



CONSOLIDATED TOWN OF RENFREW PROCEDURAL BY-LAW BY-LAW 34-2011

A by-law to govern the proceedings of Council
and Committees of the Town of Renfrew

PASSED SEPTEMBER 12, 2011

AMENDMENTS

DATE	AMENDING BY-LAW	AMENDMENT(s)
July 16, 2012	By-Law 32-2012 (repealed)	Schedule D; Schedule E; Part 4
July 15, 2013	By-Law 42-2013 (repealed)	Schedule D; Part 4
May 26, 2014	By-Law 25-2014 (repealed)	Schedule D; Part 4
January 26, 2015	By-Law 7-2015	Section 6.3.1
October 13, 2015	By-Law 61-2015	Section 3.11.1, Section 17.8, Schedules A,D,E, Parts 4&5
October 10, 2017	By-Law 69-2017	Schedule D, Schedule E Name change of Fire Committee
March 10, 2020	By-Law 17-2020	Red-lined changes
March 31, 2020	By-Law 24-2020	Section 3.13, Section 6.7
August 5, 2020	By-Law 56-2020	Section 6.7, Section 6.7.1



The Corporation of the Town of Renfrew

BY-LAW NO. 34-2011

Being a by-law to govern the proceedings
of the Council and Committees of the Town of Renfrew

2011

Table of Contents

PART ONE - PROCEDURAL BY-LAW

Pages 1-22

- 1. SHORT TITLE**
- 2. GENERAL**
- 3. DEFINITIONS**
- 4. ROLES OF COUNCIL MEMBERS AND THE CLERK**
 - 4.1 Council
 - 4.2 Head of Council
 - 4.3 Head of Council as Chief Executive Officer
 - 4.4 Reeve
 - 4.5 Clerk
- 5. DUTIES OF PRESIDING OFFICER/CHAIR**
- 6. MEETINGS**
 - 6.1 Orientation of New Members of Council
 - 6.2 Inaugural Meeting
 - 6.3 Regular Meetings
 - 6.4 Special Meetings
 - 6.5 Emergency Meetings
 - 6.6 Closed Sessions
 - 6.7 Electronic Meetings
- 7. GENERAL RULES OF MEETINGS**
 - 7.1 Rules of Order
 - 7.1.1 Code of Conduct
 - 7.2 Addressing - Members of Council
 - 7.3 Addressing - Mayor
 - 7.4 Addressing - Reeve
 - 7.5 Addressing - Chair
 - 7.6 Attendance
 - 7.7 Members of Council/Committee(s) and Municipal Staff
 - 7.8 Speaking - Subject in Debate Only
 - 7.9 Pecuniary Interest
 - 7.10 Criticize a Decision
 - 7.11 Breach of Conduct
 - 7.12 Vacating Seat During Meeting

8. RULES OF DEBATE

- 8.1 Addressing the Presiding Officer/Chair
- 8.2 Order of Speaking - Determination
- 8.3 Speaking - Interruption
- 8.4 Speaking - Motion Read Upon Request
- 8.5 Speaking - Duration
- 8.6 Speaking - Limit
- 8.7 Question - Integrity of Staff

9. VOTING

- 9.1 Requirement to Vote
- 9.2 Member Not in Seat - Deemed Absent
- 9.3 Severability of Question
- 9.4 Show of Hands
- 9.5 Recorded Vote
- 9.6 Failure to Vote
- 9.7 Tie Vote
- 9.8 Disagreement with the Result of the Vote

10. QUORUM/CALL TO ORDER

- 10.1 Quorum - Call to Order
- 10.2 No Quorum - Meeting Adjourned
- 10.3 Council Meeting - Presiding Officer Absent
- 10.4 Committee Meeting - Chair Absent
- 10.5 Meeting Adjourned - Not Ended

11. AGENDAS

- 11.1 Agenda

12. PRESENTATION/DELEGATIONS

- 12.1 Ceremonial Presentations/Awards
- 12.2 Delegation - Presenting at a meeting
- 12.3 Delegation - Limit One Appearance
- 12.4 Delegation Refused - Clerk
- 12.5 Delegation - Not to Repeat
- 12.6 Delegation - Limited to Subject Matter
- 12.7 Restrictions on Delegations
- 12.8 Delegation - Time Limit
- 12.9 Questions by Members

13. APPROVAL OF MINUTES

- 13.1 Record of Meeting
- 13.2 Approval of Minutes
- 13.3 Amendments to Minutes
- 13.4 Clerk/Recording Secretary Authorized to Make Corrections
- 13.5 Signature of Authentication

14. RECEIVING CORRESPONDENCE AND OTHER COMMUNICATIONS

- 14.1 Correspondence - Signed/Legible
- 14.2 Correspondence - Circulated
- 14.3 Correspondence - Submission
- 14.4 Correspondence - Late Submission Consideration

15. RECEIVING STAFF REPORTS

- 15.1 Council - Staff Reports

16. MOTIONS

- 16.1 Motions - Presentation
- 16.2 Signature for Motion – Mover and Seconder
- 16.3 Read the Motion – no debate until read
- 16.4 Motion Ruled Out of Order
- 16.5 Motion Open to Debate
- 16.6 Reconsideration

17. BY-LAWS

- 17.1 By-Laws - Title
- 17.2 Subject Matter - Previously Considered
- 17.3 Reading of By-Laws - (1st and 2nd Reading) & (3rd and Final Reading)
- 17.4 Amendment - Debate on Motion
- 17.5 Amended By-Law Passed - Correction by Clerk
- 17.6 By-Law Passed - Deposit in Secure Location
- 17.7 Clerk Authorized to Make Corrections
- 17.8 Confirming By-Law

18. NEW BUSINESS

- 18.1 New Item - Council
- 18.2 Urgent Item – Council

19. ADJOURNMENT

- 19.1 Adjournment Motion

20. SUSPENSION OF RULES

- 1.1 Suspension of Rules

21. AMENDMENT/REPEAL TO THIS BY-LAW

- 21.1 Amendment
- 21.2 Repeal

22. SEVERABILITY

- 22.3 Provisions - Severable
- 22.4 Conflict

23. REPEAL
23.1 Repeal

PART TWO - INFORMATION FLOW AND LINES OF COMMUNICATION

Pages 23-27

1. COUNCIL
2. STANDING COMMITTEE
3. COMMISSIONS AND BOARDS
4. SENIOR MANAGEMENT TEAM/DEPARTMENT HEADS
5. OTHER STAFF
6. COMMITTEES OF COUNCIL

SCHEDULES A TO E

- Schedule A – Council Agenda
- Schedule B – Internal Report Format
- Schedule C – Standing Committee Agenda and Minutes
- Schedule D – Composition of Committees, Boards and Commissions
- Schedule E – Current Committees & Potential Scope of their Involvement
- Schedule F – Council/Committee Declaration of Pecuniary Interest Form

CORPORATION OF THE TOWN OF RENFREW
BY-LAW NO. 34-2011

Being a by-law to govern the proceedings of
the Council and Committees of the Town of
Renfrew and to repeal By-Law
No. 64-98 in its entirety.

WHEREAS pursuant to Section 238 of the *Municipal Act, S.O., 2001, c.25*, as amended, requires municipalities to pass a procedural by-law governing the calling, place and proceedings of meetings; and

NOW THEREFORE the Council of the Corporation of the Town of Renfrew hereby enacts as follows:

1. SHORT TITLE:

1.1 This by-law may be referred to as the "Procedural By-Law".

2. GENERAL:

2.1 The proceedings of Council and of its Committees, the conduct of the Members, and the calling of meetings will be governed by the rules and regulations contained in this by-law.

2.2 These Rules of Procedure shall be deemed to apply to all Standing Committees, Sub-Committees of Council and to the extent possible for Ad-Hoc Committees.

2.3 Where the term "Committee" is used in this by-law, the provision applies only to Committee meetings and related Committee matters.

2.4 Notwithstanding subsection 2.1, any section of this by-law may be temporarily suspended by a two-thirds vote of Council.

2.5 The majority of Council shall decide on all points of order not provided for herein.

3. DEFINITIONS:

3.1 "**Abstain**" means to refrain from voting. Failing to vote is considered an abstention and shall be considered a negative vote unless the member is not participating in the vote due to a declared pecuniary interest.

3.2 "**Acting Mayor**" means the Reeve, when the Mayor is temporarily unable to act, or alternatively another Member of Council chosen by the Mayor. The Acting Mayor shall have all the rights, powers and authority of the Mayor while acting in the Mayor's stead.

3.3 "**Adjournment**" means to terminate a meeting.

3.3.1 "Agenda" - means the written order of business to be discussed at a meeting and be considered one form of notice for a meeting.

- 3.4 **“Appointed Official”** includes those employees of the municipality appointed by by-law.
- 3.5 **“By-Law”** means a local law. A by-law is enacted by Council to exercise a power provided in an Act. It is the most formal document used for complex and legal matters providing authority and direction for the corporation to act on its own affairs.
- 3.6 **“Chair”** is the person presiding over a meeting who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceedings of Committee(s) of the Council.
- 3.7 **“Civic or Public Holiday”** means those days listed as holidays in the *Retail Business Holidays Act*.
- 3.8 **“Clerk”** means the Municipal Clerk of the Corporation of the Town of Renfrew who is duly appointed by by-law.
- 3.9 **“Closed Session”** means a meeting or part of a meeting that is closed to the public in accordance with the *Municipal Act*.
- 3.11 **“Committee”** means a Committee of Council and includes Standing Committees, Sub-Committees and Ad-Hoc Committees.
- 3.11.1 **“Confirming By-Law”** means a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew.
- 3.12 **“Council”** means the Council of the Corporation of the Town of Renfrew.
- 3.13 **“Emergency”** means during any period where an emergency has been declared to exist in all or part of the municipality under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*.
- 3.13.1 **“Ex-Officio Member”** means an individual, by right of office, (holding one position by virtue of holding another) who is granted the right to sit as a member, is entitled to vote, make motions, and does not form part of the quorum.
- 3.14 **“Improper Conduct”** means conduct which offers any obstructions to the deliberations of proper action of Council or Committees of the Council.
- 3.15 **“Head of Council”** means the Mayor.
- 3.16 **“Local Board”** means a local board as defined by the *Municipal Act*.
- 3.17 **“Majority Vote”** means more than 50 percent.
- 3.18 **“Meeting”** means any regular, special, or other meeting of a council, of a local board or of a committee of either of them, where,
a) a quorum of members is present; and
b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.
- 3.19 **“Member of Council”** means a person duly elected or appointed to serve on the Council for the Corporation of the Town of Renfrew.

- 3.20 **“Minutes”** shall mean the record of the proceedings of a meeting.
- 3.21 **“Motion”** means the basic form by which the introduction of a substantive question as a new subject brings business before the members for consideration.
- 3.22 **“Municipality”** means the Corporation of the Town of Renfrew.
- 3.23 **“Notice of Intent”** means an advance notice to members and the public on a matter on which Council will be asked to take a position.
- 3.24 **“Pecuniary Interest”** means a financial interest, direct or indirect, in any matter within the meaning of the *Municipal Conflict of Interest Act*.
- 3.25 **“Presiding Officer”** shall mean the Mayor or alternate presiding at a Council meeting (Acting Mayor).
- 3.26 **“Quorum”** is the minimum number of members required to be present at a meeting in order to legally transact business, and it means the majority (half of the total members rounded up to the next whole number) of the total number of members. The quorum for the purposes of the Town of Renfrew Council meetings shall be 4 members.
- 3.27 **“Recorded Vote”** means the recording of the names and votes of every Member voting on any matter or question.
- 3.28 **“Regular Meeting”** means a scheduled meeting held in accordance with the approved calendar/schedule of meetings.
- 3.29 **“Rules” or “Rules of Procedure” or “Rules of Order”** means the rules and regulations provided in this by-law.
- 3.30 **“Senior Management Team”** means the collective group of Clerk, Treasurer, Director of Development & Works, Director of Parks & Recreation and the Fire Chief.
- 3.31 **“Special Meeting”** means a meeting not scheduled in accordance with the annual approved calendar/schedule of regular meetings.
- 3.32 **“Standing Committee”** means a Committee of the Council established to address matters which Council has referred to it and deems appropriate for the Committee to consider. Standing Committees shall address on-going matters within the scope and responsibility of Council and shall be expected to provide periodic reports to members of the Council presenting advice and/or recommendations on matters under Council consideration.
- 3.33 **“Two-thirds Vote”** means at least two-thirds of those members voting. Two-thirds for the purposes of the Town of Renfrew Council shall mean at least 5 members.

4. ROLES OF COUNCIL MEMBERS:

4.1 Council

The Council's role shall be that as prescribed by the *Municipal Act*, including, but not limited to the following:

- 4.1.1 represent the public and consider the well-being and interests of the municipality.
- 4.1.2 develop and evaluate the policies and programs of the municipality.
- 4.1.3 determine which services the municipality provides.
- 4.1.4 ensure that the administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council.
- 4.1.5 ensure the accountability and transparency of the operation of the municipality, including the activities of the senior management of the municipality.
- 4.1.6 maintain the financial integrity of the municipality.

4.2 Head of Council

The Head of Council's role shall be that as prescribed by the *Municipal Act*, including, but not limited to the following:

- 4.2.1 act as Chief Executive Officer of the municipality.
- 4.2.2 preside over council meetings so that its business can be carried out efficiently and effectively.
- 4.2.3 provide leadership to Council.
- 4.2.4 to represent the municipality at official functions.

4.3 Head of Council as Chief Executive Officer

The Head of Council's role as Chief Executive Officer shall be that as prescribed by the *Municipal Act*, including, but not limited to the following:

- 4.3.1 uphold and promote the purposes of the municipality.
- 4.3.2 promote public involvement in the municipality's activities.
- 4.3.3 act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally.
- 4.3.4 participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

4.4 Reeve

- 4.4.1 The position of Reeve, in addition to the duties of Council set out in Section 4.1, shall be Council's elected representative on County Council and shall represent the Town of Renfrew in County Council business.
- 4.4.2 The Reeve shall report any relevant information stemming from County Council business in a timely manner to Town Council. To this end, Council may consider requesting a Reeve's Report from County Council to be presented to Town Council at a Regular Council Meeting.
- 4.4.3 That Town Council may request the Reeve to relay its position on a particular matter to County Council.

4.5 Clerk

- 4.5.1 Duty: Refer to the Municipal Act and other pertinent legislation.
- 4.5.2 Prepare the agenda/order of business for Council meetings.
- 4.5.3 Provide advice and clarification regarding the interpretation of this by-law and other parliamentary issues.
- 4.5.4 Provide advice on and be responsible for the process of information going to Council.
- 4.5.5 Coordinate and review all staff reports being presented to Council for completeness.

5. DUTIES OF THE PRESIDING OFFICER/CHAIR:

- 5.1 Open all meetings by taking the Chair and calling the Members to order.
- 5.2 Make such remarks as is fitting for the information or assistance of the Members of Council/Committee.
- 5.3 Receive and submit in the proper manner all motions presented by Members of Council/Committee.
- 5.4 Put to vote all questions which are regularly moved and seconded or necessarily arise in the course of the proceedings and announce the result.
- 5.5 Decline to put to vote motions which infringe upon the Rules of Procedure.
- 5.6 Enforce on all occasions the observance of order and decorum among the Members.

- 5.7 Authenticate by his/her signature, when necessary, all by-laws, resolutions, and minutes of Council/Committee.
- 5.8 Represent and support Council or committee, declaring its will and implicitly obeying its decisions in all things.
- 5.9 Ensure that the decisions of Council/Committee conform to the laws and by-laws governing the activities of Council/Committee.
- 5.10 Adjourn the meeting when the business is concluded.
- 5.11 The Presiding Officer/Chair may state relevant facts and his/her opinion on any matter before Council/Committee without leaving the chair, but to move a motion the Presiding Officer/Chair must first leave the chair.
- 5.12 If the Presiding Officer/Chair desires to leave the chair to move a motion, the Presiding Officer/Chair will call upon a Member (Acting Mayor/Chair) to preside until the issue is resolved.

6. MEETINGS

6.1. Orientation of New Members of Council

- 6.1.1 **Orientation of New Councillors:** An orientation meeting shall be held with new members of Council. This meeting shall allow an opportunity to provide new members with an overview of the expectations of their elected office.
- 6.1.2 **First Council Meeting:** The inaugural meeting of Council following a Municipal Election shall be held at 7:00 p.m. on the first Tuesday in December in the Council Chambers of the Town of Renfrew, or on a date chosen by the Clerk in accordance with the provisions of the Municipal Act.

6.2 Inaugural Meeting

- 6.2.1 **Business Discussed:** No other business shall take place other than the Declaration of Office.

6.3 Regular Meetings

- 6.3.1 **Meeting Schedule:** The regular meetings of Council shall be held on the second and fourth Tuesdays of every month, at 7:00 p.m., unless otherwise determined by Council. (By-Law 7-2015)
- 6.3.2 **Statutory Holidays:** When the regular meeting is a statutory holiday according to law, then the Council shall meet on the following evening.

- 6.3.3 Schedule Determination: A proposed meeting schedule will be presented by the Mayor and Clerk by December of each year, detailing the dates of all regular meetings in the subsequent year.
- 6.3.4 Meeting Location: Regular meetings shall be held in the Council Chambers, Town Hall, in accordance with the Council Meeting Schedule.
- 6.3.5 Cancellation of Meetings: The Clerk, in consultation with the Mayor, has the authority to cancel any regular meeting of Council if it is determined that there is not sufficient business to be conducted provided notification has been given at a prior meeting or within forty-eight (48) hours (not including weekends or holidays), of the meeting. Notice of cancellation shall be sent to all regular recipients on the agenda distribution list.
- 6.3.6 Open to the Public: Meetings of the Council and any Committee of the Council shall be open to the public except as provided for in the *Municipal Act*.

6.4 Special Meetings

- 6.4.1 Call of Special Meetings: In addition to regular scheduled meetings, the Mayor or Acting Mayor may at any time call a special meeting of Council by providing written direction to the Clerk stating the date, time and purpose for the special meeting. Forty-eight (48) hours (not including weekends or holidays) of written notice shall be given.

In addition, a majority of Council members may, at any time, petition the Clerk to call a special meeting of Council by providing the written petition to the Clerk stating the date, time and purpose for the special meeting. Forty-eight (48) hours (not including weekends, or holidays) of written notice shall be given.

- 6.4.2 Restriction of Business: No other business than that stated in the written direction or petition shall be considered at such a meeting, except with the unanimous consent of all members present at such a meeting.

6.5 Emergency Meetings

- 6.5.1 Call of Emergency Meeting: Notwithstanding this section, the Mayor or Acting Mayor may in the event of an emergency (Sec. 3.13), call an emergency meeting of Council without giving the forty-eight (48) hours written notice of the meeting provided that the Clerk has diligently attempted to advise all members of Council, staff and media immediately upon being advised of the intention of the Mayor or Acting Mayor to hold an emergency meeting.

- 6.5.2 Meeting Location: In the case of an emergency, Council in its sole discretion may hold its meetings and keep its public offices at any convenient location within or outside the municipality.

6.6 Closed Sessions

- 6.6.1 Meetings Open to Public: All meetings shall be open to the public except as provided for in Section 239 of the *Municipal Act, S.O., 2001*, as amended
- 6.6.2 Resolution - Enter Closed Session: A resolution to close a meeting or part of a meeting to the public shall state the fact of holding a closed session and the general nature of the matter(s) to be considered during the closed session.
- 6.6.3 Agendas: The Clerk/Recording Secretary shall have the Closed Session agenda prepared, identifying the subject and qualifying section of the Municipal Act under which each matter is to be considered in the closed session.
- 6.6.4 Record of Meeting: The Clerk/Recording Secretary shall record without note or comment all resolutions, decisions and other proceedings at a meeting.
- 6.6.5 Closed to Whom: For the purpose of this section "Closed Session" shall mean closed to any person not appointed or elected to the body calling the meeting. The sitting body may invite any person deemed appropriate to the closed portion of the meeting for a specific item of business.
- 6.6.6 Discussion - Limited: Discussion during a "Closed Session" shall be limited to that stated by resolution prior to holding the closed session.
- 6.6.7 Votes Taken in Closed Session: A meeting shall not be closed to the public during the taking of a vote except as provided in *Section 239 of the Municipal Act*. Votes may also be taken for giving directions or instructions to staff or agents or persons retained by or under a contract.
- 6.6.8 Collection of Documents: All documents handed out during a closed session shall be returned to the Clerk/Recording Secretary at the end of the closed session.
- 6.6.9 Confidentiality: Members, staff and invited guests shall keep confidential any information disclosed or discussed at a meeting that was closed to the public. The obligation to keep information confidential applies even if the member ceases to be a member. This extends to information received in confidence verbally in preparation of the closed session meeting.
- 6.6.10 Response to Enquiries: The response of Members to enquiries about any matter dealt with by Council or Committee at a closed session shall be "no comment" as the matter was dealt with in closed session or words to that effect. No Member shall release or make public any information considered at a closed session or discuss the content of such a meeting with persons other than Members or relevant staff members.

- 6.6.11 Securing Minutes: Minutes shall be kept in a secure and confidential location under the control of the Clerk/Recording Secretary. These minutes shall only be open to those in attendance at the meeting, to others approved by the Council, or as legislated.
- 6.6.12 Return to Open Session: Once the closed session has ended, a motion to rise and report progress must be approved. The members shall return to open session and the Clerk/Recording Secretary shall record the time in the minutes. The release of any information about matters dealt with by Council at a closed session shall be by the Mayor or his/her designate only.

6.7 Electronic Meetings

- 6.7.1 Electronic participation be allowed in open and closed meetings of Council (and its boards and committees) and that members who participate in open or closed meetings electronically be counted for the purposes of quorum as per Subsections 238 (3.1) (3.3) (3.4) and (3.5) of the *Municipal Act* SO 2001, c.25, as amended.
- 6.7.2 A conference call and/or video-conferencing shall be set up and efforts made towards ensuring the continuation of public access, which may include, but not be limited to, audio/video livestreaming.
- 6.7.3 Members of Council, Local Boards and Committees shall:
 - a) identify themselves at the beginning of the meeting for the purposes of determining quorum; and
 - b) upon the call of the vote of each motion or by-law to determine the vote.
- 6.7.4 The Clerk shall be responsible for the procedures associated with the conduct of the meeting.

7.0 GENERAL RULES OF MEETINGS:

- 7.1 Rules of Order: Shall be as provided for in this by-law and where not provided, as near as may be to that followed under the current version of Robert's Rules of Order Newly Revised.
 - 7.1.1 Code of Conduct: The Corporation's Council Code of Conduct and any similar policy pertaining to staff or Staff-Council relations shall govern the actions and behavior of Members of Council, Committees and Staff.
- 7.2 Addressing - Members of Council: All members, except the Mayor and Reeve are to be addressed as "COUNCILLOR" (surname inserted).

7.3 Addressing - Mayor: The Mayor shall be addressed as "MAYOR" (surname inserted) or as "YOUR WORSHIP".

7.4 Addressing - Reeve: The Reeve shall be addressed as "REEVE" (surname inserted).

7.5 Addressing - Chair: Members will address the Chair as "Mr. / Madame Chair".

7.6 Attendance: Every Member of Council shall attend all required meetings and other Committee(s) of the Council. Department Heads shall attend meetings of Council and Committee(s) as directed by Council, or as required.

Every member of other Committee(s) of Council shall attend each meeting.

7.7 Members of Council/Committee(s) and Municipal Staff: No member shall speak disrespectfully of nor shall they use offensive language against any member of Council, Committee(s) or Municipal Staff.

7.8 Speaking - Subject in Debate Only: No member shall speak on any subject other than the subject in debate.

7.9 Pecuniary Interest: A "pecuniary interest" is defined in the *Municipal Conflict of Interest Act*. Where a member of Council or Committee has a pecuniary interest in any matter, including that of a spouse, child or parent and is present at a meeting of Council or Committee at which the matter is the subject of consideration, the member

- a) shall, prior to any consideration of the matter at the meeting, verbally disclose the interest and the general nature;
- b) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature in writing using the "COUNCIL/COMMITTEE DECLARATION OF PECUNIARY INTEREST FORM" (forming part of this By-Law as Schedule "F") and submit it to the Clerk or designate;
- c) shall not, at any time, take part in the discussion, or vote on any question in respect of the matter;
- d) shall not, at any time, attempt, either on his or her own behalf or while acting for, by or through any other person, in any way whether before, during or after the meeting to influence the voting on any such question;
- e) shall immediately leave the room in which the meeting is being held for all or part of the meeting during which the matter is under consideration and remain absent from it where the matter is under consideration during closed session;
- f) where the interest of a member has not been disclosed by reason of the member's absence from a meeting wherein the matter was discussed, the member shall disclose the interest at the next Council or Committee meeting attended by the member; and
- g) where a member has declared a pecuniary interest on an item, they shall not take part in adopting the Confirmatory By-Law.

- 7.10 Criticism: No member shall criticize any other member or decision of Council/Committee(s) except for the purpose of moving that the question be reconsidered.
- 7.11 Breach of Conduct: No member shall disobey the rules of procedure. In the case where a member persists in any such disobedience after having been called to order by the Presiding Officer/Chair, the Presiding Officer/Chair shall order that such member leave his/her seat for the duration of the meeting.
- 7.12 Vacating Seat During Meeting: A member shall not leave his/her seat or the meeting at any time without advising the Presiding Officer/Chair and shall be recorded as absent for that period of time.

8.0 RULES OF DEBATE:

- 8.1 Addressing the Presiding Officer/Chair: Any member, prior to speaking on any question or motion, shall indicate his/her desire to speak and be acknowledged by and address the Presiding Officer/Chair.
- 8.2 Order of Speaking - Determination: The Presiding Officer/Chair shall recognize the members in the order they indicate their desire to speak.
- 8.3 Speaking - Interruption: When a member is speaking, no member shall interrupt the speaker except to raise a question of privilege or to raise a point of order.
- 8.4 Speaking - Motion Read Upon Request: Any member may require a motion under discussion to be read at any time during debate but not so as to interrupt a member while speaking.
- 8.5 Speaking Duration: No members shall, without leave of the Presiding Officer/Chair, speak to the same question or in reply for longer than 5 minutes.
- 8.6 Speaking Limit: No member shall speak more than three times to the main question without leave of the Presiding Officer/Chair, except in explanation of a material part of his/her speech which may have been misunderstood, but they may not introduce new information.
- 8.7 Question - Integrity of Staff: A member, while asking questions through the Presiding Officer/Chair, shall at no time put into question the personal or professional integrity of a staff member of the Corporation.

9.0 VOTING:

- 9.1 Requirement to Vote: Every member shall have one vote and is required to vote at the meeting, except as otherwise legislated.
- 9.2 Member Not in Seat - Deemed Absent: A member not in their seat when the question is called by the Presiding Officer/Chair is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent.

- 9.3 Severability of Question: When the matter under consideration contains distinct recommendations or propositions, upon the request of any Member, a vote upon each recommendation or proposition shall be taken separately, when so requested.
- 9.4 Show of Hands: The manner of determining the vote on a motion, other than a recorded vote, shall be by a show of hands.
- 9.5 Recorded Vote: Where a vote is taken for any purpose and a member requests that the vote be recorded immediately prior to the taking of the vote, each member present, except where the member has declared a pecuniary interest in the matter or the question, shall when called by the Clerk/Recording Secretary, make his/her vote openly. The Clerk/Recording Secretary shall record each vote.
- 9.6 Failure to Vote: A failure to vote under subsections 9.4 and 9.5 by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 9.7 Tie Vote: Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act.
- 9.8 Disagreement with the Result of the Vote: If a member disagrees with the announcement of the Presiding Officer/Chair, that a question is Carried or Lost, he/she may immediately object to the declaration and request a vote be retaken, for purpose of clarification.

10. QUORUM/CALL TO ORDER:

- 10.1 Quorum - Call to Order: As soon as there is a quorum after the time set for the start of the meeting, the Presiding Officer/Chair shall take the chair and call the meeting to order.
- 10.2 No Quorum - Meeting Adjourned: The minimum number of officers to conduct a meeting is the Presiding Officer or Chair and the Clerk or Recording Secretary. In the event that a quorum is not present within fifteen (15) minutes after the designated start time of the meeting, the Presiding Officer/Chair shall take the chair and call the meeting to order, announce the absence of a quorum, and immediately adjourn the meeting. The Clerk/Recording Secretary shall record the names of the members present and the meeting shall stand adjourned.
- 10.3 Council Meeting - Presiding Officer Absent: In the case where a quorum is present at a Council Meeting and the Presiding Officer has not attended within fifteen (15) minutes after the time appointed, the Reeve (or most senior Member of Council in the absence of the Reeve) shall assume the Chair, call the members to order, and shall chair the meeting for as long as necessary in absence of the Presiding Officer.

- 10.4 Committee Meeting - Chair Absent: In the case where a quorum is present at a meeting and the Chair has not attended within fifteen (15) minutes after the time appointed, the Deputy Chair (or most senior member of the Committee in the absence of the Deputy Chair) shall assume the Chair, call the members to order, and shall chair the meeting for as long as necessary in absence of the Chair.
- 10.5 Meeting Adjourned - Not Ended: If during the course of a meeting a quorum is lost, then the meeting will stand adjourned, not ended, to reconvene at a time and place as called by the Presiding Officer/Chair.

11. AGENDAS:

- 11.1 Agenda: The business of each meeting will be considered in the order set forth on the agenda.
- 11.1.1 Staff Reports: All staff reports will be delivered to the Clerk prior to 12:00 p.m. (noon), three days in advance of the meeting (not including weekends or holidays) to ensure inclusion on the agenda and timely publication of the agenda.
- 11.1.2 Regular Meetings: The Clerk shall deliver an agenda including all associated reports and notice of closed session, for each meeting on the Friday proceeding the date of the Council meeting. If the Friday falls on a holiday, the agenda shall be distributed on the Thursday. The agenda shall be distributed to Council Members, staff and the media. A copy of the agenda shall be left at the Renfrew Public Library and the coversheets posted on the Town website for access by the public.
- 11.1.3 Special Meetings: The Clerk shall deliver an agenda, including all associated reports and notice of closed session, for each meeting to Council Members, staff and the media forty-eight (48) hours in advance of the meeting. A copy of the agenda shall be left at the Renfrew Public Library and the coversheets posted on the Town website for access by the public.
- 11.1.4 Copy of Agenda: Any person may be provided, upon request to the Clerk, with an electronic copy of the agenda. Hard copies may have an administrative charge.
- 11.1.5 Further Information Required: Where further information or reports are necessary for Council to properly review an item of business, the Clerk may postpone the placement of an item to a future agenda in order to arrange for the provision of the necessary information.
- 11.1.6 Clerk Authorized to Determine: The Clerk shall be authorized to determine the appropriate meeting at which items of business shall be considered in accordance with this by-law.

12. PRESENTATIONS/DELEGATIONS:

- 12.1 Ceremonial Presentations/Awards: Ceremonial presentations and/or awards can be made at a Council meeting. A presentation or award may be given by the Presiding Officer, Town Staff, a representative from another government or government agency, or, any person/organization invited by Council to make a presentation as may, from time to time, be considered appropriate.

12.2 Delegation - Presenting at a Meeting:

12.2.1 Delegation - Council Meeting: Persons wishing to address Council shall make application in writing to the Clerk prior to 12:00 noon, three days preceding the regular meeting (not including weekends or holidays). Such application shall be in the form provided by the Clerk and contain the subject matter to be discussed and the name, address and telephone number of the spokesperson(s) chosen by the delegation to make the presentation. The Clerk retains the right to schedule delegations in a manner that best aligns with agenda preparations.

12.2.2 Delegation - Committee Meeting: Delegations requesting to appear at a meeting shall be limited to the issues on the agenda and shall make application in the same manner as provided for in Section 12.2.1.

12.3 Delegation - Limit One Appearance: Delegations shall be limited to one appearance, unless providing additional information and approved by the Presiding Officer.

12.4 Delegation Refused - Clerk: The Clerk is given the authority to refuse delegations under the following circumstances:

- a) The request is not submitted within the stated time limits;
- b) The subject matter is deemed to be beyond the jurisdiction of Council;
- c) The issue is specific to a matter properly held in closed session;
- d) The issue would be best dealt with, at least initially, at the Committee level.

12.5 Delegation - Not to Repeat: Delegations taking the same position on a matter shall be encouraged to select a spokesperson(s) to present their views collectively.

12.6 Delegation - Limited to Subject Matter: Delegations shall be limited to the subject matter indicated in their application for a delegation.

12.7 Restrictions on Delegations: Delegations shall not:

- a) Address members directly without permission;
- b) Display or have in their possession picket signs or placards in the Council Chamber or meeting room;
- c) Speak disrespectfully of any person or use offensive language;
- d) Enter into cross debate with other delegations, staff, members or the Presiding Officer/Chair.

12.8 Delegation - Time Limit:

- a) The delegation shall be permitted a maximum of 10 minutes to make the presentation;

- b) The Presiding Officer/Chair, in consultation with the members, may extend the 10 minute time limit.

12.9 Questions by Members: Upon completion of a presentation by a delegation, any dialogue between members and the delegate shall be limited to members asking questions for clarification and obtaining additional, relevant information only. Questions from members shall be addressed by the spokesperson to the best of their ability. Members shall not enter into debate with the delegation respecting the presentation.

13. APPROVAL OF MINUTES:

- 13.1 Record of Meeting: The Minutes of a meeting of Council/Committee of Council shall record:
 - a) The date, place and time of meeting;
 - b) The name of the Presiding Officer/Chair and the attendance of the members present at the call of the meeting;
 - c) The names of the appointed staff;
 - d) Arrival and departure of members after the call of the meeting;
 - e) A member who has declared a pecuniary interest on the matter or question and the nature thereof;
 - f) All motions and the number of Yeas and Nays for each recorded vote taken;
 - g) For meetings of:
 - Council*: Other proceedings of the Council without note or comment
 - Committee*: Decisions and other proceedings;
 - h) Time of adjournment.
- 13.2 Approval of Minutes: The draft minutes of the last regular meeting and any special meetings held since the last regular meeting shall be presented for final approval at the next regular scheduled meeting of Council/Committee(s) of Council, when possible.
- 13.3 Amendments to Minutes: If any member disagrees with any item printed in the minutes, that member shall state their objection and the reason therefore. The members shall determine the accuracy of the minutes and the Clerk/Recording Secretary shall note, in the minutes of the present meeting, both the existing text and changes requested and make the necessary amendments thereto to the minutes being adopted. If amendments are required, the question put by the Presiding Officer/Chair shall be to adopt the minutes of ___meeting, held on___, as amended.
- 13.4 Clerk/Recording Secretary Authorized to Make Corrections: The Clerk/Recording Secretary shall be authorized to make minor corrections to the minutes resulting from technical, or typographical errors provided the intent of the minutes are not changed prior to the minutes being signed.
- 13.5 Signature of Authentication: The Presiding Officer/Chair and Clerk/Recording Secretary shall authenticate the minutes with their signatures.

14. RECEIVING CORRESPONDENCE AND OTHER COMMUNICATIONS:

14.1 Correspondence - Signed/Legible:

- a) All correspondence addressed to members of Council shall be considered public information, except as prohibited by legislation;
- b) All correspondence addressed to all members of Council or all members of any Committee (letter, petition, resolution, or other communication) shall be legible, signed by the author(s) and include a return address. Correspondence that does not include the above or that includes any illegible or defamatory allegations or derogatory remarks shall not be included on the agenda or responded to.

14.2 Correspondence - Circulated: The Clerk, in consultation with the Presiding Officer/Mayor, shall determine what correspondence is to be included on the Council agenda or otherwise circulated as general information.

14.3 Correspondence - Submission: Every petition, letter or other written communications shall be deposited with the Clerk not later than 12:00 p.m. (noon) three days (not including weekends or holidays) before the date of the Council meeting in order that it can be considered for inclusion on the agenda.

14.4 Correspondence - Late Submission Consideration: A petition, letter or other written communication that is received by the Clerk later than 12:00 p.m. (noon) three days (not including weekends or holidays) prior to the regularly scheduled Council meeting may be brought before members of Council, if in the Clerk's opinion, the matter is urgent.

15. RECEIVING STAFF REPORTS:

15.1 Council - Staff Reports: All staff reports shall be:

- a) In written format using the Report Template.
- b) Include a recommendation in the form of a motion unless the report is for information purposes only.
- c) Signed by the Department Head or his/her designate.
- d) Delivered to the Clerk no later than 12:00 p.m. (noon) three days (not including weekends or holidays) prior to the regularly scheduled Council meeting.

16. MOTIONS:

16.1 Motions – Presentation:

16.1.1 Motions - Staff Items: Items shall be presented to Council for their consideration in the form of a report. (Ref. s. 15.1)

16.1.2 Motion – Committee(s) of Council: Committee(s) of Council reporting directly to Council as approved by their terms of reference, shall provide a report and a copy of the motion(s) to be considered by Council, as recommended by the Committee of Council to the Clerk no later than 12:00 p.m. (noon) three days (not including weekends or holidays) prior to the regularly scheduled Council meeting.

16.1.3 Member's Own Motion: Before a motion created by a member has been read aloud by the Presiding Officer/Chair, it shall be the property of the mover, who may withdraw it or modify it. Another member may ask that the mover of a motion accept a change or withdraw the motion. The mover may accept or reject. After the motion has been read by the chair, the motion becomes the property of the assembly, and the wording may be changed by the process of amendment.

16.2 Signature for Motion – Mover and Second:

16.2.1 Council Meeting: Council motions shall be signed by a mover and a seconder, who may not agree with the motion but do agree that the motion should come before the members for discussion.

16.2.2 Other Committees of Council: Other committees of Council shall require a mover and a seconder for a motion.

16.3 Read the Motion – no debate until read: The Presiding Officer/Chair shall state the name of the members moving and seconding the motion and shall read the motion. A motion so put shall be considered the main motion.

16.4 Motion Ruled Out of Order: The Presiding Officer/Chair shall decline to put to vote, motions which are not within the jurisdiction of Council/ Committees of the Council or which infringe on the rules of order.

16.5 Motion Open to Debate: After the motion has been read, it shall be deemed to be in possession of the members and, if applicable, immediately be open to debate or amendment. The originator of the motion is entitled to speak to the issue first if so desired.

16.6 Reconsideration:

The purpose of a Motion for Reconsideration is to suspend all action that the original motion would have required until the reconsideration is acted upon. Any resolution, by-law, or matter that has previously been adopted by Council may be reconsidered by Council subject to:

- a) Despite a previous decision, a member may ask that a previous motion be reconsidered. To bring the original motion back to the table for reconsideration, a majority of Council or Committee is required to be in support.
- b) A member who voted with the prevailing side (majority) on the original motion must introduce a motion for reconsideration. In the event that the original motion was not decided by a recorded vote, the Head of Council or Chair shall determine that the motion to reconsider is being appropriately introduced.
- c) Reconsideration may not be moved more than once in any twelve month period.
- d) These rules do not apply when a motion pertains to a decision of a previous Council.

17. BY-LAWS:

- 17.1 By-Laws - Title: The title of every by-law being presented to Council shall be provided on the agenda of the meeting at which the by-law is being considered.
- 17.2 Subject Matter - Previously Considered: No by-law shall be presented to Council unless the subject matter has been previously discussed/considered by Council or Committee.
- 17.3 Reading of By-Laws - (1st and 2nd Reading) & (3rd and Final Reading):
 - a) Every by-law shall be introduced by written motion, and shall be considered to have been read a first time and be deemed to have been read a second time.
 - b) Every by-law shall be introduced again by written motion and shall be considered read a third and final time.
- 17.4 Amendment - Debate on Motion: Debate shall be limited to the subject matter of the by-law. Amendments shall be made in writing by motion.
- 17.5 Amended By-Law Passed - Correction by Clerk: After an amended by-law has been adopted by Council, the Clerk shall be responsible for its correctness should it be amended.
- 17.6 By-Law Passed - Deposit in Secure Location: Every by-law which has been passed by the Council shall, immediately after being signed by the Head of Council and the Clerk and sealed with the seal of the Corporation, be deposited by the Clerk in a secure location and scanned electronically for deposit on the server.
- 17.7 Clerk Authorized to Make Corrections: The Clerk shall be authorized to make minor corrections to any by-law resulting from technical, formatting or typographical errors provided the intent of the by-law is not changed prior to the by-law being signed.
- 17.8 Confirmatory By-Law: Council shall, at the conclusion of each meeting, enact a by-law to confirm all actions taken by Council at that meeting and any previous meetings which may not have a confirmatory by-law. In doing so, every decision of Council at that meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.

18. NEW BUSINESS:

- 18.1 New Item - Council: A notice of a new item being brought before Council shall not be debated and shall be referred to either the appropriate Committee for discussion and recommendation or to a subsequent Council Meeting for deliberation.
- 18.2 Urgent Item -Council: New items of an urgent nature may be considered if in the opinion of the Council they require immediate decision.

19. ADJOURNMENT:

- 19.1 Adjournment - Motion: In a meeting a standard motion to adjourn shall be in order at the request of the Presiding Officer/Chair.

20. SUSPENSION OF RULES:

20.1 Suspension of Rules: In rare instances, Council may suspend the rules of the Procedural By-Law with a two-thirds vote of Council. In no circumstances may Council suspend any statutory procedures from the Act incorporated into this by-law.

21. AMENDMENT/REPEAL TO THIS BY-LAW:

21.1 Amendment: From time to time, amendments to this by-law, or any part thereof, may be considered at any meeting of Council provided Notice is given at a prior meeting of Council.

21.2 Repeal: No repeal of this by-law shall be considered at any meeting of Council unless notice of intention of the proposed repeal has been given per the Town's Notice By- Law.

22. SEVERABILITY:

22.1 Provisions - Severable: The provisions of this by-law are severable. If any provision, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words.

22.2 Conflict: Where the terms of any by-law passed prior to this by-law conflict with this by-law, the terms of this by-law shall prevail.

23. REPEAL:

23.1 Repeal: By-Law No. 64-98 is hereby repealed in its entirety.

Read a first and second time this 11th day of September, 2011

Read a third and final time this 11th day of September, 2011

William A. Ringrose, Mayor

Kim R. Bulmer, Clerk

PART TWO - INFORMATION FLOW AND LINES OF COMMUNICATION

The procedural by-law sets out the manner in which Council of the Town of Renfrew plans to provide residents of Renfrew with an efficient, economical and effective level of service.

1. Council:

The following descriptions of the Standing Committees, Boards and Commissions, sets out the lines of communication.

- a) Council has final authority on all municipal matters unless such authority is vested in Boards and Commissions by Legislative authority.
- b) Council may request information from any Standing Committee by way of motion for discussion by Council.
- c) Should there be any financial implication in any Department, the request will also be referred to the Treasurer.
- d) Council direction by motion of Council to Department Heads flows through the Clerk, as set out in the Municipal Act.
- e) Council members will communicate with supervisory and other staff via the Department Head or through lines of direction established through the Department Head.
- f) Council Agendas will be prepared in the format appended (see Schedule A).
- g) All internal reports will be submitted in the format appended (see Schedule B).
- h) Closed Sessions - Refer to Section 6.6 of the Procedural By-Law.

2. Standing Committee:

- a) A Standing Committee is a Committee of Council made up of elected officials and, where approved by by-law, members of the public.
- b) Standing Committee agendas and minutes will follow the format appended (see Schedule C).
- c) Elected officials will be appointed to Standing Committees by the Mayor.
- d) Members of the public, if applicable, will be appointed to a Standing Committee by Council after discussion at an "in Camera" meeting – based on Department Head input and evaluation of candidates on an objective basis.
- e) All Standing Committees shall meet on a regularly scheduled basis.
- f) Communication and relationship between any Standing Committee and Council will be via the respective Chairperson after consultation by the Department Head.
- g) Standing Committees will provide advice and public input to respective Department Heads.
- h) All Committees will keep the Treasurer apprised of financial implications via a report from the Department Head.
- i) Standing Committees will seek input of other Department Heads, by a motion of the Committee through its respective Department Head.
- j) Committee members will only communicate with staff below the level of the Department Head through the Department Head.
- k) Closed Sessions - Refer to Section 6.6 of the procedural By-Law.

3. Commissions and Boards:

- a) Communicate directly with Council.
- b) All requests for Council authority will be via written report through the Clerk.
- c) The Treasurer and Human Resource Committee will be consulted on all labour negotiations and human resource issues, as per working agreements.
- d) The Treasurer will be advised of all financial matters and on policy pertaining to specific mandate.
- e) Communicate through Senior Management Team for major requests and when more than one Department Head is involved. Minor requests direct to Department Head.
- f) Provide the Clerk with all Agendas and Minutes of meetings. These Agendas and Minutes will be received by Council via the Council Agenda.
- g) All items needing Council consideration flow to Council via the Clerk.

4. Senior Management Team/Department Heads:

- a) Members of the Senior Management Team communicate directly with Council.
- b) Each Department Head works cooperatively as a member of the Senior Management Team.
- c) Members of the Senior Management Team communicate to other Committees through the respective Department Head.
- d) Members of the Senior Management Team communicate to Commissions/Boards directly through the Chairperson.
- e) Members of the Senior Management Team communicate with Supervisory and other staff through the Department head.
- f) Department Heads will coordinate respective Department Committee agendas.
- g) Department Heads will prepare comprehensive written reports to Council, complete with financial comments.
- h) Department Heads will consult with respective Committee on policy advice and Community input.
- i) The Treasurer will provide financial comment on all Department Head written reports.
- j) Treasurer will be apprised of all financial matters.
- k) Treasurer will provide financial advice and overview of corporate situations to the Senior Management Team.
- l) Treasurer will provide the lead role in Contract Negotiations with the appropriate Department Heads, as per the "Organizational Chart".
- m) Treasurer will keep members of Council informed of upcoming Negotiation meetings.
- n) Clerk will advise Department Heads on Council administrative policy.
- o) Supervisory staff communicate directly to own Department Head.

5. Other Staff:

- a) Communicate through supervisory personnel to Department Head.
- b) Communicate to other staff in own Department as established by Department Head.

6. Committees of Council:

- 6.1 Procedure: Except as otherwise provided herein, a Committee will conform to the Rules of Procedure governing the protocol and procedures of Council.

6.2 Establishment/Appointment:

- a) The Mayor shall appoint Members of Council who will serve on the various Standing Committees of Council for the ensuing year, including the appointed Chair of each Committee.
- b) For Committees where the composition includes members of the public, the Clerk will place an advertisement in the local newspaper seeking applicants for available positions. Council will review the applications and make appropriate appointments using the By-law process. Appointments are usually made concurrent with the term of the existing Council, unless otherwise specified. The Clerk shall notify the successful applicants.
- c) Applicants must reside in the Town of Renfrew.

6.3 General Role and Powers: Council shall ascribe to Standing Committees a general role of policy formulation and program monitoring. More specifically, the role of any Standing Committee includes the following:

- a) to guide the Department Head on the direction and nature of the policy development, fact-finding, analysis, and generation of alternatives required;
- b) to receive public delegations and establish mechanisms to receive further public input on vital public policy matters;
- c) to provide guidance and direction to the Department Head where policy interpretation or clarification is required during the administration or implementation of policy; and
- d) To provide direction and guidance on policy and level of service priorities so the programs within the Committee's purview may be refined to meet established budget targets.

6.3 Duties of the Committee Chair: The Chair of the Committee shall:

- a) ensure that the Committee deals with policy issues effectively;
- b) ensure public dialogue and communication on policy matters are effective and coordinated;
- c) ensure the needs of the Committee for administrative support, analysis, and advice are provided;
- d) ensure that each member of the Committee receives a copy of this procedural document;
- e) ensure that all Committee Members are fully informed on all matters within the jurisdiction of the Committee;
- f) liaise and communicate any matter that the Chair knows is required to be communicated to the Mayor, or to another Committee; and
- g) ensure that there is a quorum present before the meeting proceeds.

6.5 Duties of Committees:

- a) It will be the responsibility of each Committee to adhere to the rules governing the procedures of Council as prescribed by this By-law.
- b) When a point of order is raised or when a Member is called to order in a Committee, the same procedure will be adopted as in Council, except that the question will be decided by the Committee Chair, subject to an appeal to the Members of the Committee.
- c) Should the Chair neglect or refuse to call meetings of the Committee at such times or with such frequency as to properly dispatch the Committee's business or conduct the business of the Committee without the knowledge or

consent of its Members or contrary to their wishes or sanction, the Committee may report such neglect, refusal, or action to the Mayor which may remove such Chair from office and appoint another Member as Chair.

- d) Should any Lay Member fail to attend three consecutive regular or special meetings without being authorized to do so by agreement of the Committee, the Committee may certify such failure and the membership of such person on the Committee is terminated. Council may appoint another lay member in his/her place. Receipt of a written notice of regret by the Committee or Council will constitute authorization for the purposes of this subsection.
- e) Should any Committee neglect or refuse to give due attention to any matter before it, Council may, by resolution, discharge such Committee and appoint another in its place.
- f) When an Ad Hoc Committee has completed its work and submitted its final report, it dissolves automatically unless otherwise directed by Council.
- g) Except as may be provided for in the Municipal Act and herein, no Member will have precedence or seniority over any other Member.
- h) Should a Lay Member of a Committee resign, or be otherwise disqualified, Council may, by by-law, declare his/her seat vacant and appoint another Member to fill the vacancy.

6.6 Committee Meetings:

- a) Committees will meet at such time and place as has previously been established, or alternatively, is most convenient for the majority of the Committee Members.
- b) Special meetings of the Committee shall be called by the Chair.
- c) A quorum for any Committee is the majority of the voting members of that Committee as appointed by Council, unless legislation dictates otherwise.
- d) In the absence of the Committee Chair for a period of fifteen (15) minutes after the time appointed for holding a Committee meeting, one of the other Members of the Committee, if there be a quorum present, may be appointed and discharge the duties of the Committee Chair during the meeting, or until the arrival of the Chair.
- e) The Chair of the Committee may vote on any question before the Committee. In the event of an equality of votes, the Committee Chair will not have an extra casting vote, and the question being voted upon will be deemed lost.
- f) If there is no quorum present thirty (30) minutes after the time appointed for the meeting, the meeting will stand adjourned at the call of the Committee Chair.
- g) The Committee Chair will preside. In the absence of the Committee Chair, a member of the Committee may be appointed by the concurring vote of a majority of the Members of the Committee present.
- h) The Committee will consider and report on such matters only as have been referred to them by Council, or such matters as come within their jurisdiction.
- i) Meetings will be open to the public, pursuant to Procedural By-Law (Part One) Sections 6.3.6, 6.6.1 and 6.6.5.

6.7 Committee Agenda:

- a) The Chair or the relevant Department Head shall have prepared, printed or electronically distributed for the use of the Members at regular Committee meetings, and posted to the Municipal website, an agenda, setting forth the business to be considered at such meeting.

- b) The following headings will be used in preparing the agenda for regular Committee meetings:
 - I. Call to Order
 - II. Deputations
 - III. Approval of Minutes
 - IV. New Business
 - V. Business in Progress & Standing Items
 - VI. Other Business
 - VII. Next Meeting Date
 - VIII. Adjournment.
- c) The business of the Committee shall be considered in the order set forth on the agenda, provided that the Chair, with the approval of the Committee, may vary the order of business to better deal with matters before the Committee.

6.8 Information Reports:

- d) A report may be forwarded to a Committee for information.
- e) Notwithstanding that a report has been forwarded for information, motion(s) may be made by Member(s) of the Committee for action to be taken on matters that arise from or are discussed in the report.
- f) Motions made under Subsection (2) may be made at any meeting where the report is presented to the Committee.

6.9 Confidential Reports:

- a) Confidential reports distributed with the agenda or handed out at the meeting shall be returned to the Clerk/Recording Secretary.

6.10 Committee Reports:

- a) All Committees including Ad Hoc Committees shall submit written reports on any matter referred to it by Council or dealt with between meetings of Council by a Committee.
- b) When it is desired that Council authorize, approve, confirm, and cause to be implemented that which a Committee has recommended, the motion shall be "That the report be adopted".
- c) Notwithstanding subsection (b), when a report deals with more than one subject matter and Council is not prepared to adopt all the report, a separate vote should be taken with respect to each subject matter. Any matter which is not adopted may be referred back to a Committee for further consideration.
- d) Any Member of Council can request that items be separated for the purpose of the votes, or that items within the report can be separated from discussion for the purpose of declaring potential pecuniary interest.

SCHEDULE A

CORPORATION OF THE TOWN OF RENFREW AGENDA

A regular meeting of the one-hundredth Council of the Corporation of the Town of Renfrew to be held in the Council Chambers on _____ at_____.

- I. CALLING THE ROLL

- II. DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

- III. PETITIONS AND DEPUTATIONS

- IV. CONFIRMING OF MINUTES

- V. COMMUNICATIONS

- VI. REPORTS
 - A. PLANNING

 - B. ADMINISTRATION & FINANCE

 - C. FIRE

 - D. DEVELOPMENT & WORKS

 - E. RECREATION

 - F. REEVE'S REPORT

 - G. OTHER

SCHEDULE A cont'd

- VII. BOARDS AND COMMISSIONS
 - A. POLICE SERVICES BOARD
 - B. PUBLIC LIBRARY
 - C. OTHER
- VIII. BY-LAWS
- IX. NEW AND UNFINISHED BUSINESS
- X. CLOSED SESSION
- XI. CONFIRMING BY-LAW
- XII. ADJOURNMENT

SCHEDULE B

CORPORATION OF THE TOWN OF RENFREW

INTERNAL REPORT FORMAT

DATE:

SUBJECT:

RECOMMENDATION:

ORIGINATOR:

FINANCIAL COMMENT:

INTERNAL REVIEW:

COMMITTEE REVIEW:

OTHER (Senior Management Team):

EXTERNAL REVIEW:

BACKGROUND:

ALTERNATIVES CONSIDERED:

DISCUSSION:

SCHEDULE C

CORPORATION OF THE TOWN OF RENFREW

STANDING COMMITTEE
AGENDA

Date:
Time:
Place:

1. ATTENDANCE:
2. DECLARATION OF PECUNIARY INTEREST:
3. DELEGATIONS/DEPUTATIONS:
4. CONFIRMATION OF MINUTES:
5. AGENDA ITEMS:
6. NEW AND UNFINISHED BUSINESS:
7. CLOSED SESSION AGENDA ITEMS:
8. ADJOURNMENT:

SCHEDULE D

COMPOSITION OF STANDING COMMITTEES/BOARDS & COMMISSIONS

Administration/Economic Development & Tourism Committee
3 Members of Council

FINANCE COMMITTEE (includes Animal Control/Parking Enforcement)
3 Members of Council

DEVELOPMENT & WORKS COMMITTEE
3 Members of Council

PLANNING ADVISORY COMMITTEE
2 Members of Council
3 Members of the Public

COMMITTEE OF ADJUSTMENT/
PROPERTY STANDARDS COMMITTEE
2 Members of Council
3 Members of the Public

PARKS & RECREATION COMMITTEE
3 Members of Council
2 Members of the Public

FIRE AND EMERGENCY MANAGEMENT COMMITTEE
3 Members of Council

HUMAN RESOURCES COMMITTEE
3 Members of Council

WASTE MANAGEMENT COMMITTEE
3 Members of Council

RENFREW POLICE SERVICES BOARD
2 Members of Council
1 Member appointed by Council
2 Members appointed by the Province

RENFREW PUBLIC LIBRARY BOARD
2 Members of Council
5 Members of the Public

COUNTY COUNCIL
Reeve

VOTING SHAREHOLDERS OF RENFREW HYDRO INC.
All of Council

SCHEDULE D cont'd

VOTING SHAREHOLDERS OF RENFREW HYDRO GENERATION INC.
All of Council, except the two members appointed as Directors of the Board

RENFREW & AREA HEALTH SERVICES VILLAGE INC.
Elected Mayors of Renfrew, Admaston/Bromley, Greater Madawaska, and Horton

- NOTES:**
- 1) The Mayor will be ex-officio on all Committees.
 - 2) Ad Hoc Committees may be struck by Council from time to time as required. Members of Council will be requested to sit on these ad hoc Committees in addition to their current Committee workload.
 - 3) All Committee appointments are subject to change at the discretion of the Mayor.

SCHEDULE E

CURRENT COMMITTEES AND POTENTIAL SCOPE OF THEIR INVOLVEMENT

A. Standing Committees are:

- Administration/Economic Development & Tourism
- Finance (includes Animal Control/Parking Enforcement)
- Development & Works Committee
- Planning Advisory Committee
- Committee of Adjustment/ Property Standards Committee
- Parks & Recreation Committee
- Fire and Emergency Management Committee
- Human Resources Committee
- Waste Management Committee

Standing Committees will:

- Provide advice and public input to Department Head in regard to the mandate of the specific Department.
- Act in an advisory capacity to the Department Head and Council.
- As a courtesy to the individuals who devote their time freely to serve on these committees, in cases when their advice is not taken, the Committee should be provided with the rationale which has prompted an alternate course of action.

B. Boards and Commissions are:

- Renfrew Police Services Board (*Police Service Act*)
- Renfrew Public Library Board (*Ontario Public Libraries Act*)
- Renfrew Hydro Inc. (*Power Corporations Act*)
- Renfrew Hydro Generation Inc. (*Power Corporations Act*)
- Renfrew & Area Health Services Village Inc. (*Independent Corporation*)
- Renfrew Industrial Commission (*Independent Corporation*)

Boards and Commissions will:

- Perform their mandate as directed by specific legislation.
- Provide the Clerk with all Agendas and Minutes of meetings on a regular basis, when applicable
- Relate to Council in a manner agreed to by both parties in the form of a Working Agreement or a Memorandum of Understanding.

COMMITTEE TERMS OF REFERENCE

Administration/Economic Development & Tourism Committee:

Provides support and advice to resolve matters assigned or referred to the Clerk by forwarding recommendations to Council, including review and update of the Procedural by-law at the beginning of the term of a new council, deletion of redundant by-laws, preparation of new by-laws, creation of new policies, periodic reviews of procedures pertaining to property sales and purchases.

The Committee is also established to provide advice and strategic direction to Council concerning business promotion and development matters. The Committee will advise Council on policies, procedures and strategic directions that should be considered for the purposes of fostering and advancing economic and business opportunities and the promotion of the Town of Renfrew.

The Committee will promote the Town of Renfrew and Area as a destination that offers the friendship and hospitality of rural Ontario.

The Committee will research any available grants to help promote economic development and tourism.

Finance Committee (including Animal Control/Parking Enforcement):

Examines and reviews the annual budget, providing advice and guidance.

Makes recommendations to council on adoption of the budget, and on all other matters pertaining to Municipal finance.

Makes recommendation for engagement of auditors.

Prepares recommendations for Council which are consistent with best efforts to achieve a reasonable tax rate.

Monitors budget expenditures periodically throughout the year to ensure that sufficient funds are available to meet established targets.

Assists in the review of existing procedures and the implementation of new or revised parking control measures and provides advice on specific problem resolution.

Assists in the review of current animal control measures and procedures. Makes recommendations to Council on any changes/additions under consideration.

Provides support and advice to resolve matters assigned or referred to the Clerk by forwarding recommendations to Council, including review and update of the Procedural by-law at the beginning of the term of a new council, deletion of redundant by-laws, preparation of new by-laws, creation of new policies, periodic reviews of procedures pertaining to property sales and purchases.

Regular meetings are held on a monthly basis. Special meetings are held as required.

COMMITTEE TERMS OF REFERENCE cont'd

Development & Works Committee:

Provides guidance and advice to Council and the Department on policy and level of service priorities so that the programs delivered by the Department may be refined to meet established budget targets.

Advises on matters requiring resolution with respect to infrastructure , and all activities under the Development and Works Department.

More specifically, reviews operations of the Development and Works department including transportation, waste management services, roads, waste collection and recycling services, water/wastewater treatment contracts, and solar power agreements.

Helps to ensure delivery of projects that best serve the needs of the community.

Assists in the review of existing procedures and the implementation of new or revised parking control measures and provides advice on specific problem resolution.

Regular meetings are held on a monthly basis. Special meetings are held as required.

Planning Advisory Committee:

This Committee will provide a thorough review of all issues and considerations with a focus on the needs of development within the Town of Renfrew.

The Committee will provide recommendations to Council for proposed Zoning By-Law amendments, Official Plan amendments, and other planning matters including Plan of Sub-Division Agreements and Site Plan Control Agreements.

The Planning Advisory Committee will also advise Council in the preparation of new Official Plan and Comprehensive Zoning By-Law documents, in addition to property standards development.

Meetings are held on a regular basis as set out by the Town Planner Special meetings are held as required.

Committee of Adjustment/ Property Standards Committee:

Committee of Adjustment:

Appointed under authority of the Planning Act, the Committee of Adjustment considers the merits of applications under Section 45 of the Planning Act (e.g. minor variance, permission) for the Town of Renfrew.

Approvals do not require Council endorsement, but can be appealed.

By-Law 2-2010 constitutes the Town's procedural by law for this Committee.

Meetings are held on a regular basis as set out by the Town Planner Special meetings are held as required.

COMMITTEE TERMS OF REFERENCE cont'd

Property Standards:

Hears appeals from an owner or occupant who has been served with an order due to non adherence to the Property Standards Bylaw, and who is not satisfied with the terms or conditions of the order.

On an appeal, the Committee has all the powers and functions of the officer who made the order. The Committee may confirm, modify or rescind the order to demolish or repair, or, extend the time for complying with the order, if, in the Committee's opinion, doing so would maintain the general intent and purpose of the by-law, and of the official plan or policy statement.

Meetings are held as required.

Parks and Recreation Committee:

The Parks & Recreation Committee provides advice to the Department on all aspects of leisure and recreation services offered through the Department by the Town and other agencies under the auspices of the Town.

Advises on the conceptual planning of park services, the creation of park development policies, including public open spaces and their acquisition, and the development and review of agreements that provide for the usage of parks and other Town recreational facilities.

Advises on the development of programs aimed at celebrating current and historic cultural strengths of the community.

Creates policies to ensure the most effective and efficient delivery of parks and recreation services.

Consults on the provision and use of recreation facilities.

Determines the recreational needs and wants of community groups, and establishes priorities for future development.

Assists, encourages and provides advisory services on request to all groups, organizations or persons carrying on recreational activities in the Town.

Keeps the residents of the Town aware of the recreational opportunities which are available.

Provides liaison with volunteer recreation committees.

Advises on park planning and development, parking at recreational areas, planning and organization of summer programs. Provides direction and guidance to the staff through the Director and Council, so that programs may be refined to meet established target levels.

Regular meetings are held on a monthly basis. Special meetings are held as required.

COMMITTEE TERMS OF REFERENCE cont'd

Fire and Emergency Management Committee:

The Committee provides advice and support for the Fire Hall, firefighting, rescue, and related equipment and clothing (including fire vehicles). The Committee recommends programs designed to enhance public relations through fire prevention, fire inspection programs, training programs, mutual aid, Fire Protection agreements, Fire Department communications (including dispatch), 911 response systems, building inspection services.

The Committee shall advise Council on the development and implementation of the municipality's emergency management program. The Committee shall conduct an annual review of the municipality's emergency management plan and shall make recommendation to the Council for its revision if necessary.

Regular meetings are held on a monthly basis. Special meetings are held as required.

Human Resources Committee:

Prepares proposals for Council to deal with the resolution of Human resource issues. Makes recommendations to deal with all other personnel matters (including performance review, wages, benefits, etc.).

Regular meetings are held on a monthly basis. Special meetings are held as required.

Waste Management Committee

The Waste Management Committee provides guidance and advice to Council and the Department on policy and operational priorities so that waste management programs are delivered within budget.

Ensure compliance with Environmental Compliance Approval for the Renfrew Landfill and all applicable legislative requirements.

Review operations of waste management services, landfill, waste collection, recycling services, diversion programs and municipal special waste.

Implement best management practices to extend the life of the landfill and reduce waste.

Plan and implement initiatives to access capacity is Stage 5 landfill.

Regular meetings are held on a monthly basis. Special meetings are held as required.

SCHEDULE F



COUNCIL/COMMITTEE DECLARATION OF PECUNIARY INTEREST FORM

Council/Committee/Board	
Date of Meeting (dd/mm/yy)	
Item Number	
Item Title	

I, _____ declare a potential
 (Print Name)
 (deemed/direct/indirect) pecuniary interest on the _____
 (Name of Agenda)
 Dated _____, Item Number _____
 (dd/mm/yy) (as appears in agenda)

above described, for the following reason: *(if more space is require, please use back of this form)*

Signature

Date (dd/mm/yy)

Please complete and submit Form to the Clerk.

For an “indirect pecuniary interest”, see Section 2 of the *Municipal Conflict of Interest Act*.
For a “deemed direct or indirect pecuniary interest”, see Section 3 of the *Municipal Conflict of Interest Act*.