

BY LAW A-1

A BY-LAW OF THE MUNICIPALITY OF PERTH-ANDOVER

RESPECTING THE PROCEDURE AND ORGANIZATION OF THE COUNCIL

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The Council of the Municipality of Perth-Andover duly assembled hereby enacts as follows:

1. SEAL

- a. The corporate seal of the Village of Perth-Andover which has inscribed thereon the words, “the village of Perth-Andover” and the seal appearing on the margin of this by-law is adopted as its corporate seal.
- b. The corporate seal shall be at all times under the custody of the clerk and shall be used in corporate matters as required under the Municipalities Act.

2. DEFINITIONS

In this by-law

- a. “clerk” means the clerk of the municipality;
- b. “corporation” means the municipality;
- c. “council” means the council of the municipality;
- d. “mayor” means the mayor of the municipality;
- e. “councillor” means a member of the council other than the mayor;
- f. “member” means a member elected to the council
- g. “CAO” means the chief administrative officer
- h. “municipality” means the Village of Perth-Andover;
- i. “municipal officer” means a person appointed by the council under the Municipalities Act in a supervisory capacity;
- j. “vacancy” means as defined in the Municipalities Act;
- k. “point of order” means
 - i. any breach of the procedural and organizational by-law; or
 - ii. any defect in the constitution of any meeting of the council; or
 - iii. the use of improper, offensive or abusive language; or
 - iv. notice of the fact that the motion under discussion is not within the scope of the notice of motion; or
 - v. any other informality or irregularity in the proceedings of council;

- l. "Question of privilege" means any scandalous or libelous reflection on the proceedings of the council or on any member.
- m. A word importing the masculine gender includes the feminine. A word importing the singular includes the plural, and a word importing the plural includes the singular.
- n. In all matters, points of order or questions of procedure or privilege arising and not provided for in this By-law, proceedings in Council and at committee level shall be as set out in Roberts Rules of Order, eighth printing of the 11th edition (April 2013) and in such case, the decision of the presiding officer shall be final and acquiesced without debate.
- o. Committee of the Whole shall consist of the members of council.
 - A committee of the whole meeting shall normally precede regular meetings, or the mayor may at any time summon a meeting.
 - A committee of the whole meeting shall be open to the public unless it is necessary to discuss confidential items outlined under provincial legislation.
- p. The rules and regulations contained in this by-law shall be observed in all proceedings of the council and shall be the rules and regulations for the order and dispatch of business in the council and in the committees thereof, provided that the rules and regulations contained herein may be suspended by a two-thirds (2/3) affirmative vote of the council.

3. MEETINGS - REGULAR MEETINGS

A newly elected council

- a. shall hold its first meeting in the council chambers on the fourth Monday in May following its election, or within the period of time outlined in the Act and
- b. shall transact no business at its first meeting until the oaths of office have been taken and subscribed to by all members who present themselves for that purpose, and
- c. The deputy mayor for the term will be the Councillor who received the most votes during the election.
- d. The council shall hold regular meetings on the Second Monday of each month in the council Chambers at 7:30 PM unless otherwise determined by a motion passed by the affirmative vote of at least two-thirds (2/3) of the members present at the meeting to which the motion is put.
- e. When the day for a regular meeting of council is a public or civic holiday, the council shall select an alternative date.
- f. In the absence or inability of the mayor to act, or if the office of mayor is vacant, the deputy mayor shall act in the place of the mayor, and while acting, possesses the powers and shall perform the duties of the mayor.
- g. In the absence or inability of both the mayor and the deputy mayor to act, or if their offices are vacant, a councillor shall be elected to act from time to time in the place and stead of the mayor by a majority vote of the members.
- h. All regular council meetings are open to the public and no member of the public shall be excluded there from except for improper conduct.

- i. When in the opinion of the mayor, a member of the public is guilty of improper conduct at a council meeting, the mayor may require that person to leave the meeting forthwith.
- j. The CAO or designate shall be responsible for preparing meeting agendas including input from participants, staff, and previous meetings. The CAO or designate shall cause to be mailed, emailed or delivered to each member not later than forty-eight (48) hours before the time fixed for each regular meeting, a notice of meeting setting out the time of the meeting and the business to be transacted thereat.
- k. No matter shall be placed on the agenda for consideration at any regular council meeting unless the request for consideration of the matter is received by the clerk in writing before 4:00pm on the third business day prior to the meeting date.
- l. Notwithstanding subsection (i) and section 23, subject to section 45, any business may be introduced and dealt with at a regular council meeting with the approval of two-thirds (2/3) of the members present expressed by motion.
- m. Council members may attend a council meeting by means of electronic communication. Acceptable alternatives include the following: thorough the use of a telephone (with the speaker on, ensuring that dialogue is available for both parties); through the use of personal computer; or other means of technology advances.
 - i. A council member may attend regular or special council meetings by means of electronic communication not more than four of the regular Council meetings and four special council meetings held in a year, unless otherwise approved by council.
 - ii. A council member shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all council members participating in the meeting area are able to communicate effectively. A council member attending a meeting via electronic communication is deemed to be present at the meeting for whatever period of time the connection via electronic communication remains active.
 - iii. The chair shall announce to those in attendance at the council meeting that a council member is attending the meeting by means of electronic communication.
 - iv. When a vote is called, council members attending the meeting by means of electronic communications shall be asked to state their vote only after other council members present at the meeting have cast their votes by a show of hands.

4. CURFEW

No item of business may be dealt with at a council meeting after midnight unless by vote of two-thirds (2/3) of the members present the council determines otherwise.

5. CALLING OF MEETING TO ORDER AND QUORUM

- a. A majority of members must be present at any regular, special or committee of the whole meeting of council to constitute a quorum.
- b. Subject to section 9 as soon after the hour fixed for the holding of the meeting of the council as a quorum is present, the presiding officer shall take the chair and call the

meeting to order.

6. ABSENCE OF MAYOR

In case the mayor or the deputy mayor 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 presiding officer shall be elected from among the members present and shall preside until the arrival of the mayor or deputy mayor.

7. NO QUORUM

If no quorum is present twenty minutes after the time appointed for a meeting of the council, the clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting.

8. AGENDA AND MINUTES

a. The clerk shall have prepared and printed for the use of the members at the regular meetings of council an agenda under the following headings:

- i. Recording of Attendance
- ii. Disclosure of Conflict of Interest
- iii. Minutes of the Previous Meeting
- iv. Delegations
- v. Correspondence
- vi. Unfinished Business
- vii. Reports
- viii. By-Laws
- ix. Motions and Notices of Motion
- x. New Business
- xi. Next Meeting Date
- xii. Adjournment

b. The minutes of the preceding meeting shall be approved or amended and approved by motion of Council.

c. Minutes of the last preceding meeting shall not be read at the meeting unless a member so requests in which case, the clerk shall read the minutes before the council deals with the business before it in the order set out in section 10.

d. The Business of the council shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the council.

9. PUBLIC PARTICIPATION AT COMMITTEE MEETINGS

- a. All regular, special and emergency meetings of Council, and all meetings of Committees of Council, are open to the public and no member of the public shall be excluded there from.
- b. Conduct during council meetings

All persons in the public galley at a Council meeting will:

- i. refrain from addressing Council or a member of Council unless permitted to do so
 - ii. maintain quiet and order;
 - iii. refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - iv. refrain from talking on electronic mobile devices; and,
 - v. ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.
- c. All delegations wishing to address Council shall be by appointment to be made with the clerk at least five (5) days prior to the meeting for which the appointment is requested.
 - d. Delegations heard by council shall be limited in speaking to not more than ten (10) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes.
 - e. Delegations and council members shall refrain from:
 - i. speaking disrespectfully;
 - ii. using offensive language;
 - iii. reflecting on a vote of Council except when moving to rescind or reconsider it;
 - iv. reflecting on the motives of the members of Council who voted on the motion or the mover of the motion; or
 - v. shouting or using an immoderate tone, profane, vulgar or offensive language.

f. When a councillor is addressing the Council, all other members will:

- i. remain quiet and seated;
- ii. refrain from interrupting the speaker, except on a point of order or point of procedure; and
- iii. refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- iv. Council members will ensure that all electronic devices remain silent and do not interfere with the meeting.
- v. Councillors wishing to speak at a meeting shall ensure they do not interrupt another member.

g. When it appears that any matter be more conveniently considered in committee of the whole, council may on motion resolve into a closed session. The public may be excluded from the meeting for the duration of the discussion. Only topics currently approved in the municipalities act may be discussed closed session. Currently these include:

- i. information the confidentiality of which is protected by law;
- ii. personal information as defined in the Right to Information and Protection of Privacy Act,
- iii. information that could cause financial loss or gain to a person or the municipality or could jeopardize negotiations leading to an agreement or contract;
- iv. the proposed or pending acquisition or disposition of land for a municipal purpose;
- v. information that could violate the confidentiality of information obtained from the Government of Canada or from the Province;
- vi. information concerning legal opinions or advice provided to the municipality by a municipal solicitor, or privileged communications as between solicitor and client in a matter of municipal business;
- vii. litigation or potential litigation affecting the municipality or any of its agencies, boards or commissions, including a matter before an administrative tribunal;
- viii. the access to or security of buildings and other structures occupied or used by the local government or access to or security of systems of the local government, including computer or communication systems
- ix. information gathered by the police, including the Royal Canadian Mounted Police, in the course of investigating any illegal activity or suspected illegal activity, or the source of that information,
- x. labour and employment matter, including the negotiation of collective agreements.

10. CLOSED MEETINGS

- a. Council shall not pass resolutions or bylaws during in camera meetings. Any decisions reached by consensus during the closed session must be passed as motions when the regular meeting resumes.
- b. Council may discuss New Business items in more detail or may attempt to address closed session items at a Committee of the Whole meeting, with recommendations following at a subsequent council meeting.
- c. If a meeting is closed to the public a record shall be made containing only the following:
 - i. the type of matter discussed; and
 - ii. the date of the meeting.

- d. A member of Council may participate in a meeting closed to the public using electronic means as long as they confirm at the start of the meeting that they are alone.

11. ORDER OF PROCEEDINGS IN COMMITTEE OF THE WHOLE

- a. In committee of the whole rules of council shall be observed in as far as applicable except that
 - i. Motions shall require a seconder,
 - ii. The yeas and nays shall not be recorded except at the request of a councillor.
- b. Admitting members of the public before council

Unless upon special invitation of the presiding officer or a majority vote of the council no person shall address the council without the permission of the council.

- c. Order

The presiding officer shall preserve order and decorum at the council meetings and decide all questions of order, subject to an appeal to council upon motion which motion may be made at any time and shall be put to the meeting immediately and decided forthwith.

- d. Rulings of order

Where the presiding officer is called upon to decide a point of order or practice, they shall state the questions without unnecessary comment and decide the issue citing the rule or authority applicable thereto.

- e. Mayor entering debate

Where the mayor wishes to participate in the debate at a council meeting, the mayor shall leave the chair and call on the deputy mayor if present, or, if not present, a councillor to preside until they resume the chair. The mayor must resume the chair previous to the vote being taken.

- f. Every member shall seek approval from the chairperson before speaking to a question, motion or matter and shall address their words to the presiding officer.
- g. When the presiding officer is putting forth a question or motion, no member shall leave their seat or make any noise or disturbance.

12. VOTING

The Mayor and Council members present shall vote on all motions when the question is called unless:

Personal interested in the question or motion in a manner which prevents the member from voting legally. In all cases the member shall disclose their conflict of interest if applicable in which case they shall leave the room in accordance with the Municipal Act and the fact of their not voting and the reason therefore shall be

entered upon the minutes by the clerk.

- a. no vote of Council will be taken by ballot or any other method of secret voting and any vote taken by any form of secret voting is of no effect.
- b. all votes of Council, both for and against, will be recorded.
- c. A motion is lost when the vote is tied.
- d. If a councillor is present via electronic means, the councillor shall be considered to be in their designated council seat and when the motion is put forth shall be recognized as for the motion by stating clearly "in favour" or "against."
- e. Abstentions from voting are not allowed under the Municipal Act unless for Conflict of Interest Issues. Any refusals to vote will see the councillor removed for the remainder of the meeting.

13. APPEAL TO COUNCIL

- a. When a point of order is raised or when a member is called to order from the chair, the member speaking shall immediately be silent until the presiding officer states and decides the point of order and then, on that question, the member shall address the chair only for the purpose of appealing to the council from a ruling of the chairperson.
- b. Where council is appealed to under subsection (a), it shall decide the matter without debate.
- c. Where there is no appeal under subsection (a), the decision of the presiding officer is final.

14. MEMBER MAY FILE PROTESTS AGAINST COUNCIL ACTION

Any member of council shall have the right to have the reasons for their dissent from, or protest against, any action of council entered on the minutes.

15. DISRESPECTFUL STATEMENT

- a. No member shall:
 - i. speak disrespectfully;
 - ii. use offensive language;
 - iii. speak beside the question or motion in debate;
 - iv. reflect upon any vote of the council except for the purpose of moving that the vote be rescinded;
 - v. disobey the decision of the mayor or in their absence the presiding officer on questions of order or practice.
- b. Where a member refuses to obey the rules of council or disobeys the decision of the presiding officer on a question of order or practice, the presiding officer shall order they leave their seat for that meeting and he shall be required to leave provided that where the member apologizes, he may on a two-thirds (2/3) vote of the members present forthwith resume their seat.

16. READING OF MOTION

A member at any time during a debate but not so as to interrupt a member when speaking, may request that the question, motion or matter under discussion be read.

17. LIMITS OF DEBATE

- a. No members shall speak more than once on the same question, motion or matter without leave of the presiding officer except in explanation of the material part of their speech which may have been misconceived and when so speaking shall not introduce any new matter.
- b. No member without leave of council shall speak to the same question, motion or matter or in reply for a longer period of time than fifteen (15) minutes without leave of council.
- c. A member who has made a substantive motion by making an original motion or moving an amendment to a motion or moving the previous question shall be allowed to reply.

18. RECORDING OF VOTE

- a. Council shall determine every question submitted to it by an open vote of "yea" or "nay" of the members present.
- b. The clerk will record the vote. Upon a division of council, at the request of council member(s) the clerk shall record the names in the minutes of who voted against motion.

19. MOTIONS

- a. To ensure proper debate on motions, Council and staff shall provide a notice of motion during a meeting for consideration at the next or future meeting.
- b. The Mayor and Council can use discretion to waive the notice of motion and deal with the item during a meeting.
- c. All motions shall be in writing and seconded before being presented to the chair and when a motion is presented it shall be read by the mayor before debate and read again before being put except a motion to go into committee of the whole, to refer a matter to a committee, or to adjourn which may be made orally instead of in writing.

20. WITHDRAWAL OF MOTIONS

After a motion is read by the mayor it shall be deemed to be in possession of council but may be withdrawn by the mover and seconder at any time before decision or amendment with the permission of council.

21. MOTION FOR APPROPRIATIONS

- a. No motion for the appropriation of money, for an appointment to an office, or introduction of a new matter shall be made unless notice thereof in writing has been presented at a previous meeting of council or given in the notice calling the meeting

except with the unanimous approval of all members of council present expressed by motion.

- b. For the purposes of subsection (21a), a new matter does not include any question, motion or matter which has been considered in council or in a committee within the previous four (4) weeks.

22. QUESTIONS UNDER DEBATE

Subject to section (21), when a motion is under debate no other motion shall be received except a motion to amend it, to lay it on the table, to postpone it, to adjourn it, to refer it to committee, to move the previous question, to move that the vote be now taken or to extend the hour to consider it.

23. THE PREVIOUS QUESTION

- a. A motion to move the "previous question" shall be in the following words, "Are you now ready for the question" and shall preclude all further amendment of the original motion.
- b. Where the motion to move the previous question is resolved in the affirmative, the original motion and any amendment properly made shall be put forthwith without amendment or debate.
- c. Where the motion to move the previous question is resolved in the negative, the original motion and any amendment may be further debated and if proper amended.
- d. No amendment may be proposed to the motion for the previous question.

24. MOTION TO TAKE VOTE

- a. When a member moves that the vote be taken and their motion is seconded, the presiding officer shall put the motion without debate.
- b. Where the motion referred to in subsection (a) is decided in the affirmative the motion and amendments under discussion shall immediately be submitted to council without further discussion.

25. AFTER VOTE PUT, DECLARATION OF VOTE

After a motion is put to the meeting by the presiding officer, no member shall speak to the motion or make any other motion until after the result of the vote has been declared and the decision of the mayor to whether or not the motion has been put is conclusive.

Where the presiding officer is of the opinion that a motion is contrary to the rules and privileges of council, they shall so advise council and cite without argument or comment the rule or authority applicable thereto.

26. RECONSIDERATION

No by-laws, questions, motion or matter that has been disposed of by a vote either at a council meeting or at a meeting of a committee shall be introduced for reconsideration at a council meeting or at a meeting of a committee prior to the expiration of three (3)

months from the disposal thereof without the consent of a majority of all the members of the council or committee as the case may be.

27. GENERAL

No standing rule or order of council shall be suspended except by the affirmative vote of two-thirds (2/3) of all the members present.

No councillor or officer of the municipality and no auditor of the municipality shall be a surety for any officer appointed by council or for any work to be done for council.

28. UNPROVIDED CASES

In all matters, points of order or questions of the procedure arising and not provided for within this by-law, proceedings in council and in committee shall be as near as may be that set out in Robert's Rules of Order and in such case the decision of the mayor or presiding officer shall be final and acquiesced in without debate.

29. MINUTES

a. Minutes shall record:

- i. The place, date and time of meeting;
 - ii. The names of the presiding officer or officers and record of the attendance of the members;
 - iii. The reading, if requested, correction and adoption of the minutes of prior meetings;
 - iv. All other proceedings of the meeting without note or comment.
- b. It shall be the duty of the clerk to ensure that the minutes of the last regular meeting, and all special and Standing Committee meetings held more than five (5) days prior to a regular meeting, together with the agenda prepared in accordance with clause 10 are emailed or delivered to each member not less than forty-eight (48) hours before the hour appointed for the holding of such regular meeting.
- c. Such minutes as referred to in section (65) may be adopted by council without having been read at the meeting considering the question of their adoption, unless a member so requests in which case the clerk or their designate shall read the minutes prior to consideration of adoption.

30. PETITIONS AND COMMUNICATIONS

Every communication, including a petition, application or tender designed to be presented to the council shall be legibly written or printed and shall not contact any obscene or improper matter or language and shall be signed by at least one person and filed with the clerk.

- a. No petition, application, tender or other written communication shall be presented to a council meeting unless it is received by the clerk before five (5) o'clock in the afternoon of the day preceding the day on which the council meeting is to be held.

- b. Every petition, application, tender or other written communication on any subject within the cognizance of any standing committee shall be considered on presentation as referred to the proper committee without any motion unless otherwise ordered.
- c. No member shall speak nor shall a debate be allowed upon the presentation of a petition, application, tender or other written communication to council but a member may move in referring a petition, application, tender or other written communication that certain instructions be given by council or that the petition, application, tender or other written communication be referred to a special committee.
- d. If the petition, application, tender or other written communication complains of a present personal grievance requiring immediate remedy, upon the consent of a majority of the members present the matter contained therein shall be brought into immediate discussion and disposed of forthwith.
- e. When a petition, application, tender or other written communication is received concerning a subject which is not within the cognizance of any standing committee it shall be presented to council.

31. COMMITTEE REPORTS

Committee Reports shall not be received by the council unless received by the members in accordance with section (67) and may be recommitted to the same or a different committee.

32. UNFINISHED BUSINESS

The items listed in the order of the topics set out in the agenda of prior meeting which have not been disposed of by council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by council, unless removed from the agenda by leave of the council.

33. BY-LAWS

- a. The provision for enactment of all by-laws shall be as set out in the Municipalities Act.
- b. No by-law except a by-law to confirm the proceedings of council shall be presented to council unless the subject matter thereof has been considered and approved by council.
- c. 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 provision of any act and shall be complete with the exception of the number and date thereof.
- d. No by-law shall be passed except by the vote of a majority of the members present or by a vote as required by statute.
- e. The clerk shall endorse on all by-laws read in council the dates of the several readings thereof and shall be responsible for the inclusion of any amendments.
- f. In proceedings in committee of the whole upon by-laws the preamble shall be considered first and then each clause in its proper order and then the title.

- g. All amendments made in committee of the whole to a by-law shall be reported to council by the chairperson and forthwith received by council.
- h. After the report has been received under section (82), the by-law is open to debate and amendment before it is ordered to a second or third reading.

34. SPECIAL MEETINGS

- a. The mayor may at any time summon a special meeting of council on twenty-four (24) hours notice in writing to the members of council, or, upon receipt by the clerk of the petition of the majority of the members of the council, the clerk shall summon a special meeting for the purpose and at the time mentioned in the petition. Twenty-four (24) hours notice on all special meetings of council shall be given to the members through the clerk's office. The only business to be dealt with at a special meeting is that which is listed in the notice of the meeting except by unanimous consent of all the members present.
- b. All special council meetings are open to the public and no member of the public shall be excluded there from except for improper conduct.

35. VACANCIES IN COUNCIL

When the office of mayor or of a councillor becomes vacant, the clerk shall notify the council of that vacancy within ten (10) days at a regular or special meeting of council.

36. CONFLICT OF INTEREST

- a. Where a member of council of the municipality has an interest with any person having dealings with the municipality, they shall forthwith declare their interest in writing to the council. Council members and senior staff will follow the conflict of interest guidelines outlined in part 8 of the Local Governance Act.
- b. A member of council who has declared a conflict of interest shall leave the council chamber during any discussion or vote by council on the matter in which he has declared an interest.
- c. Mayor and/or the Chief Administrative Officer may alert council members of potential conflicts of interest prior to Council meetings.

37. SECRETARY

The clerk shall be the secretary of all regular and special meetings of council and of committee of the whole.

38. SPOKESPERSONS

The mayor speaks for the Village unless that power is designated to another person, on a case-by-case basis only.

- a. Individual councillors or committee members have no authority to act outside established bylaws and policy.

- b. Democratic process includes the right to debate, question, and discuss, but once a decision is made, that is the recognized decision of council.
- c. Councillors and council committee members should remember that advocacy and information for ratepayers are part of their responsibilities but always within parameters set by council decisions.
- d. No special interests shall be promoted over the common interest.
- e. Councillors and council committee members who are approached about issues not covered by policy or bylaw shall bring such concerns to council and not attempt to resolve them.
- f. Council shall forward them to administration or council committee, as appropriate.

39. COMMITTEES

Council shall establish standing or ad hoc committees to advise Council on the business of the municipality. Committees function in an advisory capacity to Council.

- a. Appointees to an ad hoc committee are appointed for a specific term. For standing committees, members will serve a two-year term and are eligible for re-appointment to a specific committee, agency, board or commission for a maximum of six consecutive years,
- b. Committee memberships and appointments will normally be held in September of each year.
- c. The Clerk shall maintain a list of volunteers together with their backgrounds and interests for the purposes of selecting appointees.
- d. Council committees will cease to exist when Council, by resolution, decides that the objectives of the committee have been achieved and tasks have been completed [or] the Mayor will, by order, dissolve a committee of Council upon completion of their specific mandate.
- e. Notwithstanding, members of committee of council serve at the pleasure of council and may be removed at a time by a majority vote.
- f. Committee composition;
 - i. The Mayor is a member of every standing or ad hoc committee and when in attendance the Mayor possesses all the rights, privileges, powers and duties of the other members of the committee.
 - ii. Notwithstanding section a, the mayor is not a member of the code of conduct committee.
 - iii. The Mayor's attendance will not be included for the purpose of determining a quorum for a committee of Council meeting.
 - iv. Any councillor may attend the meetings of any Committee of Council which he/she is not a member but may not vote.
- g. Committee procedures;
 - i. The business intended to be addressed at committee meetings will be

stated in the meeting agenda.

- ii. An act or proceeding of a committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public meeting of Council.

40. VILLAGE EXPENDITURES

- a) The municipality shall follow the Procurement Act for expenditures; which states that municipalities shall issue a public tender for purchases over certain thresholds.
- b) For purchases not covered by the Procurement Act, the municipality shall follow a Purchasing Policy adopted by Council, which policy may be amended from time to time by resolution of Council.
- c) Council will adopt a donation policy outlining how requests for donations or grants shall be managed. This policy may be amended from time to time by resolution of Council.

41. REPEAL BY-LAW

By-Law No. 1 enacted on the 9th day of January, 2006, is repealed.

42. BY-LAW COMES TO FORCE

This by-law comes to force on the date of final enactment thereof.

READ A FIRST TIME BY TITLE THE 8th day of April, 2019.

READ A SECOND TIME BY TITLE THE 8th day of April, 2019.

READ IN ITS ENTIRETY IN COUNCIL THE 13th day of May, 2019

READ A THRID TIME BY TITLE AND ENACTED THE 13th day of May, 2019



MAYOR



CLERK