



THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2009-100

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



Enacted: December 3, 2009

TOWNSHIP OF SEVERN PROCEDURAL BY-LAW

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BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND
COMMITTEES OR LOCAL BOARDS OF COUNCIL

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 238.(2), provides that every municipality shall pass a Procedure By-law for governing the calling, place and proceedings of Council;

AND WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 239.(1), provides that all meetings shall be open to the public;

AND WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 239.(2) and 239.(3.1), provides that a meeting or part of a meeting may be closed to the public with respect to certain subject matters;

AND WHEREAS it is deemed expedient to enact a By-law to govern the proceedings of Council and Committees of Council for the Township of Severn;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. General

1.1 **Introduction**

That the rules and regulations contained in this By-law shall be observed during all proceedings of Council and Committees of Council and shall be the rules and regulations for the order and conduct of business for the Council and Committees thereof, provided that the rules and regulations contained herein may be suspended by a majority vote of the Council or Committee thereof, and in such case for which provision is not made herein, the procedure to be followed shall be as near as possible to that of the Legislative Assembly of Ontario and its Committees.

1.2 **Mission Statement**

That the Council of the Township of Severn shall be dedicated to fostering a high quality rural lifestyle through our commitment to enhancing public safety, preserving the natural environment and seeking opportunities for economic prosperity within financial realities.

1.3 **Accountability & Transparency**

That the Council of the Township of Severn acknowledges that it is responsible to provide good government for its residents in an accountable and transparent manner by:

- ✓ Encouraging public access and participation to ensure that the decision making is responsive to the needs of its constituents and receptive to their opinions;
- ✓ Delivering high quality services to our residents; and
- ✓ Promoting the efficient use of public resources.

1.4 That the provisions of the *Municipal Conflict of Interest Act*, R.S.O. 1998, Chapter M.50, shall apply.

2. Definitions

- 2.1 **“Act”** shall mean the *Municipal Act*, S.O. 2001.
- 2.2 **“Acting Mayor”** shall mean the Deputy Mayor or in his/her absence a Member of Council appointed by a majority vote of the Council of the Township of Severn.
- 2.3 **“Clerk”** shall mean the Clerk duly appointed by the Corporation of the Township of Severn.
- 2.4 **“Confirming By-law”** shall mean a By-law enacted which adopts and approves action on all motions passed at a Council Meeting.
- 2.5 **“Committee”** shall mean all Committees and Local Boards established by Council.
- 2.6 **“Council”** shall mean the Municipal Council duly elected for the Township of Severn.
- 2.7 **“Deputy Clerk”** shall mean the Deputy Clerk duly appointed by the Corporation of the Township of Severn.

- 2.8 **“Emergency”** shall mean a situation or pending situation that presents an urgent or extraordinary matter which is required to be dealt with in the most expedient manner as determined by the Mayor or a majority of Council.
- 2.9 **“Head of Council”** shall mean the Mayor of the Corporation of the Township of Severn or in his/her absence, the Deputy Mayor or in his/her absence a Member of Council appointed by a majority vote of the Council of the Corporation of the Township of Severn.
- 2.10 **“In-Camera”** means any meeting, or portion of a meeting, closed to the public when dealing with one or more subjects listed under Section 239 of the *Municipal Act, S.O. 2001*.
- 2.11 **“Local Board”** shall mean a Local Board or Committee as defined in the *Municipal Act, S.O. 2001*, but does not include Police Services Boards or Public Library Boards.
- 2.12 **“Meeting”** shall mean any regular, special, committee or other meeting at which a majority of the members have convened to discuss or make decisions on municipal matters.
- 2.13 **“Member”** shall mean a member duly elected or appointed to/by the Council of the Township of Severn.
- 2.14 **“Municipal Office”** shall mean the Municipal Office located at 1024 Hurlwood Lane, Severn Township.
- 2.15 **“Notice of Meeting”** shall mean the creation and circulation of an agenda and posting in accordance with the Township of Severn’s Notice By-law.
- 2.16 **“Presiding Officer”** shall mean the Chair of the meeting.
- 2.17 **“Quorum”** shall mean a majority of the whole number of the members of Council, Committee or Local Board.
- 2.18 **“Recorded Vote”** shall mean the recording of the name and vote of every member on any matter or questions.

- 2.19 **“Subcommittee”** shall mean a special Subcommittee of limited duration established by a motion of Council to inquire into and report on a particular matter or concern and which dissolves automatically upon submitting its final report to Council unless otherwise directed by Council.

3. Inaugural Meeting

- 3.1 That the Inaugural Meeting for the newly elected members of Council shall be held the first Thursday in December following Election Day at 7:30 p.m. in the Council Chambers of the Municipal Office.
- 3.2 That the Mayor-Elect and the Clerk shall be responsible for the content and format of the agenda for the Inaugural Meeting and all arrangements for the proceedings.
- 3.3 That no business shall be conducted at the Inaugural Meeting until the Declarations of Oath and the Investment of the Chain of Office have been completed.
- 3.4 That prior to the commencement of the first meeting of the newly elected Council, the Clerk in consultation with the Mayor, shall establish the seating arrangement to be used for the term of Council.

4. General Meetings

- 4.1 That the regular meetings of Council shall be held on the first Thursday of each month at 7:30 p.m. In the event that such day is a holiday, the meeting shall be held on the following Thursday at 7:30 p.m.
- 4.2 That the regular meetings of Committees shall be held as outlined in Schedule “A” attached hereto and forming part of this By-law.
- 4.3 That Council shall be held in the Council Chambers of the Municipal Office used by Council for such purposes or at such other place as Council may appoint at its previous meeting.
- 4.4 That meetings of Council and/or Committees may be scheduled or relocated to an alternative location by a resolution enacted by a majority of the members.
- 4.5 That except for the provisions in Section 239. of the *Municipal Act*, S.O. 2001, all meetings of Council shall be open to the public.

- 4.6 That in the case of an emergency, the Municipal Office may be relocated and Council Meetings held at any convenient location within or outside of the municipality in order to ensure the continuation of decision making.
- 4.7 That there shall be no electronic meetings permitted including by e-mail, telephone, computer or fax.
- 4.8 That in the event of inclement weather, the Mayor shall have the authority to cancel a meeting of Council or Committee.

5. Special Meetings

- 5.1 That the Mayor or a majority of Council members may at any time call a special meeting of Council with 48 hours notice, except in the case of an emergency at which time a special meeting may be convened at the discretion of the Mayor or a majority of members of Council.
- 5.2 That upon receipt of a petition of a majority of the members of Council, the Clerk shall call a special meeting for the purposes and at the time mentioned in the petition.
- 5.3 That the Clerk shall compose an agenda to indicate the nature of the business to be considered at the special meeting including the time, date and place of the meeting.
- 5.4 That all Special Meetings of Council shall be held at the Municipal Office, unless an alternative location is specified in the agenda.
- 5.5 That the only business to be dealt with at a Special Meeting is that which is listed on the agenda.

6. Closed Meetings

- 6.1 That a meeting or part of a meeting may be closed to the public (“in-camera”) if the subject matter being considered is for:
 - (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.
- 6.2 That a meeting may also be closed to the public if the following conditions are both satisfied:
- (a) the meeting is held for the purpose of education or training the members;
 - (b) at that 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.
- 6.3 That a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council, Board, Commission or other body is designated as head of the institution for the purposes of that Act.
- 6.4 That before holding a meeting or part of a meeting that is to be closed to the Public:
- (a) The subject matter shall be included on the agenda outlining the general nature of the matter to be considered;
 - (b) The meeting shall be called to order in the public;
 - (c) A motion shall be passed stating the fact of the holding of the closed meeting and the section of the Act to which the closed meeting complies;
 - (d) Following the confidential discussion required, the meeting shall be re-opened by motion for the decision on the matter; and
 - (e) With no further confidential discussion, all decisions shall be made in the public portion of the meeting.
- 6.5 That if there is no discussion required on the closed meeting subject, there will be no requirement to close the meeting by motion or otherwise, and the required decision may be considered during the public portion of the meeting without debate.
- 6.6 That the Clerk, Deputy Clerk or designate shall be present at all closed meeting proceedings and staff and members of Council shall ensure that all confidential matters disclosed to them during closed meetings are retained as confidential.
- 6.7 Once back in open forum, the Clerk or Deputy Clerk shall record a motion for each item discussed during the in-camera session which identifies the general topic of discussion and instructions for disposition without revealing any confidential matters.

7. Duties of the Head of Council

7.1 It shall be the duties of the Head of Council:

(a) **General**

- ✓ To act as Chief Executive Officer of the municipality;
- ✓ To preside over Council meetings so that its business can be carried out efficiently and effectively;
- ✓ To provide leadership to the Council;
- ✓ To provide information and recommendations to the Council with respect to the role of Council;
- ✓ To represent the municipality at official functions; and
- ✓ To carry out the duties of the Head of Council under this or any other Act.

(b) **Meetings**

- ✓ To open each meeting of Council by taking the Chair and calling the members to order;
- ✓ To announce the business before the Council in the order to which it is to be acted upon;
- ✓ To receive all messages and other communications and announce them to the Council;
- ✓ To receive and submit, in the proper manner, all motions presented by the members of Council;
- ✓ To put to a vote all questions which are regularly moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;
- ✓ To decline to put to a vote motions which infringe on the rules of procedure;
- ✓ To authenticate, by his/her signature, all By-laws, motions and minutes of Council;
- ✓ Restrain the members when engaged in debate in accordance with the "Rules of Debate" as set out in Schedule "B" attached hereto and forming part of this By-law;
- ✓ To enforce on all occasions the observance of order and decorum among the members and all persons in attendance;
- ✓ To call by name any member persisting in breach of the rules or order of the Council, thereby ordering him/her to vacate the Council Chambers;
- ✓ To inform the Council, when necessary or when referred to for the purpose, on a Point of Order or Privilege as set out in Schedule "C" attached hereto and forming part of this By-law;
- ✓ To represent and support the Council, declaring its will, and implicitly obeying its decisions in all things;

- ✓ To ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of Council;
- ✓ To adjourn the meeting when the business is concluded;
- ✓ To adjourn or recess the meeting without question in the case of grave disorder arising in the Council Chambers; and
- ✓ With the concurrence of a majority of Council, allow persons to stand and address Council, if in his/her opinion it is deemed necessary.

8. Duties of the Head of Council as Chief Executive Officer

- 8.1 As Chief Executive Officer of a municipality, the Head of Council shall:
- ✓ Uphold and promote the purposes of the municipality;
 - ✓ Promote public involvement in the municipality's activities;
 - ✓ Act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
 - ✓ Participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

9. Duties of the Clerk/Deputy Clerk

- 9.1 The Clerk, Deputy Clerk or designate shall attend all meetings of Council whether the meeting be open or closed to the public.
- 9.2 It shall be the duty of the Clerk/Deputy Clerk or designate:
- ✓ To record, without note or comment, all motions, decisions and other proceedings of Council;
 - ✓ To record the name and vote of every member voting on any matter or question, if required by any member present at a vote;
 - ✓ To keep the originals of all By-laws and of all minutes of the proceedings of the Council;
 - ✓ To perform the other duties required under this Act or any other Act; and
 - ✓ To perform such duties as are assigned by the municipality.

10. Agendas

- 10.1 That agendas shall be prepared and made available prior to the regularly scheduled meetings by the required deadlines outlined in Schedule "A".

- 10.2 That all business to be dealt with on the agendas shall be submitted to the Township by the required deadlines outlined in Schedule "A".
- 10.3 That every written communication intended for presentation to Council or a Committee shall be legibly written, typed or printed, signed and dated by at least one person, including an address and telephone number where return correspondence or contact is to be directed, and delivered to the Township prior to the agenda deadline. Members of the public may submit electronic presentations if so desired prior to the agenda deadline. Petitions designed to be presented to Council shall contain original signatures, including printed names, addresses and telephone numbers. All correspondence or petitions presented to Council shall become part of the public record at the meeting at which it is received.
- 10.4 That a maximum of four (4) Public Meetings/Hearings and four (4) Presentations/Delegations per regular meeting shall be permitted, and no delegations shall be permitted during a special meeting unless specifically approved by Council or Committee.
- 10.5 That with the exception of the Joint Municipal Service Board, the agendas shall contain all elements outlined in Schedule "D" attached hereto.
- 10.6 That all categories shall be published in the same order as a standard format on each agenda. If there is no business, "NIL" will be denoted for that category.
- 10.7 That all "confidential" items shall be copied on blue paper to easily identify the nature of the business to be considered.
- 10.8 That copies of the agendas shall be made available to the public upon request at no cost.
- 10.9 That the Clerk may at the request of or with the consent of the Mayor add such items to the agenda after the required deadline that are of an emergency or urgent nature, and such items shall appear on an Addendum Agenda which shall be made available to the public at the start of the regular meeting.
- 10.10 That the business listed on the agenda shall in all cases be handled in the order in which it stands unless otherwise decided by a majority of the members.

11. Disclosure of Pecuniary Interest & the General Nature Thereof

- 11.1 That all members must govern themselves at any meeting in accordance with the current legislation respecting any disclosure of pecuniary interest. It is the responsibility of the member to identify and disclose any pecuniary interest.
- 11.2 That each member shall disclose the interest including the general nature thereof prior to any consideration of the matter and shall not take part in the discussion or vote on any question 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 question.
- 11.3 That each member shall retire from the dais during consideration of the matter and shall not take part in the meeting until the consideration is completed.
- 11.4 That where the meeting is closed to the public, the member shall immediately leave the meeting room during which the matter is under consideration.
- 11.5 That where a member is absent from a meeting which includes a matter on which they have a pecuniary interest, the member shall disclose this interest at the next meeting they attend.
- 11.6 That the declaration of interest shall be recorded in the minutes, including the general nature of such declaration.
- 11.7 That if a pecuniary interest is declared by the Presiding Officer, he/she shall vacate from the Chair and the Co-Chair shall preside until the completion of the consideration and decision.

12. Delegations

- 12.1 That no member of the public shall be permitted to make a delegation on any subject unless they have made an appointment prior to the agenda deadline or unless they have been directly invited to attend to provide comments. All delegation subjects shall fall within municipal jurisdiction.
- 12.2 That persons invited to make comment or given notice under the *Planning Act* or any other Act, as required, are not required to give written submissions.

- 12.3 That persons desiring to present information on matters or make a request shall give notice to the Township and submit their written presentation prior to the required deadline as outlined in Schedule "A".
- 12.4 That all persons are limited to speaking no more than fifteen (15) minutes. An extension may be permitted by a majority of the members without debate.
- 12.5 That presentations such as consultants reports or deputations which are made at the request of Council are not considered to be the same as delegations and are not subject to the time limit.
- 12.6 That the Presiding Officer shall keep account of the time expended by the delegation and at the completion of the allotted time advise the individual to cease.
- 12.7 That members shall not interrupt a delegation while he/she is addressing Council, except on a point of order.
- 12.8 That members may ask questions of the delegation following the completion of the presentation.
- 12.9 That upon completion of the delegation and after the delegate has left the Council presentation area, members may discuss the matter raised by the delegation and determine an appropriate course of action.
- 12.10 That requests for a deputation who have previously addressed Council on a certain topic shall not be granted unless they are providing new information on the subject matter.
- 12.11 That the Clerk, in consultation with the Presiding Officer, shall screen the deputation requests and the Clerk shall inform the Presiding Officer of requests that are not granted.
- 12.12 That specific types of audio visual equipment may be used to assist in delegations provided that the delegate arranges for the placement of equipment or requests permission to use Township equipment prior to the scheduled meeting.
- 12.13 That all individuals or groups making delegations shall conduct themselves with decorum at all times and slanderous and/or abusive behaviour or statement shall not be permitted. No delegation shall:
 - ✓ Speak disrespectfully of any person
 - ✓ Use improper language or unparliamentary language
 - ✓ Speak on any subject other than the subject for which they have received approval to address

- ✓ Disobey the rules of procedure or a decision of the Presiding Officer

- 12.14 That members of the public attending a scheduled meeting shall respect the decorum and shall not display signs or placards and refrain from public outbursts or behaviour intended to disrupt the debate.
- 12.15 That if the Presiding Officer is of the opinion that decorum has been breached, he/she will immediately stop the delegation and ascertain by a majority vote of the members if they are in agreement with his/her observation.
- 12.16 That if a delegation is found to be in breach of decorum, they will be provided the opportunity to retract their statement(s) and apologize to the members.
- 12.17 That if a delegation refuses to apologize or retract their statement(s), the meeting shall be recessed and the delegate removed from the Chamber.
- 12.18 That any member of the public who repeatedly interrupts proceedings and/or interjects without being invited shall be requested by the Presiding Officer to cease and desist or the meeting will be recessed and the person(s) removed from the Chambers.
- 12.19 That delegations by any member of the public relating to specific personnel matters shall not be permitted at a public meeting.

13. Calling of Meetings to Order

- 13.1 That as soon after the hour fixed for the holding of a meeting as a quorum is present, the Presiding Officer shall take the Chair and call the meeting to order.
- 13.2 That all Council Meetings shall commence with the Lord's Prayer as led by the Mayor or Presiding Officer.
- 13.3 That should the Mayor be absent at the hour fixed for the meeting and there is sufficient quorum present, the Deputy Mayor shall call the meeting to order and shall exercise such powers of the Mayor as conveyed in this By-law until such time as the Mayor arrives and assumes the Chair.

13.4 That in the event that the Mayor and Deputy Mayor are absent at the hour fixed for the meeting and they do not attend within fifteen (15) minutes after the appointed time, if there is sufficient quorum present, the Clerk shall call the members to order and an Acting Mayor shall be appointed by motion from among the majority of members present. The Acting Mayor shall preside until the arrival of the Mayor or Deputy Mayor as the case may be and while so presiding shall have all the powers of the Mayor.

13.5 That if no quorum is present one half hour after the hour fixed for the meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next scheduled meeting.

14. Curfew

14.1 That no items of business may be dealt with at a meeting after 11:00 p.m. except with a unanimous consent of the members by motion.

15. Minutes

15.1 That the minutes of all meetings shall record:

- (a) The place, date and time of the meeting;
- (b) The name of the Presiding Officer, the record of attendance of members and Township staff;
- (c) The disclosure of pecuniary interest and the general nature thereof;
- (d) All other proceedings of the meeting without note or comment, with the exception of Public Meetings held in accordance with the *Planning Act* or other applicable Act; and
- (e) When a member requests a recorded vote in respect to a matter prior to or upon the said item of business being identified by the Presiding Officer. The Clerk shall call and record the votes of the individual members for and against the said motion and call the outcome.

15.2 That the minutes of each meeting shall be listed on the next Council Agenda for adoption.

15.2 That a written motion shall be introduced for the adoption of minutes of a previous meeting and if approved the minutes shall be confirmed.

16. Motions

16.1 **Moving & Seconding**

That all motions shall be in writing and signed by a mover and seconder before the Presiding Officer can put forth the question or motion for consideration. A member may move or second a motion in order to initiate discussion and debate, but that member may vote in opposition to the motion.

16.2 **Presentation of Motion by Presiding Officer**

That when a motion is presented in writing, it shall be read by the Presiding Officer and the members shall be permitted to debate on the subject matter prior to the final vote.

16.3 **Combined Motions**

That all or several items on the agenda for Council or Committee meetings may be adopted in a single motion. Any specific items of business will be provided individual deliberation and debate upon the request of any member.

16.4 **Withdrawal**

That after a motion is stated by the Presiding Officer, it shall be deemed to be in possession of the members but may, with the permission of a majority of the members, be withdrawn at any time before decision or amendment.

16.5 **Jurisdiction**

That a motion with respect to a matter which is beyond the jurisdiction of the members or municipality shall not be in order.

16.6 **Priority of Disposition**

That a motion properly before the members for decision must receive disposition before any other motion can be considered.

16.7 **Reference to Committee**

That a motion to refer a matter to a Standing Committee shall preclude all amendments of the main motion until it is decided.

16.8 **Tied Vote**

That any question on which there is a tied vote shall be deemed to be lost, except where otherwise provided by an Act.

16.9 Amendment

That only one motion to amend the main motion shall be allowed at one time. A motion to amend shall be relevant to the main motion. A motion to amend shall be presented and receive disposition by the members before an amendment or the question is put.

16.10 Friendly Amendment

That before the Chair states the motion or calls for a vote, a member may request an amendment to the motion. The mover or seconder may either accept or reject the proposed amendment. If the change is accepted, the amended motion may be read.

16.11 Privilege

That a motion on a matter of privilege shall receive disposition of the members forthwith upon receipt, and when settled, the question so interrupted shall be resumed from the point where it was suspended.

16.12 Motion to Divide

That a motion containing distinct proposals may be divided upon an affirmative vote of a majority of members present and voted on separately.

16.13 Verbal Motions

That the following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by the Rules of Procedure:

- ✓ A point of order or personal privilege
- ✓ Presentations of petitions
- ✓ To lay on the table
- ✓ To postpone indefinitely or to a particular day
- ✓ To move the previous question

16.14 Motions without Notice

That the following motions may be introduced without notice and without leave, but such motions shall be in writing and signed by a mover and seconder:

- ✓ To refer
- ✓ To adjourn
- ✓ To amend
- ✓ To suspend the Rules of Procedure

16.15 Motion to Adjourn

That a motion to adjourn shall always be in order except as provided by these rules:

- (a) A motion for adjournment may not be repeatedly made until after some intermediate proceedings have been completed by Council; and

- (b) A motion for adjournment is not in order when another member is speaking or during the verification of a vote.

16.16 Leaving Seat Prohibited

That no member at a meeting shall leave his/her seat while a vote is being taken and until the result is declared.

17. Voting on Motions

17.1 Council/Committees

That every member shall have one vote.

17.2 Secret Voting

That no vote shall be taken by ballot or by any other method of secret voting and every vote so taken shall be of no effect.

17.3 Open Meeting

That a meeting shall not be closed to the public during the taking of a vote except as provided in Section 17.4 herein.

17.4 Closed Meeting Voting

That a meeting may be closed to the public during a vote if the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality retained by or under contract with the municipality where a confidential matter cannot be protected.

17.5 No Interpretation After Question

That after the 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 vote is taken and a result has been declared.

17.6 Member Absent

That a member not in their seat when the question is called by the Presiding Officer is not entitled to vote on that question.

17.7 Result of Vote

That the Presiding Officer shall announce the results of the vote by declaring carried or lost. If a member disagrees with the announcement, he/she may only immediately after the declaration appeal the stated outcome and request that a recorded vote be taken.

17.8 Unrecorded Votes

That the matter of determining the decision of the members on a motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing or otherwise, but may not be in any circumstances in the form of a secret ballot.

17.9 **Recorded Votes**

- (a) Where a vote is taken for any purpose and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by an Act, shall announce his or her vote openly by raising a hand, and any failure to vote by a member shall be deemed to be a negative vote and the Clerk shall record each vote and verbally summarize its outcome.
- (b) Such voting shall proceed simultaneously with the Presiding Officer requesting a vote for all those in favour and a vote for all those in opposition, and this voting shall be employed unless otherwise prohibited by Statute.

18. Reconsideration of Previous Decisions

That except as otherwise provided in this By-law, after any questions, matter, resolution or By-law has been decided by Council:

- 18.1 Council may reconsider a resolution, By-law, question or matter if a majority of Council agrees to such reconsideration by resolution.
- 18.2 Only a Member who voted with the majority at the time of the final decision may at the same or subsequent Council meeting move for reconsideration by resolution.
- 18.3 Any Member who was not on Council at the time of the original vote shall be deemed to have voted with the prevailing side.
- 18.4 A motion for reconsideration may be seconded by any Member.
- 18.5 No discussion on the main resolution shall be allowed unless the motion for reconsideration is approved by a majority vote.
- 18.6 If a motion to reconsider is decided in the affirmative, then consideration of the original matter shall become the next order of business.
- 18.7 No motion shall be reconsidered more than once during a period of twelve (12) months following the date on which the question was decided. After which, the subject matter shall become a matter to be brought forward as though it were a new question.
- 18.8 A motion to reconsider suspends action on the motion to which it applies until it has been decided.

18.9 If the action approved in the main motion cannot be reversed, the motion cannot be reconsidered.

18.10 The following motions cannot be reconsidered:

- (a) to adjourn
- (b) to recess
- (c) to suspend the Rules
- (d) to reconsider
- (e) to postpone indefinitely which has been lost.

18.11 Standing Committees and/or Local Boards may only recommend to Council that a previous decision be reconsidered.

19. Readings of By-laws and Proceedings Thereon

19.1 That every By-law shall be listed on the appropriate agenda and introduced by motion for first and second reading and decided without amendment or debate. Any number of By-laws may be introduced together in one motion. Council shall, at the request of a member, deal separately with any By-law.

19.2 That every By-law when introduced shall be in typed written form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act, and shall be completed with the sequential number and date of passing.

19.3 That once the motion has been introduced for third reading, members of Council shall be given an opportunity to request an amendment or debate on any given By-law.

19.4 That every By-law shall have three readings prior to it being passed and enacted.

19.5. That the Clerk shall set out on all By-laws enacted by Council the date of the several readings thereof.

19.6 That every By-law enacted by Council shall be signed by the Mayor at the said meeting and subsequently by the Clerk or the appointed designate and sealed with the seal of the Corporation and shall be deposited in the office of the Clerk as a permanent record.

19.7 That at the conclusion of all meetings of Council, and prior to adjournment, a Confirmatory By-law shall be brought forward under separate motion to confirm the action of Council at the meeting with respect to each action taken and third reading of the Confirmatory By-law shall be voted on without debate.

20. Suspension of Rules

20.1 That in accordance with this By-law, any procedure required by this By-law may be suspended by motion with the consent of the majority of the Members of the Council present.

20.2 That a motion to suspend the rules of procedure shall not be debatable or amendable.

21. Standing Committees/Local Boards

21.1 That there shall be six (6) Committees established by Council (**Schedule "E"**) as follows:

- (a) Coldwater Business Improvement Area – Board of Directors
- (b) Committee of Adjustment;
- (c) Corporate Services Committee;
- (d) Joint Municipal Service Board;
- (e) Municipal Accessibility Committee;
- (f) Planning & Development Committee;
- (g) Sign Committee; and
- (h) Uthoff Trail Committee.

21.2 The Corporate Services Committee and the Planning & Development Committee shall be comprised of all members of Council.

21.3 That members of Committees, except for the Corporate Services Committee and Planning & Development Committee, shall be appointed at the onset of each term of Council.

21.3 That the term of office of the Committee members shall be for the term of Council or on the date that their successors are appointed.

21.4 That with the exception of the Committee of Adjustment, the Committees shall act in an advisory capacity only and minutes of the Committees shall be forwarded to Council as "Committee Reports" at the next regularly scheduled meeting for consideration and adoption.

21.5 That any recommendations or minutes of a Committee, when adopted by Council, shall be considered and deemed to be the proceedings of Council.

21.6 That the location of the meetings will be at the Administration Office, except as otherwise decided by the Committee and denoted on the agenda.

- 21.7 That Chairs and Vice-Chairs of the Corporate Services Committee and the Planning & Development Committee may be appointed on an annual basis for rotation on the recommendation of the Mayor.
- 21.8 That the Clerk, Deputy Clerk or designate shall attend all meetings of the Corporate Services Committee and Planning & Development Committee to provide secretarial support and record the minutes.
- 21.9 That unless otherwise directed by Council, the July meetings of the Corporate Services Committee and Planning & Development Committee shall be cancelled. If it is deemed necessary to expedite the business of the municipality, additional meetings may be called at the direction of the Mayor.
- 21.10 That Severn Township Council may refer issues to the Committees on specific subjects requesting a report for further consideration.
- 21.11 **Absenteeism**
- (a) That Committee Members shall be deemed to have resigned their appointment if they are absent from 3 consecutive meetings without the prior consent of Council or unless they are absent for health reasons, in which case the continuation of their appointment shall be determined by Council.
 - (b) That the Chair of a Committee shall advise the Clerk when a current member has been absent from 3 consecutive meetings without the prior consent of Council or absent for health reasons.
 - (c) That before the “3 consecutive absence situations” are referred to Council, the Clerk shall give written notice of such absence to the absent member and invite him/her to provide a written explanation for the absences on the understanding that such written explanation will be submitted to Council.
 - (d) That Committee members are required to inform their Committee’s Recording Secretary of any anticipated but unavoidable absences from upcoming meetings.
- 12.12 That all meetings of the Committee shall be governed by the *Municipal Act*, S.O. 2001, Chapter 25, and the Township of Severn Procedural By-law.

22. Subcommittees

22.1 **General**

- (a) That Council may from time to time establish by motion Subcommittees and appoint certain Council members, ratepayers, staff or professionals to serve on such Subcommittees to deal with specific issues and report to Council in an advisory capacity only.
- (b) That each Committee shall be given a clear mandate and well defined terms of reference which will include the composition, reporting relationships, resources available and, if required, defined time frame to report back to Council.
- (c) That any recommendation or minutes of the Subcommittees, when adopted by Council, shall be considered and deemed to be the proceedings of Council.

22.2 **Hearings**

- (a) That if Council is required by law to hold a hearing or give interested parties an opportunity to be heard before doing any act, passing a By-law or making a decision, the Council may delegate that responsibility to a Subcommittee of Council.
- (b) That the Subcommittee shall hold the hearing in accordance with provincial requirements and provide its recommendations to the Council after which Council may pass the By-law or make the required decision.
- (c) That if the Subcommittee holds a hearing and gives interested parties an opportunity to be heard, Council is not required to do so.
- (d) That if the decision to be made by Council on a matter is a statutory power of decision within the meaning of the *Statutory Powers Procedure Act*, that Act, except Sections 17, 17.1, 18 and 19, applies to the Committee and to the hearing conducted on behalf of Council.

23. Appointments of Committees

- 23.1 That all Council appointments to various Boards, Commissions, Special Purpose Bodies and other statutory positions shall be made at the required time by By-law except where specifically required by law.

24. Effective Date

24.1 That this By-law shall take force and effect on the date of passing thereof.

25. Repeal

25.1 That By-law Nos. 2004-07, 2005-02 and 2005-93, as amended, 2005-134, 2007-146, 2007-146 & 2009-29 be and they are hereby repealed.

By-law read a first and second time this 3rd day of December, 2009.

By-law read a third time and finally passed this 3rd day of December, 2009.

CORPORATION OF THE TOWNSHIP OF SEVERN

Phil Sled

MAYOR

W. Henry Sander

CLERK-TREASURER

SCHEDULE "A" TO BY-LAW NO. 2009-100

Regular Meetings/Agenda Deadlines

COMMITTEE	REGULAR MEETING DATE	TIME	AGENDA DEADLINE
Coldwater Business Improvement Area – Board of Directors	3 rd Monday each month	6:00 p.m.	Monday prior at 12:00 noon
	<u>Annual Meeting</u> – 3 rd Monday in October	7:00 p.m.	
Committee of Adjustment	3 rd Tuesday each month	7:30 p.m.	20 days prior to meeting
Corporate Services Committee	4 th Wednesday each month	9:00 a.m.	Thursday prior at 12:00 noon
Joint Municipal Service Board (Severn Sound Environmental Association)	To be determined by Board		
Municipal Accessibility Committee	Call of the Chair	N/A	N/A
Planning & Development Committee	3 rd Thursday each month	7:30 a.m.	Thursday prior at 12:00 noon
Sign Committee	Call of the Chair	N/A	N/A
Uhthoff Trail Committee	1 st Thursday quarterly	6:00 p.m.	Thursday prior to 12:00 noon

Council Packages will be ready for pickup at the Administration Office by 4:00 p.m. Thursday prior

Rules of Debate

1. Every Member prior to speaking to any question or motion shall address the Presiding Officer. When two or more Members concurrently address the Presiding Officer, the Presiding Officer shall designate the Member who, in the opinion of the Presiding Officer, rose first. Every member present at the meeting of the Council when a question is put forward shall vote thereon unless prohibited by statute.
2. If a member disagrees with the announcement of the Presiding Officer that a question is carried or lost he may, but only immediately after the declaration by the Presiding Officer, appeal the declaration and request that a recorded vote be taken.
3. When a Member is speaking no other Member shall pass between him and the Chair or interrupt him except to raise a point of order.
4. Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.
5. No Member shall speak more than once to the same question without leave of the Council, except that a reply shall be allowed to be made only by a Member of the Council who has presented the motion to the Council, but not by any Member who has moved an amendment or a procedural motion.
6. No Member, without leave of the Council, shall speak to the same question, or in reply, for longer than (10) minutes.
7. When a Member has been recognized as the next speaker, then immediately before speaking such Member may ask a question of the Presiding Officer or an Official of the Municipality on the matter under discussion but only for the purpose of obtaining information, following which the Member shall speak.
8. The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by these Rules of Procedure:
 - a point of order or personal privilege;
 - presentations of petitions;
 - to lay on the table;
 - to postpone indefinitely or to a particular day;
 - to move the previous question.

Schedule "B" to By-law No. 2009-100 (cont'd)

9. The following motions may be introduced without notice and without leave, but such motions shall be in writing and signed:
 - to refer;
 - to adjourn
 - to amend;
 - to suspend the Rules of Procedure.
10. Except as provided by Clause 8 above, all motions shall be in writing and signed by the mover and seconder.
11. In all other cases in the proceedings of Council or Committee, the matter shall be decided by the Presiding Officer, subject to an appeal by the members upon a point of order.

SCHEDULE "C" TO BY-LAW NO. 2009-100

Points of Order & Privileges

1. The Presiding Officer shall preserve order and decide questions of order.
2. When a Member raises a point of order he/she shall ask leave of the Presiding officer to raise a point of order and after leave is granted he shall state the point of order to the Presiding Officer and wait until the Presiding Officer has stated and decided the point of order.
3. Thereafter, a Member shall only address the Chair for the purpose of appealing the Presiding Officer's decision to the Council.
4. If no Member appeals, the decision of the Presiding Officer shall be final.
5. The Council, if appealed to, shall decide the question without debate and its decision shall be final.
6. Where a Member considers that his integrity or the integrity of the Council or Township staff as a whole has been impugned, he may as a matter of personal privilege rise at any time, with the consent of the Presiding Officer, for the purpose of drawing Council's attention to the matter.

SCHEDULE "D" TO BY-LAW NO. 2009-100

Agenda Contents

COUNCIL AGENDA

Call to Order
Prayer
Disclosure of Pecuniary Interest & the General Nature Thereof
Adoption of Council Minutes
Public Meetings/Hearings
Presentations/Delegations
Accounts
Reports from Officials (for information)
Reports from Officials (for direction)

1. Planning & Development
2. Recreation & Facilities
3. Public Works
4. Fire & Emergency Services
5. Corporate Services
6. Administration

Correspondence (for information)
Correspondence (for direction)
Adoption of Committee Reports
Motions
General By-laws
Confidential Agenda

1. Reports from Officials
2. Correspondence

Confirming By-law
Adjournment

COLDWATER BUSINESS IMPROVEMENT AREA BOARD OF DIRECTORS

Call to Order
Disclosure of Pecuniary Interest & the General Nature Thereof
Delegations
Reports from Officials (for information)
Reports from Officials (for direction)
Correspondence (for information)
Correspondence (for direction)
Adjournment

Schedule "D" to By-law No. 2009-100 (cont'd)

COMMITTEE OF ADJUSTMENT AGENDA

Call to Order
Disclosure of Pecuniary Interest & the General Nature Thereof
Adoption of Minutes
New Applications
Adjourned Applications
Reports from Officials
Correspondence
Adjournment

CORPORATE SERVICES COMMITTEE AGENDA

Call to Order
Disclosure of Pecuniary Interest & the General Nature Thereof
Delegations
Reports from Officials (for information)
Reports from Officials (for direction)

1. Planning & Development
2. Recreation & Facilities
3. Public Works
4. Fire & Emergency Services
5. Corporate Services
6. Administration

Correspondence (for information)
Correspondence (for direction)
Committee Member Updates
Confidential Agenda

1. Reports from Officials
2. Correspondence

Adjournment

MUNICIPAL ACCESSIBILITY COMMITTEE AGENDA

Call to Order
Disclosure of Pecuniary Interest & the General Nature Thereof
Delegations
Reports from Officials (for information)
Reports from Officials (for direction)
Correspondence (for information)
Correspondence (for direction)
Adjournment

Schedule "D" to By-law No. 2009-100 (cont'd)

PLANNING & DEVELOPMENT COMMITTEE AGENDA

Call to Order
Disclosure of Pecuniary Interest & the General Nature Thereof
Public Meetings
Information Meetings
Delegations
Reports from Officials (for information)
Reports from Officials (for direction)
Correspondence (for information)
Correspondence (for direction)
Confidential Agenda

1. Reports from Officials
2. Correspondence

Adjournment

SIGN COMMITTEE AGENDA

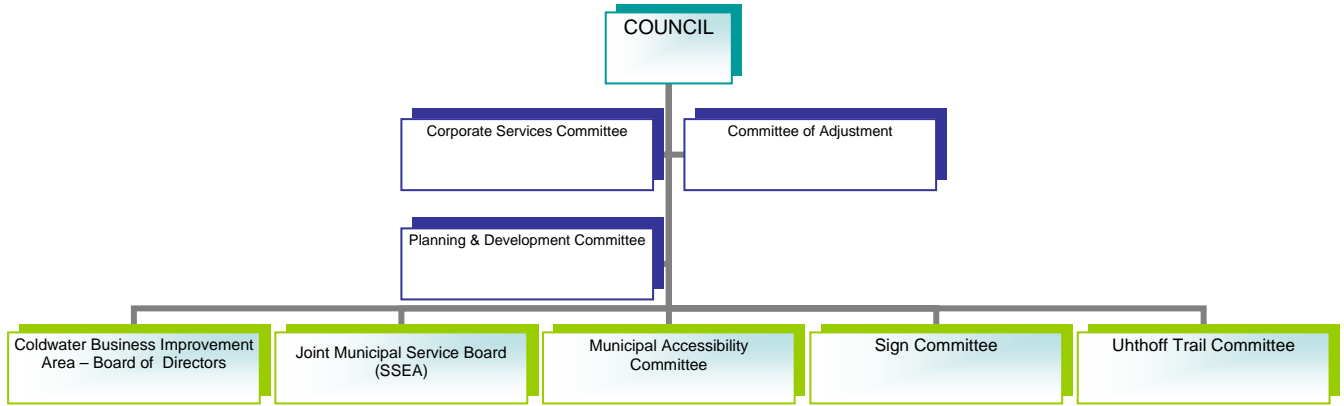
Call to Order
Disclosure of Pecuniary Interest & the General Nature Thereof
Delegations
Reports from Officials (for information)
Reports from Officials (for direction)
Correspondence (for information)
Correspondence (for direction)
Adjournment

UHTHOFF TRAIL COMMITTEE AGENDA

Call to Order
Disclosure of Pecuniary Interest & the General Nature Thereof
Delegations
Reports from Officials (for information)
Reports from Officials (for direction)
Correspondence (for information)
Correspondence (for direction)
Adjournment

SCHEDULE "E" TO BY-LAW NO. 2009-100

Establish Standing Committees



COLDWATER BUSINESS IMPROVEMENT AREA BOARD OF DIRECTORS

1. Establish

1.1 That in accordance with the *Municipal Act*, S.O. 2001, Chapter 25, a Board of Directors is hereby established for the approved Coldwater Business Improvement Area as outlined in a Township By-law.

2. Composition

2.1 That the Board of Directors shall be a body corporate and shall consist of five (5) members. One (1) member shall be a Member of Council appointed directly by Council and the remaining members shall be selected by a majority vote of the membership and appointed by the municipality.

3. Terms of Reference

3.1 That the Board shall elect a Chair and Co-Chair annually at the first scheduled meeting from among its members.

Schedule “E” to By-law No. 2009-100 (cont’d)

- 3.2 That The Coldwater Business Improvement Area, with its Board of Directors appointed from downtown business community and property owners, join together with the support of the municipality to oversee the improvement, beautification and maintenance of lands, buildings and structures within the defined area. The objectives are to organize, finance and provide physical improvements while promoting economic development within Coldwater.

Goals

- Promote area as a business or shopping destination
- Beautification to create a safer, cleaner and congenial atmosphere
- Develop partnerships with Council, residents and business owners
- Develop and undertake promotional programs/advertising
- Bring community concerns to Council

COMMITTEE OF ADJUSTMENT

1. Establish

- 1.1 That in accordance with the *Planning Act*, R.S.O. 1990, Section 44.(1) a Committee of Adjustment for the Township of Severn is hereby established.

2. Composition

- 2.1 That the Committee shall be composed of five (5) persons who are not members of Council.

3. Terms of Reference

- 3.1 That the Committee shall elect a Chair and Vice-Chair to conduct the meetings bi-annually at the first scheduled meeting from among its members.
- 3.2 That the authority for giving of consents delegated to Council is hereby delegated to the Committee of Adjustment in accordance with the *Planning Act*, R.S. O. 1990, Section 54.

Schedule “E” to By-law No. 2009-100 (cont’d)

- 3.3 That the Committee of Adjustment shall cause a copy of all of its notices of hearing and decisions to be sent to the members of Council and the Clerk of the Township of Severn.

CORPORATE SERVICES COMMITTEE

1. **Establish**

- 1.1 That a Corporate Services Committee is hereby established for the Township of Severn.

2. **Composition**

- 2.1 That the Committee shall be composed of all members of Council.

3. **Terms of Reference**

- 3.1 That the Committee shall consider and recommend to Council on all corporate matters, as required.

JOINT MUNICIPAL SERVICE COMMITTEE

1. **Establish**

- 1.1 That a Joint Municipal Service Committee be and it is hereby established for the Corporation of the Township of Severn with respect to the Severn Sound Environmental Association.

2. **Composition**

- 2.1 That the Board shall consist of participating members from the Town of Midland, Town of Penetanguishene, Township of Tay, Township of Tiny, Township of Oro-Medonte, Township of Georgian Bay, City of Orillia and the Township of Severn.
- 2.2 That one (1) member shall be appointed at the onset of each term of Council for the term of Council or on the date that their successor is appointed.

Schedule "E" to By-law No. 2009-100 (cont'd)

3. Terms of Reference

- 3.1 That the terms of reference, procedures and legislated requirements for the operation of the Joint Municipal Service Board shall be as contained in the Agreement executed on behalf of the participating municipalities as modified and approved by the municipalities from time-to-time.

MUNICIPAL ACCESSIBILITY COMMITTEE

1. Establish

- 1.1 That an Accessibility Advisory Committee be and it is hereby established for the Corporation of the Township of Severn in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*.

2. Composition

- 2.1 That in accordance with Section 29.(3) of the *Accessibility for Ontarians with Disabilities Act, 2005*, (the "Act") the Accessibility Advisory Committee shall have a majority of the members being persons with disabilities. That the Committee shall consist of the following:
- One (1) member of Council
 - At least one (1) person who is not a member of Council

3. Terms of Reference

- 3.1 That the Committee shall act in an advisory capacity and submit recommendations to Severn Township Council only.
- 3.2 That the Committee shall elect a Chair annually at the first scheduled meeting from among its members.
- 3.3 In accordance with Section 29.(4) of the Act, the Committee shall:
- (a) Advise Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the Council may seek its advice under Subsection 29.(5) of the Act.
 - (b) Review in a timely manner the site plans and drawings described in Section 41 of the *Planning Act* that the Committee selects; and perform all other functions that are specified in the regulations.

Schedule "E" to By-law No. 2009-100 (cont'd)

- 3.4 That in accordance with Section 29.(5) of the Act, Council shall seek advice from the Committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises:
- That Council purchases, constructs or significantly renovates;
 - For which Council enters into a new lease; or
 - That a person provides as municipal capital facilities under an agreement entered into with Council in accordance with Section 110 of the *Municipal Act*, 2001.
- 3.5 That the Committee shall elect a Chair annually at the first scheduled meeting from among its members and such other officers as may be required.
- 3.6 That the Secretary for the Committee shall be the Executive Assistant to the Chief Administrative Officer or his/her designate. The Secretary shall compile minutes of the meeting which are to be forwarded to Severn Township Council for adoption of the Committee=s recommendations.

PLANNING & DEVELOPMENT COMMITTEE

1. Establish

- 1.1 That a Planning & Development Committee is established for the Township of Severn.

2. Composition

- 2.1 That the Planning & Development Committee shall be composed of all members of Council.

3. Terms of Reference

- 3.1 That the Planning & Development Committee shall consider and recommend to Council on all planning matters, as required.
- 3.2 The Planning & Development Committee may also consider and recommend to Council on other corporate matters in order to expedite the business of the municipality.

Schedule “E” to By-law No. 2009-100 (cont’d)

- 3.3 That pursuant to the *Municipal Act*, S.O. 2001, Chapter 25, Section 23.1 (1), the Planning & Development Committee (ACommittee@) is hereby delegated the authority to hold public information meetings with interested parties and to afford an opportunity to be heard, before the Council of the Corporation passes a By-law or makes a decision with respect to all matters provided for in the *Planning Act* requiring the holding of a public meeting, and without limiting the generality of the foregoing, the same shall include the adoption or amendment of an Official Plan, the adoption or amendment of a Community Improvement Plan or Project, the passing or amendment of Interim Control By-laws, and the passing or amendment of Zoning By-laws.

- 3.4 In order to satisfy the provisions of the *Planning Act* and the regulations made thereunder, the Committee=s regular monthly meeting and other special meetings as required shall be utilized for the public information meetings.

- 3.5 The Planning & Development Department shall give all notices required by the *Planning Act* and by the regulations thereto. Where notice of a public meeting of the Committee has been given to a party and the party does not attend the meeting, the Committee may proceed in his/her absence and he/she is not entitled to any further notice in the proceedings. In the event that a public meeting of the Committee is adjourned, the Secretary shall give notice to those persons who have attended the public meeting of the time and place of the adjourned meeting. No other interested parties shall be given notice of any adjourned public meeting.

SIGN COMMITTEE

1. **Establish**
 - 1.1 That a Sign Committee is established for the Township of Severn.

2. **Composition**
 - 2.1 That the Committee shall be composed of three (3) members of Council.

3. **Terms of Reference**
 - 3.1 That the Committee shall consider and recommend to Council on sign issues referred from Council for further consideration.

Schedule "E" to By-law No. 2009-100 (cont'd)

- 3.2 That the Committee shall elect a Chair and Vice-Chair annually at the first scheduled meeting from among its members.

UHTHOFF TRAIL COMMITTEE

1. Establish

- 1.1 That a Uthoff Trail Committee (“Committee”) for the Township of Severn be and it is hereby established.

2. Composition

- 2.1 That the Committee shall consist of seven (7) members as follows:
- o Six (6) Community Members
 - o One (1) Council Member

3. Terms of Reference

- 3.1 That the Committee shall act in an advisory capacity and submit recommendations to Severn Township Council only.
- 3.2 That the Committee shall elect a Chair and a Vice-Chair annually at the first scheduled meeting from among its members.
- 3.3 That the Committee shall annually review and submit a budget to Council for the operation and maintenance of the trail, including capital improvements.
- 3.4 That the Uthoff Committee shall not be eligible for volunteer labour costs in accordance with the Township’s Capital Improvement Funding Policy.
- 3.5 That the Committee shall maintain and promote the Uthoff Trail by monitoring its condition, performing approved basic maintenance, acting as a liaison with other organizations who wish to volunteer on the trail, and notifying staff of larger maintenance concerns that need to be addressed.
- 3.6 That the Committee shall ensure the trail is maintained to a standard suitable for shared uses including but not limited to snowmobiling by working as a committee to establish trail standards and by recruiting volunteers and service groups to assist with trail upgrades and maintenance.

Schedule “E” to By-law No. 2009-100 (cont’d)

- 3.7 That the Committee shall research and make recommendations on specific matters referred to the Committee by Council.
- 3.8 That the Committee shall encourage the Uthoff Trail's recreational development and management by volunteer groups
- 3.9 There may be a need to establish a Subcommittee for a specific purpose, whose composition and mandate must first be approved by the Uthoff Trail Committee. The Subcommittee shall include one member of the Uthoff Trail Committee to act as Chair and any other Members as circumstances warrant. Other Members of Council and/or members of the general public may be appointed to a Subcommittee.
- 3.10 That the Chair of the Committee will issue an agenda to all members of the Committee. This agenda will be released at least five (5) working days prior to the date of the meeting.
- 3.11 That the Secretary will compile minutes of the meeting which are to be forwarded to Council for adoption of the Committee's recommendations.
- 3.12 That the Chief Administrative Officer shall appoint a Secretary to the Committee. The Secretary shall, in consultation with the Chair, prepare agendas, attend all meetings, record minutes and shall issue all correspondence required by the Committee. The Secretary may act within the terms of this By-law or as directed by the Committee, and shall not be responsible to any individual member of the Committee. The Secretary is not a member of the Committee and does not have a vote.
- 3.13 That the Director of Public Works and/or appropriate Township staff may be requested to be in attendance. Staff's role will be upon request to provide information, respond to inquiries and undertake any follow-up about a specific matter. Their attendance will be recorded in the minutes.
- 3.14 That the Committee may provide advice and support to the Director of Public Works on recreational trail matters.
- 3.15 As the use of consultants and other outside resources require the expenditure of funds, authorization from Council must be obtained prior to their attendance at a meeting and/or involvement in an issue.