

The Corporation of the Town Of Latchford

By-Law Number 2025-023

Being a by-law to govern the proceedings of council, the conduct of its members and the calling of meetings.

Whereas The Municipal Act 2001, c. 25, s. 238(2) provides that every municipality and local board shall pass a procedural by-law for governing the calling, place and proceedings of meetings; and

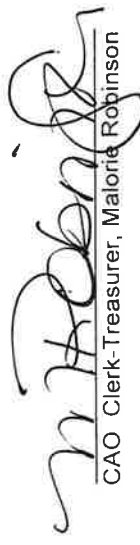
Now therefore the Council of the Corporation of the Town Of Latchford enacts the following:

1. **That** Schedule "A": attached hereto and forming part of this By-Law be and is hereby adopted as the rules of procedure to govern the proceedings of the Council of the Corporation Of The Town of Latchford and the conduct of its members.
2. **That** any and all previous procedural by-laws to govern the proceedings of Council and Committees of the Corporation of the Town Of Latchford ,are hereby repealed.
3. That the Clerk Treasurer of The Town of Latchford 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 or its associated schedule.

That this by-law shall become effective upon the date of final passing thereof.

Read a first second and third time and finally passed on September 16th 2025


Mayor-Sharon Gadoury-East.


CAO Clerk-Treasurer, Malorie Robinson

Town Of Latchford

Schedule A to

By-law No. 2025-023

Being a by-law to govern the proceedings of council, the conduct of its members and the calling of meetings.

Interpretation

- 1.1 *Amendment* means a change in the form of a *motion*. An *amendment* is designed to alter or vary the term of the main *motion* without materially changing its meaning. It may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be inserted or added. Every *amendment* must be strictly relevant to the question being considered.
- 1.2 *Chair* means the person presiding at a meeting.
- 1.3 *Clerk* means the Clerk-Treasurer of the Town Of Latchford
- 1.4 *Committee* means any *committee* established by *Council* from time-to-time, but does not include an advisory panel.
- 1.5 *Committee of the Whole* means a committee comprised of all members of *Council*.
- 1.6 *Council* means the Council of the Town Of Latchford .
- 1.7 *Deputation Delegation* shall mean a person making a verbal presentation to *Council*.
- 1.8 *Head of Council* means the Mayor of the Town Of Latchford
- 1.9 *In-Camera* means a *Committee* sitting in closed session; that is, not open to the public.
- 1.10 *Majority* means a simple majority of those present.
- 1.11 *Meeting* means a meeting of the *Council* or a *Committee* as the case may be and shall be open to the public unless authorized to be *in-camera* by this by-law or the Municipal Act.
- 1.12 *Member* means a member of *Council* or a *Committee*, as the case may be, and includes the *Head of Council*.
- 1.13 *Motion* means a question to be considered by the *Council* or *Committee* which is moved, seconded, presented, read by the *Chair* and is subject to debate. When a *motion* is adopted, it becomes a resolution.
- 1.14 *Municipality* means the Town Of Latchford

General

- 1.7 Role of Council (Municipal Act 2001, c.25, s.224)
- 1.7.1 To represent the public and to consider the well-being and interests of the municipality.
- 1.7.2 To develop and evaluate the policies and programs of the municipality.
- 1.7.3 To determine which services the municipality provides.

- 1.7.4 To ensure that administrative practices and procedures are in place to implement the decisions of council.
- 1.7.5 To maintain the financial integrity of the municipality.
- 1.7.6 To carry out the duties of council under the Municipal Act 2001 or any other Act.
- 1.8 Role of Head of Council (Municipal Act 2001, c. 25, s. 225)
 - 1.8.1 To act as chief executive officer of the municipality.
 - 1.8.2 To preside over council meetings.
 - 1.8.3 To provide leadership to the council.
 - 1.8.4 To represent the municipality at official functions.
 - 1.8.5 To carry out the duties of the Head of Council under the Municipal Act 2001 or any other Act.
- 1.9 If the Head of Council is absent or refuses to act, or the office is vacant, the Council may by by-law or resolution appoint a *member* of the Council to act in the place of the Head of Council, and while so acting such *member* has all the powers and duties of the Head of Council. Municipal Act 2001, c. 25, s. 242.
- 1.10 Unless otherwise prohibited, whenever the Head of Council is appointed by Council as a *member* of a board commission or Committee, the Head of Council may, from time-to-time appoint in writing a *member* as a designate to attend a *meeting* of a board, commission or Committee, as the case may be, and the designate shall have all the powers of the Head of Council as a *member* on the board, commission or Committee.

3 Council Meetings

3.1 Time and Place

- 3.1.1 *Meetings* of the *Council* shall be held in the Council Chambers adopted and used by the *Council* from time-to-time for such purpose. The inaugural *meeting* of *Council* shall take place at 6:00 p.m. on the second Tuesday of November following the election.
- 3.1.2 The next and succeeding regular *meetings* of *Council* shall be held second Tuesday of the month at 6:00 p.m.

- 3.1.3 The Head of Council may at any time, with 24 hours' notice, call a special *meeting*. Municipal Act 2001, c. 25, s. 240(a).
- 3.1.4 Upon receipt of a petition of the *majority* of the *Members of Council* the Clerk shall call a special *meeting* for the purpose and at the time mentioned in the petition. Municipal Act 2001 c.25, s. 240(b).

3.1.5 Special *meeting* - location - open - *in-camera*

- 3.1.6.1 If there is no by-law or resolution fixing the place of a *meeting* a special *meeting* shall be held at the place where the last *meeting* was held and a special *meeting* may be either open or *in-camera* in accordance with the Municipal Act.

- 3.1.6.2 Subject to the provisions of the Municipal Act the *members* may, by resolution, dispense with or alter the time, day place of any *meeting*.

3.1.6 Emergency *Meeting*

- 3.1.7.1 An emergency *meeting* may be held without notice to deal with the emergency or extraordinary situation

- 3.1.7.2 No business except the business dealing directly with the emergency or extraordinary situation shall be transacted at an emergency *meeting*.

3.1.7 Electronic Participation:

In accordance with S. 238 (3.3), the Municipal Act states that the procedure bylaw may provide that, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time, and a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public

- 3.1.8.1 Electronic participation shall be allowed at a Regular or Special Meeting of Council, provided that the Member is not able to attend in person and that an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act.

- 3.1.8.2 All Members of Council, including the Chair may participate electronically at a meeting and shall be counted in determining whether or not a quorum of members is present.

- 3.1.8.3 Council Members shall be permitted to vote when participating electronically. The vote shall be noted verbally by each participating member.
- 3.1.8.4 Members participating electronically are permitted to participate in a closed session.
- 3.1.8.5 When the question is called on a motion, each Member participating electronically shall state verbally whether they are for or against the motion, rather than by a show of hands, as required by section 3.6.8 - Voting.
- 3.1.8.6 The Chair shall ensure that Members participating electronically are given the same opportunity to speak to each question as they would have been given if participating in person.
- 3.1.8.7 Any Member wishing to participate electronically in a meeting shall send notice to the Clerk, at least 4 hours prior to the start time of the meeting to provide staff an opportunity to make necessary arrangements for the technological needs of electronic participation.
- 3.1.8.8 The Town may use telephone conference calling, or other technology to facilitate electronic participation. The Town shall pay the cost of the conference calling or technology option.
- 3.1.8.9 In the event of technical failure during the meeting, Council may take a recess of not more than ten (10) minutes to allow staff to reinstate the electronic participation. If quorum is no longer achieved due to technical difficulties, the meeting shall be deemed automatically adjourned after twenty (20) minutes of the technical failure. A subsequent meeting to deal with those items not dealt with shall be scheduled as soon as possible thereafter. Notice of the disruption shall be noted in the minutes of the meeting.
- 3.2 Notice - by Clerk- all *members*
 - 3.2.1 Regular *Meetings*
 - 3.2.1.1 The Clerk shall give notice of each *meeting* in accordance with this Article to all *Council members*. to *Committee members* where required, Department Heads and to such other persons as the *Head of Council, Chair* or the Clerk deem advisable.
 - 3.2.1.2 The notice shall be in the form of an agenda, which shall I first make mention of the day, time and place of the *meeting*.

- 3.2.1.3 The agenda shall be made available by the Clerk to each *Council member*, which will be available not later than the Friday preceding the regular *Council meeting*, except in circumstances over which the Clerk has no control.
- 3.2.1.4 With respect to such other persons as the Clerk deems advisable to receive the agenda, the agenda shall be available not later than the Friday preceding the regular *Council meeting*, except in circumstances over which the Clerk has no control.
- 3.2.1.5 Notwithstanding any unforeseen circumstances (technical malfunctions or operational hindrances) a copy of the agenda shall be posted in Town and Town website by 4:00 p.m. the Friday before the *meeting*.
- 3.2.2 *Special Meetings*
 - 3.2.2.1 In the case of special *meetings* of *Council* where time does not permit personal delivery or sending by mail of the aforementioned agenda to meet the deadline referred to in Article 3.2.1.3 and 3.2.1.4, the Clerk shall attempt to inform each *member*, and such other persons as the *Head of Council* or the Clerk deem advisable of the date, time, place and purpose of the *meeting* by telephone, electronic mail or otherwise.
 - 3.2.2.2
- 3.2.3 Notice not received - validity of *meeting* - upheld
 - 3.2.3.1 Failure of any person to receive notice of the *meeting* to whom notice of the *meeting* was required to be given, shall not affect the validity of the holding of the *meeting* or any action taken thereafter.
- 3.2.4 Notice - requested - sent - by Clerk
 - 3.2.4.1 The Clerk shall by letter or electronic mail, or both notify any person who has requested to be notified in relation to a particular matter and the Clerk shall ensure that the notice is received by the person at least two working days prior to the day of *meeting*.
- 3.3 Calling the *meeting* to order
 - 3.3.1 As soon after the hour fixed for the holding of the *meeting* of the *Council* as a quorum is present, the *Head of Council* shall take the *Chair* and call the *meeting* to order.

- 3.3.2 If the *Head of Council* does not attend within fifteen minutes after the hour appointed, the Acting Mayor with take over the *meeting* and have the same authority as the absent *Head of Council* would have had if present.
- 3.4 No Quorum
- 3.4.1 If no quorum is present one-half hour after the time appointed for a *meeting* of the *Council*, the Clerk shall record the names of the *Members* present and the *meeting* shall stand adjourned until the date of the next regular *meeting*.
- 3.5 Curfew
- 3.5.1 No item of business may be dealt with at a *Council Meeting* after nine (9:00) p.m.
- 3.6 Conduct of Proceedings
- 3.6.1 Subject to the provisions of the Municipal Act, the rules established by this By-law shall be the rules governing the proceedings of the *Council* and *Committees* thereof and supersedes any former Procedural By-law.
- 3.6.2 Rules - suspended - by resolution - exception
- 3.6.2.1 Any rules established by this by-law, other than a quorum requirement, may be suspended at or for a particular *meeting* by resolution, provided two-third of all *members* present vote in favor thereof and provided that the suspension of the rules does not result in a contravention of the Municipal Act.
- 3.6.3 Rules of Order - governing proceedings
- 3.6.3.1 Subject to the provision of the Municipal Act and any other Act and except as expressly provided in this By-law, the Rules of Order of the Parliament of Canada shall be the rules governing the proceedings of the *Council* and *Committee* and the conduct of the *members* of same.
- 3.6.4 Rules of Order - Robert's - Application
- 3.6.4.1 The most recent edition of Robert's Rules of Order in existence from time to time shall be referred to and abided by as far as applicable when questions arise respecting the interpretation of the rules contained in the By-law or respecting the Rules of Order of the Parliament of Canada.
- 3.6.5 improper conduct
- 3.6.5.1 No person shall speak aloud at a *meeting* or address *members* without first receiving permission of the *Chair* to do so. All remarks shall be addressed to the *Chair*. Any person contravening this rule shall be guilty of improper

conduct and may be subject to expulsion or exclusion from the meeting by the *Chair*.

3.6.5.2 The *Head of Council* or other presiding officer may expel any person for improper conduct at a *meeting*. Municipal Act 2001, c.25, s.241(2).

3.6.6 Pecuniary interest - declared - withdrawal - from *Chair*

3.6.6.1 If a *Chair* has declared a pecuniary interest on any item on an agenda, then the *Chair* shall withdraw from the *Chair* and withdraw from the *meeting* during the deliberation of that matter by *Council*.

3.6.6.2 If a *member of Council* has declared a pecuniary interest on any item on the agenda, then that *member* shall withdraw from the *meeting* during the deliberation of that matter by *Council*.

3.6.7 *Meetings* - open or closed

3.6.7.1 Except as provided in this section, all *meetings* shall be open to the public. Municipal Act 2001, c.25, s.239(1).

3.6.7.2 Pursuant to Section 239 (2) of the Municipal Act, a *meeting* or part of a *meeting* may be closed to the public if the subject matter being considered

- 1s
- a) the security of the property of the municipality;
 - b) personal matters about an identifiable individual, including a municipal employee;
 - c) a proposed or pending acquisition or disposition of land by the municipality;
 - d) labor relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) a matter in respect of which a council may hold a closed meeting under another Act.

3.6.7.3 Pursuant to Section 239 (3) of the Municipal Act, a meeting shall be closed to the public if the subject matter being considered is

- a) a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection

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

3.6.7.4 Before all or part of a *meeting* is closed to the public, the *Council* thereof, shall state by resolution the fact of the holding of the closed *meeting* and the general nature of the matter to be considered at the closed *meeting*.

3.6.7.5 No *member*, officer or employee shall disclose the subject matter or deliberation of an *in-camera meeting*, unless expressly authorized to do so by *Council* or the *Committee*.

3.6.7.6 Exception: If a *Member of Council* is not in attendance at an in-camera *meeting* 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 *in-camera meeting*. No *Member of Council* shall disclose information provided at an *in-camera meeting* 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.

3.6.8 Voting

3.6.8.1 Except as otherwise provided, every *member* of a *Council* shall have one vote. Municipal Act 2001, c.25, s. 243.

3.6.8.2 Except as provided in section 233 of the Municipal Act 2001 C.25, s. 244, no vote shall be taken by ballot or by any other method of secret voting.

3.6.8.3 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.

3.6.8.4 If a *member* present at a *meeting* at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each *member* present, except a *member* who is disqualified from voting by any Act, shall announce his or her vote openly and the CLERK shall record each vote. Municipal Act 2001, c.25, s. 246(1).

3.6.8.5 A failure to vote under Article 3.6.8.4 by a *member* who is present at the *meeting* at the time of the vote and who is qualified to vote shall be deemed to be negative vote. Municipal Act 2001, c.25, s. 246(2).

3.6.8.6 A *meeting* of *Council* thereof shall not be closed to the public during the taking of a vote unless Section 244 (2) or (3) permits or requires the *meeting* to be closed to the public or if the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality of them or persons

retained by or under a contract with the municipality. Municipal Act 2001, c.25, s. 239(6).

3.6.8.7 All votes taken under Municipal Act 2001, c.25, s. 239(6) shall be by show of hands only, no votes shall be recorded.

4. **Agenda**

4.1 Presentation

- 4.1.1 It shall be the duty of the Clerk to prepare the agenda of all *meetings* in consultation with the *Head of Council*.
- 4.1.2 The Clerk shall receive correspondence and petitions from the public and if, in the Clerk's opinion, the matter warrants the consideration of *Council*, place the correspondence or petition on an agenda.
- 4.1.3 All items for any agenda must be received in writing by the Clerk by end of business the Wednesday prior to the date of the Regular *Council meeting* concerned, provided that the Clerk may extend the deadline for receipt of items subject to consultation with the *Head of Council*.

4.2 Format

4.2.1 All *Council* agendas shall be prepared by the Clerk in writing and shall be in the following order:

- 1) Call to Order
- 2) Adoption of Agenda
- 3) Disclosure of Conflict of Interest
- 4) Minutes of Previous Meetings
- 5) Delegations
- 6) Reports
- 7) Correspondence Action items
- 8) Correspondence
- 9) New Business
- 10) By-Laws
- 11) In-Camera Session if required
- 12) Adjournment

4.2.2 The agenda shall also include a recess at the Mayor's discretion

4.3 Agendas shall be formatted as detailed in Section 4.2.1 of this By-law, but modifications to the matters to be included or the order of business may be affected without requiring amendment to this by-law.

- 4.4 All items on an agenda not dealt with at a *meeting* shall be placed on the agenda for the next regular *meeting* unless otherwise decided.
- 4.5 Additional items may be added to an agenda for a *meeting* when one or more items arise after the closing of the deadline for preparation of the agenda and prior to the *meeting*, which items the Clerk believes require the immediate consideration at the *meeting*.
- 4.6 Before additional items may be dealt with, a resolution must be passed by at least two-thirds of the *members* authorizing the *Council* to deal with all or any of the items added to the agenda.
- 4.7 In the event the Clerk receives items for an "in camera" agenda, they will be placed on an agenda for an *in-camera meeting of Council* to be held during the *in-camera* session

5. **Pecuniary interest**

- 5.1 *Members* are bound by the provisions of the Municipal Conflict of Interest Act and shall declare the pecuniary interest and its general nature.

6. ***Deputations/ Delegations***

- 6.1 A *deputation/delegation* may be heard at a *meeting* provided that the following requirements are complied with:
- 6.1.1 Notice has been given to the Clerk before end of business on the Wednesday prior to the *meeting* by written submission (delegation form attached hereto as Appendix A).
- 6.1.2 An individual shall be limited in speaking to no more than ten (10) minutes. When a number of people are to appear representing one view point or interest group, it is expected that the group be presented by a spokesperson and or written submissions .
- 6.1.3 An organization/citizen making a presentation may use visual aids as it deems advisable provided that where such visual aids require the use of municipal equipment, arrangements must be made by the organization/citizen with the Clerk at least two business days prior to the *meeting*.
- 6.1.4 A *deputation delegation* shall listed on the agenda and heard in the order determined by the Clerk
- 6.1.5 Questions may be put to the organization/citizen upon completion of their presentation by *members of Council*.

6.1.6 Discussion topics, other than the subject matter of the written request will not be permitted. Further, subsequent *deputation/delegations* on the same topic, without significant new information, will not be permitted.

6.1.7 Persons addressing *Council* shall confine their remarks to the business stated in their written submission, and shall be presented in a respectful and temperate manner.

6.1.8 No Delegations shall be permitted to address the following matters: proclamations; labor relations or employee negotiations; litigation that is either expected to process, that is currently proceeding or that has already been decided by a trier of fact; tenders, RFPs or procurement matters; and/or any other matter that is properly the subject of the closed *meeting* provisions in the Municipal Act, 2001, as amended.

6.1.9 Persons or groups invited by *Council* to make a special presentation to *Council* on a specific subject shall not be constrained by the time limits prescribed in section 6.1.2. They will be allowed sufficient time as required to present their information to *Council* and to answer questions from *Council*.

7. Rules of Debate

The *Chair* shall preside over the conduct of the *meeting* including the preservation of good order and decorum, ruling on points of order, question of a privilege, point of information and ruling on all questions relating to the procedure of the *meeting*.

7.1.1 Any ruling made by the *Chair* is subject to an appeal to the *members* by any *member*.

7.1.2 If an appeal is made by a *member* of a ruling by the *Chair* the *member* appealing shall, after announcing the appeal, state the reasons for such an appeal and the *Chair* may then indicate why the appeal should be rejected and the *Chair*'s ruling upheld.

7.1.2.1 The members by roll shall then vote on the appeal

7.1.3 If the appeal is upheld, then the *Chair* shall change his or her ruling accordingly; if the appeal is rejected then the ruling stands.

8. Motions

8.1 Presentation

8.1.1 Notice of all new *motions* except *motions* in Article 8.2 or 8.3 shall be writing and delivered to the Clerk before such time as the next month's agenda is written up.

8.1.2

Motions on:

- a) point of order or personal privilege
- b) presentations of petitions
- c) to lay on the table
- d) to postpone indefinitely or to a day certain
- e) to move the previous question

may be introduced orally without written notice and without leave, except as otherwise provided by these Rules of Procedure

8.1.3

Motions to Refer

- a) adjourn
- b) amend
- c) suspend the Rules of Procedure
- d) may be introduced without notice and without leave but such *motions* shall be in writing and signed

8.1.3

Any *motion* may be introduced without notice if the *Council* without debate dispenses with notice on the affirmative vote of at least a simple majority of the members present and voting

8.1.4

A *motion* must be formally seconded before the *Chair* can put the question.

8.1.5

A *motion* presented in *Council* in writing shall be read by the *Chair* or if it is a motion which may be presented orally, it shall be stated by the *Chair*, before debate

8.1.6

A *motion* to amend:

- (a) shall be presented in writing,
- (b) shall receive disposition by *Council* before a previous amendment or question
- (c) shall not be further amended more than once provided that further amendment may be made to the main question.
- (d) shall be relevant to the question received.
- (e) shall not be received proposing a direct negative to the question.
- (f) may propose a separate and distinct disposition of a question,
- (g) shall be put in the reverse order to that in which it is moved.

8.2

Debate

8.2.1

The *motion* shall be stated by the *Chair* before debate.

8.2.2

The *Chair* may speak on any matter before the commencement of debate on that matter.

8.2.3 Every *member* prior to speaking to any question shall indicate such to the *Chair*.

8.2.4 When two or more *members* simultaneously indicate their desire to speak, the *Chair* shall indicate who has the floor.

8.2.5 A *member* shall not speak more than once on a matter without leave of *Council* as the case may be, except:
(a) if questioned by another *member*; or
(b) to explain comments which the *member* believes have been misunderstood; or
(a) in the case of the mover of a main *motion*, in reply just before the *Chair* and after everyone else has spoken.

8.2.6 The *Chair* may speak to close the debate on any matter after everyone else wishing to speak has spoken

8.3 Voting

8.3.1 Immediately preceding the taking of a vote, the *Chair* shall state the question in the form introduced and in the precise form in which it will be recorded in the minutes.

8.3.2 After a question is put by the *Chair* no *member* shall speak to the question nor shall any other *motion* be made until after the vote is taken and the result has been declared.

8.3.3 The manner of determining the decision of the *Council* on an unrecorded vote shall be by a show of hands.

8.3.4 When determining the decision of the *Council* on a recorded vote each *member* present shall announce his or her vote openly.

9 By-Laws

9.1 No by-law except a by-law to confirm the proceedings of *Council* shall be presented to *Council* unless the subject matter has been considered and discussed by *Council*.

9.2 Every by-law shall be introduced upon *motion* by a *member* of *Council*, specifying the title of the by-law.

9.3 Every by-law when introduced shall be in typewritten 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 complete with the exception of the date thereof

9.4 Every by-law shall have three readings prior to its being passed.

9.5 The first reading of a by-law shall be decided without amendment or debate.

- 9.6 If *Council* so determines, a by-law may be taken as read.
- 9.7 The Clerk shall set out on all by-laws enacted by *Council*, the date of several readings thereof.
- 9.8 Every by-law shall be under the seal of the corporation; and shall be signed by the Clerk and by the Head of Council or presiding officer at the *meeting* at which the by-law as passed. Municipal Act 2001, c.25, s.249(1).
- 9.9 Every by-law shall be deposited by the Clerk in the Clerk/CAO's office for safekeeping.

10 Minutes

- 10.1 Minutes shall record the place, date and time of *meeting*.
- 10.2 Minutes shall record the attendance of *members* and the number of guests.
- 10.3 Minutes shall record all *motions* debated, carried, or defeated.
- 10.4 Minutes shall record all other proceedings of the *meeting* without note or comment.

11 Suspension of Rules

- 11.1** Any procedure required by this by-law may be suspended with consent of a *majority* of the *members* of *Council* present.

12. Amendment

- 12.1 No amendment or repeal of this by-law or any part hereof shall be considered at any meeting of the council unless notice of proposed amendment or repeal has been given as per the Municipality's By-Law to establish procedures for notices as required under the Municipal Act, 2001.

Delegation Request Form
To Appear Before Town Council

Date of Meeting: _____

Names of Delegate(s): _____

Primary Contact Person: _____

Mailing Address: _____

Telephone No. _____ Email Address: _____

☐ Representing a Group/ Organization/ Business ☐ Attending as an Individual

Name of Group/ Organization/ Business : _____

Reason(s) for Delegation Request (subject matter to be discussed). Use a separate page if more space is required, or attach additional information.

Additional Documentation and Presentation Materials	☐ Yes	☐ No
Additional Documentation Attached?	☐ Yes	☐ No
Additional documentation to be provided at meeting?	☐ Yes	☐ No

Note: Please provide Clerk/CAO with six (6) copies of all additional documentation to be distributed at the meeting. All material for distribution by the Clerk/CAO or for electronic presentation must be delivered via email or dropped off at the Municipal Office two business days preceding the meeting.

Please return completed delegation request form to:

Clerk-Treasurer
Attn: Mary Sullivan, Clerk/CAO
Office: (705) 676-2416 • Fax: (705) 676-2121

For Office Use Only:

Date Request Received: _____	Received By: _____
Delegation Date: _____	Applicant Informed On: _____

DEPUTATION PROTOCOLS

Personal information on this form is collected under the authority of the *Access to Information Act* (R.S.O. 1990 c.23) and will be used to document delegates names, addresses, and key messages for Council. The disclosure of this information is governed by the *Access to Information Act* (R.S.O. 1990 c.M.56). Inquiries may be directed to the Town of Latchford Clerk.

This Deputation Protocol has been developed to allow residents to make their views known to Council, based on the requirements of the Town Of Latchford. The views of interested citizens are valued and input is welcome, along with comments and constructive suggestions. Generally, Council meetings are held on the first second Tuesday of each month beginning at 6:00 p.m.

Council must consider a large number of issues and concerns at any given time; thus, the following protocol is observed:

1. Speakers are asked to keep their remarks as brief as reasonably possible. Comments when stated in a clear, concise and factual manner are very much appreciated. **The maximum allowable time is 10 minutes**, except that a delegation consisting of more than five persons shall be limited to two speakers, each limited to not more than ten minutes.
2. Discussion topics, other than the subject matter of the written request will not be permitted. Further, subsequent deputations on the same topic, without significant new information, will not be permitted.
3. Persons addressing Council shall confine their remarks to the business stated in their written request to be heard, and such shall be presented in a respectful and temperate manner. The conduct of presenters is governed by the Procedure By-law. A copy of the by-law may be obtained from the Clerk.
4. When a number of people are to appear representing one viewpoint or interest group, it is expected that the group be represented by a spokesperson, and/or submit written submissions.
5. Upon completion of his/her remarks, the speaker should remain in position to allow for any questions from Council members. Council members may ask questions for clarification purposes. Statements from Council members or debate on the issue are generally not permitted at this stage.
6. No Delegations shall be permitted to address the following matters: proclamations; labour relations or employee negotiations; litigation that is either expected to process, that is currently proceeding or that has already been decided by a trier of fact; tenders, RFPs or procurement matters; and/or any other matter that is properly the subject of the closed meeting provisions in the Municipal Act, 2001, as amended.

Disclaimer: Please note that submission of a delegation form does not guarantee the approval of your request for a delegation. In addition, personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Personal information collected in relation to materials submitted for an agenda will be used to acknowledge receipt, however, please be aware that your name is subject to disclosure by way of publication of the agenda. If you have questions about this collection, use and disclosure of this information, please contact the Municipal Office at (705) 676-2416.

Signature

Date