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1
AGENDA FOR REGULAR COUNCIL MEETING
Tuesday, August 26, 2025 – 6:00 p.m.



Join Zoom Meeting: <https://us02web.zoom.us/j/82731783141?pwd=57eRIBXjnoNTplduka3Ywr7UP13l3f.1>

Meeting ID: 827 3178 3141

Passcode: 509042

1. CALL TO ORDER
Land Acknowledgement
2. APPROVAL OF AGENDA
Recommendation: BE IT RESOLVED THAT the agenda for the Regular Council Meeting of August 26th, 2025, be approved as circulated. (Alternatively, amendments to be noted; with approval as amended.)
3. DECLARATIONS OF PECUNIARY INTEREST
4. TOWN HALL SEGMENT
5. DEPUTATIONS
6. MINUTES OF PREVIOUS MEETINGS
 - 6.1 Minutes – Open Session Regular Council Meeting – August 12th, 2025
Recommendation: BE IT RESOLVED THAT the Minutes of the Open Session of the Regular Council Meeting held on August 12th, 2025, be approved as circulated. (Alternatively, corrections to be noted; with approval as amended.)
7. DISBURSEMENT LIST
 - 7.1 Payroll Report (no report this meeting)
 - 7.2 Payment Register
Recommendation: BE IT RESOLVED THAT Council approve the disbursements represented by electronic bank payments, and check numbers 7536 to 7549 totalling \$65,372.33.
8. REPORTS FROM MUNICIPAL OFFICERS/OTHERS (As available)
 - 8.1 Clerk's Report
 - 8.2 Treasurer's Report (verbal)
 - 8.3 Public Works Report
 - 8.4 Fire Chief's Report (no report this meeting)
 - 8.5 Council Member Reports (verbal)
 - 8.6 Reports from Other Agencies: as listed in the Clerk's Report
Recommendation: BE IT RESOLVED THAT Council receive the reports presented as listed in Section 8 of this evening's agenda. (Alternatively, directions to Administration as per Council's determination)
9. NEW BUSINESS
 - 9.1-1 Council Meeting Schedule for 2026
 - 9.1-2 2026 Calendar with Council Meeting notations
 - 9.2 Report to Council - Loading Dock Entry Repair Quotes
 - 9.3 Amend Hiring Policy 2025-001
10. BYLAWS
 - 10.1-1 Report to Council
 - 10.1-2 Bylaw 1474 – Section to Amend highlighted
 - 10.1 Bylaw 2025-028 – Bylaw to amend procedural bylaw 1474
11. CORRESPONDENCE
List of Resolution Support Requests from other municipalities/provincial government
 - 11.1 Township of Armour Resolution Regarding Governance of Family Health Teams in Ontario

12. UPCOMING MEETING DATES
Regular Council Meetings: September 9th and 23rd; October 14th and 28th; November 12th (Wed) & 24th; and December 16th, 2025.
13. CLOSED SESSION
Recommendation: BE IT RESOLVED THAT, the time being ____ p.m., Council enter Closed Session under the authority of those paragraphs of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, for which the meetings were closed, to consider Item 13.1, being the Closed Session minutes of the Council meeting held August 12th, 2025; and under the authority of paragraph 239(2)(b) and 239(2)(d) of the same legislation, to consider Item 13.2 and 13.3, involving personal matters about identifiable individuals and involving labour relations or employee negotiations.
 - 13.1 Minutes – Closed Session Regular Council Meeting – August 12th, 2025
 - 13.2 Clerk's Report – Contract Services for Integrity Commissioners
 - 13.3 HR Assistant's Report (verbal)
Recommendation: BE IT RESOLVED THAT, the time being ____ p.m., Council rise from Closed Session and report in Open Session
14. BUSINESS ARISING FROM CLOSED SESSION
Recommendation 1: BE IT RESOLVED THAT the Minutes of the Closed Session of the Regular Council Meeting held on August 12th, 2025, be approved as circulated. (Alternatively, corrections to be noted; with approval as amended.)
Recommendation 2: BE IT RESOLVED THAT Administration be authorized to proceed as directed in Closed Session.
15. CONFIRMING BYLAW
By-law 2025-029 – To Confirm the Proceedings of the Meeting
Recommendation: BE IT RESOLVED THAT Bylaw 2025-029 be passed, and FURTHER, THAT the Mayor and the Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-029, being a By-law to confirm the proceedings of this evening's meeting.
16. ADJOURN
Recommendation: There being no further business to conduct, the Mayor declares the meeting to be adjourned at ____ p.m.

MINUTES - REGULAR COUNCIL MEETING

Tuesday, August 12th, 2025 – 6:00 pm

PRESENT	Mayor Sheila Maxwell Councillor Grant Arnold Councillor David Maxwell
REGRETS	Councillor Chris Kresack Councillor David Halvorsen
ALSO PRESENT	Karen Paisley, Clerk Leanne Maxwell, Treasurer
VIRTUAL	Olabisi Akinsanya-Hutka, HR Assistant

1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 6:02 p.m.
Mayor Maxwell provided a statement of land acknowledgement.

2. APPROVAL OF AGENDA

RESOLUTION 2025 – 161

Moved by: Councillor Arnold

Seconded by: Maxwell

BE IT RESOLVED THAT the agenda for the regular council meeting of August 12th, 2025, be approved as circulated.

CARRIED

3. DECLARATIONS OF PECUNIARY INTEREST

No declarations were made.

4. TOWN HALL SEGMENT

No members of the public had registered to speak at the Town Hall Segment.

5. DEPUTATIONS

No deputations were scheduled for this meeting.

6. MINUTES OF PREVIOUS MEETING(S)

6.1 Minutes – Regular Council Meeting – July 22nd, 2025

Council present reviewed the minutes of the July 22nd, 2025, Regular Council Meeting. No amendments were requested.

RESOLUTION 2025 - 162

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the minutes for the open session portion of the regular council meeting of July 22nd, 2025, be approved as circulated.

CARRIED

7. **DISBURSEMENT LIST**

7.1. Payroll Report

Council reviewed the payroll report. There were no questions for the treasurer.

7.2. Payment Register

Council reviewed the payment register, including electronic bank payments and cheque disbursements.

The Treasurer answered questions from Council.

RESOLUTION 2025-163

Moved by: Councillor Arnold

Seconded by: Councillor Maxwell

BE IT RESOLVED THAT Council approved the disbursements represented by electronic bank payments, check numbers 7516 to 7535 totalling \$85,780.19.

8. **REPORTS FROM MUNICIPAL OFFICERS**

8.1. Clerk's Report

The Clerk provided an update on several initiatives. She reported ongoing efforts to maintain compliance with the Emergency Management and Civil Protection Act (EMCPA), including completion of IMS100 training and registration for IMS200 and EM200 courses scheduled for October. A meeting with MECF field officers was held on August 8 to review the Clerk's training progress and Conmee's emergency compliance reporting, and a meeting of the Emergency Management Program Committee (EMPC) will be scheduled to support annual compliance. The Clerk and Treasurer received complimentary registration for the AMCTO Fall Meeting, scheduled for October 1–3, and Council approved their attendance. Personnel reviews were conducted on August 8. The HR Assistant's contract is up for renewal. The contract renewal was prepared for closed session review. Council endorsed the Clerk's nomination of the Thunder Bay Military and Police Museum for the Lieutenant Governor's Ontario Heritage Award. The Clerk will prepare a draft letter of support for Council to approve. The Clerk advised that Conmee's delegation request to MTO for the AMO conference was not approved due to high demand, and Council discussed alternative engagement options with provincial representatives. The August newsletter was successfully compiled and distributed, featuring updates on the cemetery, landfill, and the fire department's upcoming open house. The Clerk reported progress on the EASE grant application for inclusive playground enhancements, including accessible pathways, seating, and sensory features, and presented a letter of support for the grant application for Council's approval. Updates were also provided on food bank loading dock quotes and garbage bin ownership. The Food Bank confirmed ownership of the bins behind the Community Centre and advised that signage was intended to assist volunteers with knowing where items belong. The Clerk recommended that future communications be coordinated through the designated Council liaison. A draft 2026 Council meeting calendar was presented for review and discussion under item 9.1 in New Business.

8.2. Treasurer's Report

The Treasurer advised Council that Infrastructure Ontario recommended postponing financing applications until the fall, pending completion of the 2024 financial statements and resolution of prior deficits. Tax bills have been issued, and payments are actively being received. Signage for the landfill has been ordered; however, the main site map is experiencing resolution issues, and alternative solutions are being explored. A correction to the cemetery fee schedule was noted, specifically the addition of the urn interment fee. An amending by-law to incorporate this fee is submitted under item 10 of the agenda.

8.3. Public Works Report

There was no report for this meeting.

8.4. Fire Chief's Report

The Fire Chief was not in attendance due to personal circumstances. Preparations for the August 16 fire department open house are underway, with volunteers assisting in cleaning vehicles and facilities. A minor repair to Truck 76 was completed in advance of the event. The Chief is expected to attend a meeting with the Solicitor General during FireCon to discuss shared services and mutual aid. Recruitment efforts are ongoing, and the department remains hopeful for new volunteer interest.

8.5. Council Member Reports

Mayor Maxwell reported that she participated in recent staff performance reviews, including those for public works and administrative staff. During the reviews, she discussed the importance of improving public works reporting and supported the implementation of monthly maintenance checklists. She also noted progress in contract negotiations and confirmed her participation in a recent negotiation team meeting to prepare for upcoming union discussions. In addition, Mayor Maxwell commented on recent community events, including a well-attended ball hockey tournament and storm-related damage to the portable toilet near the pavilion, which was promptly addressed by staff. She expressed appreciation for the community's engagement and the responsiveness of municipal staff.

Councillor Arnold reported that he participated in staff performance reviews on August 8, including those for public works and administrative staff. He also inspected the cemetery water valve, confirming that the mechanism was operational and offering a suggestion to improve its ease of use with a small application of plumber's grease. Councillor Arnold expressed satisfaction with the review process and contributed to discussions on improving maintenance documentation and reporting practices.

Councillor Maxwell reported that he completed a generator check on July 27 and participated in staff performance reviews on August 8. He assisted the Facilities Manager with setup for weekend events, including repositioning equipment and addressing storm-related damage to the portable toilet near the pavilion. Councillor Maxwell also attended the contract negotiations committee meeting and contributed to discussions regarding improvements to public works reporting and documentation practices.

8.6. Other Agencies' Reports

Council reviewed the other agency reports. These reports were listed in the Clerk's Report to Council. The reports were provided primarily for information purposes.

RESOLUTION 2025-164

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Council received the reports presented as listed in Section 8 of this evening's agenda.

CARRIED

9. NEW BUSINESS

9.1 2026 Council Meeting Schedule

Council reviewed the draft 2026 meeting calendar prepared by the Clerk, which included considerations for statutory holidays and the municipal election scheduled for October 26, 2026. The Clerk noted that Conmee's procedural by-law currently mandates the inaugural meeting to be held on the third Thursday of November, which would fall on November 19, 2026. Council discussed the possibility of amending the by-law to hold the inaugural meeting on the third Tuesday instead, to align with regular Tuesday meeting dates. Council agreed that no meeting should be scheduled on October 27, 2026, the day following the municipal election, due to the Clerk's workload. Instead, the final meeting of the outgoing Council was proposed for October 13, 2026. Council also discussed the timing of the December meeting, ultimately supporting December 15, 2026, to avoid conflicts with holiday schedules while ensuring timely handling of

year-end matters. The Clerk will revise the calendar accordingly and bring forward any necessary amendments to the procedural by-law at a future meeting. The item was tabled to allow time for further review and feedback.

9.2 New Pumper Fire Truck

Council revisited the proposal for a new pumper fire truck. The Treasurer advised that Infrastructure Ontario recommended postponing financing applications until fall, pending completion of the 2024 financial statements and resolution of past deficits. The Clerk confirmed that no new vendor materials had been received. Council suggested informing vendors that the matter is on hold until December. Council also discussed the possibility of refurbishing the existing pumper truck and considered whether its original design might allow for interchangeability. The item is currently on hold, pending financial review, and has been tabled for further consideration in December.

10. BY-LAWS

10.1 Bylaw 2025-026 – Set Fees Amendment

RESOLUTION 2025-165

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT Bylaw 2025-026, being a bylaw to amend Bylaw 2025-001 to include the urn interment fee in the cemetery fee schedule, be approved.

CARRIED

11. CORRESPONDENCE

There was no correspondence submitted for this meeting.

12. UPCOMING MEETING DATES

The list of upcoming regular Council meeting dates was available for review. No changes were proposed.

13. CLOSED SESSION

RESOLUTION 2025-0166

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT the time being 7:55 pm, Council moved into closed session, under the authority of those paragraphs of the Municipal Act, 2001 (S.O. 2001, c. 25, as amended) for which it was authorized to be closed, to review Item 13.1, being the Closed Session minutes of the Council meeting held July 22nd, 2025; and under the authority of paragraph 239(2)(b) and 239(2)(d) of the same legislation, to consider Item 13.2 and Item 13.3 involving personal matters about identifiable individuals and, involving labour relations or employee negotiations.

CARRIED

During closed session, the following procedural resolution was passed:

RESOLUTION 2025-167

Moved by: Councillor Maxwell

Seconded by: Councillor Arnold

BE IT RESOLVED THAT, the time being 8:12 pm, Council rise from closed session and report in open session.

CARRIED

Open session resumed.

14. REPORT FROM CLOSED SESSION**RESOLUTION 2025-168****Moved by: Councillor Arnold****Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT the Closed Minutes of the Regular Council Meeting held on July 22nd, 2025, be approved; AND, FURTHER, THAT Administration be authorized to proceed as directed in closed session.

CARRIED**15. CONFIRMING BY-LAW**By-law 2025-027**RESOLUTION 2025-169****Moved by: Councillor Arnold****Seconded by: Councillor Maxwell**

BE IT RESOLVED THAT By-law 2025-027 be passed;

AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 2025-027, being a By-law to confirm the proceedings of this evening's meeting.

CARRIED**16. ADJOURNMENT**

There being no further business to attend to, the mayor declared the meeting adjourned at 8:13 pm.

 Mayor Sheila Maxwell

 Clerk Karen Paisley

Township of Conmee

Payment Register

Report Date

Batch: 2025-00127 to 2025-00131 2025-08-22 11:57 AM

Payment #	Vendor	Amount	
Computer Cheque			
7536	Brule Creek Farms	2,600.00	roadside grass trimming
7537	Catalis Technologies Canada Ltd	6,977.19	annual website management
7538	GFL Environmental Inc	310.19	
7539	Toodaloo Pest and Wildlife	336.74	
7540	Bay City Contractors	43,340.04	gravel hauled in July
7541	BMO RRSP	134.54	
7542	Brandt	3,300.25	moldboard blade slides
7543	GFL Environmental Inc	151.65	two barrels
7544	Kakabeka Esso	31.64	
7545	Municipality Oliver Paipoonge	141.25	hall rental - CUPE
7546	Real Tax Inc	2,695.05	final tax notices
7547	Sarjeant Propane	1,191.10	
7548	Sasi Spring Water	378.35	
7549	Sign Design Inc.	293.80	decals for fire truck
Total Cheques		61,881.79	
Other			
123	Thunder Bay Xerographix Inc	179.78	copier
254	TD Visa	629.93	
392	Hydro One Networks	1,294.32	
393	Hydro One Networks	173.16	
396	Hydro One Networks	106.26	
554	TBayTel	395.50	
663	TBayTel	283.32	
665	TBayTel	294.94	
668	TBayTel	133.33	
Total Electronic Payments		3,490.54	
		<u>65,372.33</u>	

**The Corporation of the Township of Conmee
Administrative Report**

Date: August 26, 2025

To: Mayor and Council

Subject: Administrative Activity Report

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Karen Paisley Clerk

RECOMMENDATION:

For Council's information and direction as required.

BACKGROUND:

Administration's updates to Council on its ongoing activities

DISCUSSION:

The Clerk attended the 2025 AMO Conference in Ottawa from August 17 to 20 with Mayor Maxwell and Councillor Maxwell, participating in several plenary and concurrent sessions. Highlights included a keynote address by Andrew Coyne, journalist with *The Globe and Mail* and panelist on CBC's *The National*, who spoke engagingly on Ontario and Canada's economic challenges, including U.S. tariffs on Canadian goods. Premier Doug Ford also addressed the conference, announcing funding initiatives for housing, infrastructure, and health care. One particularly valuable session was "Have Your Say: Municipal Finance & Economic Development," which used interactive technology to gather real-time feedback from municipalities on shared challenges such as budget constraints and attracting investment. A key theme was the expectation for small municipalities like Conmee to provide services comparable to larger ones despite limited tax revenue.

The Clerk informed Chief Day of increased funding available through the 2025–26 Fire Protection Grant, which supports firefighter health and safety initiatives. Chief Day proposed upgrading the fire station bathroom to include shower/decontamination facilities and is currently obtaining quotes. Administration will submit the application via Transfer Payment Ontario before the September 30 deadline. Additionally, the Clerk applied for the 2025–26 Enhancing Access to Spaces for Everyone (EASE) Grant to support accessibility upgrades to the municipal playground at the Community Centre, including inclusive equipment, accessible surfacing, shaded seating, and features for intergenerational use. The application is under review, and staff will update Council once a decision is received or if further documentation is requested.

Other Agency Reports – 8.6

1. Proposed Regulations for the Geologic Carbon Storage Act, 2025
2. Governments Unite to Protect Thunder Bay Jobs with Sole-Source TTC Subway Car Agreement

Publicworks Managers Report

Aug 26-25

Roads

- Grading
- Work at landfill
- Manual Brushing
- Put up new Road signs
- Haul gravel
- Take garbage to landfill
- Repair washouts
- Work at Cemetery

Equipment

- Brandt out to put new slides on 672

Ministry of Natural Resources

Development and Hazard Policy
Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des
ressources et des risques naturels.
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



August 13, 2025

Subject: Proposed regulations to support the implementation of the proposed *Geologic Carbon Storage Act, 2025*, if passed by the Legislature

Hello,

Over the past three years, the Ministry of Natural Resources (MNR) has been taking a measured and phased approach to enabling and regulating geologic carbon storage (further referred to as carbon storage) in Ontario. Carbon storage is new to the province and developing a comprehensive framework to regulate this activity would help ensure that it is done responsibly, with measures in place to safeguard people and the environment.

Carbon storage involves injecting captured carbon dioxide into deep geological formations for permanent storage. This technology could provide industries in Ontario with a critical tool for managing their emissions and contributing to the achievement of Ontario's emissions reduction targets.

As you may be aware, the proposed *Geologic Carbon Storage Act, 2025* was introduced into the Ontario legislature on May 27th, 2025 as part of [Bill 27, Resource Management and Safety Act, 2025](#). The Bill has now reached second reading in the Legislature, and debate of the Bill will continue after the legislature resumes on October 20th, 2025. The status of the Bill in the legislative process can be viewed on the Legislative Assembly of Ontario [website](#).

The proposed Act, if passed by the Legislature, would require the development of supporting regulations that would cover the detailed regulatory requirements for the authorization of research and evaluation activities, and carbon storage activities, before the Act could be proclaimed and brought into force.

We are writing to notify you that the MNR is seeking feedback on the general content of proposed regulations that are being considered under the proposed *Geologic Carbon Storage Act*, 2025, if it is passed by the Legislature.

More details on the general content of the proposed regulations can be viewed in a proposal notice on the Regulatory Registry, posting # [25-MNRF006](#). Feedback on the proposal can be provided directly to MNR through the email address provided below.

If you would like more information or have any questions, please contact Andrew Ogilvie, Manager of Resources Development Section, at 705-761-5815 or through email: Resources.Development@ontario.ca.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Keyes". The signature is written in a cursive, flowing style.

Jennifer Keyes
Director, Development and Hazard Policy Branch

FOR IMMEDIATE RELEASE**Governments Unite to Protect Thunder Bay Jobs with Sole-Source TTC Subway Car Agreement**

Thunder Bay, ON — The Northwestern Ontario Municipal Association (NOMA) welcomes today's announcement that the Government of Canada, the Government of Ontario, and the City of Toronto have reached an agreement to sole-source the production of 70 new subway cars for Toronto Transit Commission (TTC) Line 2 to Alstom. This agreement will directly support hundreds of high-quality manufacturing jobs at Alstom's Thunder Bay facility and sustain critical economic activity across Northwestern Ontario.

The Thunder Bay plant has a long history of building world-class transit vehicles for communities across Canada. Today's investment secures the plant's production line, supports skilled tradespeople, and strengthens the region's role in delivering the transit infrastructure Canadians rely on.

With the ongoing trade tensions and softwood lumber duties imposed by the United States, this project also underscores the essential need for a *Team Canada* and *Team Ontario* approach—one where all levels of government work together to protect Canadian jobs, bolster domestic manufacturing capacity, and strengthen economic resilience.

Rick Dumas, NOMA President, stated:

"This is a win not just for Thunder Bay, but for all of Northwestern Ontario. The skilled workers at Alstom's Thunder Bay plant have a proven track record of excellence, and this agreement provides stability for families, strengthens our local economy, and keeps our region at the forefront of Canada's transit manufacturing sector. In the face of ongoing trade disputes, it's more important than ever that we take a united Team Canada and Team Ontario approach to protect and grow our industries."

Kristen Oliver, NOMA Vice-President and Thunder Bay City Councillor, added:

"Today's announcement demonstrates what can be achieved when all levels of government work together. This sole-source agreement means good jobs, economic security, and a strong future for Thunder Bay's manufacturing sector. At a time when global trade pressures are impacting Canadian industries, we must stand together as Team Canada and Team Ontario to support homegrown manufacturing and our highly skilled workforce."

NOMA thanks the federal and provincial governments, as well as the City of Toronto, for recognizing the importance of protecting Canadian manufacturing jobs and ensuring the long-term viability of the Thunder Bay plant.

Media Contact:

Jason Veltri

Executive Coordinator

Northwestern Ontario Municipal Association (NOMA)

Email: admin@noma.on.ca

**The Corporation of the Township of Conmee
Administrative Report**

Date: August 26, 2025

To: Mayor and Council

Subject: Council Meeting Schedule 2026

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Karen Paisley Clerk

RECOMMENDATION:

For Council's information and direction as required.

BACKGROUND:

Administration provides updates to Council on its ongoing activities. This report outlines the proposed Council meeting schedule for 2026, with adjustments to accommodate the municipal election and the transition between outgoing and incoming Council members.

DISCUSSION:

In preparation for the upcoming municipal election scheduled for Monday, October 26, 2026, the Clerk recommends adjustments to the regular Council meeting schedule to accommodate the transition between the outgoing and incoming Council. As the Clerk will be occupied with election responsibilities, no Council meeting is scheduled for Tuesday, October 27, 2026. The final regular meeting of the outgoing Council is proposed for Tuesday, October 13, 2026, followed by a meeting on Tuesday, November 10, 2026, which may fall under lame duck provisions depending on the election outcome. In accordance with the Municipal Act, 2001, members of Council are not duly elected until November 15, 2026. Conmee's Procedural By-law 1474 currently provides that the Inaugural Meeting of Council is held on the third Thursday in November of an election year. To better align with the regular Tuesday meeting schedule, Council may consider amending the by-law to hold the Inaugural Meeting on the third Tuesday in November. The amending by-law, 2025-028, is included on the agenda under the By-laws section for Council's consideration. Accordingly, the Inaugural Meeting of the new Council is proposed for Tuesday, November 17, 2026. To allow adequate time for orientation and onboarding, the first regular meeting of the new Council is recommended for Tuesday, December 1, 2026, followed by the final meeting of the year on Tuesday, December 15, 2026. While these December dates fall outside the standard second and fourth Tuesday meeting schedule, they are proposed as transitional exceptions to support the onboarding of the new Council. Regular meetings will resume on the second and fourth Tuesday of each month beginning in January 2027. Additionally, administrative staff have discussed the possibility of reducing the number of Council meetings during the summer months, proposing one meeting in July and one in August to accommodate vacation schedules for both Council members and staff. The attached calendar outlining the proposed 2026 Council meeting schedule currently reflects two meetings in July and two in August, consistent with the standard schedule; however, this can be revised if Council supports the proposed summer adjustment. The calendar includes highlighted dates and explanatory notes to assist with Council's review.

Calendar for Year 2026 (Canada)

16



January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Council Meetings

Jan 1 • New Year's Day
Feb 16 • Family Day
Apr 3 • Good Friday
Apr 6 • Easter Monday

May 18 • Victoria Day
Jul 1 • Canada Day
Aug 3 • August Civic Holiday
Sep 7 • Labour Day

Oct 12 • Thanksgiving Day
Nov 11 • Remembrance Day
Dec 25 • Christmas Day
Dec 26 • Boxing Day

January 13 & 27
 February 10 & 24
 March 10 & 24
 April 7 & 21
 May 12 & 26
 June 9 & 13
 July 14 & 28
 August 11 & 25
 September 8 & 21
 October 13
 November 10
 November 17 - Inaugural
 (current bylaw - Nov 19)
 December 1 & 15

Municipal Election:
 Monday October 26
Inaugural Council Meeting:
 Thursday November 19 (per
 current bylaw) or Tues Nov
 17 if changed
1st Regular Council Meeting
 of incoming council:
 Tuesday December 1

**The Corporation of the Township of Conmee
Administrative Report**

Date: August 26, 2025

To: Mayor and Council

Subject: Loading Dock Quotes

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Karen Paisley Clerk

RECOMMENDATION:

That Council receive the report for information and direct staff to proceed with awarding the contract for the Food Bank loading dock repair to the selected vendor, based on Council's evaluation of cost, scope, timeline, and vendor qualifications.

BACKGROUND:

The Township of Conmee issued a Request for Quote (RFQ) for repairs to the loading dock area at the Food Bank. The scope includes removal of asphalt, excavation, installation of crushed stone and rigid insulation, and pouring of concrete. Quotes were requested by August 7, 2025. Three submissions were received:

1. Vector Restoration
2. KEM Construction
3. Deano Michieli (via email; draft agreement prepared by staff)

DISCUSSION:

A summary comparison of the quotes is provided below:

Vendor	Total Cost (Excl. HST)	Scope Summary	Proposed Timeline	Notes
Vector Restoration	\$18,693	Full excavation, insulation, concrete pour, asphalt edge replacement	5 days, start 2–3 weeks after contract	Most detailed proposal; national firm with bonding capacity
KEM Construction	\$8,820	Excavation, granular base, insulation, concrete slab with wire mesh	4 days, completion by Sept 30	Local contractor with strong references and compliance documentation
Deano Michieli	\$12,750	Excavation, crushed stone, insulation, concrete pour	Mid-August availability	Informal quote via email; draft RFQ template prepared by staff

All vendors meet the general scope requirements. KEM Construction offers the lowest price and has provided detailed documentation regarding experience, insurance, and compliance. Vector Restoration's proposal is the most comprehensive but significantly higher in cost. Michieli's quote is mid-range but was submitted informally.

Note: All vendor quotes will be included in the closed agenda package to protect sensitive pricing and business information. Staff will proceed with notifying the selected vendor and finalizing the contract, pending Council direction.

**The Corporation of the Township of Conmee
Administrative Report**

Date: August 26, 2025

To: Mayor and Council

Subject: Updated Hiring and Recruitment Policy

Submitted by: Karen Paisley, Clerk

RECOMMENDATION:

Administration recommends approval of the policy appended to this Report as Attachment One.

BACKGROUND:

The policy was updated to reflect Council's directive to formally include Council liaison involvement in staff hiring. In addition, minor amendments were made to improve clarity and consistency throughout the policy, including updates to terminology, underfilling procedures, succession planning language, and contract development provisions.

DISCUSSION:

A hiring policy is mandatory for municipalities (Municipal Act, 2001, S.O. 2001, c. 25, paragraph 270(1)(2)). Policy Number 8 was originally passed January 13, 2015, and was amended in 2018. An updated policy (2025-001) was appended to reports for the Council meetings of November 26th and December 17th, then approved January 14, 2025.

During personnel reviews held on August 8, 2025, Council involved with the reviews suggested Administration amend the policy to formally include the involvement of Council liaisons in the hiring process for staff within their respective areas of oversight. These revisions have now been incorporated into the amended policy for discussion at this council meeting. Additionally, the policy has been revised to improve clarity and consistency. Key updates include a clarified preamble to affirm the policy's applicability to both employees and volunteers (Section 1.00), refined terminology regarding Council's authority to establish hiring committees (Section 3.00), and improved language around candidate underfilling and succession planning (Sections 5.00, 6.00, and 9.00). Additionally, the policy now specifies that underfilled candidates may receive reduced compensation until qualifications are met (Section 9.00), and that employment and volunteer contracts are to be developed in consultation with, and subject to approval by, Human Resources personnel (Section 10.00).

ATTACHMENT:

One: Amended Policy 2025-001: Hiring

ATTACHMENT ONE: Suggested Replacement for the Current Hiring Policy

<u>Policy No.:</u>	2025-001
<u>Title:</u>	Hiring and Recruitment Policy
<u>Date Approved:</u>	January 14, 2025
<u>Date Amended:</u>	August 26, 2025

1.00 PREAMBLE

Subsection 270(1) of the Municipal Act, 2001, requires municipalities to adopt a policy regarding the hiring of their employees. This policy applies to all employees of the Township and is also intended to govern the recruitment of volunteers, with necessary modifications.

This policy describes the process for properly assessing and selecting candidates for vacant employment or volunteer positions. It is the Township's policy to find candidates who meet the qualifications of the open position. The Township is dedicated to equal opportunity hiring processes. Hiring processes must be discrimination-free. The Township hires based on the most qualified candidate for the position.

For positions which are subject to a collective agreement, the terms of the collective agreement take precedence over this policy if there is a conflict.

2.00 SCOPE

This policy applies to the hiring of all employees and all volunteers working with and for the Township of Conmee.

3.00 HIRING AUTHORITY

Regardless of who has hiring authority, hiring shall be conducted with the involvement of Human Resources personnel.

The Clerk has the authority to hire, in consultation with Human Resources personnel and the relevant Council liaison subject to this policy, all part-time and/or temporary employment positions with the Corporation.

The Fire Chief has the authority to hire, in consultation with Human Resources personnel and the Fire Department liaison, subject to this policy, all members of the Volunteer Fire Department.

The Public Works Manager has the authority, in consultation with the Clerk, Human Resources personnel, and the Public Works liaison, and subject to this policy and relevant collective agreements, to hire personnel that report to that position.

Council has the sole authority to hire senior management positions (i.e. Head of Administration; Treasurer, Head of Public Works) and secondary management positions (i.e. Deputy Clerk-Treasurer).

Council has the sole authority to appoint volunteers to relevant committees of Council.

Council may, at its discretion, establish a "hiring committee" to undertake hiring for any positions under its authority. The resolution establishing the committee will expressly state whether this committee has Council's authority to make job/volunteer position offers, or whether the committee will report back to Council for Council's approval for hiring.

In the event of a conflict of interest involving any department liaison in the hiring of a candidate, the remaining members of the hiring committee shall retain the authority to proceed with the hiring decision.

4.00 PREPARATION FOR HIRING

When a vacancy occurs, whether for a volunteer position or an employment position, Administration (including HR personnel) shall review the job description and the salary/stipend level for the position to make sure that it is accurate and up to date. Considerations include:

- The position title
- Hours/shifts
- Duties
- Qualifications
- Essential job functions
- Whether, and at what level, external “checks” are required (i.e. driver’s abstracts, criminal records checks, etc.)
- The salary or stipend offered (whether in a “band” or as a set amount)

The relevant hiring authority (refer to Section 3.00) shall prepare and/or approve the posting for the vacant position. Postings must succinctly detail the position and properly illustrate the Corporation’s brand and culture.

Where the relevant hiring authority has appropriate budget allocation, they shall determine where postings are advertised. At a minimum, postings for vacant positions are placed on the Corporation’s website and relevant social media sites, and, where timing permits, in the Corporation’s monthly newsletter. If there is no appropriate budget allocation, the Council shall determine where postings are advertised.

5.00 INTERVIEWS/TESTING/REFERENCE CHECKS

All applications, subject to accommodation requirements, must be received in writing. Applicants are subject to screening, testing, and interviewing processes to determine if they meet the minimum qualifications for the position.

All applicants who meet the minimum qualifications will be screened for the purpose of short-listing. Applicants who do not meet the minimum qualifications may be considered for “under-filling” as may be required.

Interview questions will be prepared by and/or approved by the Hiring Authority (refer to Section 3.00) in consultation with Human Resources personnel. Interview questions will be given a potential score, indicated on the interview form, for each member of the Hiring Authority (as appropriate) to complete.

Short-listed candidates will be selected for interviews. Persons who are not selected for interviews will be notified, unless the job posting specified that “only those selected for an interview will be contacted” (or something similar).

When there is one person designated as the Hiring Authority (see Section 3.00), that person will conduct the interview, in consultation with, and involving, Human Resources personnel, and will rate the candidates in accordance with the interview form.

Where Council is the Hiring Authority, an interview team must consist of a minimum of three persons, at least two of whom must be members of Council. Human Resources personnel must also be involved. Each person will undertake their own individual scoring for the candidate. All scores will be tallied and averaged in order to determine the candidate with the highest score.

The interview team need not necessarily recommend to Council the person who achieved the highest average score. The recommendation to Council is the purview of the interview team.

Whether or not additional testing (apart from the interview) and/or a second interview is required will depend upon the position involved. Additional testing may include such things as: typing, aptitude testing, equipment operation, leadership skills, etc, as appropriate to the position. A second interview may be appropriate for senior management positions and may include such things as preparation of a report and/or presentation to Council.

Where references are required, “reference checks” must be undertaken. In accordance with the Municipal Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c. M.56, as amended), interviewed candidates must sign a release form authorizing the Corporation to approach references provided.

Questions asked to references are the purview of Human Resources personnel and may vary depending on the vacancy involved.

6.00 INTERNAL VS. EXTERNAL CANDIDATES FOR VACANCIES - EXEMPTIONS

Different philosophies exist regarding whether or not internal candidates should be preferred over external candidates for senior management positions. There may also be other circumstances that make “promotion from within” a preferred hiring method.

Succession planning often involves the “training up” of internal personnel for promotion. This may or may not prove successful, as trained candidates may opt to take employment elsewhere.

Where warranted, the Corporation may waive elements of this policy in order to undertake succession planning and promotion from within, without posting or advertising vacant positions.

7.00 NEPOTISM

The employment of relatives can cause various problems. There may be allegations of favoritism, there may be conflicts of interest [whether or not covered by the Municipal Conflict of Interest Act (RSO 1990, c M.50, as amended)], family discord and scheduling conflicts that may work to the disadvantage of both the Corporation and its employees.

All of that having been said, Conmee is a small Township with a small population, and, as such, there will inevitably be circumstances where an applicant for a vacancy is the best qualified applicant, but is related (by blood, by legal circumstances i.e. adoption, marriage, or otherwise) to other employees and/or members of council.

It is the goal of the Corporation to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. The Corporation may allow existing or new personal relationships to be maintained, or employ individuals with personal relationships to current employees, under the following circumstances:

- related individuals and/or individuals with other personal connections may not work under the supervision of the same manager, or under the supervision of a manager who is involved in the personal relationship;
- the personal relationship does not create an adverse impact on work productivity or performance;
- the personal relationship does not create an actual or perceived conflict-of-interest (and, where a “perceived” conflict of interest is apparent, all steps are taken to rectify the perception); and
- no related individual may audit or review, in any manner, their relation’s work.

8.00 SELECTION

When the Hiring Authority has made a decision (and, where required, the decision has been ratified by Council), an offer of employment (or volunteer post) will be offered.

This does not necessarily end the process, as the successful applicant may decline the position or may otherwise be disqualified.

If the successful applicant declines the post, or is otherwise disqualified, the “next” candidate will be contacted with an offer of employment (or volunteer post). This procedure will continue as required.

Once a hiring decision has been made, all candidates who were interviewed will be notified.

The successful applicant will be required to enter into an employment/volunteer contract with the Corporation. It is not until the contract has been signed that the recruitment procedure is considered to have been completed.

The successful applicant and all the interviewed un-successful applicants will be notified in writing after the post has been filled.

9.00 UNDERFILLING

“Underfilling” means hiring (or accepting as a volunteer) a person who does not have the credentials for the vacant position. This could occur where no otherwise qualified individuals applied and/or were accepted, and where the successful applicant agrees to obtain the relevant qualifications over time. A person hired under these circumstances may be required to meet credentials (through training, or experience, or both) over time and may be paid at a reduced wage for the position until they achieve the relevant qualifications.

When a position is “underfilled”, the employment/volunteer contract will require the successful applicant to meet the relevant qualifications within a specified time frame, as appropriate in the circumstances, based on available courses, etc.

10.00 CONTRACT

All non-union employees and all volunteers are required to enter into contracts with the Corporation stipulating the terms of their employment or volunteer service. Contracts will be developed by Administration in consultation with, and subject to approval by, Human Resources personnel.

Approval and Signatures

This policy was approved by resolution of Council on the 26th day of August, 2025.

Signed:

Mayor
The Corporation of the Township of Conmee

Clerk
The Corporation of the Township of Conmee

**The Corporation of the Township of Conmee
Administrative Report**

Date: August 26, 2025

To: Mayor and Council

Subject: Amending Procedural Bylaw 1474

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Karen Paisley Clerk

RECOMMENDATION:

THAT Council gives By-law No. 2025-028, being a by-law to amend By-law No. 1474, first, second, and third readings and pass the by-law at this Council meeting.

BACKGROUND:

The purpose of this report is to recommend an amendment to the Township of Conmee's Procedural By-law to revise the date of the inaugural Council meeting from the third Thursday of November to the third Tuesday of November. Under the Municipal Act, 2001, municipalities are required to pass a procedure bylaw governing the calling, place, and proceedings of meetings. The current Procedural Bylaw specifies that the inaugural meeting of Council shall be held on the third Thursday of November. Staff recommend updating this to the third Tuesday of November to better align with scheduling and availability.

DISCUSSION:

The proposed change is administrative in nature and does not affect the overall structure or intent of the Procedural By-law. As such, an amending by-law is appropriate and sufficient. By-laws in Ontario are typically passed through a process involving three readings. These readings serve the following purposes:

1. First Reading – Introduction of the by-law. Council is made aware of the bylaw's purpose and content, but no debate typically occurs at this stage.
2. Second Reading – Discussion and potential amendment. Council discusses the bylaw in detail. Members may ask questions, seek clarification, and propose amendments if necessary. This is the main opportunity for deliberation.
3. Third Reading – Final consideration and passage. Council considers the bylaw. If approved, the bylaw is officially passed and comes into force.

For straightforward amendments such as this, all three readings are commonly completed in a single motion at the same meeting. This approach is efficient and meets legislative requirements.

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW NUMBER 1474

Being a by-law to repeal and replace By-law 1200, as amended, to govern the scheduling, location and proceedings of Meetings.

Recitals:

1. The *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, requires municipalities in Ontario to pass by-laws to govern the proceedings of their Meetings.
2. By-law Number 1200 was passed in this regard on March 27, 2020. Several amendments have occurred since the by-law was enacted.
3. Council considers it appropriate to make some additional amendments, modernize the language, and to consolidate all of the amendments.
4. The rules and regulations contained in this By-law shall be observed at all Meetings of Council and Committees, as applicable.
5. In any circumstances which are not covered by the provisions of this By-law, the procedure to be followed shall be, as near as may be, that written in "Roberts Rules of Order".

ACCORDINGLY, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF CONMEE ENACTS AS FOLLOWS:

Part One: Definitions and Interpretation Rules

1.01 Definitions:

Where the words defined in the lettered paragraphs of this Section appear in the text of this By-law with their initial letters capitalized, it is intended that they are interpreted as defined. Where a word appears in the text of this by-law without its initial letter capitalized, it is intended that it is to be interpreted as ordinarily defined in the English language.

- (a) "Act" means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time.
- (b) "Acting Mayor" means a Member appointed, by by-law, to act from time to time in the place of the Mayor when the Mayor is not available. "Deputy Mayor" has the same meaning.
- (c) "Administration" means the staff and/or contracted individuals working for or with the Corporation.

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- (d) "Assembly" means the group of persons attending a Meeting, whether it is the Council, a Committee, or another group assembled for a purpose.
- (e) "By-law" means this by-law, as amended from time to time, including its recitals and schedules, which form integral parts of it, unless it is followed by a number. Where the word "by-law" is capitalized and followed by a number, the reference is to the Corporation's by-law that possesses that number.
- (f) "Chair" means a Member of Council or Committee who functions as the chair at a Meeting. The Chair at a Council Meeting is most often the Mayor or the Deputy Mayor, however, other Members may be appointed Chair by the Assembly in accordance with the Rules of Proceeding.
- (g) "Chief Administrative Officer" means the person appointed by Council, if any, to fill that role, as specified in the Act.
- (h) "Clerk" means the person appointed by Council to fulfill the role of a municipal clerk as required by the Act.
- (i) "Closed Meeting" means a Meeting from which members of the general public are prohibited from attending.
- (j) "Committee" means a committee, created by Council, made up of persons that include one or more Members. External organizations with their own financial means and policies are not "Committees" for the purposes of this By-law.
- (k) "Committee of the Whole" means a Committee comprised of all of the Members of Council. The intention of a Meeting of the "Committee of the Whole" is to consider matters and make decisions which are not binding until ratified by Council.
- (l) "Community Centre" means the large public assembly hall located at the Municipal Administration Complex.
- (m) "Conmee" means the geographic area under the jurisdiction of the Corporation.
- (n) "Corporation" means The Corporation of the Township of Conmee.
- (o) "Council" means the Council of the Corporation, elected in accordance with the *Municipal Elections Act, 1996* (S.O. 1996, c. 32, Sched., as amended from time to time).
- (p) "Council Chambers" means the room or rooms within the Municipal Administration Complex designated as the "Council Chambers" by the Corporation.
- (q) "Debate" means a discussion at a Meeting related to a matter before the Assembly,

where Members put forward positions in favour of, or against, that matter.

- (r) A "Deputation" means a formal appointment to address an Assembly for the purposes of requesting that the Assembly take some form of action or make a decision regarding a matter.
- (s) "Deputant" means a person addressing an Assembly.
- (t) "Deputy Mayor" means a Member appointed, by by-law, to act from time to time in the place of the Mayor when the Mayor is not available. "Deputy Mayor" has the same meaning.
- (u) "Mayor" means the Member elected to that position at the most recent municipal election. The Mayor is the "Mayor" in accordance with the Act.
- (v) "Meeting" means a meeting of Council or a Committee, whether occurring as part of a regular schedule, or whether called as a "special" meeting. In any case, a Meeting must have a scheduled start time and agenda, and must be attended by a properly appointed person to act as Clerk for the Council Meeting or Secretary for the Committee Meeting, as appropriate. Where a Quorum of Members is present, and those present discuss or otherwise deal with a matter in any way that materially advances the business or decision-making of the Council or Committee, a "Meeting" is constituted.
- (w) "Member" means any elected member of the Council, including the Mayor.
- (x) "Municipal Administration Complex" means the building municipally known as 19 Holland Road West.
- (y) A "Notice of Motion" is a written notice, provided by a Member at a Regular Council Meeting, that they intend to bring a Motion at a future (named) Council Meeting.
- (z) "Other Applicable Law" means statutes or regulations passed by senior orders of government which apply to the Corporation.
- (aa) A "Point of Order" is raised when a Member believes that the Rules of Proceeding are not being appropriately followed. The Point of Order is raised to allow for discussion and conclusion on the issue.
- (bb) A "Point of Privilege" is a matter which need not relate to business under discussion, but relates to a matter of immediate and over-riding importance. A Point of Privilege, may be raised personally, for example, when a Member believes that they is being mis-quoted by another speaker on a topic, for the purpose of correction. A Point of Privilege may be raised on behalf of the Assembly, for example, if there is excessive noise and Members cannot hear what is being said or presented. The Point of Privilege is raised for the purpose of remedying that circumstance.

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- (cc) A "Presentation" is an address to the Assembly for the purpose of providing information. Examples include: the presentation of audited financial statements, a presentation by a new organization to introduce its services; an update from an agency or organization on its work; presentation of awards; etc.
- (dd) "Quorum" means a number of persons which is more than one-half of the number of persons in the composition of the Assembly. For example, when a Committee is made up of seven persons, a Quorum of the Committee is four or more of those persons. The Council being made up of five persons, a Quorum of the Council is three or more of those persons.
- (ee) "Recorded Vote" means the making of a written record of the names and the vote of each Member voting on a formal question.
- (ff) A "Regular Council Meeting" is a Meeting of the Council held at regular intervals on dates and times as prescribed in this By-law.
- (gg) "Rules of Proceeding" mean the rules set out in this By-law, together with, as applicable, legislation or regulation from upper orders of government. As set out in Section 2.02 and Recital 5 of this By-law, where resort is necessary to Robert's Rules of Order, those rules are included in the definition of "Rules of Proceeding".
- (hh) "Seal" means the authenticating seal of the Corporation.
- (ii) "Secretary" means a person assigned to be the records-keeper and minute-taker for any Committee.
- (jj) A "Special Council Meeting" means a Meeting of the Council that is held on a date and time other than those prescribed in this By-law for Regular Council Meetings.
- (kk) "Special Purpose Committee" means a Committee appointed by Council to act on a temporary or singular issue. A Special Purpose Committee is discontinued when its recommendations upon the matter have been provided to Council and no further work is required.
- (ll) "Standing Committee" means a Committee appointed by Council with continuing business and ongoing existence from one term of Council to another.
- (mm) "Town Hall Segment" means an informal portion of the Meeting, governed by Part Three Point Twenty Eight of this By-law, in which members of the public may address the Assembly on matters of interest in accordance with the rules set out in this By-law.
- (nn) "Vice Chair", where appointed, means a Member of a Committee appointed to stand in the place of that Committee's Chair when the Chair is absent.

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- (oo) "Virtual Meeting" means a meeting called and held in full or in part via electronic means (including: audio teleconference, video teleconference, or via means of the internet), and with or without in-person attendance.

1.02 Interpretation of "Includes":

The words "include", "including" and "included" do not limit in any way the words or phrases that precede or follow them.

1.03 Gender/Plural:

This By-law is to be read with gender neutrality, and with the number required by the context. "They" is used in place of "he" or "she" and may not necessarily denote more than one person.

1.04 Headings:

The captions, article and section names and numbers appearing in this By-law are for convenience of reference only and have no effect on its interpretation.

Part Two: General Provisions

2.01 Suspension of the Rules of Proceeding:

Any procedure required by this By-law may be suspended by the Assembly by the passing of a resolution by a majority of Members present.

2.02 Parliamentary Authority:

The Rules of Proceeding shall govern the procedures for Council and Committee Meetings. Where a procedural matter is not addressed within the Rules of Proceeding, the current edition of "Robert's Rules of Order" shall be the parliamentary authority for that matter.

2.03 Schedule:

Schedules to this By-law are integral parts of it.

2.04 Severability:

Should a court or tribunal of competent jurisdiction hold any provision of this By-law to be invalid or unenforceable, the remaining provisions of this By-law shall not be impacted or impaired in any way.

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2.05 **Repeal:**

By-law 1200, as amended, is repealed.

2.06 **Effective Date:**

This By-law takes effect on the date it is passed.

Part Three: Council Meetings

3.01 **Inaugural Meeting:**

In accordance with the Municipal Elections Act, 1996, Council Members assume their terms of office on November 15th in the year of the municipal election. The Inaugural Meeting of Council is held to allow the Members to take their oaths of office and formally assume their duties.

The Inaugural Meeting of Council is held on the third Thursday in November of an election year, beginning at 6:00 p.m. at the Council Chambers.

3.02 **Agenda for Inaugural Meeting:**

The Mayor-elect and the Clerk shall be responsible for the content of the agenda for the Inaugural Meeting, and for making the arrangements for the Inaugural proceedings.

3.03 **Notice for Inaugural Meeting:**

Separate notice is not required for the holding of the Inaugural Council Meeting. Publication of the agenda, and the date/time of the Meeting on the Corporation's website is sufficient.

3.04 **Schedule for Regular Council Meetings:**

Regular Meetings of the Council are held on the second and fourth Tuesdays of each month, commencing at 6:00 p.m. Where a Regular Meeting falls on a statutory or civic holiday, the Meeting will occur at the same time and place on the day next following that is not a statutory or civic holiday.

3.05 **Agenda & Agenda Package for Regular Council Meetings:**

- a) The Clerk shall prepare an agenda in advance of any Meeting of Council.
- b) In developing the agenda, the Clerk shall place on it any items of business that have arisen in Council requiring Council's attention, and any items of business

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that the Mayor has requested be placed on the agenda. The agenda package shall include supporting material, such as reports on matters requiring Council's attention, correspondence from outside organizations, etc.

- c) Members of Council may request of the Clerk that matters be placed on the agenda for discussion, however, no individual Member of Council may require the Clerk to research or develop a report for the agenda. The development of reports that involve significant research and/or preparation time by administrative staff require a resolution of Council. (This does not prevent the Clerk from developing and presenting any report on a matter requires Council's attention.)
- d) Agendas for regular Council Meetings are to be prepared and available to Members after close of business on the Friday prior to the Meeting. The Council may, from time to time, establish rules for the methods by which any agenda is to be delivered. Special rules may be established for the delivery of agendas relating to Closed Meetings in order to preserve confidentiality.
- e) The Chair may review a draft agenda with the Clerk prior to its finalization, and may remove from the agenda any items of correspondence or requests for Deputation that have been placed in the draft agenda by the Clerk. Where an item is removed from the agenda, the Clerk shall advise the author of the correspondence, or the person or organization requesting a Deputation, of the reason that the item will not be placed before the Assembly. Copies of the correspondence in this regard shall be distributed to the Members invited to the meeting for which the draft agenda was prepared.
- f) The agenda for a Council Meeting shall be prepared under the following headings, in the order presented, as follows:
 - 1. Call to order
 - 2. Approval of agenda
 - 3. Declarations of Pecuniary Interest
 - 4. Town Hall Segment
 - 5. Deputations and/or Presentations
 - 6. Minutes of prior (open/public) Meeting(s)
 - 7. Disbursement Lists(s)
 - 8. Reports from Municipal Officers
 - 9. New Business
 - 10. By-Laws
 - 11. Correspondence
 - 12. Upcoming Meeting Dates
 - 13. Closed Session (when required, including for the purpose of approving the Minutes of prior Closed Meetings)
Rise from Closed Session (when required)
 - 14. Business Arising from Closed Session (when required)

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- 15. Confirming By-Law
- 16. Adjournment

g) The above-noted headings may be omitted, and the numbering re-structured, where there are no reports or business matters falling within that heading scheduled to be placed before the Assembly at the Meeting for which the agenda was prepared.

h) The Clerk will post the Meeting agenda (without the accompanying package) when same has been completed and distributed to Members.

3.06 **Notice for Regular Council Meetings:**

Separate notice is not required for the holding of Regular Council Meetings unless they are moved to a location alternative to the Municipal Administration Complex. Publication of the agenda, and the Meeting schedule on the Corporation's website is sufficient.

Where the Regular Meeting will be held elsewhere than the Municipal Administration Complex, the Clerk shall provide notice to the public of the change in location as follows:

- a) Notice published on the Corporation's web page;
- b) Notice posted on the door of the Municipal Administration Complex (provided it is possible to reach the door); and
- c) Notice published to the Corporation's social media accounts.

Notice of a change in the location of the Regular Council Meeting shall be published as soon as practicable after the change is deemed to be necessary.

3.07 **Location for Regular Council Meetings:**

Regular Meetings of the Council are held in Council Chambers.

Where more space is required to allow for public attendance, the Meeting may be held in the Community Centre.

Where emergency circumstances prevent access to the Municipal Administration Complex, a Regular Meeting may be held at an alternate location which is accessible by all Members and by the general public. Depending on the circumstances, the location may be outside of Conmee.

3.08 **Special Council Meetings:**

Special Council Meetings may be scheduled in three different ways:

- a) Special Council Meetings may be scheduled by resolution of Council passed at

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a Regular Meeting.

- b) The Mayor may at any time, summon a Special Council Meeting of Council. In order to do so, the Mayor shall provide a minimum of forty-eight (48) hours' notice to the Clerk, who shall give the Members of Council as much notice of the special Meeting as possible, but in any event, no less than twenty-four (24) hours' notice.
- c) A majority of Members of Council may, at any time, summon a Special Council Meeting of Council by petition. Upon receipt of a petition from a majority of the Members of Council, the Clerk shall call, for the purpose, and at the time mentioned in the petition, a Special Council Meeting. A minimum of forty-eight (48) hours' notice of any Special Council Meeting shall be provided to the Members by the Clerk.

3.09 Agenda for Special Council Meetings:

The Clerk shall prepare the agenda for the Special Council Meeting without following the format set out in paragraph 3.05(f). The agenda shall be prepared in accordance with the purpose for which the Meeting was scheduled.

The only business to be dealt with at a Special Council Meeting is that which is stated in the notice of the Special Council Meeting and in the agenda for the Meeting.

3.10 Notice for Special Council Meetings:

For the purposes of paragraphs 3.08(a) and 3.08(b), notice to Members is sufficient if sent by electronic mail to the last known electronic mail address in the Clerk's records.

Notice of Special Council Meetings shall be provided to the general public through publication on the website, by posting at the Municipal Administration Complex, and by any other manner deemed suitable by the Clerk in the circumstances.

Notice shall specify the nature of the business to be considered, along with the date, time and place for the Special Council Meeting.

3.11 Location for Special Council Meetings:

All Special Council Meetings shall be held at the location of the last Regular Meeting, unless an alternative location is specified in the notice of the Meeting.

3.12 Emergency or Time-Sensitive Council Meetings:

In any case where there is an immediate threat or perceived immediate threat to any person's life or property within Conmee, or where there is an immediate threat or perceived immediate threat to any of the Corporation's properties and/or road ways, the

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Mayor or the Clerk may call an emergency Council Meeting, by whatever means available, to be held in a location that is most convenient to the situation. Where it has been invoked, the Corporation's Emergency Measures By-law takes precedence over this By-law.

In circumstances where it is necessary to deal with an extraordinary and time sensitive issue, the Mayor may call a time-sensitive, emergency Meeting to be convened as soon as reasonably possible, without strictly following the Rules of Proceeding. The Clerk shall attempt to notify the Members of the time and place of the Meeting as soon as possible and in the most expedient manner available.

3.13 Joint Meetings with Others:

From time to time, Council may determine that a joint meeting with another order of government, a First Nation Band Council, another municipal council, or combinations of these groups where joint decision-making or information-sharing is required or considered efficient.

Those who will be attending the joint Meeting will determine, in advance of the Meeting, who will act as Chair and who will act as Clerk for the Meeting, and whose procedural rules will govern the joint Meeting.

Where separate decision-making is required by the individual attendees during the joint Meeting, the joint Meeting may recess, upon resolution of the attendees eligible to vote in their organizations, to allow for separate meetings for the attendees, and the joint Meeting will resume at the conclusion of those meetings, if required.

3.14 Public Access to Meetings:

Except as provided in Section 3.15, or in accordance with Other Applicable Law, all Meetings are open to the public.

3.15 Closed Meetings or Closed Sessions within Open Meetings:

A Meeting or part of a Meeting may be closed to the public in order to discuss any matter for which the Act allows a Meeting to be closed to the public. Schedule "A" to this By-law is the list of permitted topics to be discussed in a Closed Meeting as of the date of passage of this By-law. Where Schedule "A" conflicts with the Act, the Act prevails.

3.16 Closed Meeting Procedures:

Prior to holding a Meeting (or part of a Meeting) closed to the public, the Assembly shall pass a resolution clearly stating that the Meeting is to be closed, including the legislative authority for closing the Meeting. The resolution shall provide sufficient detail to demonstrate that the resolution is being passed with appropriate authority.

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Where a Meeting is closed to the public, no member of the public may attend, unless the person's attendance is essential for the business at hand. For example, if the Meeting is an educational meeting as authorized under the Act, the persons providing the education or training to the Members will necessarily be in attendance to provide that education or training. If the purpose of the meeting is to receive legal advice, legal counsel will need to attend to provide it.

No Meeting shall be closed to the public during the taking of a vote, except for the provision of procedural instructions or direction to the Clerk.

3.17 **Attendance:**

The Corporation's preference is that all Members attending Meetings must do so in person, however, attendance virtually, through electronic means at any Meeting, with the exception of the Inaugural Meeting, will be permitted in accordance with this Section.

Where at least one member is attending by electronic means, the Meeting is a "Virtual Meeting" as defined in this By-law. There is no limit to the number of Members who may attend virtually.

3.18 **Virtual Meetings:**

All of these Rules of Proceeding apply to persons attending Virtual Meetings, with appropriate adjustments.

Where technology allows, any or all Members may participate in a Meeting virtually. The Clerk shall arrange for the appropriate connections for Members wishing to participate virtually.

All members attending and present during a Virtual Meeting shall be counted for purposes of Quorum at the commencement, and at any point in time during the Meeting, and shall be entitled to vote through a vote recorded by the Clerk as if they were attending the Meeting in person. If the technology fails during the Meeting, such that one or more connections are lost, the attendee will be noted as being absent until such time as they can re-connect. Care must be taken by the Clerk not to lose Quorum due to failure of technology. Section 3.23 of this By-law applies in such circumstances.

Where technology allows, a virtual attendee shall use the system to indicate to the Chair that they wish to speak, that they are moving or seconding a motion, or that they are voting on a question.

Where there is no such technology (for example, participation by teleconference only), the Member attending the Meeting by electronic means shall indicate verbally, during a break in conversation or debate of the members present in person, that they wish to

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address the Assembly. The Chair shall record the request and call upon that Member in accordance with their turn as noted by the Chair. At their discretion, the Chair may establish a procedure to call upon each Member attending by electronic means during each debate on each question, to be certain that all who wish to participate have had an opportunity to do so. Where technology does not provide for a show of hands, voting by those attending virtually must be audible.

3.19 **Notice for Virtual Meetings:**

The public notice of a Virtual Meeting shall include sufficient information as to provide the public with a means to electronically access the open session of such Virtual Meeting.

3.20 **Educational Meetings:**

Meetings to provide Members with information, instruction or education, including an "orientation meeting" for newly elected Members, may be scheduled by the Clerk, at the request of the Chair or by their own volition. These are relatively informal Meetings that do not require strict adherence to the Rules of Proceeding.

An agenda shall be prepared and circulated in advance of the Meeting, including any material to be reviewed by attendees prior to the Meeting.

3.21 **Duty to Prepare for Meetings:**

Members shall come prepared to every Meeting where their participation is required. Preparation includes: reading all material provided, including agendas and reports from Administration or others, to facilitate discussion and the determination of action at the Meeting. Whenever possible, Members shall make inquiries to Administration regarding materials supplied in advance of the Meeting.

3.22 **Absence of Chair:**

In a circumstance where, at the time that a Council Meeting is to commence and the Mayor is not present, and does not attend within fifteen (15) minutes after the time appointed for the Meeting, the Deputy Mayor shall call the Members to order. The Deputy Mayor shall preside over the Meeting and shall have all of the rights, powers and authority of the Mayor.

In circumstances where both the Mayor and the Deputy Mayor are absent at the time that a Council Meeting is to commence, and neither attends within fifteen (15) minutes after the time appointed for the Meeting, the Clerk shall call the Members to order. The Members shall appoint from amongst themselves a Chair who shall preside over the Meeting and shall have all of the rights, powers and authority of the Mayor.

3.23 **Absence of Quorum:**

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In a circumstance where, at the time that a Council Meeting is to commence, a Quorum of Members is not present, the Assembly shall wait fifteen (15) minutes for the arrival of latecomers. If, after the passage of fifteen (15) minutes, a Quorum of Members is not present, the Assembly shall either recess or adjourn.

Members present may determine to recess for a further fifteen (15) minutes in order to contact absentee Members to see whether or not Quorum can be achieved. After the recess, and it has been determined that Quorum will not be achievable, the Meeting shall adjourn.

The Clerk shall prepare minutes to indicate those who were present and to record the lack of Quorum. All business on the agenda for that Meeting will be deferred to the next Regular Meeting of Council, or to a Special Council Meeting called for the purpose of replacing the Meeting which failed.

Should Quorum be lost at any point during the Meeting, the Meeting shall stand in recess until such time as Quorum is regained. Should the recess be more than fifteen (15) minutes, the Meeting will be deemed to be at an end, and all matters on the agenda which had not been reached shall be deferred to the next Regular Meeting of Council, or to a Special Council Meeting called for the purpose of replacing the Meeting which ended early.

Quorum cannot be lost due to cessation of participation by Members in accordance with Other Applicable Law unless there is only one Member remaining to debate and determine a matter. In such circumstances, the matter will be deferred to a future Meeting or as otherwise determined in accordance with Other Applicable Law.

3.24 **Cancellation or Postponement of Meeting:**

The Chair, in consultation with the Clerk, may cancel or postpone a Meeting in the following circumstances:

- a) where it becomes clear that a Quorum will not be achieved at the date and time set for the Meeting;
- b) where there are no substantive matters of business to discuss at the Meeting;
- c) when so directed by Council resolution; or
- d) in circumstances of emergency.

The Clerk will give notice of the cancellation or postponement of the Meeting as soon as possible by providing notice to Members electronically, by posting a notice on the entrance to the Municipal Administration Complex, and by posting notices on the Corporation's website and social media accounts. Where the Meeting involved a Presentation and/or one or more Deputations, every reasonable effort will be made to contact the Deputant to advise of the change.

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3.25 **Call to Order:**

As soon after the hour fixed for the holding of the Meeting as a Quorum is present, the Chair shall take their chair and call the Meeting to order. If Quorum is present but the Chair is absent, the Deputy Mayor (or Vice Chair of Committee) shall call the Meeting to order. If both are absent, the Clerk (or Secretary of Committee) shall call the meeting to order and the Assembly shall select a Meeting Chair from among Members present.

3.26 **Amending the agenda:**

The Chair shall, as one of the preliminary matters before the Assembly, call for a resolution to either approve the agenda or to amend the agenda.

The agenda may be amended by changing the order of proceeding, by adding information relating to any item of business on the agenda, or by adding, where appropriate, new business to the agenda.

As one of the purposes of the agenda is to provide notice to members of the public of the business which will be conducted at the Meeting, no item of new business shall be added to the agenda unless it is of an urgent nature. Alternatively, an item of new business may be added for discussion purposes, but no decision will be made on that item until a subsequent Meeting, for which the item will be listed on the agenda.

3.27 **Progression of the Meeting:**

The business of the Assembly shall be taken up in the order in which it stands upon the agenda, as amended.

Any items listed in the agenda which have not been disposed of by Council at such time as the Meeting is adjourned shall be placed on the agenda for the next scheduled Meeting of the Assembly.

The Chair shall, after calling the Assembly to order:

- a) following the agenda, deal with business items one at a time;
- b) Recognize any Member who wishes to speak, and determine the order of the speakers;
- c) receive motions presented by Members relating to the matters on the agenda;
- d) put to a vote all questions which are moved and seconded, or which necessarily arise in the course of proceedings, and announce the result of the vote;
- e) decline to put to vote any motions which infringe on the Rules of Proceeding;

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- f) inform the Assembly, when necessary, on any of the Rules of Proceeding, or on any Points of Order or Points of Privilege raised;
- g) retain order in the Assembly, restraining the Members, or others present, within the Rules of Proceeding where appropriate, including expelling persons who persist in disorder after having been appropriately warned;
- h) in circumstances of grave disorder which cannot be remedied, adjourn the Meeting without question and direct the Clerk to seek appropriate assistance from the police; and
- i) adjourn the Meeting when business has been concluded or when the curfew has been reached without passage of an extending resolution.

No motion to adjourn is required when the business before the Assembly has been concluded.

Curfew for Council Meetings is 10:00 p.m. After 10:00 p.m., no further business may be conducted unless Council passes a resolution to extend the hour. Any matters remaining on the agenda shall be placed on the agenda for the next available Council Meeting.

3.28 **Town Hall Segment:**

3.28.1 **Registration:** Persons wishing to address Council during the Town Hall Segment will be requested to provide their names to the Clerk prior to the commencement of the Meeting. Persons may participate virtually.

3.28.2 **Call to Order:** When Item 4 of the Meeting agenda, being the Town Hall Segment of the Meeting, is reached, the time shall be noted, and the Chair shall call the Town Hall Segment of the Meeting to order. As no business may be advanced during the Town Hall Segment of the Meeting, it can occur in the absence of Quorum, if desired. The Chair will invite those who have registered to address Council, one at a time, in the order in which their names were received. If no one has registered but there are persons in attendance, the Chair may simply ask members of the audience to address the Assembly by show of hands, or other appropriate method

3.28.3 **Duration:** Subject to Section 3.28.5, the Town Hall Segment is limited in duration to a maximum of fifteen (15) minutes.

3.28.4 **Rules:**

- a) Any person may address Council during the Town Hall Segment of the Meeting.
- b) Subject to Sections 3.28.6 and 3.28.7, the rules set out in this By-law apply to the Town Hall Segment of the Meeting. In addition, the rules the lettered paragraphs of this Section also apply.
- c) No person may speak more than five (5) minutes, or more than once. Each subject matter has a limit of ten (10) minutes.

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- d) Only one person may speak at a time. Any person attempting to interrupt, "shout over", or otherwise disrupt another person who is addressing Council will be sanctioned as set out in Section 6.09 of this By-law.
- e) Persons speaking at the Town Hall Segment of the Meeting may not address matters that are already on the agenda. Those persons may speak as Deputants to the Meeting in accordance with Part Eight of this By-law.
- f) Council Members may ask questions of those persons who are speaking.
- g) No portion of any Town Hall Segment of the Meeting shall be closed to any member of the public at any time.
- h) No resolutions may be moved or debated during the Town Hall Segment of the Meeting. No decisions will be made on consensus. Any matters raised which require a decision of Council must be placed on the agenda for a future Council Meeting.
- i) Except in the case of emergency or urgency, no matters raised at the Town Hall Segment of the Meeting may be added to the agenda for the Council Meeting scheduled on the same evening.

3.28.5 Extending the Hour: When fifteen (15) minutes have passed, any Member of Council may move a motion to extend the hour of the Town Hall Segment of the Meeting by a stated number of minutes. If the motion is seconded and passed, the Town Hall Segment of the Meeting can resume.

Only one motion to extend the hour of the Town Hall Segment of the Meeting is permitted.

If any of the following occur:

- (a) no motion to extend the hour of the Town Hall Segment of the Meeting is moved or seconded;
- (b) a motion to extend the hour of the Town Hall Segment of the Meeting fails to pass; or
- (c) the time limit set out in the resolution to extend the hour of the Town Hall Segment of the Meeting is reached;

regardless of whether or not everyone who wished to speak has spoken, the Town Hall Segment of the Meeting will conclude, and the Chair will move on to Item 5 of the agenda for the Council Meeting.

Any persons who had not had an opportunity to address the Assembly at the Town Hall Segment of the Meeting will receive priority to speak to the Assembly at the next Town Hall Segment of a future Council Meeting. Alternatively, Council may determine to schedule a Special public meeting to allow more discussion on a particular topic of interest to the community.

3.28.6 Meeting Rules: Sections 3.23 and 3.27 do not apply to the Town Hall Segment of the Meeting.

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3.28.7 Deputation Rules: Sections 8.03, 8.05, 8.07 and 8.08 do not apply to the Town Hall Segment of the Meeting.

3.29 **Tasks Subsequent to the Meeting:**

The Chair shall, after the Meeting has concluded:

- a) authenticate all by-laws, resolutions and minutes of the Council, taking care to see that they are in conformity with the laws and by-laws applicable in Conmee; and
- b) represent and support the Council, declaring its will, and implicitly obeying its decisions in all things.

Part Four: Composition of Council or Committee

4.01 **Removal from Office:**

The office of any Member becomes vacant if the Member is absent from the Meetings of Council for three (3) successive months without being authorized to do so by a resolution of the Council.

The office of any Member becomes vacant if a court or tribunal of competent jurisdiction makes a ruling declaring the Member's seat vacant.

4.02 **Resignation:**

A Member may resign from office by providing a written notice, filed with the Clerk, subject to Other Applicable Law (for example, Subsection 260(2) of the Act).

4.03 **Other:**

A Member's seat becomes vacant if the Member passes away, or if the Member becomes ineligible to hold office in accordance with the Act.

4.04 **Filling Vacancies:**

Subject to the Act, Council shall fill a vacant seat by either:

- a) appointing a person who has consented to accept the office if appointed; or
- b) a holding a by-election to fill the vacancy.

Vacancies that occur within ninety (90) days of the date of a municipal election need not be filled.

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Part Five: Committee Meetings

5.01 General and Specific Rules:

The Committee procedural rules set out in this By-law are general in nature. If a by-law creating a Committee contains rules that conflict with these general rules, then the specific rules in the Committee's by-law over-ride the general rules in this By-law. If the by-law creating the Committee is silent with respect to a matter covered by the general rules in this By-law, then the rules in this By-law apply to that matter.

5.02 Rules for Meetings:

Committee proceedings are intended to be less formal than those at Council Meetings. That having been said, a Committee Meeting is a business meeting and must be conducted accordingly, with appropriate decorum. Committees may adopt the Rules of Proceeding set out in Part 3 of this By-law for Council Meetings, with the appropriate changes to make the Rules of Proceeding applicable to the Committee Meeting if they choose to. Wherever they consider it necessary, the Chair of the Committee may require the Committee to abide by Rules of Proceeding contained in this By-law for the purposes of Council Meetings, with the appropriate changes to make the Rules of Proceeding applicable to the Committee Meeting. Even where the Committee has not expressly adopted the Rules of Proceeding in Part 3 of this By-law, Committee Chairs may resort to them, as required, to maintain order at their Meetings.

5.03 Meetings of Committee of the Whole:

Council may meet as Committee of the Whole at any time for the purposes of considering any items of business which may require or benefit from a less formal Meeting procedure, or a period of time to reflect upon decisions prior to ratifying them through resolution of Council.

Committee of the Whole meetings will be scheduled, as required, by resolution of Council

5.04 Agenda for Meeting of Committee of the Whole:

The Clerk shall prepare the Committee of the Whole Meeting agenda in advance of the Meeting.

5.05 Notice for Meeting of the Committee of the Whole:

Notice for Meetings of the Committee of the Whole shall be prepared and sent to Members, together with the agenda package, no later than three business days before

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the date of the Meeting.

Notice of the Meeting shall be posted for the general public on the Corporation's website and social media, and elsewhere as determined appropriate by the Clerk, no later than three business days before the date of the Meeting.

5.06 Location for Meeting of the Committee of the Whole:

Council shall, when passing the resolution to establish the date and time of a Meeting of Committee of the Whole, include in the resolution the location for the Meeting.

5.07 Other Committees:

Standing Committees and Special Purpose Committees are created by Council to advance certain business or to address certain issues or concerns. They are made up of at least one Member of Council (who functions as the information liaison to the Council from the Committee) and members of the general public with skills or interests commensurate with the appointment.

Each Committee created by Council has its mandate or its terms of reference set out in the by-law that created the Committee. The Chair is responsible for keeping the Committee's work and recommendations to Council within the jurisdiction of the terms of reference. Any Committee may recommend to Council changes to its mandate or its terms of reference at any time.

Special Purpose Committees will be discharged upon completion of their mandate.

5.08 Composition of Committees:

Appointments of Members to Standing Committees are undertaken at the Inaugural Meeting. At least one Member of Council shall sit on each Standing Committee. Appointments may include an alternate Member, who will act in stead of the regular Member in circumstances where the regular Member is unable to attend.

Appointments of Members to Special Purpose Committees are undertaken from time to time as those Committees are struck. At least one Member of Council shall sit on each Special Purpose Committee.

The Mayor is an ex officio Member of all Standing and Special Purpose Committees. They have the right to notice of all of the Meetings of the Committees, and they have the right, but not the obligation, to attend. As an ex officio Member, the Mayor may vote on all questions before the Committee, but their presence is not counted for the purpose of determining Quorum.

Council shall determine, as required, its method to solicit interested members of the public wishing to sit as members of Committees.

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All appointments of members to Committees will be undertaken by Council through passage of a by-law.

At the first Meeting of each Standing Committee taking place after a new term of Council commences, or at the first meeting of a Special Purpose Committee after its creation, the members shall choose from among themselves a Chair, a Vice-Chair and a Secretary.

5.09 **Meetings of Committees:**

Committees may establish for themselves a schedule of regularly recurring Meetings. Alternatively, or in addition, Committee Meetings occur at the call of the Chair or the Vice Chair.

Committees must meet with sufficient frequency to properly carry out their mandates.

Committee Meetings are public. Anyone present who has not been appointed to the Committee, however, has no standing to vote. Non-Members present may not address the Committee unless recognized by the Chair.

5.10 **Agenda:**

The Secretary to a Committee shall prepare an agenda in advance of any Meeting of the Committee unless the Committee has determined for itself that an agenda is not required.

The Chair may review a draft agenda with the Committee Secretary, as appropriate, prior to its finalization, and may remove from the agenda any items of correspondence or requests to address the Committee that have been placed in the draft agenda by the Secretary.

Where an item is removed from the agenda, the Secretary, as applicable, shall advise the author of the correspondence, or the person or organization requesting to address the Committee, of the reason that the item will not be placed before the Committee. Copies of the correspondence in this regard shall be distributed to the Committee members for which the draft agenda was prepared.

5.11 **Notice:**

No notice is required to Committee Members for regular and recurring Committee Meetings.

No special Meeting of a Committee shall be held without providing at least one week's prior notice to its members, unless all members of the Committee agree, in advance, to less than one week's prior notice.

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The Secretary of each Committee shall advise the Clerk of the date, time and place of every Committee Meeting, and the Clerk shall post notice of the Meeting on the Corporation's website and social media.

5.12 **Committee Jurisdiction:**

The Committee's authority to make decisions is restricted to the authorities set out in its terms of reference, and to decisions relating to the operation of the Committee and its Meetings. Otherwise, the Committee's authority is restricted to making recommendations to the Council for final decision.

5.13 **Removal/Replacement of Members:**

Should a Member of Committee fail to attend properly summoned Meetings of the Committee, the Chair (or, as appropriate, the Vice Chair) shall report this information to the Council, who may remove the member from their Committee seat. In circumstances where the entire Committee is refusing or neglecting its duties, the Council may discharge all Members and appoint a new Committee.

Part Six: Conduct During Meetings

6.01 **Application of Conduct Rules:**

The rules set out in this Part Six of the Rules of Proceeding apply to all persons at a Meeting, whether they be Members, Administration, or members of the general public.

6.02 **Electronic Devices:**

All electronic devices must be set to "silent" or "vibrate" so as not to interrupt the Meeting. Should a person in attendance wish to respond to a call, text or other telecommunication, they must step outside of the Council Chambers, or leave the Meeting, to do so. Speaking aloud on a device or texting on a device is not permitted in Council Chambers during the course of a Meeting.

The Chair may make exceptions to this rule for persons who require notification from outside the Meeting relating to a circumstance of necessity. Examples include: a request for information relevant to the Meeting, or personal family medical circumstances. The ruling of the Chair in this regard is final.

6.03 **Recordings:**

No person may record the proceedings of a Meeting in any manner (apart from taking personal notes) without the prior permission of the Assembly.

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6.04 Language; Dress Code:

No person shall, at any time during a Meeting, use disrespectful, foul or offensive, un-parliamentary, insulting or slanderous words against any other person or any order of government. Dress code for Meetings is business casual.

6.05 Improper Conduct:

No person shall, at any time during a Meeting, demonstrate improper conduct. Improper conduct is any behavior which detracts from the orderly progression of the business at hand in any Meeting. Improper conduct includes:

- speaking out of turn;
- addressing the Assembly without being recognized by the Chair;
- arguing (as opposed to debating) or shouting;
- creating noise in order to disrupt the Meeting;
- making gestures in order to disrupt the Meeting;
- waving signs or placards;
- failing to follow the directions or sanctions of the Chair;
- foul or offensive language; and/or
- disrespect or name-calling.

6.06 Potentially Dangerous Items:

No person shall bring into the Council Chambers (or other Meeting location) an item which is a weapon or which could be used as a weapon. The Chair will request the bearer to remove the item immediately.

6.07 Chair's Rulings to be Respected:

All persons in attendance at a Meeting shall observe and obey the directions of the Chair.

6.08 Sanctions against Members:

Should any Member of Council persist in disobedience after having been called to order by the Chair, the Chair may, immediately, require that Member to leave their seat for the balance of the Meeting. The question requires no seconder and no vote.

If the offending Member apologizes, they may, at the call of the Chair, be permitted to retake their seat.

6.09 Sanctions against Others:

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Where a person other than a Member disregards any one or more of the rules set out in this By-law, the Chair shall advise the person of their error, remind him or her of the rules, and request that they adhere to the rules.

If the person repeatedly ignores the rules, the Chair may ask the person to leave the premises. Where a person refuses to leave the premises, they may be escorted from the building.

Council may, at its discretion, prohibit one or more persons from being eligible to request Deputations or Presentations for a period of time.

Council may, at its discretion, issue a notice under the *Trespass to Property Act*, R.S.O. 1990, c. T.21, as amended, to any person prohibiting their attendance to any place or places that Council considers appropriate. A copy of all such notices shall be provided to the police for enforcement purposes.

Part Seven: Motions, Rules of Debate, and Voting

7.01 General Rules Governing Motions:

- a) The Chair may request that any motion be put in writing.
- b) Once a motion is moved and seconded, it belongs to the Assembly, and must be dealt with, unless the Assembly determines (by majority vote) that the motion be withdrawn. No other motion which is not relevant to the motion on the floor may be made until the motion has been voted upon.
- c) Motions printed in the agenda package, or otherwise forwarded in writing, need not be read aloud, however, any Member may request that the Chair read the motion, in full, in order to facilitate clear understanding.
- d) Where motions are made verbally, the Clerk shall confirm the wording of the motion with the mover prior to the seconder being named.
- e) A motion which contains more than one element may be divided prior to taking the vote, such that each portion of the motion, or some portions of the motion, is voted upon individually. This enables a Member who agrees with some of the elements of the motion, but not all of them, to vote accordingly. Any Member can ask to have a question divided at any time prior to the vote being taken on the question. Questions are divided without a resolution of Council, upon the request of any Member, without the necessity for a seconder.

7.02 Motions Introduced Upon Notice of Motion:

- a) Certain motions may only be made after first having providing written notice of

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motion. These are:

- a motion to reconsider an item, as set out in Section 7.09 of this By-law;
- a motion to discharge a Committee or alter its membership;
- a motion to amend the current year's budget (after it has been approved);
or
- a motion to amend this By-law.

- b) Where a motion must be brought with notice, the notice of motion shall be delivered to the Clerk no later than four o'clock p.m. on the Thursday before date of the Meeting at which it will be heard. If that day, or the Friday of that week, is a statutory holiday, as observed by the Corporation, the notice is to be received by the Clerk before four o'clock on the Wednesday prior to the Meeting. The notice of motion shall contain the intended motion, printed in full. The motion shall be submitted to the Clerk in writing under the signatures of the mover and seconder.
- c) The motion to which the notice of motion refers may be debated at the next Regular Council Meeting following the Meeting at which publication of the notice of motion occurred. If the mover is absent, the debate shall be deferred to the next Meeting.

7.03 **Amendments to a Motion:**

- a) Minor amendments to a motion on the floor, such as to correct a spelling or grammatical error, or a person's title, etc., can be undertaken through the friendly amendment process without formal motion. A Member may point out the error, and, provided both the mover and seconder of the motion agree, the correction may be made.
- b) A motion may be made for a more substantive amendment to a motion that is on the floor (the "main motion"). It must be moved and seconded. It is debatable and can be amended. A motion to amend, if seconded, interrupts the debate on the main motion, and debate moves to the motion to amend.

The amending motion must be relevant to the motion on the floor. It must have bearing on the subject matter of that main motion.

A motion to amend cannot be contrary to the main motion. For example, if the motion on the floor is:

"Be it resolved that we purchase the vehicle",
then it would not be in order that someone move a motion to amend this motion to insert the words "do not" between the words "we" and "purchase".

- c) There can be only one additional motion made to amend a motion that is requesting an amendment to the main motion. This is called the "secondary" amending motion, and the first amending motion is the "primary" amending

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motion. If a secondary amending motion is moved and seconded, it interrupts debate on the primary amending motion.

- d) If all three motions are present, that is, there is a main motion, and a motion has been made to amend the main motion (the primary amending motion), and a motion has been made to amend the primary amending motion (the secondary amending motion), they are dealt with in the following order:

The secondary amending motion is debated and voted upon.

If that motion fails, the primary amending motion, as originally submitted, is debated and voted upon.

If the secondary amending motion passes, the primary amending motion, as amended, is debated and voted upon.

If the primary amending motion (whether amended by the secondary amending motion or not) fails, then the main motion is debated and voted upon.

If the primary amending motion (whether amended by the secondary amending motion or not) passes, then the main motion, as so amended, is debated and voted upon.

7.04 **Postponing Motions**

- a) A motion may be made to defer a motion that is under consideration. If so made, the mover and seconder shall, in the motion, set the date and/or time at which the question will again be taken up by the Assembly. If the motion to defer passes, debate on the motion is suspended until the date/time noted in the deferral motion.
- b) A motion may be made to refer a motion that is under consideration to another body or person for further investigation, information and/or reporting. If so made, the mover and seconder shall, in the motion, specify to whom that question is being referred, with detail about the further information required before the question can be returned to the Assembly for further consideration.
- c) A motion may be made to "lay a matter on the table". If so made, the mover and seconder shall, in the motion, specify the reason, and the time at which the matter will be lifted from the table (this may be a specific time or the occurrence of an event, such as after the arrival of a relevant person with information relating to the matter). The motion is not debatable nor amendable. If passed, debate on the motion is suspended until later in the Meeting, when the time is reached or the event has occurred.

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7.05 **Raising Points of Order or Points of Privilege**

- a) Neither of these points require a seconder. A Member may, at any time, raise either point, and the Chair shall rule on the point. The Chair may require the Member to expand upon and/or clarify the point. No other business of the Assembly may take place until the point is addressed.
- b) Neither of these points is debatable. The point is made, and the Chair makes their ruling. The Chair may address their ruling to the Assembly or to one Member in particular, as appropriate.
- c) A Member may bring a motion to "challenge" the ruling by the Chair. It must be seconded. It may be debated, but may not be amended. Unless such a motion is made and the resolution carried, the Chair's ruling on the point is final.

7.06 **Interruptions**

- a) A motion may be made to recess the Meeting for a specified period of time. It must be seconded, and is not debatable, but may be amended.
- b) A motion may be made to adjourn the Meeting prior to the completion of all matters on the agenda. It must be seconded, and is neither debatable nor amendable. If the motion is made, and it fails, no other motion may be made to adjourn the Meeting prior to the completion of the agenda.

7.07 **Debate:**

- a) When a motion has been moved and seconded, the Assembly may debate the motion. The Chair may read or state the motion for debate for clarity.
- b) The Member who moved the motion has the right to speak to the matter first and last. All other Members are restricted to speaking to the matter once only, and for a maximum of five minutes. This notwithstanding, any Member may concisely ask a question only for the purpose of obtaining information relating to the motion under discussion.
- c) The Chair may participate in the debate, and, if they do so, they do not need to leave their seat in order to do so.
- d) All debate is undertaken through the Chair, and all Members debating the motion shall address comments to the Chair. The Chair recognizes speakers in the order in which they indicated a wish to participate in the debate.
- e) When a Member has the floor, no other Member may interrupt him or her except on a Point of Order or a Point of Privilege.

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- f) Members must speak only on the subject matter in debate.
- g) Members must obey the rules of the Council and all decisions of the Chair or Council relating to questions of order or practices, or the interpretation of the Rules of Proceeding.
- h) Any Member may require the question or motion under discussion to be read at any time during the debate, but may not interrupt another Member while they are speaking.
- i) No Member may criticize any prior decision of the Council. A notice of motion to reconsider a prior decision of Council is not criticism for the purposes of this Rule of Proceeding.
- j) When debate has concluded, the Chair shall put the question to the Assembly for a vote. When the Chair is putting the question, no Member shall leave the Meeting or make any disturbance.
- k) A motion may be made (moved and seconded) to close the debate (or "put the question"). Such motion is not debatable or amendable, and requires a 2/3 majority vote. If the motion carries, a vote on the motion must be immediately called, with no further discussion or debate.

7.08 **Voting:**

- a) The Chair shall call the question, asking first for a show of hands of those Members who are in favour of the motion, followed by a call for a show of hands of those Members who are opposed to the motion, if necessary. After the vote, the Chair shall declare whether or not the motion has carried.
- b) No votes may be taken upon a ballot or in secret. Voting is by show of hands, unless a Recorded Vote has been requested.
- c) The vote of every Member, including the Chair, has equal weight. The Chair need not vote if they choose not to vote, and such abstention is not considered a negative vote. Where there is a tie vote in the absence of a vote from the Chair, the Chair shall vote on the matter to resolve the tie.
- d) In circumstances where there are an equal number of votes in favour of a question and against the question, the question fails.
- e) Every Member present shall vote upon each question, subject to applicable law (such as, for example, the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended). Subject to paragraph 7.08(b) above, if a Member abstains from voting without legal reason, their vote shall be counted as a negative vote.

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- f) Prior to the time that the question is called, any Member can request a Recorded Vote. This request does not require either a seconder or a resolution of the Council. Where a Recorded Vote is taken, the Clerk shall ask each Member in turn to state aloud whether they are in favour of, or opposed to, the question, and shall announce and record the result. The minutes of the Meeting shall reflect the votes of each Member.
- g) If a Member believes that the Chair's declaration of the vote result is in error, they may request that the question be called again for the purpose of a Recorded Vote.
- h) When the question has been put to a vote by the Chair, no Member shall speak to the question nor make any other motion until after the vote has been taken and the result declared.
- i) When the Chair calls for the vote on a question, each Member shall occupy their seat and shall remain in their place until the result of the vote has been declared by the Chair. During that time, no Member shall cross the floor to speak to another Member, or make any comment or other disturbance.

7.09 **Revisiting Prior Decisions of Council:**

- a) As set out in Paragraph 7.08(g) of this By-law, any Member can request a Recorded Vote after an unrecorded vote has been taken on any question before the Assembly if there is doubt about the accuracy of the result of the vote, or if the Member wishes the vote recorded for any other reason. This is not a formal reconsideration of the original vote.
- b) Any decision of the Council made by resolution is effective for the term of that Council, subject to reconsideration. Any decision of the Council made by by-law is effective until that by-law is amended or repealed.
- c) No decision of Council can be subject to re-consideration without new facts or information being provided which was not available to the Council when the matter was originally before the Assembly. Should a Member wish to have the Council reconsider a matter that has been decided, or wishes to have the Council repeal a by-law which has been passed, during the term of that Council, they shall provide a notice of motion indicating the decision that they wish to have revisited, and providing the additional information which was not available to the Assembly when the original decision was made.
- d) A matter may only be reconsidered once during a term of Council unless a motion is passed by the Assembly to waive this rule.
- e) If a motion to reconsider has been adopted, it temporarily nullifies the previous

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decision and places the matter back at the point prior to taking the vote on the original motion as adopted. The original motion shall become the next order of business after the passing of a resolution to reconsider.

7.10 **Voting on the Passage of By-laws**

All by-laws are debatable with the exception of the confirming by-law.

Part Eight: Rules for Addressing the Assembly

8.01 **Audience:**

Any person may attend a Council Meeting to observe the proceedings. Persons in attendance should sign the attendance sheet provided, but are not required to do so.

Persons in the general audience do not have permission to address the Assembly.

8.02 **Media:**

Persons representing public media are welcome to attend Council and Committee Meetings. They will be requested to leave the Meeting should a resolution be passed to enter closed session.

8.03 **Request to Make a Deputation:**

Any person wishing to address Council as a Deputant must make a written request to the Clerk no later than four o'clock p.m. on the Thursday before the commencement of the Meeting of the Council. If either that day, or the Friday of that week, is a statutory holiday, as observed by the Corporation, the notice is to be received by the Clerk before four o'clock p.m. on the Wednesday prior to the Meeting.

A Deputation request may be submitted after the deadline noted above if the Deputation relates to an item of business included on the Meeting's agenda. In that case, the Clerk shall advise the Chair that the motion to amend the agenda for that Meeting should include the Deputation as a new item.

The written request for the Deputation shall be legibly written and must include:

- a) The subject matter on which the person wishes to address the Council;
- b) The outcome that the person is seeking;
- c) The efforts, if any, the person has made to achieve the desired outcome working with Administration prior to making their request of Council; and
- d) Whether the Deputant wishes to address the Assembly virtually, through electronic connections, or whether the Deputant will appear in person at the Meeting.

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If the Deputant introduces other printed material or information at the Meeting, it must relate to the information in the written request.

The written request will be included in the agenda as a matter of public record and should not contain any confidential information that the Deputant does not wish to be made public.

If the written request is lengthy or contains material that is complex or expensive to copy, the Deputant may be required to pay a fee for the reproduction of the material, or may be required to bring six copies of the material to the Clerk for distribution in the agenda package.

8.04 **Restrictions on Deputations:**

The Clerk shall not include in any Meeting agenda a request for a Deputation in any of the following circumstances:

- a) the Deputation relates to a subject matter that is not within the jurisdiction of the Corporation;
- b) the Deputation relates to existing or potential litigation involving the Corporation;
- c) the subject matter has already been presented to Council by the Deputant, or an organization to which the Deputant belongs or is affiliated, within the same term of Council;
- d) the subject matter is a request to re-consider an earlier decision made by the Council within the same term of Council; or
- e) the correspondence seeking the Deputation contains language that is disrespectful, foul or offensive, insulting or slanderous against any person.

8.05 **Appeal of the Refusal:**

Where the Clerk has refused a Deputation request in accordance with Section 8.04, the person making the request may seek an exemption from Section 8.04 in writing. The Clerk will report to Council on the request for the exemption, outlining why, in their opinion, Section 8.04 applies. By resolution of Council, an exception to the rules in Section 8.04 may be made, in which case, the Deputation will be scheduled for the next Regular Meeting of the Council which is acceptable to the Deputant.

8.06 **Distribution of Additional Material:**

If a Deputant wishes to distribute additional documents as information at the Meeting, a copy of the documents submitted must be retained by the Clerk as part of the record of the Council Meeting. If the Deputant provides information electronically, they must provide the Clerk with an electronic copy of the information, identical to that which was shared with the Assembly, as part of the record of the Council Meeting.

8.07 **Deputation Time Limit:**

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Deputations are restricted to ten minutes in length, exclusive of a period of questioning at the conclusion of the Deputation. Regardless of the number of persons who are part of the Deputation, the time limit remains ten minutes unless this rule is relaxed through a resolution of the Assembly.

8.08 **Rules Relating to Deputations:**

A Deputation is an opportunity to provide information to Council – it is not a time to question Members of Council and receive answers, or enter into debate with any Member of Council. Persons wishing to question Members of Council on any issue must do so outside of Meeting times.

Deputants must restrict their comments to the subject matter outlined in their requests for Deputation.

Where more than one person has requested to address Council on the same subject matter, the Chair may request that Deputations subsequent to preceding Deputations only bring forward new information.

Members may ask questions of Deputants for the purpose of understanding of the issue.

Where a Deputant has requested that the Council take action, the request shall be referred to administration for a report to be brought forward at a future Meeting.

8.09 **Request to make a Presentation:**

The Chair of the Meeting may require the Clerk to schedule a Presentation.

Any person wishing to make a Presentation must make a written request to the Clerk no later than four o'clock p.m. on the Thursday before the commencement of the Meeting of the Council. If either that day, or the Friday of that week, is a statutory holiday, as observed by the Corporation, the notice is to be received by the Clerk before four o'clock p.m. on the Wednesday prior to the Meeting.

The written request to make a Presentation shall be legibly written and must include:

- a) the subject matter on which the Deputant will address the Council; and
- b) whether the Deputant wishes to address the Assembly virtually, through electronic connections, or whether the Deputant will appear in person at the Meeting.

The request shall include copies of any written or electronic information that will be provided to the Council during the Presentation, for distribution with the agenda.

If the material to be distributed is lengthy or contains material that is complex or

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expensive to copy, the Deputant may be required to pay a fee for the reproduction of the material, or may be required to bring six copies of the material to the Clerk for distribution in the agenda package.

8.10 **Restrictions on Presentations:**

Only one Presentation may be scheduled at any Regular Council Meeting. Requests for other Presentations shall be scheduled at a future Meeting.

The Clerk shall not include in any Meeting agenda a request for a Presentation in any of the following circumstances:

- a) the Presentation relates to existing or potential litigation involving the Corporation;
- b) the Presentation would duplicate a Presentation previously provided during the term of Council;
- c) a Presentation has already been scheduled for the Meeting for which the person wishes to make the Presentation; or
- d) the correspondence seeking the Presentation contains language that is disrespectful, foul or offensive, insulting or slanderous against any person.

8.11 **Appeal of the Refusal:**

Where the Clerk has refused a Presentation request in accordance with Section 8.10, they shall advise the Chair. The Chair may over-rule the Clerk's decision, and allow the Presentation despite Section 8.10. The Chair's decision in this regard is final.

8.12 **Distribution of Additional Material:**

If a Presenter wishes to distribute additional documents as Presentation information at the Meeting, a copy of the documents submitted must be retained by the Clerk as part of the record of the Council Meeting. If the Presentation involves information provided electronically, the Deputant must provide the Clerk with an electronic copy of the information, identical to that which was shared with the Assembly, as part of the record of the Council Meeting.

8.13 **Presentation Time Limit:**

Presentations are restricted to twenty minutes in length, exclusive of a period of questioning at the conclusion of the Presentation. This time limit may be extended by a resolution of the Assembly.

8.14 **Rules Relating to Presentations:**

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The purpose of a Presentation is to provide information to Council – it is not a time to question Members of Council and receive answers, or enter into debate with any Member of Council. Persons wishing to question Members of Council on any issue must do so outside of Meeting times.

8.15 **Petitions:**

Members of the public may, from time to time, present written petitions to individual Members of Council or to the Clerk. Every petition to be presented to the Council, shall be legibly written or printed, shall not contain any obscene or improper matter or language, and shall be signed by at least one person, and filed with the Clerk. Any petitions meeting these requirements, and regarding matters that are within the jurisdiction of Council, that are received by the Clerk at or prior to four o'clock p.m. on the Thursday prior to the next Council Meeting shall be included in the agenda for that Council Meeting. If either that day, or the Friday of that week, is a statutory holiday, as observed by the Corporation, the petition is to be received by the Clerk before four o'clock p.m. on the Wednesday prior to the Meeting.

Part Nine: Records: Resolutions, Minutes and By-laws, and Pending List

9.01 **Minutes:**

The Clerk shall record the minutes of the Meetings of Council or of Committee of the Whole. The Secretary of the Committee shall record the minutes of the Meetings of that Committee.

Minutes shall record:

- a) the place, date and time of the Meeting;
- b) the name of the Chair;
- c) a record of attendance of the Members;
- d) a record of attendance of those members of the public who attended and signed to indicate their attendance;
- e) all disclosures of pecuniary interest in accordance with Other Applicable Law, together with a statement of the reason that the interest was declared; and
- f) the decisions with respect to all of the matters of business set out in the agenda, without note or comment.

9.02 **Approval of Council Minutes:**

Minutes of every Council Meeting shall be prepared after the Meeting and brought forward to the next Council Meeting for approval.

Confidential minutes of Closed Meetings shall be prepared after the Meeting and brought forward to the next Council Meeting for approval in closed session. Where

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there are no other matters on the agenda to be considered in closed session, the minutes of the Closed Meeting may be held back for approval until such time as there is a scheduled closed session Meeting or closed portion of an open Meeting.

Approved Minutes must be signed by the Chair and the Clerk who were at the Meeting. Once signed, the Minutes shall be sealed with the Corporation's seal, and deposited with the Clerk for safekeeping

Decisions of the Council are binding decisions prior to the approval of the minutes of the Meeting at which they were made.

9.03 **Approval of Committee of the Whole Minutes:**

Resolutions made at Committee Meetings shall be recorded in the minutes of the Meeting as recommendations to Council. Minutes of Committee of the Whole Meetings shall be prepared after the Meeting and brought forward to the next Council Meeting for ratification.

Decisions made at the Committee Meetings, including Committee of the Whole Meetings are not binding decisions unless and until the recommendations contained in the Minutes of the Committee Meeting are ratified at a Council Meeting.

9.04 **Receipt of Committee Minutes:**

Minutes of Committee Meetings (other than Committee of the Whole Meetings) shall be prepared by the Committee's Secretary after the Meeting and provided to the Clerk for inclusion in the next Council Meeting for receipt.

Decisions made by Committees are not "approved" by Council through receipt of the minutes of the Committee. Any decision made by a Committee that requires Council approval shall be brought forward to the Council, through a report or through correspondence, as a recommendation for consideration. A resolution of Council is required to approve Committee actions or decisions unless the action or decision is within the Committee's power in accordance with its terms of reference.

9.05 **Agenda Packages:**

The agenda packages for each Council or Committee of the Whole Meeting shall be retained by the Clerk in a file which contains the entire package that was distributed to Members of Council, the attendance record of the Meeting, and all documents or other material that was distributed at the Meeting.

9.06 **Resolutions:**

Resolutions shall be sequentially numbered in the Minutes for ease of reference, consecutively, on an annual basis.

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9.07 By-laws:

Unless it is a requirement of Other Applicable Law (as is the case, for example, for by-laws passed under the *Drainage Act*, R.S.O. 1990, c. D.17, as amended), the passage of a by-law does not require three readings. Except as required by Other Applicable Law, all by-laws will be passed with a single resolution.

By-laws will be introduced with a sequential numbering system. For by-laws that are frequently passed, a number may be reserved by the Clerk which may be out of sequence with other by-laws.

Once passed, by-laws must be signed by the Chair and the Clerk who were at the meeting at which the by-law was passed. Once signed, all by-laws shall be sealed with the Corporation's seal, and deposited with the Clerk for safekeeping.

At the end of each Meeting of the Council, the Clerk shall present to the Assembly a by-law to confirm all of the proceedings that took place at that Meeting.

9.08 Pending List:

All matters brought to Council for consideration that have not been finally disposed of, or that have been referred to Committees (or others), or deferred to a future date, shall be maintained by the Clerk in an index. The Clerk shall track the progress of the unfinished business matters until such time as they have been finally dealt with.

Enacted and Passed this 26th day of November, 2024



Mayor



Acting Clerk





Schedule "A": Closed Meeting Rules from the Act

A Meeting or part of a Meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the Corporation;
- (b) personal matters about an identifiable individual, including Corporation employees;
- (c) a proposed or pending acquisition or disposition of land by the Corporation;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the Corporation;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a Council or Committee may hold a Closed Meeting under Other Applicable Law;
- (h) information explicitly supplied in confidence to the Corporation by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Corporation, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the Corporation and has monetary value or potential monetary value;
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Corporation; or
- (l) in circumstances where both of the following conditions are met:
 - i) the meeting is held for the purpose of educating or training the members; and
 - ii) at the Meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.

A Meeting or part of a Meeting shall be closed to the public if the subject matter being considered is,

- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council is the head of an institution for the purposes of that Other Applicable Law; or
- (b) an ongoing investigation respecting the Corporation or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman

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referred to in subsection 223.13 (1) of the Act, or the investigator referred to in subsection 239.2 (1) of the Act.

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THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW NUMBER 2025-028

Being a By-law to Amend By-law No. 1474, the Procedural By-law.

Recitals:

1. The Municipal Act, 2001 requires municipalities to adopt a procedural by-law to govern the calling, place, and conduct of meetings.
2. The Township of Conmee passed By-law No. 1474 on November 26, 2024, to repeal and replace By-law No. 1200 and consolidate all procedural rules for Council and Committee meetings.
3. Section 3.01 of By-law No. 1474 currently states that the Inaugural Meeting of Council shall be held on the third Thursday in November of an election year.
4. Council considers it appropriate to revise the date of the Inaugural Meeting to the third Tuesday in November to better align with regular meeting scheduling and availability.

ACCORDINGLY, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF CONMEE ENACTS AS FOLLOWS:

1. **Section 3.01 of By-law No. 1474 is amended** by deleting the words “third Thursday” and replacing them with “third Tuesday” so that the section shall now read: “The Inaugural Meeting of Council is held on the third Tuesday in November of an election year, beginning at 6:00 p.m. at the Council Chambers.”
2. All other provisions of By-law No. 1474 remain unchanged and in full force and effect.
3. This by-law shall come into force and take effect on the date it is passed.

Enacted and Passed this 26th day of August, 2025.

Mayor

Clerk

Mayor's Report – Governance of Family Health Teams

To: Members of Council
From: Rod Ward, Mayor
Date: August 12, 2025

Subject: Support for Standardized Governance Models for Family Health Teams

Family Health Teams are a vital part of Ontario's healthcare system, particularly in rural and underserved communities like ours. These teams provide collaborative, team-based care that improves patient outcomes and relieves pressure on hospitals and emergency services.

Our municipality, like many others across the province, continues to invest local taxpayer dollars to support healthcare delivery — through physician recruitment efforts, infrastructure, and other community health initiatives. However, despite this investment and our community's reliance on these services, municipal and community voices are often underrepresented on the boards that govern Family Health Teams.

Currently, there is no mandatory governance framework for these boards, which has led to inconsistent representation and, in some cases, governance structures that do not reflect the communities they serve. This can lead to decisions being made without sufficient local input, oversight, or accountability.

The attached resolution calls on the Province of Ontario to implement a standardized and mandatory governance model for Family Health Teams, requiring that at least 50% of board members be community representatives. This would help ensure local interests are considered in decision-making, and strengthen transparency and trust in our healthcare system.

I recommend Council's support for this resolution and the forwarding of it to the appropriate provincial bodies and municipal partners.

Sincerely,

Rod Ward

Rod Ward
Mayor



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CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: **August 12, 2025**

Motion # 248

WHEREAS Ontario's Family Health Teams provide team-based healthcare which is critical to our communities;

AND WHEREAS healthcare in Ontario is publicly funded;

AND WHEREAS municipalities invest significant additional public/taxpayer money in support of Family Health Teams and other healthcare-related organizations, including supports for primary care recruitment, healthcare facilities, and additional community healthcare needs;

AND WHEREAS the governance models for Family Health Teams in Ontario do not follow mandatory standards;

AND WHEREAS governance models are designed to ensure appropriate representation, transparency, and guardrails with respect to potential conflicts of interest for the organizations they represent;

AND WHEREAS many boards of Family Health Teams are not balanced in terms of representation from the communities and municipalities that they cover;

AND WHEREAS the lack of a standard and balanced governance model means that the needs of the local communities are not necessarily fully represented;

AND WHEREAS the province is directing the Primary Care Action Team (PCAT), through Dr. Jane Philpott, to ensure connected and convenient healthcare across the province;

AND WHEREAS Family Health Teams are crucial in the delivery of the mandate of PCAT;

NOW THEREFORE BE IT RESOLVED THAT The Council of the Township of Armour urges the Province of Ontario to implement a standard and mandatory governance model for the boards of Family Health Teams across the province, which ensures that community members make up 50% of the overall board membership to ensure appropriate representation for the communities which use and support healthcare in their local area;

AND THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; the Honourable Sylvia Jones, Deputy Premier and Minister of Health; Dr. Jane Philpott, Chair of the Primary Care Action Team; the Association of Municipalities of Ontario (AMO); the Association of Family Health Teams of Ontario (AFHTO); and all municipalities in Ontario.

Moved by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input checked="" type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Seconded by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input checked="" type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated

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Declaration of Pecuniary Interest by:
Recorded vote requested by:

Recorded Vote:

Blakelock, Rod
Brandt, Jerry
Haggart-Davis, Dorothy
Ward, Rod
Whitwell, Wendy

For	Opposed
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 2025-029

Being a By-law to confirm the proceedings of Council at its meeting.

Recitals:

Subsection 5(3) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, requires a municipal Council to exercise its powers by by-law, except where otherwise required.

Council from time to time authorizes action to be taken which does not lend itself to an individual by-law.

The Council of The Corporation of the Township of Conmee deems it desirable to confirm the proceedings of Council at its meeting by by-law to achieve compliance with the Municipal Act, 2001.

ACCORDINGLY, THE COUNCIL FOR THE CORPORATION OF THE TOWNSHIP OF CONMEE ENACTS AS FOLLOWS:

1. Ratification and Confirmation

The actions of this Council at its meeting held August 26th, 2025, with respect to each motion, resolution and other action passed and taken by this Council at the meeting, are adopted, ratified and confirmed as if such proceedings and actions had been expressly adopted and confirmed by by-law.

2. Execution of all Documents

The Mayor of the Council and the proper officers of the Township are authorized and directed to do all things necessary to give effect to the actions authorized at the meeting, and/or to obtain approvals where required, and except where otherwise provided, the Mayor and Clerk are authorized and directed to execute all necessary documents and to affix the Corporate Seal of the Township to such documents.

Passed this 26th day of August, 2025.

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Mayor Sheila Maxwell

Clerk Karen Paisley