



The Corporation of the City of Temiskaming Shores

Office Consolidated

Procedural By-law

By-law No. 2023-022

Being a by-law to govern the proceedings of council, its committees, quorum and the calling of meetings

By-laws amending original Municipal By-law No. 2023-022:

By-law No. 2026-007 January 21, 2026

Note:

This office consolidation has been prepared to assist the reader in understanding the amendments to By-law No. 2023-022.

The Corporation of the City of Temiskaming Shores

By-law No. 2023-022

**Being a by-law to govern the proceedings of council, its
committees, quorum and the calling of meetings
-Procedural By-law-**

Whereas Section 238 of the Municipal Act, 2001, S.O 2001, c 25 as amended, requires that every municipality shall pass a procedural by-law for governing the calling, place and proceeding of meetings and any of its committees; and

Whereas Council considered Administrative Report CS-007-2023 at the March 7, 2023 Regular Council meeting, and directed staff prepare the necessary by-law to Adopt a new Procedural By-Law, repealing By-Law 2008-160, as amended and all its associated amending By-Laws for consideration at the March 7, 2023 Regular Council meeting; and.

Whereas Notice as prescribed by By-Law 2004-022, being a By-Law to establish procedures for public notice for the matter of the Procedural By-law was given by way of an advertisement in the Temiskaming Speaker on the March 1st and 8th, 2023, in addition to Notice being provided on the City of Temiskaming Shores website;

Now therefore the Council of the Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Council for the City of Temiskaming Shores hereby adopts the "Procedural By-law", a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That this by-law may be referred to as the "Procedural By-law".
3. That the following by-laws be hereby repealed on the effective date of passing and replaced entirely with "Schedule A" hereto: Procedural By-Law 2008-160, as amended; in addition to By-Laws 2009-058, 2009-113, 2010-130, 2011-014, 2014-101, 2015-231, 2020-035, 2021-156, 2022-089.
4. That any former By-law adopted to establish a committee of council or adopting a Terms of Reference in which makes reference to the provisions set out in Procedural By-law 2008-160, as amended shall be hereby considered replaced with the provisions set out in Schedule A to By-law 2023-022, attached hereto.
5. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
6. That this by-law shall come into full force and effect on the date of final passing.

Read a first, second time this 7th day of March, 2023.

Mayor

Clerk

Read a third and final time and finally passed this 21st day of March, 2023.

Mayor

Clerk



Schedule "A" to
By-law No. 2023-022
City of Temiskaming Shores
Procedural By-law

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
PROCEDURAL BY-LAW NO. 2023-022
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PART 1 - MEETINGS OF THE COUNCIL

1. DEFINITIONS

In this by-law:

- 1.1 **"Ad Hoc Committee"** means a Committee established by Council to review a specific matter and once the Committee has reported with respect to its findings and recommendations, the Committee is automatically dissolved.
- 1.2 **"Call the question"** means that the vote on the Motion shall be taken.
- 1.3 **"Chair"** means the Mayor or the Presiding Officer of a meeting.
- 1.4 **"City Manager"** means the City Manager of the Corporation.
- 1.5 **"Clerk"** means the City Clerk or the Deputy City Clerk of the Corporation.
- 1.6 **"Closed Session"** means that part of a meeting closed to the public in accordance with the provisions of the Municipal Act.
- 1.7 **"Committee of the Whole"** means a Meeting of the whole of the Council where administrative matters are discussed and reports are presented for Council's consideration and deliberation.
- 1.8 **"Corporation"** means The Corporation of the City of Temiskaming Shores.
- 1.9 **"Council"** means the Council for the City of Temiskaming Shores.
- 1.10 **"Defer", "Deferred" or "Deferral"**, when used in connection with a matter or item before the Council or a Committee, means that the matter or item is to be dealt with later in the same meeting, or at the next meeting of the same body, or at the meeting of the same body that it specified in the Motion to defer.
- 1.11 **"Delegation"** means a person or persons intending to address the Council or Committee on a matter where a decision to the Council may be required.
- 1.12 **"Deputy Mayor"** means the Councillor appointed by Council to act in the absence of the Mayor in accordance with this By-law.
- 1.13 **"Electronic Device"** means computers, cell phones, smartphones, personal digital assistants, smartwatches, tablets, voice recorders, cameras or any other similar device.
- 1.14 **"Electronic Participation"** means a member who participates remotely in any open or closed Regular, Committee of the Whole or Special Meeting via an

electronic device and will count towards quorum when a personal emergency or uncontrollable circumstance precludes in person participation.

- 1.15 **"Emergency Meeting"** means a meeting where the health or welfare of the community is involved.
- 1.16 **"Ex-officio"** means by virtue of office or position and carries with it the right to participate fully in all committee meetings and to vote unless prohibited by law, but does not count towards a quorum.
- 1.17 **"Holiday"** shall mean any holiday as defined in the Interpretation Act, R.S.O. 1990, c.1.11 or Boxing Day.
- 1.18 **"Improper conduct"** means conduct which offers any obstruction to the deliberations or proper action of Council.
- 1.19 **"In-Camera"** means a Closed Session of Council which is closed to the public in accordance with the Municipal Act.
- 1.20 **"Inaugural Meeting"** means the first Meeting of Council held after a municipal election in a regular election year.
- 1.21 **"Local Board"** means a local board as defined in the Municipal Act, 2001.
- 1.22 **"Majority Vote"** means the vote of more than half of the members present at a properly constituted meeting at which a quorum is present.
- 1.23 **"Mayor"** means the Head of Council acting as the Chief Executive Officer of the Corporation.
- 1.24 **"Meeting"** means any Regular, Special, Committee of the Whole or other meeting of Council.
- 1.25 **"Members of Council" or "Member"** means any Councillor and the Mayor of the Council.
- 1.26 **"Motion"** means a proposal by a member for the Council to adopt a resolution.
- 1.27 **"Municipal Act"** means the Municipal Act, S.O. 2001, c. 25, as amended and any successor legislation thereto.
- 1.28 **"Municipal Conflict of Interest Act"** means the **Municipal Conflict of Interest Act, R.S.O. 1990, C.M.50, as amended**.
- 1.29 **"Municipal Election"** shall mean a general municipal election held pursuant to the Municipal Elections Act.

1.30 **"Newspaper"** means a printed publication in sheet form, intended for general circulation, published regularly at intervals of no longer than seven (7) days, consisting in great part of news of current events of general interest.

1.31 **"Notice of Motion"** means a signal of intent to have a Motion dealt with at a subsequent meeting.

1.32 **"Officer"** includes the City Manager and the members of the Senior Management Team employed by The Corporation of the City of Temiskaming Shores.

1.33 **"Open Session"** means any part of a Meeting not in "Closed Session".

1.34 **"Pecuniary Interest"** means a direct or indirect interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O, 1990, chapter M.50*, as amended, and any subsequent legislation thereto.

1.35 **"Petition"** means a written request signed by one or more persons.

1.36 **"Point of Order"** means an issue to which a member calls attention to:

- a) any breach of the rules of order pursuant to this Procedural By-law;
- b) any defect in the constitution of any meeting;
- c) the use of improper, offensive or abusive language;
- d) notice of the fact that the matter under discussion is not within the scope of the proposed Motion; or
- e) any other informality or irregularity in the proceeding of the meeting.

1.37 **"Point of Personal Privilege"** means a matter that a member of Council considers to impugn the integrity of the Council or the individual member.

1.38 **"Presentation"** means the presentation of material, reports or studies to assist Council in their deliberations on a particular subject matter.

1.39 **"Presiding Officer"** means:

- a) The Mayor, or
- b) in the absence of the Mayor, the Deputy Mayor, or
- c) a member appointed pursuant to Section 10.

1.40 **"Public Meeting"** means a Public Meeting under the Municipal Act or the Planning Act, or any other statute that requires the Council to hold a Public Meeting.

1.41 **"Public Notice"** means a public notice published in accordance with the City's Notice By-law.

1.42 **"Published"** means published in a daily or weekly newspaper that, in the

opinion of Clerk, has such circulation within the municipality as to provide reasonable notice to those affected thereby and "publication" has a corresponding meaning.

- 1.43 **"Question and Answer Period"** means an opportunity for members of the Public to submit a question to Council pertaining to an item on the Agenda or the business of Council. It does not constitute a forum for comments or statements by members of the public.
- 1.44 **"Quorum"** means the minimum number of members who must be present at the meetings for business to be legally transacted.
- 1.45 **"Recorded Vote"** shall mean the recording of the name and vote of every Member of Council on any matter of question, subject to the *Municipal Conflict of Interest Act*.
- 1.46 **"Regular Meeting"** means a scheduled business meeting held in accordance with the approved calendar/schedule of meetings.
- 1.47 **"Resolution"** means the decision of the Council on any Motion including a Recommendation adopted at a Committee of the Whole meeting.
- 1.48 **"Rules of Order"** shall mean the rules, established by this by-law to govern the proceedings of Council and its Committees.
- 1.49 **"Special Meeting"** means a meeting not scheduled in accordance with the approved calendar/schedule of meetings.
- 1.50 **"Standing Committee"** – means a committee constituted to perform a continuing function, and remain in existence permanently or for the life of the Council that establishes them and are appointed by by-law or Resolution.

2. PURPOSE AND PRINCIPLES

- 2.1 This By-law (referred to as the "Procedural By-law") establishes the rules of order for Meetings.
- 2.2 The principles of parliamentary law governing Meetings include:
 - (a) the majority of Members have the right to decide;
 - (b) the minority of Members have the right to be heard;
 - (c) all Members have the right to information to help make decisions, unless otherwise prevented by law;
 - (d) all Members have a right to an efficient Meeting;
 - (e) all Members have the right to be treated with respect and courtesy; and,
 - (f) all Members have equal rights, privileges, and obligations.

3. GENERAL PROVISIONS

- 3.1 The rules and regulations contained in this By-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business of the Council and wherever possible, with the necessary modifications, for all Committees of Council, unless otherwise prescribed, except where separate Terms of Reference have been adopted by Council.
- 3.2 The rules and regulations contained herein may not be suspended except by an affirmative vote of the majority of the Members present and voting.
- 3.3 A word in this By-law interpreted in the singular number has a corresponding meaning when used in the plural. Words importing a single gender should be read to be inclusive of all genders.
- 3.4 The Mayor may be addressed as "Mayor (surname inserted)" or as "Your Worship".
- 3.5 A Member may be addressed as "Councillor (surname inserted)".

4. INAUGURAL MEETING

- 4.1 The Inaugural Meeting of Council shall be held on the first Monday following the beginning of the term of office, in the year of a regular election.
- 4.2 The Inaugural Meeting shall be ceremonial in nature for purposes of the Members taking their Oath of Allegiance and Declaration of Office.
- 4.3 No business shall be conducted at the Inaugural Meeting until the Oath of Allegiance and Declaration of Office have been taken.

- 4.4 At the Inaugural Meeting, Council shall appoint, by by-law a Councillor as Deputy Mayor.
- 4.5 At the Inaugural Meeting all required Council appointments to local boards and committees may be appointed for the term of the Council unless otherwise provided by statute or by law.

5. MEETINGS

- 5.1 Committee of the Whole Meetings shall be held on the first Tuesday of each month commencing at 3:00 pm, unless otherwise decided by Council.
- 5.2 Regular Meetings shall be held on the third Tuesday of each month commencing at 6:00 pm, unless otherwise decided by Council.
- 5.3 For the months of July and August, Committee of the Whole shall be held the 2nd Tuesday of the month commencing at 3:00 pm followed by the Regular Meeting, unless otherwise decided by Council.
- 5.4 Council may change the date of any Regular or Committee of the Whole Meeting by Resolution.
- 5.5 If a Tuesday designated for the holding of a Meeting falls on a public holiday, or on a day when City Hall is closed for business, the Meeting shall be scheduled on the next business day.

5.6 Postponement – Emergency

The Mayor may, when an emergency or extraordinary situation arises, postpone a Meeting for not more than seven (7) days.

5.7 Postponement — Notice by Clerk

Upon the postponement of a Meeting by the Mayor in accordance with Section 5.6 of this By-law, the Clerk shall attempt to notify the Members of Council on the postponement as soon as possible and in the most expedient manner available.

6. ELECTRONIC PARTICIPATION

- 6.1 All Members are expected to attend Meetings in person.
- 6.2 A Member may participate electronically in a Meeting that is open or closed to the public when a personal emergency or uncontrollable circumstance precludes in-person attendance, subject to subsection 238(3.3) (b) of the Act.
- 6.3 A member participating electronically in a Meeting will count towards Quorum,

subject to subsection 238(3.3) (a) of the Act.

- 6.4 If a Member participates electronically in three (3) consecutive or cumulative Meetings in a year, a Member may request to review the electronic participation through a Resolution. Council may resolve to advise the Member they are expected to attend meetings in person or authorize their continued electronic participation.
- 6.5 Members who wish to participate electronically at a Meeting shall provide a minimum of 24 hours' notice to the Clerk. This is to allow sufficient time for the necessary technology to be tested.

7. PUBLIC MEETING

- 7.1 Except as provided in Section 8, all Meetings shall be open to the public.
- 7.2 Committee of the Whole and Regular Meetings shall be held in the Council Chambers of City Hall situated at 325 Farr Drive unless otherwise decided by Council when notice is given.

8. CLOSED SESSION MEETINGS

- 8.1 All Meetings are open to the public except where provided for in Section 239 of the Municipal Act. A Meeting or part of a Meeting may be closed to the public if the subject matter being considered is:
 - (a) the security of the property of the Corporation 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 for municipal or local board purposes;
 - (d) labor 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 the Council has authorized a meeting to be closed 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, if disclosed could 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;

- (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;
- (l) A request under the Municipal Freedom of Information and Protection of Privacy Act, if the council is the head of an institution for the purposes of that Act (Municipal Act, Sec. 239(3)(a));
- (m) An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act (Municipal Act, Sec. 239(3)(b)); or
- (n) Educating or training Members, provided that no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council (Municipal Act, Sec. 239(3.1)).

8.2 Before holding a Meeting or part of a Meeting that is to be closed to the public, Council, shall state by Resolution;

- (a) the fact of the holding of the Closed Session;
- (b) the subsection(s) of the Municipal Act, which authorizes each item to be considered at the Closed Session; and
- (c) the general nature of the subject matter to be considered at the Closed Session.

8.3 Once in a Closed Session, no item shall be added to the agenda for that Closed Session.

8.4 The Presiding Officer may call an in-camera meeting after 6:00 pm on any Regular Meeting night to discuss the matters referred to in the above paragraph 8.1.

8.5 If a Meeting is closed to the public:

- (a) the Presiding Officer shall inquire as to whether any Member present has a conflict of interest, to allow a Member to declare any conflict, the reasons therefor and leave the Meeting;
- (b) no Resolution or record of the Meeting shall disclose any information that the head of an institution is not permitted to disclose under the *Municipal Freedom of Information and Protection of Privacy Act*.

8.6 Notwithstanding this section, a Meeting shall not be closed during the taking of a vote, unless the vote is for a procedural matter, or for giving directions or instructions to officers, employees or agents of the municipality, or persons retained by or under contract with the municipality.

8.7 Minutes shall be kept of all Closed Sessions, identifying the Members present and absent, and the Officers present, in the same fashion as those kept for Open Sessions and shall correspond directly to the prepared Closed Session Agenda and shall note any direction given pursuant to section 6.7 above.

8.8 For discussion of items regarding confidential matters related to an individual

employee during a Closed Session, the City Manager will designate which staff members may be present.

- 8.9 For discussion of items regarding confidential matters related to the City Manager, the Mayor will designate which staff members may be present.
- 8.10 The Clerk may require that extra copies of any reports or documents circulated at a Closed Session regarding confidential matters related to an individual employee be collected by the Clerk and returned to the Human Resources Department.
- 8.11 The Clerk shall be responsible to maintain a confidential copy of all Agendas and Minutes of Closed Sessions.
- 8.12 Where an emergency has been declared by a Member, that Member can participate electronically in a Meeting that is closed to the public.
- 8.13 **Confidentiality**
 - (a) Every person to attend a Closed Session held pursuant to this section shall make an Affirmation of Confidentiality at the Inaugural Meeting or when deemed appropriate and execute a Confidentiality Agreement in the form attached as Schedule "A".
 - (b) No person in attendance a Closed Session called pursuant to this section shall disclose to any person that was not in attendance at the meeting any of the information provided at such Closed Session.
 - (c) Exception: If a Member is not in attendance at a Closed Session for any reason other than a Declaration of a Conflict of Pecuniary Interest, he or she may request a copy of the information provided at such Closed Session. No Member shall disclose information provided during Closed Session to another Member of Council that is not in attendance due to a Conflict of Pecuniary Interest declared pursuant to the *Municipal Conflict of Interest Act, 1990*.

8.14 Closed Session Investigator

In accordance with Section 239.1 (b) of the Municipal Act, 2001, as amended, the Ombudsman shall conduct an investigation, upon the request of any person, to determine if the Municipality complied with Section 239 of the Municipal Act or the City's Procedure By-law in respect of a Meeting or part of a Meeting that was closed to the public.

9. SPECIAL MEETINGS

- 9.1 The Mayor may summon a Special Meeting at any time upon giving written direction to the Clerk directly or through the City Manager, stating the date, time and purpose of the Special Meeting.
- 9.2 The Clerk shall notify members of Council of the pending Special Meeting with the objective of obtaining quorum. Once satisfied that Quorum will be reached,

the Clerk shall summon a Special Meeting for the purpose and at the time mentioned in the petition.

9.3 Special Meetings — Notice

Notice of a Special Meeting called in accordance with this By-law shall be delivered to the Members of Council by telephone, facsimile transmission and/or electronic mail, to the phone number, fax number or e-mail address as provided by the Members. The Clerk shall use their best efforts to forward Members of Council and the media all notices and agendas for Special Meetings a minimum of twenty-four (24) hours in advance of such Meetings.

9.4 Special Meetings — Business Specified

No business except the business dealing directly with the purpose mentioned in the notice shall be transacted at a Special Meeting.

10. EMERGENCY MEETINGS

- 10.1 In the case of a disaster or emergency as defined in the Municipality's Emergency Plan, an Emergency Meeting may be held without notice, to deal with the emergency or extraordinary situation, provided that an attempt has been made by the Clerk or the Clerk's representative to notify the members of Council and the media about the meeting as soon as possible and in the most expedient manner available.
- 10.2 No business except the business dealing directly with the emergency or extraordinary situation shall be transacted at an Emergency Meeting.

11. QUORUM

- 11.1 At any Meeting a Quorum consists of a majority of all Members. When Quorum is lost as a result of declarations of pecuniary interest by one or more Members present, the remaining Members shall be deemed to constitute Quorum, provided the number is not fewer than two (2).

12. MEETING TIME

- 12.1 The Mayor, or in their absence, the Deputy Mayor, shall call Members to order as soon after the Meeting time as a Quorum is present.
- 12.2 If the Mayor and Deputy Mayor are not present within fifteen (15) minutes after the Meeting time, the Clerk shall call the Members to order and if a Quorum is present, a Member shall be chosen from among those present to preside during the Meeting or until the arrival of the Mayor or Deputy Mayor.
- 12.3 In the election of a Presiding Officer, the Clerk shall call the Meeting to order and

preside.

- 12.4 If there is no Quorum within fifteen (15) minutes after the Meeting time, the Clerk shall call the roll, take down the names of the Members present, and declare the Meeting cancelled.
- 12.5 Unless otherwise determined by Resolution, all Regular Meetings shall commence at 6:00 pm in the Council Chambers of City Hall.
- 12.6 Unless otherwise determined by Resolution, all Committee of the Whole Meetings shall commence at 3:00 pm in the Council Chambers of City Hall.
- 12.7 If during the course of a Meeting, the Quorum is lost, then the meeting shall stand recessed and shall reconvene when the Quorum is regained. If the Quorum is not regained within fifteen (15) minutes, then the Clerk shall record in the minutes the names of those present and the meeting shall be ended without a formal adjournment.
- 12.8 The Minutes of the Meeting which ended because the Quorum was lost, shall note that the Quorum was lost and shall include the names of the members present at the time the Quorum was lost.

13. ABSENCE FROM MEETING

- 13.1 The members of Council shall inform the Clerk of all planned absences, late arrivals and early departures from a Meeting in order that the recording of the minutes of such Meeting may accurately reflect attendance (i.e. vacation, illness, other municipal business, personal).
- 13.2 The office of a Member becomes vacant if the Member has been absent from Committee of the Whole and/or Regular Meetings for three (3) consecutive months without authorized to do so by a Resolution unless otherwise permitted by S. 259 (1.1) of the Municipal Act.

14. CONDUCT

- 14.1 The Presiding Officer shall preserve order and decorum.
- 14.2 The Presiding Officer may expel or exclude from any meeting any person who is guilty of improper conduct.
- 14.3 No person except a Member or Officer shall be allowed to approach beyond the podium during a Meeting without permission of the Presiding Officer.
- 14.4 Every person, prior to speaking, shall address the Presiding Officer, shall confine remarks to the question.

- 14.5 No person, including members of the public, shall speak disrespectfully, use profane or offensive language or insulting gestures against Members, Officers or guests;
- 14.6 When two (2) or more Members raise their hands to be recognized, the Presiding Officer shall name the Member whom he/she first recognizes.
- 14.7 Upon being recognized by the Presiding Officer, a Member shall address the Presiding Officer.
- 14.8 While the Question is being put, no one shall walk across or out of the Council Chambers, make any noise or disturbance, or hold any private conversations, nor when a member is speaking shall any other member hold discourse or interrupt the speaker.

15. ELECTRONIC DEVICES

- 15.1 Each person shall place any electronic devices on an inaudible setting during any open or closed meeting.
- 15.2 No person shall use an electronic device to broadcast, record or otherwise publish or distribute audio, video or photographs of any open or closed meeting.

16. LANGUAGE

- 16.1 No person shall speak disrespectfully of His Majesty the King or of any member of the Royal Family, the Governor-General, Lieutenant-Governor or a Minister of the Crown.
- 16.2 No Member shall disobey the decision of the Presiding Officer on questions of order or upon the interpretation of the rules of the Council.
- 16.3 In case a person refuses to obey the order of Council, or a decision of the Presiding Officer on questions of order or practice or upon the interpretation of the rules and should a person persist in such disobedience after having been called to order, the Presiding Officer may forthwith order him or her to vacate the Council Chamber or place where the Meeting is being held. If the person apologizes he or she may, by vote of Council, be permitted to re-take their seat.

17. ADJOURNMENT

- 17.1 A meeting shall always adjourn by 11:00 pm unless a majority of Members vote otherwise.

PART 2 - ROLES AND DUTIES

18.ROLE OF THE MAYOR

18.1 It is the role of the Mayor as the Head of Council:

- (a) to act as the Chief Executive Officer of the Corporation;
- (b) to preside over Meetings so that the business can be carried out efficiently and effectively;
- (c) to provide leadership to the Council;
- (d) to provide information and recommendations to Council with respect to the role of Council;
- (e) to represent the Corporation at official functions;
- (f) to carry out the duties of the Head of Council under any Act; and
- (g) to fulfill the responsibility of the Head of Council as prescribed in the City of Temiskaming Shores Emergency Response Plan.

18.2 As Chief Executive Officer of the Corporation, the Head of Council shall:

- (a) uphold and promote the purposes of the Corporation;
- (b) promote public involvement in the municipality's activities;
- (c) act as the Corporation's representative both within and outside the municipality, and to promote the municipality locally, nationally and internationally; and
- (d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

19.DUTY OF THE MAYOR

19.1 It is the duty of the Mayor to preside at all Meetings, and in addition to the requirements in the Municipal Act shall be responsible:

- (a) to open the Meeting by taking the Chair and calling the Meeting to order;
- (b) to receive and submit, in the proper manner, all Motions presented by the Members;
- (c) to put to vote all Motions and announce the result;
- (d) to sit as an ex-officio member of any Committee of Council and to vote at such meetings;
- (e) decline to put Motions to a vote which infringe upon the rules of procedure;
- (f) to inform the Members of the proper procedure to be followed and to enforce the rules of procedure;
- (g) to enforce on all occasions, the observance of order and decorum among the Members;
- (h) to call by name any Member persisting in a breach of the rules of procedure and order the member to vacate the Council Chambers;
- (i) to permit the questions to be asked through the Mayor of any officer of the City for information to assist in any debate when the Mayor deems it

proper;

- (j) to provide information relating to the business of the Corporation;
- (k) to authenticate by signature all by-laws, agreements and minutes of Council;
- (l) to rule on any points of order raised by Members;
- (m) to represent and support the Council;
- (n) to maintain order;
- (o) to adjourn the Meeting when the business is concluded;
- (p) to carry out the duties of the Head of Council under the Municipal Act or any other Act; and
- (q) to act in accordance with their Oath of Allegiance and Oath of Elected Office.

20. ROLE OF THE COUNCIL

20.1 It is the role of the Council:

- (a) to represent the public and consider the well-being and interests of the Corporation;
- (b) to develop and evaluate the policies and programs of the Corporation;
- (c) to determine which service the Corporation provides in accordance with applicable legislation;
- (d) to ensure that the administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- (e) to ensure the accountability and transparency of the operations of the Corporation, including the activities of the Officers of the Corporation;
- (f) to maintain the financial integrity of the Corporation; and
- (g) to carry out the duties of Council under the Municipal Act or any other Act.

21. DUTY OF COUNCILLORS (MEMBERS)

21.1 It is the duty of Members to attend all Meetings, and:

- (a) to prepare for Meetings, including reviewing the agenda and background information prior to the Meeting;
- (b) to speak only to the subject under debate;
- (c) to vote on all Motions before the Council unless prohibited from voting by law;
- (d) to observe proper procedure and decorum at all times;
- (e) to state questions to be asked through the Presiding Officer;
- (f) to support the Council once a decision is made;
- (g) to attend Local Board and Committee Meetings to which the member has been appointed by Council;
- (h) to carry out the duties of Councillor under the Municipal Act or any other Act; and
- (i) to act in accordance with their Oath of Allegiance, Oath of Elected Office and Confidentiality Agreement.

22. DUTY OF THE CITY MANAGER

22.1 It is the duty of the City Manager to attend all Meetings, and:

- (a) to provide vision, leadership and enthusiasm for administration, planning, organizing, directing and controlling all municipal operations and services in accordance with the Corporation's policies and relevant legislation;
- (b) to manage the assets, business and financial health of the Corporation;
- (c) to manage the relationship between the Council and Officers;
- (d) to provide municipal representation to government, media, community and public organizations;
- (e) to exercise general control and management of the affairs of the Corporation for the purpose of ensuring the efficient and effective operation of the municipality; and
- (f) to perform all duties listed in the City Manager's job description and other such duties as are assigned by the Council.

23. DUTY OF THE CLERK

23.1 It is the duty of the Clerk to attend all Meetings, and

- (a) to prepare and distribute agendas for all Meetings in accordance with this By-law;
- (b) to record, without note or comment, all resolutions, decisions and other proceedings of the Meetings, whether it is closed to the public or not;
- (c) if required by any Member present at a vote, to record the name and vote of every Member voting on any matter or question (recorded votes);
- (d) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the Meetings;
- (e) to perform other duties required under the *Municipal Act, Municipal Elections Act 1996*, or as required under any other Act;
- (f) to authenticate by signature all by-laws, agreements and minutes of Council;
- (g) to advise Council on parliamentary procedure; and
- (h) to perform all duties listed in the Clerk's job description and other such duties as are assigned by either the City Manager or the Council.

PART 3 — PRESCRIBED NOTICE

24. NOTICE OF MEETINGS

24.1 Where notice of Meetings is required to be given, the Clerk shall cause such notice to be published on the City's website at least 48 hours prior to the Meeting.

- 24.2 The Clerk may at their discretion, publish notice of a Meeting in a newspaper or other local media source no later than 48 hours prior to the Meeting
- 24.3 No notice shall be required under this By-law, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a Closed Session under Section 239 of the Act.
- 24.4 Nothing in this By-law shall prevent the Clerk from using more comprehensive methods of providing notice or for a longer notice period or additional notices where deemed desirable.

24.5 Emergency Provision

If a matter arises, which in the opinion of the City Manager, in consultation with the Mayor, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the municipality, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the notice requirements of this by-law may be waived by the City Manager and the Clerk shall make their best efforts to provide such notice as is reasonable under the circumstances.

PART 4 - VOTING & DEBATE PROCEDURES

25. CONFLICT OF INTEREST

- 25.1 All Members have a personal obligation to comply with the Municipal Conflict of Interest Act.
- 25.2 A Member shall declare a conflict of interest in accordance with the *Municipal Conflict of Interest Act* and shall, prior to any consideration of the matter at a Meeting, disclose the interest and the general nature thereof; shall not take part in the discussion of, or vote on any Motion in respect of the matter; and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such Motion.
- 25.3 If the conflict under section 25.2 above is with respect to an item on a Closed Session agenda, in addition to complying with the requirements of section 25.2 above, the Member shall forthwith leave the Closed Session or that part of the Closed Session during which time the matter is under consideration.
- 25.4 Where the interest of a Member has not been disclosed as required by section 25.2 above, by reason of the Member's absence from the Meeting referred to therein, the Member shall disclose the interest and otherwise comply with section 25.2 above at the first Meeting attended by the Member after the Meeting referred to in section 25.2 above.

25.5 Subject to compliance by all Members with the Municipal Conflict of Interest Act, the Presiding Officer may vote with the other Members on all questions.

26. DUTIES OF PRESIDING OFFICER

- 26.1 The Presiding Officer may answer questions and comment in a general way without leaving the Chair, but if he/she wishes to speak on a Motion taking a definite position and endeavouring to persuade the Council to support that position, they must first leave the Chair.
- 26.2 If the Presiding Officer desires to leave the Chair for the purpose of taking part in the debate or for any other reason, they shall designate another Member to fill their place until they resume the Chair.

27. VOTING

- 27.1 Every Member who shall be present when a question is put shall vote thereon unless he/she is disqualified to vote on the question. All votes shall be by show of hands except where a recorded vote is requested by any Member.
- 27.2 The Presiding Officer shall announce the result of every vote.

28. RESULT OF THE VOTE – DISAGREEMENT

- 28.1 Any Member who disagrees with the announcement of the Presiding Officer that a Motion is carried or lost may, but only immediately after the declaration by the Presiding Officer, appeal the declaration and request that a recorded vote be taken, subject to the next order of business not having been already introduced.

29. TIE VOTE — DEEMED NEGATIVE

- 29.1 Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act. (Municipal Act, 2001, c.25, s.245).

30. NO VOTE — DEEMED NEGATIVE

- 30.1 If any Member present refuses to vote, for other than a conflict of interest, it shall be recorded as a vote in the negative.

31. RECORDED VOTES

- 31.1 Where required by statute, and whenever any Member shall request a recorded vote, the names of those who vote for and against the question shall be entered in the Minutes.
- 31.2 Subject to the Municipal Conflict of Interest Act, where a recorded vote is requested each Member present in the chamber shall announce their vote openly.
- 31.3 The Clerk shall begin the recorded vote with the Member who requested the recorded vote, and proceed in random order to poll all Members and the Presiding Officer.

32. PRIVILEGE

- 32.1 A Member may raise a point of privilege at any time if they consider that their integrity or the integrity of the Council as a whole has been impugned, whereupon the Presiding Officer shall:
 - (a) interrupt the matter under consideration;
 - (b) ask the Member raising the point of privilege to state the substance of and the basis for the point of privilege; and
 - (c) rule on the point of privilege immediately without debate by Council.
- 32.2 Where the Presiding Officer considers the integrity of any Officer has been impugned or questioned, the Presiding Officer may permit the City Manager to make a statement to the Council.

33. POINTS OF ORDER AND BOURINOT'S RULES

- 33.1 The Presiding Officer may call to order any Member who is speaking.
- 33.2 A Member called to order shall remain seated and shall not speak until the point of order has been determined by the Presiding Officer, unless permitted to explain.
- 33.3 Whenever the Presiding Officer elects or is required to decide a point of order, the point shall be stated, a ruling made and the reason therefore given by the Presiding Officer.
- 33.4 In the event that this By-law does not address an issue, then Bourinot's Rules of Order shall apply.
- 33.5 No Member shall disobey the decision of the Presiding Officer on questions of order or upon the interpretation of the rules of the Council.

- 33.6 In case a Member refuses to obey the order of Council, or a decision of the Presiding Officer on questions of order or practice or upon the interpretation of the rules and should a Member persist in such disobedience after having been called to order, the Presiding Officer may forthwith order them to vacate the Council Chamber or place where the meeting is being held. If the member apologizes they may, by vote of Council, be permitted to re-take their seat.
- 33.7 When a Member is speaking, no other Member may speak or shall make any disturbance or pass between the speaker and the Presiding Officer or interrupt the speaker, except to raise a point of order.
- 33.8 Every Member shall speak only to the matter under debate upon being recognized by the Presiding Officer for a maximum of five (5) minutes.
- 33.9 Any Member may require the Motion under discussion to be read at any time, but not to interrupt a Member speaking.
- 33.10 Without leave of the Presiding Officer, no Member shall speak more than once on the same question, except to explain, without introducing new matter, a material part of a speech which may have been misconceived.

34. THE QUESTION

- 34.1 When a question is finally put by the Presiding Officer, no Member shall speak to the question, nor shall any other Motion be made until after the result of the vote has been declared.
- 34.2 A decision by the Presiding Officer that the question has been finally put shall be conclusive.
- 34.3 No Member shall comment upon any vote by the Council.

35. TO AMEND THE RULES

- 35.1 No rule contained in this by-law shall be repealed, altered or amended unless the Clerk receives two (2) weeks written notice of any Member's intent to introduce an amendment.
- 35.2 Public Notice of any amendment to the Procedural By-law shall be provided in accordance with the City's Notice By-law.

36. TO AMEND MOTIONS

- 36.1 Every amendment shall be in writing and shall be decided or withdrawn before the main question is put.

- 36.2 Only one amendment shall be allowed to an amendment.
- 36.3 Amendments shall be put in reverse order to that in which they are moved.
- 36.4 If a vote on an amendment is carried, then the main Motion shall be deemed to be carried.
- 36.5 Any Member may request the Presiding Officer to divide any Motion or report into such parts as the Member may submit and the Presiding Officer shall make a ruling on whether to divide the Motion.
- 36.6 If a proposed amendment or an amendment to an amendment is lost, then unless a further amendment is put, the main question shall be put.
- 36.7 When putting an amendment, the Clerk shall read the wording as it appears in the main Motion, read the proposed amendment and then read the wording as it would be if the amendment carried.

37. RECONSIDERATION

- 37.1 No matter decided within the calendar year shall be reconsidered without the consent by Resolution. Such consent shall require an affirmative vote of 2/3 of the members present and voting.

38. INQUIRIES

- 38.1 Inquiries about a matter may be raised by any Member and put to the Presiding Officer or through them to the City Manager, who may call upon another officer to reply.
- 38.2 No argument or opinion shall be offered or fact stated except as is necessary to explain the inquiry or the answer.
- 38.3 A Member and Officer are not to debate the matter.
- 38.4 Inquiries may be in writing or may be made orally.
- 38.5 An Officer shall reply promptly in writing in response to all requests for reports made by Council Resolution.
- 38.6 The City Manager may provide an update of the status of matters remaining on file at the end of each Committee of the Whole Meeting.

PART 5 - AGENDA AND MOTIONS

39. AGENDA

39.1 The Clerk in consultation with the Mayor, shall have discretion to prepare for the use of the Members an Agenda for the Regular Meetings as follows:

1. Land Acknowledgment
2. Call to Order
3. Review of Revisions or Deletions to the Agenda
4. Approval of Agenda
5. Disclosure of Pecuniary Interest and General Nature
6. Public Meetings Pursuant to the Planning Act, Municipal Act and Other Statutes
7. Review and Adoption of Council Minutes
8. Presentations/Delegations
9. Correspondence/Communications
10. Community/Regional Committee Reports
11. Reports by Members of Council
12. Notice of Motions
13. By-laws
14. New Business
15. Schedule of Meetings
16. Question and Answer Period
17. Closed Session
18. Confirming By-law
19. Adjournment

39.2 The Clerk in consultation with the Mayor, shall have discretion to prepare for the use of the Members an Agenda for the Committee of the Whole Meetings as follows:

1. Land Acknowledgment
2. Call to Order
3. Review of Revisions or Deletions to the Agenda
4. Approval of Agenda
5. Disclosure of Pecuniary Interest and General Nature
6. Public Meetings Pursuant to the Planning Act, Municipal Act and Other Statutes
7. Public Works
 - a. Delegations
 - b. Administrative Reports
 - c. New Business
8. Recreation
 - a. Delegations
 - b. Administrative Reports
 - c. New Business

- 9. Fire Services
 - a. Delegations
 - b. Administrative Reports
 - c. New Business
- 10. Corporate Services
 - a. Delegations
 - b. Administrative Reports
 - c. New Business
- 11. Community Development
 - a. Delegations
 - b. Administrative Reports
 - c. New Business
- 12. Closed Session
- 13. Adjournment

- 39.3 The business shall be taken up in the order in which it stands upon the Agenda in all cases except where the Presiding Officer deems it necessary or expedient to alter the order of business listed on the Agenda.
- 39.4 A copy of Minutes, administrative reports and communication items received by the Clerk no later than 4:00 pm on the Wednesday prior to a Meeting shall be provided to all Members by circulation of the Agenda.

39.5 Reports From Officers

- (a) Reports from Officers shall be signed by the writer. Signatures are required from the writer and Director. The City Manager shall sign all reports to Council.
- (b) Reports shall be submitted to the City Manager no later than 12:00 pm on the Wednesday before the Meeting for approval and signature.
- (c) Where the City Manager determines a matter to be of an extremely urgent matter, then a report submitted after Wednesday at 12:00 pm may be shown on the Agenda without copies being provided.
- (d) Any reports received by the Clerk after 12:00 pm on the Friday before a Meeting shall be referred to the next following Meeting.

39.6 Additions to the Agenda

- (a) If an item(s) deemed to be time sensitive must be added to an Agenda that has already been posted and circulated to the public and the media, an Addendum shall be posted and circulated to the media at least 24 hours prior to the meeting in an effort to provide advance public notice.
- (b) Should an item deemed to be time sensitive need to be added to the Agenda without advance public notice such as during the "Review of Revisions or Deletions to the Agenda," Council shall vote to allow such item(s) to be

added to the Agenda. Such additions shall require a majority vote of the Members present and voting.

40. DELEGATIONS

- 40.1 Delegations from the public may be received at both Regular and Committee of the Whole Meetings of Council. Delegations at Regular Meetings shall be on a subject within the jurisdiction or influence of local government. Delegations at a Committee of the Whole Meeting shall be related to an agenda item.
- 40.2 Persons wishing to make a formal presentation to Council must register with the Clerk prior to 4:30 pm on the Wednesday preceding any Meeting. A written copy of the submission shall be provided to the Clerk prior to 4:30 pm on the Thursday preceding any Meeting.
- 40.3 The maximum number of presenters in any delegation (including the spokesperson) shall be three (3).
- 40.4 The Clerk shall inform the presenter of the guidelines affecting the delegation (e.g. maximum time, maximum of three presenters and adherence to subject).
- 40.5 A public delegation, which has been registered with the Clerk may address matters of municipal jurisdiction for up to ten (10) minutes.
- 40.6 Notwithstanding 40.5 above, no delegation shall be permitted when the subject matter to be addressed relates to a recommendation of any tribunal that has conducted a hearing under the Statutory Powers Procedure Act, R.S.O. 1990, c. 22, as amended.
- 40.7 No person will be permitted to address Council with respect to a labour management dispute or issue, unless provided for by legislation or collective agreement.
- 40.8 Any delegation request that implies or threatens legal action shall be denied. The City Manager may refer all such matters to Legal Counsel.
- 40.9 Presenters appearing before Council who have previously appeared before the same Council on the same subject shall be limited to providing only new information in their second or subsequent appearances for up to five (5) minutes. A presenter is not permitted to appear before Council more than two times on the same subject matter.
- 40.10 In unique circumstances, the time limit may be extended by the Chair or a majority vote of the Members present. Such question shall be decided by the Members without debate.

40.11 No presenter shall:

- (a) speak disrespectfully of any person;
- (b) use offensive words or unparliamentary language;
- (c) speak on any subject other than the subject for which he/she received approval to address; or
- (d) disobey the rules of order or a decision of the Presiding Officer.

40.12 After the presenter has finished, Members shall each have the opportunity to ask questions for clarification purposes only, and without debate.

40.13 The Presiding Officer may curtail any presenter, any questions of a presenter or debate during a delegation, for disorder or for any other breach of this Procedural By-law and, should the Presiding Officer rule that the delegation is concluded, the presenter shall withdraw immediately and shall be given no further audience by the Council.

40.14 Public delegations made at the beginning of the Meeting may be considered by the Members during the New Business portion of the Agenda.

40.15 The Presiding Officer, at their discretion, may recognize a member of the public.

40.16 Public delegations, depending on their nature, may be assigned by the City Manager to the appropriate Director and/or Committee for follow up.

41. PRESENTATIONS

41.1 Presentations may be received from municipal staff, public agencies, consultants retained by the municipality or the Municipal Auditor at either a Regular or Committee of the Whole Meeting of Council.

41.2 Presentations to Council from any of those listed in Section 40.14 shall be subject to a maximum time limit of thirty (30) minutes for their presentation unless otherwise decided by Council.

42. QUESTION & ANSWER

42.1 Speakers shall be permitted to only speak to items on the Agenda.

42.2 Speakers are permitted to speak once on any matter for up to five (5) minutes. If there is a group of Speakers taking the same position, they are encouraged to select a spokesperson to express their views.

43. NOTICE OF MOTION

43.1 Notice of Motions shall be given in writing

- (a) at a Regular Meeting but shall not be debated until the next Regular Meeting

or subsequent Regular Meeting specified by the Member introducing the Notice of Motion; or

(b) delivered to the Clerk at any time prior to 12:00 pm of the last business day preceding the date of the Regular Meeting at which the Motion is to be introduced.

43.2 Where a Member's Notice of Motion has been called by the Presiding Officer at the subsequent Regular Meeting and not proceeded with, it shall be dropped from the Agenda unless Council decides otherwise.

43.3 Where Council has determined not to drop a Notice of Motion from the Agenda, and at the second Regular Meeting such Notice of Motion is called by the Mayor and not proceeded with, it shall be deemed to have been withdrawn.

44. MOTIONS

44.1 Every Motion shall be in writing, shall be seconded and shall be read by the Presiding Officer before debate or before being put from the Chair.

44.2 Where the question under consideration contains separate propositions then, at the request of any Member, any separate matter shall be put separately.

44.3 A Recommendation that was voted on in the affirmative at a Committee of the Whole meeting shall be brought forward for consideration at the next Regular Meeting, unless otherwise determined by Council, and shall be voted on without amendment or debate.

44.4 After a Motion is read by the Presiding Officer, it shall be deemed to be in the possession of the Council, but may be withdrawn at any time before decision or amendment.

45. PRECEDENCE

45.1 When a question is under debate, the only Motions in order shall be:

- (a) to extend the time of the Meeting;
- (b) to amend;
- (c) to lay on the table;
- (d) to postpone to a certain time and day;
- (e) to move the previous question.

These five (5) Motions shall have precedence in the order in which they are listed.

45.2 On a Motion to postpone to a certain time and day, only the question of time and day so mentioned is open to debate, after an explanation by the mover of the Motion.

45.3 A Motion to refer for a report shall name the City Manager who shall determine

the necessary staffing requirements and timelines for submission of a report back to Council.

PART 6 - BY-LAWS & CORRESPONDENCE

46. BY-LAWS

- 46.1 No by-law shall be presented to Council unless the subject matter thereof has been considered and approved by Council or a Committee to which Council has been delegated authority.
- 46.2 Every by-law shall be introduced upon a motion by a Member, and any number of by-laws may be introduced together in one motion, but Council shall, at the request of a Member, deal separately with any by-law.
- 46.3 The Clerk shall be authorized to make minor corrections to a by-law that are immaterial in nature and which do not alter the intent of the by-law.
- 46.4 A By-law shall be passed by being given three readings.
- 46.5 A By-law shall be given each reading by reference to its by-law number in the same resolution in which all by-laws are being considered.
- 46.6 At the request of any member of Council, the reading of any by-law shall be deleted from a consolidated Motion and dealt with by separate Motion.
- 46.7 A By-law shall be deemed to have been read upon the number, title or heading being read or taken as read, unless a member requires the by-law or any portion thereof to be read in full.
- 46.8 The minutes of the meeting shall reflect both the number and the title of the by-law, notwithstanding that the Motion refers only to the number of the by-law.

47. RECORDS

- 47.1 The Clerk shall endorse on every by-law the dates of the three readings thereof.
- 47.2 Every by-law passed by Council shall be numbered, sealed with the corporate seal, signed by the Mayor and the Clerk and the by-law shall be entered in a by-law register to be kept by the Clerk.

48. MINUTES

- 48.1 After the minutes of each Meeting have been approved by the Council, the Minutes shall be immediately signed by the Mayor and Clerk.

49. DOCUMENTS

- 49.1 All original documents, including by-laws, contracts, agreements, deeds, leases, bonds or other securities, addressed to or considered by the Council, shall remain in the custody of the Clerk.

50. CORRESPONDENCE

- 50.1 Every communication to be considered by Council shall be in writing.
- 50.2 All correspondence addressed to "*Mayor and Council*" shall be opened by the Clerk's Office and date-stamped for the day on which it is received.
- 50.3 The Clerk, at their discretion, shall determine the method of distribution for correspondence addressed to "*Mayor and Council*" by either placing such correspondence in individual Member mail-boxes situated at City Hall, distribution by e-mail or included in the correspondence in the Correspondence/Communications section of the Agenda.
- 50.4 All correspondence referred to appropriate staff shall receive a response within six (6) weeks following its receipt.
- 50.5 Requests for Proclamations shall be distributed in the Correspondence/Communications section of the Agenda with a "***Received for Information***" reference. Any Member may request that a proclamation be prepared and considered by Council at an upcoming Meeting.

PART 7 — COMMITTEES

51. AD HOC COMMITTEE

- 51.1 Ad Hoc Committees may be established by Council, from time to time for consideration of special projects or in response to specific issues requiring immediate or long-term attention.
- 51.2 Prior to the establishment of an Ad Hoc Committee which Council has determined will include members of the public, the Clerk shall place an advertisement in a newspaper inviting members of the public to apply to be a member of the committee.
- 51.3 Each Ad Hoc Committee shall be given a clear mandate and well-defined terms of reference that shall include:
 - (a) the mandate;
 - (b) the membership;
 - (c) the composition, including the applicable staff members;
 - (d) the reporting relationships;
 - (e) the staff and other resources to be made available; and
 - (f) a start and finish date.
- 51.4 The Mayor shall be ex-officio, a member of all Ad Hoc Committees of Council and shall be entitled to vote and to make Motions and amendments.

- 51.5 Any Member may attend and participate in meetings of Ad Hoc Committees, but only those appointed by Resolution may vote.
- 51.6 The Ad Hoc Committee shall meet in accordance with the meeting schedule established by the Committee at a location to be determined by the Chair.
- 51.7 The Procedural Rules governing meetings of Council as set out in this By-law shall apply, with necessary modifications, to any meeting of an Ad Hoc Committee.
- 51.8 When an Ad Hoc Committee has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by Council.
- 51.9 Council may terminate an Ad Hoc Committee at its discretion at any time.

52. STANDING COMMITTEE

- 52.1 A Standing Committee is an advisory body to Council to consider matters on any other matter that Council deems it necessary.
- 52.2 A Sub-Committee is a Committee established by a Standing Committee with a clear mandate that has a beginning and end and reports directly to the creating Standing Committee.
- 52.3 Each Standing Committee shall be given a clear mandate and well-defined terms of reference.
- 52.4 The Procedural Rules governing meetings of Council as set out in this By-law shall apply, with necessary modifications, to any meeting of a Standing Committee.
- 52.5 Council may terminate a Standing Committee at its discretion at any time.

PART 8 — GENERAL PROVISIONS

53. SEVERABILITY

- 53.1 Should any section, subsection, clause, paragraph or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof, other than the provisions so declared to be invalid.

54. REPEAL

- 54.1 By-law No. 2008-160, as amended, is hereby repealed in addition to By-Laws 2009-058, 2009-113, 2010-130, 2011-014, 2014-101, 2015-231, 2020-035, 2021-156, 2022-089.

55. ENACTMENT

55.1 This By-law shall take force and effect upon being passed.

READ a FIRST and SECOND TIME this 7th day of March, 2023

Mayor

Clerk

READ a THIRD and FINAL TIME and FINALLY PASSED this 21 day of March, 2023.

Mayor

Clerk

SCHEDULE "A" TO
THE CORPORATION OF THE CITY OF TEMISKAMING SHORES
BY-LAW NO. 2023-022

Affirmation of Confidentiality

I, _____, member of the Council of The Corporation of the City of Temiskaming Shores, do hereby affirm that I will not disclose to any person any information or document arising from confidential Council meetings of The Corporation of the City of Temiskaming Shores that come to my knowledge or possession by reason of those meetings, except as I may be legally required or expressly authorized to do so or except as that information or document has otherwise already been properly made public.

Confidentiality Agreement

By signing this document, I agree that:

I will not disclose to any person any information or document communicated to me in a confidential meeting held by the Council of The Corporation of the City of Temiskaming Shores in connection with any matter designated as confidential by the Procedural By-law except as I may be legally required or expressly authorized to do so or except as that information or document has otherwise already been properly made public.

Signed, sealed and delivered at Temiskaming Shores, Ontario, this _____ day of _____, 20____.

Signed

Witness