under the Ombudsman Act, or a Municipal Ombudsman.
  - 20.3.11 information provided in confidence by another level of government or Crown agency
  - 20.3.12 a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence which, if released, could significantly prejudice the competitive position of a person or organization
  - 20.3.13 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
  - 20.3.14 a position, plan, procedure, criteria or instruction to be applied to any negotiations carried, or to be carried, on by the municipality or local board
- 20.4 A municipality or local board or a committee of either of them shall record without note or comment minutes of the closed meeting Section 239(7).
- 20.5 In general, Council shall not take any votes during the Closed Session. Any motions with respect to the matters considered

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during Closed Session, shall be brought forward and voted upon when Council arises and reports.

20.6 Notwithstanding Section 239(2), Council may take a vote during Closed Session if such a vote complies with Section 239(6) of the Municipal Act and Council deems that it is in the best interests of the Municipality to do so.

20.7 Closed Session correspondence will be placed in sealed envelopes and placed in Council's mail folders on the Friday prior to any scheduled meeting.

20.8 After adjournment of a Closed Session, Council will report back publicly, and in a general way, of what transpired in the Closed Session.

21.0 **ADVISORY COMMITTEES:**

21.1 The Council may, at their first regular meeting in each year, appoint such advisory committees as they may deem necessary for such year.

21.2 Membership on Advisory Committees shall be as determined from time-to-time by resolution.

21.3 Recommendations from Advisory Committees shall be presented to a Committee/Council meeting.

22.0 **SUSPENSION OF RULES:**

22.1 Any procedure required by this by-law may be suspended with the consent of a majority of the Members present.

23.0 **AMENDMENT:**

23.1 No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous meeting of the Council and the waiving of this notice is prohibited.

24.0 **GENERAL:**

24.1 Cameras and recording devices in the Council Chambers will be at the discretion of the majority of Council/Committee members.

25.0 **EFFECTIVE DATE:**

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

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

26.0 By-law 2014-10, and By-law 2016-02 are hereby repealed.

**READ** a **FIRST** and **SECOND** time, this 13<sup>th</sup> day of December, 2017.



Mayor



Clerk

**READ** a **THIRD** time, **PASSED**, **SIGNED** and **SEALED** this 13<sup>th</sup> day of December, 2017.



Mayor



Clerk