

THE CORPORATION OF THE COUNTY OF PRINCE EDWARD

BY-LAW NUMBER 1734-2006

A By-Law to Govern the Proceedings

of Council and Committees of Council

**A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL,
COMMITTEES AND LOCAL BOARDS OF COUNCIL**

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***THE COUNCIL OF THE CORPORATION OF THE COUNTY OF PRINCE EDWARD
ENACTS AS FOLLOWS:***

1. DEFINITIONS

In this By-Law:

- a) “Acting Mayor” means a Member who is appointed from amongst Council on a monthly scheduled basis to assist the Mayor, and to act from time to time in the place and stead of the Mayor when the Mayor is absent from the County or is absent through illness, or the office of the Mayor is vacant, and while acting, such Member has, and may exercise, all the rights, powers and authority of the Mayor.
- b) “Chair” means the person presiding at a meeting.
- c) “Clerk” means the Clerk and Deputy Clerk of the County of Prince Edward.
- d) “Committee” means an advisory committee or other committee or subcommittee of which at least 50% of the members are also members of Council and includes a Standing Committee or Committee of the Whole of Council.
- e) “Head” means the Head of Council as defined in the Municipal Act.
- f) “Member” means a Member of Council.
- g) “Quorum” means the majority of the Members of Council or Committee.
- h) “To refer” means to direct a matter under discussion by Council or Committee to another committee, the Chief Administrative Officer or a Commissioner for further examination.
- h) “To defer” means to postpone a decision or discussion on a matter until later in the same meeting or to a future meeting of Council or Committee.
- i) “To table” means to introduce an item for discussion at a meeting.

2. GENERAL PROVISIONS

2.1 Rules and Regulations

The rules and regulations contained in this By-Law shall be the rules and regulations for the order and dispatch of business in the Council and the Committees thereof, provided that the rules and regulations contained herein may be suspended by a two-thirds vote of the Members of Council or Committee present at the meeting.

2.2 No Quorum

If no quorum is present one-half hour after the time appointed for a meeting, the Clerk or designate shall record the names of the Members present and the meeting shall stand adjourned until the date of the next such regular meeting; however if those Members who are present at that time remain until a quorum is present, then the meeting shall proceed.

2.3 **Duties of the Chair**

2.3.1 It shall be the duty of the Chair:

- a) To put to a vote all motions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- b) to decline to put to vote motions which infringe the rules of procedure;
- c) to restrain the Members, within the rules of order, when engaged in debate;
- d) to enforce on all occasions, the observance of order and decorum among the Members;
- e) to call by name any Member persisting in breach of the rules of the Council, thereby ordering him/her to vacate the Council Chambers;
- f) to decide all questions of order at meetings of the Council, subject to an appeal by any Member of Council on any questions of order in respect to business before the Council;
- g) to authenticate, by his/her signature when necessary, all By-laws and Resolutions, and
- h) to declare a meeting after a period of 3 hours to be adjourned forthwith unless otherwise determined by a vote of two-thirds of the members present.

2.3.2 A Committee Chair may, with the consensus of the majority of the members, cancel or re-schedule a meeting of a Standing Committee when deemed appropriate.

2.4 **Conduct of Members**

No Member shall:

- a) Use offensive words or unparliamentary language in or against the Council or against any Member;
- b) speak on any subject other than the subject in debate;
- c) criticize any decision of the Council except for the purpose of moving that the question be reconsidered, and
- d) disobey the rules of the Council or a decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the rules of the Council; and where a Member persists in any such disobedience after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the meeting of the Council", but if the Member apologizes he/she may, be permitted to retake his/her seat.

2.5 **Minutes**

- 2.5.1 Minutes of a meeting shall be approved at the next regular meeting.
- 2.5.2 It shall be the duty of the Clerk to deliver to each Member not less than two full working days prior to a regular meeting, the Minutes of the last regular meeting and all subsequent meetings held more than four days before the regular meeting.

2.6 **Adoption of Minutes**

As soon as a regular meeting is called to order, the Chair shall ask if there are any objections to the Minutes of previous meetings as referred to in Paragraph 2.5 and shall forthwith or after correction or change, declare the Minutes adopted or adopted as amended, and shall sign them.

2.7 **Deputations**

- 2.7.1 Deputations shall be encouraged to appear before a Committee rather than before Council.
- 2.7.2 Anyone wishing to appear before Council shall advise the Clerk three full working days prior to the meeting. Anyone wishing to appear before Committee shall advise the Clerk five full working days prior to the meeting. The request to appear before Council or Committee shall be in writing and shall state the nature of the matter to be presented by the spokesperson.
- 2.7.3 No person other than the designated spokesperson may speak on the matter and for not more than a total of ten (10) minutes except that a deputation consisting of more than five (5) persons who are present at the meeting may have more than one (1) speaker provided that the total speaking time does not exceed fifteen (15) minutes. A deputation not on the agenda shall not be heard without the consent of at least two-thirds of the Members present by resolution.
- 2.7.4 The priority in which deputations shall be heard by the Committee shall be as follows:
- a) Deputations listed on the agenda.
 - b) Deputations who appear at a meeting and have been added to the agenda by resolution of Council or Committee.
- 2.7.5 All deputations appearing before Council and Committee shall be permitted to speak only once on an item at that meeting. Once discussion in respect of a motion or resolution has commenced, no further presentation shall be made by the deputant or by any person other than a Member of Council, except at the discretion of the Chair. Where there is no accompanying Staff Report, the matter may be referred to a future meeting of the Committee and a report requested for that meeting.

2.8 **Late Arrival**

If a member arrives late at a meeting, any prior discussion shall not be reviewed without the unanimous consent of all Members present.

2.9 **Motions**

2.9.1 Every motion shall be read aloud, and when duly moved and seconded, shall be open for discussion. A motion or amendments thereto, may not be withdrawn without the consent of the mover and seconder. The Chair may not move or second any motion but will vote.

2.9.2 Where a motion to adjourn or a motion to defer, or refer has been made, until such motion has been decided, there shall be no discussion on the matter proposed to be adjourned, deferred, or referred.

2.10 **Amendments to a Motion**

Amendments to a motion shall be put to a vote in the reverse order to that in which they are moved. Every amendment shall be decided or withdrawn before the main motion is put to the vote.

2.11 **Motions Containing Two or More Matters**

When the motion under consideration contains two or more matters, upon the request of any Member, the vote upon each matter may be taken separately.

2.12 **Motion Under Debate**

When a question is under debate, no motion shall be received except for the following purposes and according to the listed priorities, namely:

- a) To extend the hour of automatic adjournment.
- b) To recess.
- c) To adjourn.
- d) To defer to a definite date.
- e) To defer indefinitely.
- f) To refer to another forum.
- g) To amend.

2.13 **Speaking Order**

No Member shall speak more than once, except to give an explanation, until every Member who desires to speak has spoken.

2.14 **Tie Votes**

Any motion of which there is a tie vote shall be deemed to be decided in the negative.

2.15 **Adoption in a Single Motion**

One or more report items on Committee or Council agenda may be adopted in a single motion. At a Council meeting, a Member may request that an item be discussed and that item shall not then be included in the motion to adopt. At a Committee meeting, any Member or anyone present at the meeting may request that an item be discussed, and the item shall not be included in the motion to adopt.

2.16 **Voting on Motions**

Each Member present and voting shall announce or indicate his/her vote upon the motion openly and individually and no vote shall be taken by ballot, or any other method of secret voting. In the event a Member present abstains from voting, he/she will be deemed to have voted in the negative unless the Member's reason for abstaining is due to his/her disclosure of interest, or if he/she is precluded from voting under the provisions of subsection 2.4(d). When a Member abstains from voting in a disclosure of interest situation, his/her abstention shall be deemed to be neither an affirmative nor a negative vote.

2.17 **Recorded Vote**

2.17.1 When a Member requests a recorded vote, all Members present at the meeting shall vote when called by the Clerk unless he/she has disclosed a pecuniary interest or is precluded from voting under the provisions of subsection 2.4(d). The Clerk shall call the names of the members in alphabetical order commencing with the member of council requesting the recorded vote and concluding with the Mayor. The name of each Member who voted, and the manner in which he/she voted, shall be noted in the Minutes. If a Member at a meeting of the Council, where a motion is put to a vote and a recorded vote taken, does not vote, he/she will be deemed to have voted in the negative unless the Member's reason for abstaining is due to a disclosure of interest in which case his/her abstention shall be deemed to be neither a negative nor an affirmative vote. The Clerk shall announce the results.

2.17.2 Recorded votes shall not be taken at Committee Meetings.

2.18 **Motion to Refer or Defer**

A motion to refer or defer a matter shall include the reasons for the referral or referral.

2.19 **Reconsideration of a Matter**

If a matter has been previously considered by Committee or Council and the matter decided either in the affirmative or the negative, it shall not be reconsidered by either body within the next four regular meetings of Council after the Council meeting at which the matter was decided, without the consent of at least two-thirds of the Members present.

2.20 **Points of Order or Privileges**

2.20.1 A Member may interrupt the person who has the floor to raise a point of order when such Member feels that there has been a deviation or departure from the rules of procedure and upon hearing such point of order, the ruling of the Chair shall be final unless the Member appeals the ruling to Council/Committee which shall then decide upon the question without debate.

2.20.2 A Member may rise at any time on a point of personal privilege where such Member feels that his/her integrity or the integrity of the Council has been impugned by another Member or Deputation and upon hearing such point, the ruling of the Chair shall be final unless the Member appeals the ruling to Council/Committee which shall then decide upon the question without debate.

2.20.3 Where the Chair recognizes that a breach of privilege has taken place, he/she shall demand that the offending Member apologize, and failing such apology shall require such Member to vacate the Council Chamber for the duration of the meeting.

2.20.4 Any Member may appeal the decision of the Chair which shall decide the question "That the decision of the Chair be overruled" without debate upon a majority vote of the Members present.

2.21 **By-Laws**

2.21.1 By-laws shall be given first, second and third readings in a single motion.

2.21.2 When a Member wishes to discuss the contents of a by-law, which is included in a multiple by-law motion, the subject by-law shall be removed from the motion and dealt with separately. The head note only of the by-law shall be read if requested, and a by-law shall not be enacted until it has received three readings.

2.22 **Disclosure of Interest**

2.22.1 Where a Member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of Council or Committee at which the matter is the subject of consideration, the Member:

a) Shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

- b) shall not take part in the discussion of or vote on any question in respect of the matter, and
- c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

2.22.2 Where the meeting referred to in subsection 2.22.1 is not open to the public, in addition to complying with the requirements of that subsection, the member shall leave the meeting or the part of the meeting during which the matter is under consideration.

2.22.3 Where the interest of a member has not been disclosed as required by subsection 2.22.1 by reason of the member's absence from the meeting, the member shall disclose the interest and otherwise comply with subsection 2.22.1 at the first meeting of the council or committee as the case may be, attended by the member.

2.22.4 Where the interest of a Member has been disclosed, that Member may ask that the vote on the subject item be taken separately from the other items on an agenda.

2.23 Council Members Placing Items on Agenda

If a member of Council wishes to have an item or motion placed on the agenda for discussion at a Council or Committee meeting the member shall notify the Clerk and provide a description of the item at least three full working days prior to the meeting of the Council and five full working days prior to a Committee meeting. Any item for inclusion on an agenda must be within the scope of Council or the Committee.

2.24 Location of Meetings

2.24.1 All meetings of Council and Standing Committees shall be held in the Council Chambers.

2.24.2 Meetings may be held at any other place in the Municipality, or at a location outside of the municipality in an adjacent municipality as authorized by the Mayor.

2.25 Expulsion for Misconduct

The Chair of a Committee meeting or Council meeting may expel or exclude from the meeting, any person who in the opinion of the Chair, has behaved improperly.

3. **COUNCIL MEETINGS**

3.1 **Inaugural Council Meeting**

The first meeting of a newly elected Council after a regular election should be held on the first Tuesday in December at 7:30 p.m.

3.2 **Regular Meeting Times**

3.2.1 Meetings of Council shall be held at the hour of 7:30 p.m. (local time) on the second and fourth Mondays of each month, with the exception that only one regular Council meeting shall be held in July and August at 7:30 p.m. on the fourth Monday and only one regular meeting will be held in December at 7:30 p.m. on the third Monday. If a Monday happens to be a holiday, Council will meet on the following day at the same time, unless otherwise provided by a resolution of Council.

3.2.2. The Clerk shall give notice of regular meetings of Council through the posting of the Schedule of Meetings on the County website and to the media.

3.3 **Special Meetings of Council or Committee of the Whole**

3.3.1 The Mayor may summon a special meeting of Council or Committee of the Whole or upon receipt of a written request by the majority of the members, the Mayor or Clerk shall summon a special meeting of Council or Committee of the Whole.

3.3.2 The Clerk shall give at least 48 hours notice of the Special Meeting to the members of Council, the media, and through the posting of the Schedule of Meetings on the County website.

3.3.3 The only business to be dealt with at a special meeting is that which is listed in the notice.

3.4 **Calling a Meeting to Order and Quorum**

As soon after the hour fixed for the holding of the meeting of the Council if a quorum is present, the Mayor shall take the chair and call the meeting to order.

3.5 **Absence of the Mayor at Meeting**

3.5.1 If the Mayor is absent from a meeting of the Council, the Clerk shall call the members to order, and an Acting Mayor shall be appointed by resolution in accordance with the monthly schedule and he or she shall preside for the meeting or until the arrival of the Mayor.

3.5.2 In the event that the Mayor does not attend within 15 minutes of the time a quorum is present after the time appointed for a meeting of the Council or the resumption after an adjournment, the Clerk shall call the members to order, and an Acting Mayor shall be

appointed by resolution in accordance with the monthly schedule and he or she shall preside for the meeting or until the arrival of the Mayor.

- 3.5.3 The Mayor may designate another member as Acting Chair during any part of a meeting of the Council when he or she leaves the chair for any reason.
- 3.5.4 While presiding the Acting Mayor shall have all the powers of the Mayor with respect to chairing the meeting.
- 3.5.5. In the absence of the Mayor and Acting Mayor, the Members present shall elect a Chair for the meeting.

3.6 **Preparation of Agenda**

- 3.6.1 Prior to each regular meeting, the Clerk (or his/her designate) shall prepare an agenda of all the business to be brought before such meeting. The agenda shall be distributed to Members of Council and the media no later than two full working days prior to the meeting.
- 3.6.2 If in the opinion of the Clerk and the Chief Administrative Officer, when any communication contains an impertinent or improper matter or language, the Clerk and the Chief Administrative Officer shall decide whether it shall be included with the material circulated to Council.

3.7 **Order of Business**

Council shall deal with matters in the following order:

Closed Session

1. Call to Order
2. Adoption of the Minutes
3. Disclosure of Pecuniary Interest and the general nature thereof
4. Petitions and Communications
5. Accounts
6. Deputations
7. Additional Information to be considered with Committee Report
8. Committee Reports
9. New Business
10. By-laws
11. Motions Arising from Closed Session
12. Confirmatory By-law
13. Motion to Adjourn

3.8 **Addendum Items**

A matter, which is not on the Council agenda, shall not be considered without the consent of at least two-thirds of the Members present. Addendum Items to Council shall be restricted to those items of an urgent nature.

3.9 **Record of the Proceedings**

The Clerk or his/her designate shall be the Secretary of all Meetings of Council. It shall be the duty of the Secretary to record the proceedings of Council in the form of minutes, which shall also contain the following:

- a) The beginning and ending time of meetings;
- b) the names of Council Members present; the time members arrive late and leave early;
- c) any disclosure of pecuniary interest;
- d) a record of each item before Council for consideration;
- e) all motions and disposition of each on each item, and
- f) the names of deputants appearing before Council.

3.10 **Committee of the Whole**

3.10.1 Council may, by resolution, move into Committee of the Whole.

3.10.2 While sitting in Committee of the Whole, the Acting Mayor as designated on the monthly schedule shall act as Chair.

4. **STANDING COMMITTEE MEETINGS**

4.1 **Description of the Standing Committees**

There shall be four Standing Committees of Council, being:

- 1) Corporate Services Committee
- 2) Planning Services Committee
- 3) Recreation, Parks and Culture Committee
- 4) Public Works Committee

- 4.1.1 The Standing Committee membership shall consist of eight members for each standing committee. The Head of Council shall be an ex-officio voting member of all standing committees.
- 4.1.2 In the first year of a new term and at the beginning of each year of the term, Council at the first meeting of Council or as soon as is practical, shall appoint members of Council to the Standing Committees of Council.
- 4.1.3 No more than one ward representative shall be placed on any one standing committee with the exception of the circumstance where there are three Councillors representing a ward, in which case there shall be no more than two representatives on a standing committee.
- 4.1.4 The appointment of an additional representative to the Social Services Committee will be from Council as a whole, and Council will determine which Council representative will be indicated as the preferred nominee as either the chair or vice chair of the Prince Edward/Lennox and Addington Social Services Committee, as appropriate.
- 4.1.5 Voting procedures for appointments to Standing Committees shall be as follows:
 - a) During each round of voting each member of Council shall only vote once.
 - b) If two candidates are nominated and there is only one vacancy then the candidate receiving the greatest number of votes will be selected.
 - c) If there are more than two nominees for one vacancy then a vote shall be taken on each nominee, with the results announced i.e. Councillor X 5 votes, Councillor Y 7 votes and Councillor Z 4 votes. The candidate(s) with the lowest number of votes will be eliminated and then a vote taken on the remaining candidates, until one member receives a majority. In the event that one candidate receives the majority vote in the first round, i.e. Councillor X 9 votes, Councillor Y 2 votes, Councillor Z 3 votes and Councillor A 2 votes, then Councillor X shall be declared as the successful candidate.
 - d) If there are four or more eligible nominations for three or two vacancies then there shall be the appropriate number rounds of voting with the candidate(s) receiving the highest number of votes in each round being placed on the Committee. i.e. Round 1 Councillor X receives 8 votes, Councillor Y 4 votes, Councillor Z 2 votes and Councillor A 2 votes, thus Councillor X would be placed on the committee and voting would

continue with Councillors Y, Z and A.

e) In the event of a tie where both candidates cannot be nominated (or eliminated) then the candidate shall be elected (or eliminated) by lot conducted by the clerk.

4.2 Appointment of Standing Committee Chairs

- 4.2.1 Each Standing Committee of Council at its first meeting in each year or as soon thereafter as is practical shall elect from amongst its members a Chair and a Vice Chair.
- 4.2.2 No one member of Council can chair more than one Standing Committee.
- 4.2.3 Voting Procedures for Standing Committee Chairs shall be in accordance with Section 4.1.5.
- 4.2.4 The duties and powers of the Chair shall be in accordance with the rules as set out in subsection 2.3.
- 4.2.5 The Committee Chair shall act as spokesperson for the Committee before Council and other appropriate meetings.

4.3 Meeting Times

- 4.3.1 The Regular Meeting dates for standing committees shall be as follows:
- 4.3.2 Corporate Services Committee to meet on the Wednesday following the first meeting of Council in each month at 3:00 p.m.
- 4.3.3 Recreation, Parks and Culture Committee to meet on the Thursday following the first meeting of Council in each month at 3:00 p.m.
- 4.3.4 Public Meetings of the Planning Services Committee to meet on the Wednesday following the second meeting of Council in each month at 7:00 p.m.
- 4.3.5 Technical Meetings of the Planning Services Committee to meet on the first Tuesday of the month at 3:00 p.m.
- 4.3.6 Public Works Committee to meet on the Thursday following the second meeting of Council in each month at 3:00 p.m.
- 4.3.7 Standing Committee meetings during the months of July and August shall be at the call of the Chair.
- 4.3.8 The Chair may summon a special meeting of a standing committee or upon receipt of a written request by the majority of the members, the Chair or Clerk shall summon a special meeting of a standing meeting. At least 48 hours notice must be given to the members of Council, the media, and through posting of the Schedule of Meetings on the

County website.

4.3.9 The only business to be dealt with at a special meeting is that which is listed in the notice.

4.4 **Absence of Committee Chair or Quorum**

4.4.1 If the Committee Chair is not present for a period of fifteen minutes after the time scheduled for the meeting to commence, the Vice Chair if there is a quorum present shall discharge the duties of the Committee Chair during the meeting or until the arrival of the Committee Chair. In the absence of the Committee Chair and Vice Chair, the Members present shall elect a Chair for the meeting.

4.4.2 If no quorum is present thirty minutes after the time scheduled for a meeting, the Clerk (or designate) shall call the roll and record the names of the Committee Members present, and the meeting shall stand adjourned until the next day of the regular meeting or at the call of the Committee Chair.

4.4.3 A quorum for a Standing Committee shall be a minimum of five Members of the Committee. All Members of Council that are not directly appointed to the subject Standing Committee shall be ex-officio members without voting rights.

4.5 **Reporting to Council**

4.5.1 Standing Committees shall report to Council on all matters connected with their duties or referred to them by the Council and shall recommend such action as they deem necessary.

4.5.2 The record of the proceedings of Standing Committees will be in the form of a report to Council which shall contain:

- a) The beginning and ending time of meetings;
- b) the names of the Committee Members present; the time Members arrive late and leave early;
- c) any disclosure of pecuniary interest declared by any Member;
- d) a record of each item before the Committee for consideration;
- e) recommendations to Council on each item before the Committee for consideration, and
- f) the names of all deputants appearing before the Committee.

4.5.3 The Clerk or his/her designate shall be the Secretary of all Standing Committees of Council. It shall be the duty of the Secretary of every Standing Committee to:

- a) Provide notice of each regular meeting of such Committee by way of an agenda to be sent to all Members of Council and posted on the County website, not later than two full working days prior the meeting, and
- b) attend all meetings of the Committee and record the proceedings in the form of a report which shall be presented to Council.

4.6 **Sub-Committees**

4.6.1 A Standing Committee may appoint a sub-committee to consider and report on a matter. Any sub-committee shall report to the Standing Committee that appointed it. Before a meeting of the sub-committee is held, the Standing Committee shall establish terms of reference and reporting time. A sub-committee shall cease to exist at the end of the term of the Standing Committee, which appointed it.

4.6.2 Sub-Committees may include an ad-hoc, advisory or special committee.

4.7 **Order of Business - Standing Committees**

4.7.1 The order of procedure for Planning Services Technical, Public Works and Recreation, Parks and Culture Standing Committees shall be as follows:

1. Call to Order
2. Disclosure of Pecuniary Interest
3. Deputations
4. Correspondence
5. Reports
6. Items for Next Meeting
7. Closed Session
8. Next Meeting
9. Motion to Adjourn

4.7.2 The order of procedure for Corporate Services Standing Committees shall be as follows:

1. Call to Order
2. Disclosure of Pecuniary Interest
3. Report of the Health and Safety/Loss Control Officer
4. Deputations
5. Correspondence
6. Reports
7. Items for Next Meeting
8. Closed Session
9. Next Meeting
10. Motion to Adjourn

4.7.3 The Order of Business for all Standing Committees shall be altered for the first meeting of each year to include as Item No. 2, Election of Chair and Vice Chair

4.8 **Duties of Standing Committees**

a) Corporate Services Committee

It shall be the duty of the Corporate Services Committee to consider and make recommendations to Council that will include, but are not limited to, the following subject matters:

- Treasury
- Administration - Clerk
- Homes for the Aged
- Fire
- Land Ambulance
- Purchasing
- Audit/Legal
- Information Technology
- Human Resources
- Economic Development
- Major Property Matters

b) Planning Services Committee

It shall be the duty of the Planning Services Committee to consider and make recommendations to Council that will include, but are not limited to, the following subject matters:

- Planning
- Building Codes
- By-Law Enforcement
- Canine Control
- Provincial Offences
- Parking Control
- Fence Viewing
- Livestock Evaluating
- Crossing Guard
- Conservation
- Heritage

c) Recreation, Parks and Culture Committee

It shall be the duty of the Recreation, Parks and Culture Committee to consider and make recommendations to Council that will include, but are not limited to, the following subject matters:

- Culture
- Recreation
- Library (liaison)
- Cemeteries
- Museums

- Facilities Maintenance and Management

d) Public Works Committee

It shall be the duty of the Public Works Committee to consider and make recommendations to Council that will include, but are not limited to, the following subject matters:

- Engineering
- Roads
- Waste Management
- Sewers
- Water
- Street Lights
- Sidewalks
- Transportation
- Loyalist Parkway

4.9 **Addendum Items**

A matter, which is not on a Committee agenda, shall not be considered without the consent of at least two-thirds of the Members present. Addendum Items to Committee shall be restricted to those items of an urgent nature.

5 CLOSED SESSION MEETINGS

5.1 A Meeting may be closed to the public only when the matter to be discussed relates to the following:

- a) The security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposal of land by the municipality;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunal, affecting the municipality or local board;
- f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and
- g) a matter in respect of which council, board, committee or other body may hold a closed meeting under another Act.

- 5.2 Closed Session meetings, when and if required, shall be held prior to Council at a time to be determined by the Clerk to provide sufficient time to deal with the agenda. The time and purpose of the Closed Session shall be noted on the public agenda.
- 5.3 Prior to meeting in Closed Session, Council shall convene publicly to pass a resolution stating the nature of the matter(s) to be discussed in Closed Session.
- 5.4 Notwithstanding Section 5.1 particular care should be exercised in ensuring confidentiality of the following types of information:
 - a) Personnel Matters
 - b) Information about suppliers provided for evaluation, which might be useful to other suppliers
 - c) Matters relating to the legal affairs of the municipality
 - d) Sources of complaints where the identity of the complainant is given in confidence
 - e) Items under negotiation
 - f) Schedules of prices in contract tenders
 - g) Information defined as 'personal information' under the *Municipal Freedom of Information and Protection of Privacy Act*

(This list is provided for example and is not inclusive. Requests for information should be referred to the appropriate staff to be addressed as either an informal request for access to municipal records or as a formal request under the *Municipal Freedom of Information and Protection of Privacy Act*.)

6. **ALTERNATIVE INTERPRETATION**

In the event of a conflict in the interpretation of any provisions of the procedural by-law, reference shall be made to Robert's Rules of Order for clarification.

- 7. By-Law 1308-2004 is hereby rescinded with the final passing of this by-law.

Read a first, second and third time and finally passed this 8th day of May 2006.

CLERK
Victoria Leskie

MAYOR
Leo P. Finnegan