

CORPORATION OF THE TOWN OF RENFREW

BY-LAW NO. 95-2022

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

Whereas, Section 238(1) of the *Municipal Act, S.O., 2001, c.25*, as amended, requires municipalities and local boards to pass a procedure by-law governing the calling, place, notice, and proceedings of meetings; and

Now therefore the Council of the Corporation of the Town of Renfrew hereby enacts as follows:

1.0 Short Title:

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

2.0 General:

- 2.1 The proceedings of Council and of its Committees, the conduct of the Members, and the calling of meetings shall be governed by the provisions of the *Municipal Act* and the rules and regulations contained in this by-law, and except as provided herein, the rules of parliamentary procedure as contained in Robert's Rules of Order (12th edition).
- 2.2 These Rules of Procedure shall be deemed to apply to all Committees and Council..
- 2.3 Notwithstanding subsection 2.1, any section of this by-law may be temporarily suspended by a two-thirds vote of Council.
- 2.4 A motion under 2.3, shall identify the rationale for the basis of the request for the suspension of the rules or the late introduction of an item. This requirement can only be waived with unanimous consent of those present and voting.
- 2.5 The Presiding Officer shall decide on all points of order not provided for herein on the advice of the Clerk.

3.0 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. 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.
- 3.4 **"Agenda"** means the written order of business to be discussed at a meeting and be considered one form of notice for a meeting.
- 3.5 **"Appointed Official"** includes those employees of the municipality appointed by by-law.
- 3.6 **"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.

- 3.7 **“Chair”** means the Chair of a Committee or the Senior Member of Council on the Committee called upon to act in their absence
- 3.8 **“Chief Administrative Officer” or “CAO”** means the position referred to in Section 229 of the *Municipal Act*.
- 3.9 **“Clerk”** means the Municipal Clerk of the Corporation of the Town of Renfrew who is duly appointed by by-law pursuant to Section 228 of the *Municipal Act*, including any Deputy Clerk, Recording Secretary, or other designate.
- 3.10 **“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, subject to Section 238(1) of the *Municipal Act*, any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards.
- 3.12 **“Committee of the Whole”** means all the Members of Council sitting in committee.
- 3.13 **“Confirming By-Law”** means a by-law to confirm the proceedings of the Council of the Corporation of the Town of Renfrew.
- 3.14 **“Council”** means the Council of the Corporation of the Town of Renfrew.
- 3.15 **“Councillor”** means a person elected or appointed as a Member of Council but does not include the Mayor or Reeve.
- 3.16 **“Day”** does not include Saturday, Sunday or a Civic or Public Holiday.
- 3.17 **“Department Head”** means the official responsible for a department within the Town.
- 3.18 **“Electronic Participation”** means participation by a member using both audio and video technology as to be able to confirm the Member of Council/Committee’s presence, participation, and voting in the meeting.
- 3.19 **“Emergency Period”** means during any period where an emergency has been declared to exist in all or part of the municipality under the *Emergency Management and Civil Protection Act*.
- 3.20 **“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 unless present.
- 3.21 **“Improper Conduct”** means conduct which offers any obstruction to the deliberations of proper action of Council or Committees of the Council.
- 3.22 **“Head of Council”** means the Mayor, or in their absence, the Acting Mayor.
- 3.23 **“Holiday”** means those days listed as holidays in the *Legislation Act, 2006* as amended, plus Truth and Reconciliation Day, Christmas Eve and New Year’s Eve, and any other observed by the Town of Renfrew.
- 3.24 **“Local Board”** means a local board as defined by the *Municipal Act* excluding police service boards and public library boards.
- 3.25 **“Majority Vote”** means more than 50 percent.
- 3.26 **“Mayor”** means the Mayor as Head of Council, or in the absence of the Mayor, the Acting Mayor, or in the absence of both, another Member of Council appointed by Council.
- 3.27 **“Meeting”** means, per Section 238(1) of the *Municipal Act* 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.
- 3.28 **“Member of Council”** means a person duly elected or appointed to serve on the Council for the Corporation of the Town of Renfrew.
- 3.29 **“Minutes”** shall mean the record of the proceedings of a meeting.
- 3.30 **“Motion”** means the basic form by which the introduction of a substantive question as a new subject brings business before the members for consideration.
- 3.31 **“Municipal Act”** means the *Municipal Act, 2001 S.O. 2001, c.25* as amended.
- 3.32 **“Municipality”** means the Corporation of the Town of Renfrew.
- 3.33 **“Notice”** means notice that includes the time and place of a meeting of Council/Committee, and in the instance of a Special Meeting, shall include the purpose of the meeting and whether the meeting was called by the Presiding Officer or upon petition, or by the CAO.
- 3.34 **“Notice of Motion”** means an advance notice to members and the public on a matter on which Council will be asked to take a position.
- 3.35 **“Pecuniary Interest”** means relating to or connected with money pursuant to the relevant conflict of interest legislation.
- 3.36 **“Presiding Officer”** means the Mayor at a regular or special meeting of Council or the Member of Council appointed as the Chair of a Committee or, in the absence of either, another Member of Council appointed in accordance with the provisions of this by-law.
- 3.37 **“Privilege”** means the raising of a question which concerns a Member of Council, or the Council collectively, when a Member believes that their rights, immunities or integrity or the rights, immunities or integrity of Council as a whole have been impugned.
- 3.39 **“Procedural Motion”** means any motion concerning the manner or time of consideration of any matter before the Council or Committee as opposed to their substance thereof, and includes, without limitation, the following:
- a. To extend the time of the meeting
 - b. To refer or commit
 - c. To lay on the table
 - d. To postpone or defer indefinitely or to a certain day
 - e. To adjourn
 - f. To move the question be put, or
 - g. To suspend the Rules of Procedure.
- 3.40 **“Quorum”** is the minimum number of members required to be present at a meeting 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 four members. Pursuant to Section 7(1) of the *Municipal Conflict of Interest Act, R.S.O 1990, chapter M.50* as amended, where the number of members who, by reason of the provisions of the Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.
- 3.41 **“Recorded Vote”** means the recording of the names and votes of every Member voting on any matter or question.

- 3.42 **“Reeve”** means the person elected or appointed as a Member of Council. In addition to the duties of Council set out in Section 5.1, is the elected representative on County Council for the area of the Town of Renfrew.
- 3.43 **“Regular Meeting”** means a scheduled meeting held in accordance with the approved calendar/schedule of meetings.
- 3.44 **“Rules” or “Rules of Procedure” or “Rules of Order”** means the rules and regulations provided in this by-law.
- 3.45 **“Senior Member of Council”** means the Member having served the longest on Town Council, regardless of break in service.
- 3.46 **“Special Meeting”** means a meeting not scheduled in accordance with the annual approved calendar/schedule of regular meetings.
- 3.47 **“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 advice and/or recommendations on matters under Council consideration.
- 3.48 **“Substantive Motion”** means any motion other than a Procedural Motion.
- 3.49 **“Treasurer”** means the position appointed pursuant to Section 286 of the *Municipal Act*, including any Deputy Treasurer or other designate.
- 3.50 **“Task Force”** means a body appointed by Council with Terms of Reference formed to provide advice and recommendations on matters within its mandate. They are composed of both elected and non-elected members, including staff. Task Forces are of a specific duration as outlined in their Terms of Reference. They generally do not meet the definition of a committee as outlined in this by-law and therefore are generally not subject to the regulations contained in this by-law.
- 3.51 **“Two-thirds Vote”** means at least two-thirds of those members present and voting.
- 3.52 **“Voting Period”** means in the year of an election, the period of voting from the commencement of voting, including advanced voting days or the start of alternative voting, until Voting Day.
- 3.53 **“Working Group”** means an internal coordinating body created for a specific project, program, or process. They are primarily composed of staff but may include elected members. They generally do not meet the definition of a committee as outlined in this by-law and are generally not subject to the regulations contained in this by-law.

4.0 Duties of the Presiding Officer:

- 4.1 Open all meetings by taking the chair and calling the Members to order once a quorum is confirmed by the Clerk after the calling of the roll.
- 4.2 Make such remarks as is fitting for the information or assistance of the Members of Council/Committee.
- 4.3 Receive and submit in the proper manner all motions presented by Members of Council/Committee.
- 4.4 Put to vote all questions or necessarily arise during the proceedings and announce the result.
- 4.5 Decline to put to vote motions which infringe upon the Rules of Procedure.

- 4.6 Enforce on all occasions the observance of order and decorum among the Members.
- 4.7 Authenticate by their signature, when necessary, all by-laws, resolutions, and minutes of Council/Committee.
- 4.8 Represent and support Council/Committee, declaring its will and implicitly obeying its decisions in all things.
- 4.9 Ensure that the decisions of Council/Committee conform to the laws and by-laws governing the activities of Council/Committee.
- 4.10 Adjourn the meeting when the business is concluded without requiring a motion if all business was dealt with.
- 4.11 The Presiding Officer may state relevant facts and their opinion on any matter before Council/Committee without leaving the chair, but to move a motion they must first leave the chair.
- 4.12 If the Presiding Officer desires to leave the chair to move a motion, the Presiding Officer will call upon a Member (Acting Mayor/Acting Chair) to preside until the issue is resolved.

5.0 Duties of a Member of Council and CAO:

- 5.1 It shall be the duty of a Member of Council to carry out the responsibilities set forth in the *Municipal Act*, Section 224 and:
 - a. To deliberate on the business submitted to Council
 - b. To vote when a motion is put to a vote, and
 - c. To respect the Rules of Procedure.
- 5.2 In carrying out the duties of the position of CAO, the CAO or their designate shall have the right to address the Council/Committee on any matter relevant to the function or administration of the Town.

6.0 Meetings:

6.1. Orientation of New Members of Council

- 6.1.1 **Orientation for New Members:** Orientation meetings may be held with new members of Council. These meetings may be held in closed session pursuant to the requirements set out in Section 239 of the *Municipal Act*.
- 6.1.2 **Training:** Training may be scheduled for Council. These meetings may be held in closed session pursuant to the requirements set out in Section 239 of the *Municipal Act*.

6.2 Inaugural Meeting:

- 6.2.1 **Date and Time:** The inaugural meeting shall be held in the Council Chambers, Town Hall or such other place determined by the Mayor in conjunction with the Clerk and CAO, generally on the first available Tuesday with the beginning of the term of office, but no later than December 1, at a time included in the meeting notice.
- 6.2.2 **Business Discussed:** No other business shall take place other than the Declaration of Office.

6.3 Regular Meetings:

- 6.3.1 **Meeting Calendar/Schedule:** The regular meetings of Council shall be held on the second and fourth Tuesdays of every month at the time determined by Council unless otherwise determined by Council. No meetings shall be scheduled for July and only one meeting is scheduled for December.
- 6.3.2 **Holidays:** When the regular meeting is a holiday, then the Council/Committee shall generally meet on the following day.
- 6.3.3 **Schedule Determination:** A proposed meeting schedule will be presented by the Clerk in consultation with the Mayor and CAO by December of each year, detailing the dates and times of all regular meetings of Council/Committee in the subsequent year.
- 6.3.4 **Meeting Location:** Regular meetings shall be held in the Council Chambers, Town Hall, in accordance with the Meeting Calendar/Schedule.
- 6.3.5 **Cancellation of Meetings:** The Clerk, with the concurrence of the Presiding Officer, has the authority to cancel any regular meetings of Council/Committee 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/Committee shall be open to the public except as provided for in the *Municipal Act*. Open Council/Committee meetings will be recorded and, where possible, livestreamed.
- 6.3.7 **Shareholder Meetings:** Council, at a regular meeting, may consider reports from Renfrew Hydro Inc. and Renfrew Hydro Generation Inc., and the Mayor and Clerk are authorized, upon approval by Council, to sign any resolutions.
- 6.3.8 **No Meetings:** No meetings shall be scheduled or occur during the Voting Period in the year of an election except for any Emergency Meeting.

6.4 Special Meetings:

- 6.4.1 **Call of Special Meetings:** In addition to regular scheduled meetings, the Presiding Officer or CAO may at any time call a special meeting of Council/Committee 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.
- 6.4.2 **Petition:** 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.
- 6.4.3 **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:** The Mayor or Acting Mayor or CAO may in the event of an emergency, 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 or CAO 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. The meeting location shall be specified in the meeting notice.
- 6.5.3 **Briefings:** When the Emergency Operations Centre has been activated, staff are authorized to provide an immediate briefing to Council at a regular or special meeting. This briefing takes precedence over all other agenda items and does not require suspension of the rules.
- 6.6 Closed Sessions:**
- 6.6.1 **Council and Committee of the Whole:** Matters requiring consideration in closed session shall only be considered by Council or Committee of the Whole.
- 6.6.2 **Meetings Open to Public:** All meetings shall be open to the public except as provided for in Section 239 of the *Municipal Act*, if the subject matters being considered is:
- a. the security of the property of the municipality or local board
 - b. personal matters about an identifiable individual, including municipal or local board employees
 - c. a proposed or pending acquisition or disposition of land by the municipality or local board
 - d. labour relations or employee negotiations
 - e. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
 - f. advice that is subject to solicitor-client privilege, including communications necessary for that purpose
 - g. a matter in respect of which a council, board, committee, or other body may hold a closed meeting under another Act
 - h. information explicitly supplied in confidence to the municipality or local board 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 municipality or local board, 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 municipality or local board and has monetary value or potential monetary value; or
 - 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 municipality or local board.
- 6.6.3 **Mandatory Closure:** 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, board, commission, or other body is the head of an institution for the purposes of that Act; or
 - b. an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of the *Municipal Act*, or the investigator referred to in subsection 239.2(1).
- 6.6.4 **Training of the Members:** A meeting of Council may be closed to the public if the following conditions are both satisfied:
- a. The meeting is held for the purpose of educating or training the members.

- b. 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, local board or committee.
- 6.6.5 **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, the persons to remain in the meeting, and the general nature of the matter(s) to be considered during the closed session, and the exemption applied pursuant to Section 239 of the *Municipal Act*.
- 6.6.6 **Record of Meeting:** The Clerk shall record without note or comment all resolutions, decisions, and other proceedings at a meeting.
- 6.6.7 **Closed to Whom:** The session shall be 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.
- 6.6.8 **Discussion - Limited:** Discussion shall be limited to that stated by resolution prior to holding the closed session.
- 6.6.9 **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 only be taken for giving directions or instructions to staff or agents or persons retained by or under a contract, or for procedural matters.
- 6.6.10 **Collection of Documents:** All documents handed out during a closed session shall be returned to the Clerk at the end of the closed session.
- 6.6.11 **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.
- 6.6.12 **Response to Enquiries:** The response of members to enquiries about any matter dealt with by Council/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.
- 6.6.13 **Securing Minutes:** Minutes shall be kept in a secure and confidential location under the control of the Clerk. These minutes shall only be open to those in attendance at the meeting, to others approved by the Council, or as legislated.
- 6.6.14 **Return to Open Session:** Once the closed session has ended, a procedural motion to rise and report progress must be approved. The members shall return to open session and the Clerk shall record the time in the minutes and report out on the matters discussed as appropriate, confirming only the matter announced in the motion to go into closed session was discussed. The release of any information about matters dealt with by Council at a closed session shall be by the Mayor, CAO or designates only.
- 6.7 **Curfew:**
 - 6.7.1 A Council meeting shall adjourn if the length of the meeting has exceeded four hours or three hours for Committees. Any outstanding items can be taken up a Special Meeting or be held to the next regularly scheduled meeting.
 - 6.7.2 Council or Committee may extend the length of the meeting with the support of two-thirds of members present and voting.

6.8 Electronic Meetings:

- 6.8.1 Electronic participation be allowed in open and closed meetings of Council /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*, as amended or as provided for under other provincial statute.
- 6.8.2 A Member who participates electronically shall have the same rights and responsibilities as if they were in physical attendance, including the right to vote.
- 6.8.3 A Member participating electronically must be able to be heard and place themselves on mute and unmute. The raised hand feature can only be utilized to be added to the speakers list. The chat function will not be used for the purposes of debate.
- 6.8.4 A conference call and/or videoconferencing shall be set up by the Clerk and efforts made towards ensuring the continuation of public access.
- 6.8.5 Members of Council/Committee shall identify themselves:
 - a. 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.
- 6.8.6 At the discretion of the Presiding Officer, in consultation with the Clerk and CAO, a meeting may be held entirely electronically due to health, adverse weather, emergency or other considerations.
- 6.8.7 If participating in a closed session, the participant must ensure they are in a private location where others cannot hear or participate in the meeting if not authorized to do so.
- 6.8.8 Members of Council/Committee must physically attend in person at a Council/Committee meeting at least once every 60 days.
- 6.8.9 The Clerk shall be responsible for any additional procedures associated with the conduct of the electronic meeting.

7.0 General Rules of Meetings:

- 7.1 **Notice:** Notice of regular and special meetings shall be given by means of the posting of the Council/Committee schedule on the Town's website and by way of the posting of the agenda at least 48 hours in advance of the meeting.
- 7.2 **Code of Conduct:** The Town'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)."
- 7.4 **Addressing - Reeve:** The Reeve shall be addressed as "Reeve" (surname inserted).
- 7.5 **Addressing - Chair:** Members will address the Chair as "Chair" (surname inserted).
- 7.6 **Attendance:** Every Member of Council/Committee shall generally attend all required meetings. Department Heads shall attend meetings of Council/Committee as directed by the CAO as required.
- 7.7 **Speaking - Subject in Debate Only:** No member shall speak on any subject other than the subject in debate.

- 7.8 **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/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 form established by the Clerk;
 - 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 their 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 table in which the meeting is being held for all or part of the meeting during which the matter is under consideration and leave the room 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/Committee meeting attended by the member; and
 - g. where a member has declared a pecuniary interest on an item, they may take part in adopting the Confirmatory By-Law.
- 7.9 **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, the Presiding Officer shall order that such member leave their seat for the duration of the meeting.
- 7.10 **Vacating Seat During Meeting:** A member shall not leave their seat or the meeting at any time without advising the Presiding Officer and shall be recorded as absent for that period.
- 7.11 **Seating at Council:** The Mayor shall sit at the head of the Council table with the CAO seated to their immediate left and Clerk to their immediate right. The Reeve shall sit at the next available seat to the Mayor's left with remaining Council Members sitting in alternating seats from right to left in descending order based on the results of the last election.
- 7.12 **Committee Seating:** Seating will not be assigned at Committee meetings.
- 8.0 Rules of Debate:**
- 8.1 **Addressing the Presiding Officer:** Any member, prior to speaking on any question or motion, shall indicate their desire to speak and be acknowledged by and address the Presiding Officer.
- 8.2 **Order of Speaking - Determination:** The Presiding Officer 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, speak to the same question or in reply for longer than five minutes.
- 8.6 **Speaking Limit:** No member shall speak more than three times to the main question without leave of the Presiding Officer, except in explanation of a material part of their speech which may have been misunderstood, but they may not introduce new information.
- 8.7 **Conduct of Members:** No Members shall:
- Question the personal or professional integrity of staff.
 - Speak disrespectfully of the Reigning Sovereign, or any Member of the Royal Family, or the Governor General, or the Lieutenant Governor of Ontario, or a fellow Member of Council or staff.
 - Use offensive words or unparliamentary language.
 - Speak on any subject other than the subject in debate.
 - Where a matter has been discussed in closed session, and where the matter remains confidential, disclose the contents of the matter or the substance of the deliberations of the close session.
 - Disobey the Rules of Procedure, or a decision of the Mayor or the Council on questions of order or practice or upon the interpretation of the Rules of Procedure.
- 9.0 **Privilege:**
- 9.1 Where a Member considers that their rights, immunities or integrity or the rights, immunities or integrity of Council as a whole has been impugned, the Member may, as a matter of privilege, rise at any time, with the consent of the Presiding Officer, for the purpose of drawing the attention of the Council/Committee to the matter.
- 9.2 Upon being recognized by Presiding Officer, the Member shall state the question of privilege.
- 9.3 The Presiding Officer shall determine the question or require that the matter be brought to Council with a mover and seconder and a vote be held on the question.
10. **Point of Order:**
- 10.1 The Presiding Officer shall preserve order and decide points of order.
- 10.2 When a Member desires to address a point of order, the Member shall ask leave of the Presiding Officer to raise a point of order and, after leave is granted, the Member shall state the point of order to the Presiding Officer and the point of order shall be forthwith decided upon by the Presiding Officer.
- 10.3 Thereafter, a Member shall only address the Presiding Officer for the purpose of appealing the Presiding Officer's decision to the Council/Committee.
- 10.4 If no Member appeals, the decision of the Presiding Officer shall be final.
- 10.5 If the decision is appealed, the Presiding Officer shall call a vote, without debate on the following question: "Shall the Presiding Officer be sustained?". The Presiding Officer shall be sustained on a tie or affirmative vote and the decision of Council/Committee shall be final. The Presiding Officer shall be overruled in the event of a negative vote.
- 11.0 **Voting:**
- 11.1 **Requirement to Vote:** Every member shall have one vote and is required to vote at the meeting, except as otherwise legislated. The Presiding Officer may vote on any question before Council/Committee

- 11.2 **Secret Ballot:** No vote shall be taken in Council/Committee by ballot or by any other method of secret voting.
- 11.3 **Member Not in Seat - Deemed Absent:** A member not in their seat when the question is called by the Presiding Officer is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent.
- 11.4 **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. No vote shall be required to be taken on the matter as a whole.
- 11.5 **Show of Hands:** The manner of determining the vote on a motion, other than a recorded vote, shall be by a show of hands. If participating electronically, the Member must physically raise their hand on video or verbally announce their vote.
- 11.6 **Recorded Vote - Request:** Where a vote is taken for any purpose and a Council 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, make their vote openly. The Clerk shall record each vote.
- 11.7 **Recorded Vote - Order:** The order for the calling of the vote shall be as follows:
- a. beginning with the requestor of the recorded vote
 - b. followed by the remaining Council Members in the descending order based on the number of votes garnered at the last election
 - c. then the Reeve (if they did not request the recorded vote)
 - d. ending with the Mayor (if they did not request the recorded vote).
- 11.8 **Failure to Vote:** A failure to vote 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.
- 11.9 **Tie Vote:** Any question on which there is a tie vote shall be deemed to be lost.
- 11.10 **Disagreement with the Result of the Vote:** If a member disagrees with the announcement of the Presiding Officer, that a question is Carried or Lost, they may immediately object to the declaration and request a vote be retaken, for purpose of clarification.
- 11.11 **Proxy Voting:** Proxy voting is not permitted at Council/Committee.
- 12.0 Quorum and Opening of Meeting:**
- 12.1 **Quorum - Call to Order:** As soon as there is a quorum after the time set for the start of the meeting, the Presiding Officer shall take the chair and call the meeting to order with the Clerk proceeding to the roll call
- 12.2 **No Quorum - Meeting Adjourned:** The minimum number of officers to commence a meeting is the Presiding Officer and the Clerk. In the event that a quorum is not present within fifteen (15) minutes after the designated start time of the meeting, the Presiding Officer shall take the chair and call the meeting to order, announce the absence of a quorum, and immediately adjourn the meeting. The Clerk shall record the names of the members present and the meeting shall stand adjourned.
- 12.3 **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.

- 12.4 **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 or most senior member shall assume the Chair, call the members to order, and shall chair the meeting for as long as necessary in absence of the Chair.
- 12.5 **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. The Clerk shall take the roll prior to adjournment of the meeting when quorum has been lost.
- 12.6 **Land Acknowledgement:** Following the calling of the roll by the Clerk, the Presiding Officer shall proceed to the Land Acknowledgement that reads as follows: "As we gather, we would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years."
- 12.9 **O Canada:** At regular Council meetings, the national anthem will be played or sung.
- 13.0 Agendas:**
 - 13.1 **Agenda:** The business of each meeting will be considered in the order set forth on the agenda under the direction of the Presiding Officer.
 - 13.2 **Staff Reports:** All staff reports will be delivered to the Clerk prior to 12:00 p.m. (noon) on the Wednesday preceding the meeting to ensure inclusion on the agenda and timely publication of the agenda.
 - 13.3 **Regular Meetings:** The Clerk shall generally prepare an agenda, including all associated reports and notice of closed session, for each meeting on the Thursday preceding the date of the Council/ Committee meeting for distribution to Council/Committee Members and staff. The agenda shall be posted to the Town website no later than 48 hours preceding the meeting.
 - 13.4 **Special Meetings:** The Clerk shall generally prepare an agenda, including all associated reports and notice of closed session, for each meeting at least 48 hours in advance of the meeting for distribution to Council/Committee Members and staff. The agenda shall be posted to the Town website no later than 48 hours preceding the meeting.
 - 13.5 **Further Information Required:** Where further information or reports are necessary for Council to properly review an item of business, the Clerk in consultation with the CAO may postpone the placement of an item to a future agenda in order to arrange for the provision of the necessary information.
 - 13.6 **Clerk Authorized to Determine:** The Clerk in consultation with the CAO shall be authorized to determine the appropriate meeting at which items of business shall be considered in accordance with this by-law.
 - 13.7 **Order of Business:** The business of Council/Committee shall be considered in the order set forth on the Agenda provided that the Presiding Officer with the approval of Council/Committee may vary the order of business to better deal with matters before it.
 - 13.8 **Order of Consideration (Council):** The following generally outlines the headings for Council meetings:

- a. Call to Order
- b. Declaration of Interest
- c. Presentations/Delegations/Announcements
- d. Reports Arising from Committee
- e. External Boards and County Reports
- f. Communications and Petitions
- g. Council Minutes
- h. Motions of Which Notice Was Previously Given
- i. Motions Requiring Suspension of the Rules
- j. Notice of Motion
- k. Closed Session
- l. By-laws
- m. Upcoming Meetings of Council and Committee
- n. Adjournment

13.9 Order of Consideration (Committee of the Whole and Committees): The following generally outlines the headings for Committee of the Whole and Committees:

- a. Call to Order
- b. Declaration of Interest
- c. Presentations/Delegations/Announcements
- d. Reports
- e. Communications and Petitions
- f. Committee Minutes
- g. Upcoming Meetings of Committee
- h. Adjournment

13.10 Reports Deemed Received: Reports presented to Council/Committee are deemed received for information purposes. A motion to receive is not required unless no other recommendation is provided.

13.11 No Late Additions: Council/Committee shall not consider any by-law or report not circulated with the agenda in advance of the meeting or at least 48 hours prior to the meeting.

14.0 Presentations/Delegations/Announcements:

14.1 Ceremonial Presentations/Awards: Ceremonial presentations and/or awards can be made at a Council meeting and included on the Agenda. A presentation or award may be given by the Presiding Officer, 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.

14.2 Delegation - Council Meeting: Persons wishing to address Council shall make application in writing to the Clerk prior to 12:00 noon on the Wednesday preceding the regular meeting. 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.

14.3 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.

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

- 14.5 **Delegation Refused - Clerk:** The Clerk is given the authority to refuse delegations under the following circumstances:
- The request is not submitted within the stated time limits;
 - The subject matter is deemed to be beyond the jurisdiction of Council;
 - The issue is specific to a matter properly held in closed session.
- 14.6 **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.
- 14.7 **Delegation - Limited to Subject Matter:** Delegations shall be limited to the subject matter indicated in their application for a delegation.
- 14.8 **Restrictions on Delegations:** Delegations shall not:
- Address members directly without permission.
 - Display or have in their possession picket signs or placards in the Council Chamber or meeting room.
 - Speak disrespectfully of any person or use offensive language.
 - Enter into cross debate with other delegations, staff, members or the Presiding Officer.
- 14.9 **Delegation - Time Limit:** The delegation shall be permitted a maximum of 10 minutes to make the presentation. The Presiding Officer, in consultation with the members, may extend the 10-minute time limit.
- 14.10 **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 debate with the delegation respecting the presentation.
- 14.11 **Announcements:** Members may share public announcements related to community or Town events with speaking time limited to a maximum of one minute each.
- 15.0 Minutes:**
- 15.1 **Record of Meeting:** The Minutes of a meeting of Council/Committee of Council shall record:
- The date, place and time of meeting
 - The name of the Presiding Officer and the attendance of the members present at the call of the meeting
 - The names of the appointed staff
 - Arrival and departure of members after the call of the meeting
 - A member who has declared a pecuniary interest on the matter or question and the nature thereof
 - All motions and the number of Yeas and Nays for each recorded vote taken
 - For meetings of:
Council: Other proceedings of the Council without note or comment
Committee: Decisions and other proceedings
 - Time of adjournment.
- 15.2 **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, when possible. Minutes of Committee do not require presentation to and approval by Council.

- 15.3 **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 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 shall be to adopt the minutes as amended.
- 15.4 **Clerk 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.
- 15.5 **Signature of Authentication:** The Presiding Officer and Clerk shall authenticate the minutes with their signatures.
- 15.6 **Closed Session Minutes:** Closed Session Minutes may be listed on the Council Agenda for approval in open session while the contents remain confidential. Should Council wish to discuss the contents of the closed session minutes, a motion to resolve into closed session would be in order.

16.0 Communications and Petitions:

- 16.1 **Correspondence - Signed/Legible:** All correspondence addressed to Council shall be considered public information, except as prohibited by legislation.
- 16.2 **Legible:** All correspondence addressed to all members of Council/Committee (letter, petition, resolution, or other communication) shall be legible 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. Petitions must include a statement outlining what the petition is about.
- 16.3 **Correspondence - Circulated:** The Clerk, in consultation with the Presiding Officer, shall determine what correspondence is to be included on the Council/Committee agenda or otherwise circulated as general information.
- 16.4 **Correspondence - Submission:** Every petition, letter or other written communications shall be deposited with the Clerk not later than 12:00 p.m. (noon) on the Wednesday before the date of the Council/Committee meeting in order that it can be considered for inclusion on the agenda.
- 16.5 **Correspondence - Late Submission Consideration:** A petition, letter or other written communication that is received by the Clerk later than the deadline outlined in 16.4 but prior to the regularly scheduled Council/Committee meeting may be brought forward, if in the Clerk's opinion, the matter is urgent.
- 16.5 **County Reports:** 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. Town Council may request the Reeve to relay its position on a particular matter to County Council.
- 16.6 **Local Board Reports:** Appointed Council Members to Local Boards shall report any relevant information stemming from board business, including police services board and public library board. To this end, information reports and minutes may be received.

17.0 Staff Reports:

- 17.1 All staff reports shall be:
- a. first directed to the appropriate Committee for recommendation to Council

- b. Be in written format using the Report Template established by the Clerk.
- c. Include a recommendation in the form of a motion.
- d. Reviewed by the Department Head, CAO and Treasurer or their designates.
- e. Delivered to the Clerk no later than 12:00 p.m. (noon) on the Wednesday prior to the regularly scheduled Council meeting.

18.0 Notice of Motion:

- 18.1 Notices of Motion shall be considered at Council and be in writing and include the name of the mover and seconder.
- 18.2 All Notices of Motion received by the Clerk prior to or at the Notices of Motion segment of the Council Agenda may be read out by the mover or the Presiding Officer during that segment.
- 18.3 Consideration of a motion, of which notice was given pursuant to this section, shall be in order at the next regular meeting or at a special meeting called for that purpose.
- 18.4 Prior to Council's consideration of a motion of which notice has been given previously, a revised motion on the same subject, approved by both the mover and seconder, may be substituted for the original one contained in the Notice of Motion.

19. Motions:

- 19.1 **Motions Introduced Orally:** The following matters or motions may be introduced orally without notice and without leave, except as otherwise provided by these rules, and are debatable or not subject to debate as indicated:
 - a. A point of order or privilege (debatable)
 - b. To move the question be put (not debatable)
 - c. To adjourn (not debatable)
 - d. To amend (debatable)
 - e. To refer or commit (debatable)
 - f. To lay on the table or take from the table (not debatable)
 - g. To postpone or defer to a certain date (debatable)
 - h. To suspend the Rules of Procedure (debatable), and
 - i. Any other procedural motion.
- 19.2 **Support/Opposition:** All motions may be supported or opposed by the mover and seconder.
- 19.3 **One Amendment at One Time:** Only one amendment can be considered at one time. An amendment may be sub-amended if the subject is relevant to the matter before Council/Committee.
- 19.4 **Lay on the Table:** A motion that is laid on the table can be taken from the table within six months after which time the matter must be reintroduced. A motion to lay on the table with any conditions applied will be deemed a motion to postpone to a certain date. A motion to postpone with no conditions will be deemed a motion to lay on the table.
- 19.5 **Member's Own Motion:** Before a motion created by a member has been read aloud by the Presiding Officer, 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 Presiding Officer, the motion becomes the property of the meeting, and the wording may be changed by the process of amendment.

- 19.6 **Seconders:** A motion at Council and Committee of the Whole shall require a seconder, who may not agree with the motion but do agree that the motion should come before the members for discussion. A seconder is not required at other Committees.
- 19.7 **Read the Motion – no debate until read:** The Presiding Officer shall state the name of the members moving and seconding (if applicable) the motion and shall read the motion. A motion so put shall be considered the main motion.
- 19.8 **Motion Ruled Out of Order:** The Presiding Officer shall decline to put to vote, motions which are not within the jurisdiction of Council/ Committees or which infringe on the rules of order.
- 19.9 **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.
- 20.0 Reconsideration:**
- 20.1 **Purpose:** 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.
- 20.2 **Council Only:** A motion for reconsideration is only permitted at Council and not Committee.
- 20.3 **Two-Thirds Support:** 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, two-thirds support is required to be in support.
- 20.4 **Prevailing Side:** 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 Presiding Officer shall determine that the motion to reconsider is being appropriately introduced.
- 20.5 **Limitations:** Reconsideration may not be moved more than once in any twelve-month period. These rules do not apply when a motion pertains to a decision of a previous Council.
- 21.0 By-laws:**
- 21.1 **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.
- 21.2 **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.
- 21.3 **Reading of By-Laws:** All by-laws may be adopted in one motion presented orally with every by-law considered introduced, read a first, second and third time and be deemed to have been passed.
- 21.4 **Amendment - Debate on Motion:** A by-law may be lifted from the motion to adopt for debate, which shall be limited to the subject matter of the by-law. Amendments shall be made by amending motion.
- 21.5 **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.
- 21.6 **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.

- 21.7 **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.
- 21.8 **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.
- 22.0 New Business:**
- 22.1 **New Item:** A notice of a new item being brought before Council/Committee 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 as a Notice of Motion.
- 22.2 **Urgent Item - Council:** New items of an urgent nature may be considered if in the opinion of the Council they require immediate decision subject to the adoption of a motion to suspend the rules of procedure.
- 23.0 Committee of the Whole:**
- 23.1 Council may, by resolution, go into Committee of the Whole.
- 23.2 The Committee of the Whole may receive deputations from the public.
- 23.3 While sitting in Committee of the Whole, the rules governing the procedure of the Council and the conduct of the Members thereof shall not be limited, provided that no Member of Council shall speak for more than five minutes at one time until all other Members wishing to speak have spoken.
- 23.4 A motion in Committee of the Whole to rise and report to Council shall be put immediately and shall be decided without debate.
- 24.0 Committees and Other Bodies:**
- 24.1 Standing Committees, Task Forces, and Local Boards may be established by Council at any time as deemed necessary for consideration of matters within the jurisdiction of Council.
- 24.2 The Mayor is an ex officio of every Committee. The presence of the Mayor as an ex officio member at a meeting of Committee shall always be considered in the determination of quorum if present.
- 24.3 Terms of Reference shall be established and adopted by Council.
- 24.4 Only Members of Council shall be appointed to Standing Committees.
- 24.5 The regular meetings of the Standing Committees shall generally be monthly, subject to the annual Meeting Calendar/Schedule.
- 24.6 A Member of Council not appointed to a committee may attend meetings of that committee and will not be counted for quorum and not move any motion or vote on any matter. They will be permitted to speak after members of committee had an opportunity to do so.
- 24.7 A report presented at Standing Committee shall rise to Council for final consideration.
- 24.8 Elected officials will be appointed to Committees and other bodies by the Mayor.

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24.9 Citizen and lay member appointments will be recommended to Council for approval upon review by the CAO, Clerk and Department Head. Appointees must generally meet the requirements to be an elector in the Town of Renfrew or other requirements specifically set out in applicable statute.

25.0 Amendment or Repeal:

25.1 **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.

25.2 **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.

26.0 Other:

26.1 **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.

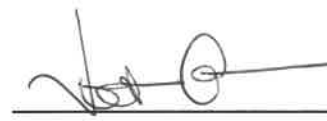
26.2 **Conflict:** Where the terms of any by-law passed prior to this by-law conflict with this by-law, the terms of this by-law shall prevail.

26.3 **Repeal:** By-Law No. 34-2011 is hereby repealed in its entirety.

Read a first and second time this 8th day of November, 2022.

Read a third and final time this 8th day of November, 2022.



Don Eady, Mayor

Victoria Charbonneau, Clerk