

THE CORPORATION OF THE TOWNSHIP OF BROCK

BY-LAW NUMBER 2890-2019

A BY-LAW TO REGULATE THE PROCEEDINGS OF COUNCIL

WHEREAS Section 238(2) of the *Municipal Act* requires every Council to adopt a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 5 of the *Municipal Act*, S.O. 2001, as amended from time to time, provides that the powers of a municipality shall be exercised by its Council;

AND WHEREAS it is deemed advisable to pass this by-law for the purposes aforesaid.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BROCK ENACTS AS FOLLOWS:

1. Definitions

In this Procedural By-law,

- 1.1 “Act” means the Municipal Act, 2001, S.O., 2001, c.25, as amended;
- 1.2 “Ad Hoc Committee” means a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council;
- 1.3 “Addendum” means any addition to a completed written agenda or addition to an item on the agenda. Changes in motions or resolutions following discussion on an agenda item are not considered an Addendum;
- 1.4 “Advisory Committee” means an ongoing Committee implemented by Council by way of by-law and comprised of residents, Councillors and/or Staff;
- 1.5 “Agenda” means the order in which business is conducted at a meeting;
- 1.6 “By-law” means an enactment, in a form approved by Council, passed for the purpose of giving effect to a decision or proceedings of Council;
- 1.7 “Chair” means the person presiding at a meeting of Council, or Committee, as the case may be;
- 1.8 “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of the Township of Brock, or their designate;
- 1.9 “Clerk” means the Municipal Clerk of the Corporation of the Township of Brock, or their designate;
- 1.10 “Closed Session” means a meeting, or portion thereof, closed to the public, and has the same meaning as “in-camera”;
- 1.11 “Committee of the Whole” means all the members of Council present at a meeting of Council sitting in Committee;
- 1.12 “Consent Agenda” means the portion(s) of an agenda comprised of the Adoption of the Minutes, Reports, Correspondence and By-laws that may be approved by a single motion, without debate, subject to the agreement of all Members. Should a member wish to discuss an item, they would request the item be extracted from the consent agenda and that item would be discussed separately;

- 1.13 "Council" means the Council of the Corporation of the Township of Brock;
- 1.14 "Delegation" means a person or group who has made a written request to address Council or Committee and may also be referred to as a "Deputation";
- 1.15 "Majority" means more than half the Members present, or:
- If 7 Members present: 4
 - If 6 Members present: 4
 - If 5 Members present: 3
 - If 4 Members present: 3
- 1.16 "Mayor" means the Mayor of the Township of Brock and may also be referred to as the "Head of Council";
- 1.17 "Meeting" means any regular, special, or other meeting of Council or a Standing Committee, where a quorum of members is present and members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council or a Standing Committee;
- 1.18 "Member" means a member of the Council, or of a Committee, as the case may be;
- 1.19 "Municipal Act" means the Municipal Act, 2001, S.O. 2001, c.25, as amended or replaced from time to time;
- 1.20 "Petition" means a document requesting Council's consideration of a matter that contains more than ten (10) signatures and does not include an electronic web-based document.
- 1.21 "Point of Order" means an inquiry made by a Member of Council regarding an alleged contravention of the Rules of Procedure made by a Member during the course of a meeting;
- 1.22 "Quorum" means the number of members required for the legal conduct of the business of Council or a Committee;
- 1.23 "Recorded Vote" means a written record of the name and vote of every Member present when the vote is called on any matter or question, which is conducted by the Clerk;
- 1.24 "Rules of Procedure" means the rules and regulations governing the calling, place and proceedings of Meetings as provided in this by-law;
- 1.25 "Special Meeting" means a meeting note scheduled in accordance with the approved schedule of meetings as adopted by Council;
- 1.26 "Standing Committee" means a Committee appointed by and directly reporting to Council, created from time to time, and currently comprised of the following Committee: Committee of the Whole;
- 1.27 "Township" means the Corporation of the Township of Brock.

2 General Provisions

2.1 Interpretation

- 2.1.1 This By-law establishes the Rules of Procedure for Council and its Committees and may be referred to as the "Procedural By-law" or "Rules of Procedure."
- 2.1.2 The rules in this By-law apply to all proceedings of Council and Committees and must be observed at all times.

- 2.1.3 In the event of a conflict between this By-law and legislation, the provisions of the legislation prevail to the extent of the conflict.

3 Duties

3.1 Duties of the Mayor or Chair

3.1.1 The Mayor or Chair shall:

- a) Open the Meetings by taking the chair and calling the Members to order;
- b) Announce the business before Council or the Committee and the order to which it is to be acted upon;
- c) Receive and submit, in the proper manner, all motions presented by the Members;
- d) Put to a vote all motions, which are moved, or necessarily arise in the course of the proceedings, and announce the results;
- e) Enforce the Rules of Procedure and rule upon all procedural matters;
- f) Maintain order and preserve decorum;
- g) Call by name, any member refusing to comply with the Procedural By-law and order him/her to vacate the Council Chamber, or the place of Meeting, as the case may be;
- h) Permit questions to be asked through the Chair of any staff in attendance to provide members with information to assist any debate when the Chair deems it appropriate;
- i) Rule on any points of orders without debate or comment;
- j) To authenticate, by signature when necessary, all By-laws, Resolutions and minutes of Council and Committee;
- k) Adjourn or suspend the meeting if he/she considered it necessary because of grave disorder; and
- l) Adjourn the meeting when business is concluded or recess the meeting as may be required.

3.1.2 By virtue of their office, the Mayor is appointed as an ex-officio member of Advisory Committees and Municipal Service Boards, and shall have the same rights and privileges as any of the other members, including the right to vote.

3.2 Duties of the Members of Council

3.2.1 Members of Council shall:

- a) Attend all meetings of Council or Committee to which they have been elected or appointed;
- b) Prepare for every meeting by having read all the material supplied, including the agenda and staff reports, to facilitate discussion and the determination of action at the Meeting;
- c) Speak only to the subject under debate and work through the Chair on all matters;
- d) Support Council by accurately communicating the decision of Council even if they disagree with the majority decision; and
- e) Apply and respect the Rules of Procedure.

- 3.2.2 Members of Council shall adhere to the Council Code of Conduct, as adopted by Council, and as amended from time to time.
- 3.2.3 In accordance with Section 259(1) of the Municipal Act, 2001, the office of a member of Council becomes vacant if the member is absent from the meetings of Council for three successive months without being authorized to do so by a resolution of Council. This section does not apply to a member who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

3.3 Duties of the Chief Administrative Officer (CAO)

- 3.3.1 The Chief Administrative Officer shall:
 - a) Assist Council in understanding and delivering its responsibilities;
 - b) In an objective manner, assist members in such a way that they are able to carry out their duties;
 - c) Shall review all staff reports and recommendations prior to their submission to Council; and
 - d) Shall attend all Council meetings, and when deemed necessary to do so, shall attend or cause a designate to attend all Committee meetings.

3.4 Duties of the Clerk

- 3.4.1 The Clerk shall:
 - a) carry out and perform all the duties and powers conferred or imposed on the Clerk under the provisions of the *Municipal Act* and of any other Act.

4 Meetings

4.1 Inaugural Meeting

- 4.1.1 The Inaugural Meeting of Council shall be held on the first Monday after Council takes office pursuant to the *Municipal Elections Act*.
- 4.1.2 For the Inaugural Meeting of Council, the Mayor-Elect may designate an officiating clergyman to conduct devotional exercises.

4.2 Regular Meetings

- 4.2.1 All regular meetings of Council shall be held on the fourth Monday of each month at the hour of 6:30 p.m., unless such a day is a Holiday, or on such other day and time as may be determined from time to time by resolution of Council or by the Clerk or CAO.

4.3 Special Meetings

- 4.3.1 In addition to regular meetings, the Mayor, at any time, may summon a special meeting of Council or Committee by giving direction to the Clerk stating the date, time and purpose of the special meeting.
- 4.3.2 The Clerk shall summon a special meeting upon written receipt of a petition of the majority of the Members of Council. The petition shall specify the purpose of the Meeting, time and place of the meeting.

- 4.3.3 Written notice of a special Meeting of Council or Committee shall be given to all members at least twenty-four (24) hours before the time appointed for such Meeting. Notice will deem to have been given on the day that the Notice was delivered electronically via e-mail to their respective Municipal e-mail addresses and in hardcopy to the Member of Councils' mailbox located in the Municipal Office.
- 4.3.4 The notice shall indicate the nature of the business to be considered at the Special Meeting as well as date, time, and place of the Meeting.
- 4.3.5 No business other than that indicated in the notice shall be considered at the Special Meeting.
- 4.3.6 The twenty-four (24) hours' notice required by Section 4.3.3 may be waived in the case of an emergency as may be determined by the Mayor or the CAO.

4.4 Closed Meetings

- 4.4.1 All Meetings, except as otherwise provided herein, shall be open to the public.
- 4.4.2 Council or a Committee may, by resolution, close a Meeting or part of a Meeting to members of the public if the subject matter being considered is:
 - a) the security of the property of the municipality or local board;
 - b) personal matters about an identifiable individual, including municipal or local board employees;
 - c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board;
 - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - g) a matter in respect of which Council, Committee of Council, board or other body may hold a closed meeting under another Act;
 - h) information explicitly supplied in confidence by Canada, a province or territory, or Crown agency of any of them;
 - i) information which is prohibited from being made public under the Municipal Freedom of Information and Protection of Privacy Act;
 - j) a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - k) a trade secret or scientific, commercial or financial information that belongs to the municipality and has monetary value;

- l) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on by or on behalf of the municipality; and
 - m) held for the purpose of educating or training the members provided that no member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the Council.
- 4.4.3 Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or a Committee of Council shall state by resolution:
- a) The fact of holding the closed meeting; and
 - b) The general nature of the matter to be considered at the closed meeting.
- 4.4.4 No voting may take place during a closed session except if the vote is for a procedural matter or for giving direction or instructions to officers, employees or agents of the Township, or persons retained by or under contract with the Township, and Council deems that it is in the best interests of the Township to do so.
- 4.4.5 At the conclusion of a closed meeting, a resolution to rise from the closed session and proceeding into public session shall be adopted. The motion shall include the time that Council, or the Committee arose.
- 4.4.6 All information, documentation or discussions disclosed in a closed meeting, is confidential and must not be released to the public or any individual not entitled to be present at the closed meeting. Any breach of confidential matters disclosed during closed meetings shall be subject to the sanctions contained in the Council Code of Conduct.

4.5 Standing Committee Meetings - COW

- 4.5.1 There shall be one Standing Committee of Council, namely the Committee of the Whole (COW) Committee of Council, which shall be organized as follows:
- a) The COW shall be comprised of all Members of Council and the Mayor shall be the Chair.
 - b) In the absence of the Mayor, the Council members will rotate to assume the position of Chair in the following order, which the Clerk will keep track of:
 - 1) Regional Councillor
 - 2) Ward 1 Councillor
 - 3) Ward 2 Councillor
 - 4) Ward 3 Councillor
 - 5) Ward 4 Councillor
 - 6) Ward 5 Councillor
 - c) Selected Members of Council may be appointed as a Sub-Committee Chair or Vice-Chair by Resolution during the Inaugural Meeting of Council or when a vacancy in his or her absence occurs as determined by Council from time to time. The Sub-Committee Chair or in his or her absence, the Sub-Committee Vice-Chair, shall take the chair during that portion of the COW Meeting dealing with the matters pertaining to the Sub-Committee for which he or she has been appointed.
 - d) The Sub-Committees shall be:
 - Finance

- Public Works, Facilities, & Parks
- Building, Planning, & Economic Development
- Tourism, Heritage, & Recreation
- Protection Services
- CAO/Corporate Services

- e) The duties of each Sub-Committee is to consider and report to Council on all matters arising out of the functions listed below the name of each Sub-Committee on Schedule “A” attached to and forming part of this By-law.
- f) The COW Chair shall call the Meeting to order, preside during presentations and delegations, and deal with the motion to adjourn. If no sub-committee chairs or vice-chairs are appointed, the COW Chair shall preside during the entire meeting.

4.5.2 The COW Committee meetings shall be held on the first and third Monday of each month at the hour of 9:30 a.m., unless such a day is a Holiday, or on such other day and time as may be determined from time to time by resolution of Council or by the Clerk, or designate.

4.5.3 The COW, through its Sub-committees, shall consider all staff reports submitted, except where the COW tables or refers the report back to staff for further processing or to answer questions raised by the COW. In all cases where COW makes recommendations respecting such matters, the COW shall forward such recommendations to Council for consideration at the next Regular Meeting of Council. In addition, the COW shall report to Council on any matter within the jurisdiction of the Township and any other matter referred to it by Council.

4.5.4 The COW report to Council, as discussed in subsection 4.5.3, shall be through the minutes of the COW.

4.5.5 Notwithstanding subsection 4.5.3, Council may consider any matter without referring it to the COW and may withdraw a matter from the COW at any time.

4.5.6 Notwithstanding subsection 4.5.3, Council may at any time appoint an Ad Hoc Committee to enquire into and report on any matter assigned to it by Council.

4.6 Education/Training Sessions

4.6.1 A Council Education and/or Training Session, when required, shall be held on the second Monday of each month at the hour of 4:30 p.m., unless such a day is a Holiday, or on such other day and time as may be determined from time to time by resolution of Council or by the Clerk, or designate.

4.6.2 An Education and/or Training Session, shall not be deemed to be a Meeting of Council or Committee and shall not be subject to the rules of procedure.

4.6.3 Council, in deciding to convene an Education & Training Session, shall designate the general purpose or purposes for which the session is to be held.

4.6.4 An Education and/or Training Session may be held at any place designated by the Council at the time at which it makes its decision to convene the session, whether or not within the boundaries of the Township or any adjacent municipality.

4.6.5 All members of Council are entitled to attend the session, together with the designated staff or consultants retained by the Township,

but the Council, in deciding to convene the session, may decide to exclude the public therefrom.

- 4.6.6 No members shall discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council at an education and/or training session.
- 4.6.7 The Clerk shall take notes describing in general terms each subject matter dealt with at an Education and/or Training Session.

4.7 Statutory Public Meetings under the Planning Act

- 4.7.1 The Mayor shall chair all public meetings and in his or her absence the Deputy Mayor shall chair public meetings.
- 4.7.2 Public meetings, shall be held on the second Monday of each month at the hour of 6:30 p.m., unless such a day is a Holiday, or on such other day and time as may be determined from time to time by resolution of Council, or by the Clerk, or designate.
- 4.7.3 Public meetings are not deemed to be a meeting of the Council or a Standing Committee.
- 4.7.4 The rules regarding the hearing of delegations as provided for in this Procedural By-law shall apply to public meetings, including provisions regarding speaking time and decorum, save and except that any person wishing to make an oral submission at a public meeting shall not be required to register with the Clerk prior to appearing. All procedural rulings and interpretation regarding delegations shall be at the discretion of the Chair.
- 4.7.5 The format for statutory public meetings will proceed as follows:
 - a) Township staff will provide a brief overview of the application.
 - b) The applicant or their representative may appear and provide information regarding the application.
 - c) Members of the public and/or stakeholders in attendance and wishing to speak may make an oral submission.
 - d) The chair may call on the applicant and/or staff to provide clarification on matters raised by members of the public and/or stakeholder.
- 4.7.6 The Clerk shall record oral submissions from the public and stakeholders at the public meeting and forward same to each member of Council once prepared.

4.8 Advisory Committees

- 4.8.1 All Advisory Committees of Council are required to adhere to this Procedural By-law and the specific terms of reference for the committee as approved by Council.
- 4.8.2 All Advisory Committees are required to present a yearly work plan and annual report on the status of the work plan to Council.
- 4.8.3 Members of Council who serve on Advisory Committees may move and vote on items.

4.9 Ad Hoc Committees

- 4.9.1 Council at any time may appoint an Ad Hoc Committee to enquire into and report on any matter.

- 4.9.2 When an Ad Hoc Committee is established, Council shall nominate the members of that Committee and such nominations shall be confirmed by a resolution of Council.
- 4.9.3 When an Ad Hoc Committee has submitted its final report and recommendations to Council, the Committee shall be deemed to be dissolved.

4.10 Meeting Called to Order

- 4.10.1 The Chair, as soon after the hour is fixed for the holding of the Meeting of Council, and if a quorum is present, shall take the Chair and call the Meeting to order.

4.11 Place of Meetings

- 4.11.1 Unless otherwise directed by Council, all regular and special meetings shall be held in the Council Chambers at the Municipal Administration Building, 1 Cameron Street East, Cannington, Ontario.

4.12 Quorum

- 4.12.1 A quorum of Council and COW shall be four (4) Members.
- 4.12.2 If a quorum is not present within thirty (30) minutes after the time appointed for the meeting, the Clerk or designate shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of the Procedural By-law.

4.13 Absence of the Chair

4.13.1 Council Meetings

- a) If the Mayor does not attend within fifteen (15) minutes after the time appointed for the meeting, and if a quorum is present, the Deputy Mayor shall preside over the meeting and have the same authority to chair the meeting as the mayor would have had, if present.
- b) When the Mayor and Deputy Mayor are absent or refuse to act, the Clerk shall call the members to order and Council, by resolution, may appoint one of its members to act in the place and stead of the Mayor and Deputy Mayor, and such member shall have the same authority to chair the meetings as the Mayor.

4.13.2 Standing Committee Meetings

- a) If the Chair does not attend within fifteen (15) minutes after the hour is fixed for the holding of the meeting of the Committee and if a quorum is present, the Council member who is next in order, as per sub-section 4.5.1 (b), will assume the position of Chair.

4.14 Electronic Participation

- 4.14.1 A member of Council, or of a Committee, can participate electronically in a meeting which is open to the public.
- 4.14.2 Any such member shall not be counted towards quorum of members present at any point in time and shall not be able to vote.

- 4.14.3 At least two (2) weeks advance notice of electronic participation shall be required to be given to the Clerk, or designate, to configure the best means of electronic participation.
- 4.14.4 Notwithstanding section 4.4, a member of Council, of a Committee, may not participate electronically in a meeting which is closed to the public.

5 Notice of Meetings

5.1 Notice to Members

- 5.1.1 The schedule of meetings prepared by the Clerk and approved by Council each year, in conjunction with the published agenda, shall be considered adequate notice for Regular Meetings including Council, Standing Committees, and Statutory Public Meetings.
- 5.1.2 The Clerk shall ensure that the agenda for each Regular Meeting be made available to Council no later than 4:30 p.m. on the Wednesday prior to the meeting for regular scheduled meetings.
- 5.1.3 The Clerk shall deliver notice of Special Meeting of Council as set out by subsection 4.3.3.

5.2 Notice to Media and Public

- 5.2.1 The Clerk shall provide public notice of all regular meetings by:
- a) Publishing the annual schedule of meetings, once adopted by Council, on the Township's website and by providing copies upon request;
 - b) Publishing the monthly schedule of meetings in the Township bi-weekly bulletin in the newspaper;
 - c) Posting the agenda on the Township's website by no later than 12:30 p.m. on the Thursday prior to the meeting.
- 5.2.2 The Clerk shall provide public notice of a special meeting, as authorized by subsection 4.3.3 shall be posted on the Township's website at least one day prior to the meeting.

5.3 Adjournment – Due Hour

- 5.3.1 Any meeting of Council or Committee shall adjourn at the hour of 11:00 p.m., if in session at that time, and shall reconvene at such other day and time as Council or Committee, by resolution, may direct.

5.4 Cancellation/Postponement

- 5.4.1 Any meeting may be cancelled or rescheduled to a day, time and place set out in a written notice from the Clerk, sent electronically to each Member of Council, and posted to the Township's website, at least twenty-four (24) hours before the scheduled date of the meeting.
- 5.4.2 The Mayor may, if it appears that inclement weather or like occurrence will prevent the Members of Council from attending a meeting, postpone, reschedule or cancel that meeting by advising the Clerk and as many Members, media and interest parties as can be reached.

5.5 Failure to Meet Notice Provisions

- 5.5.1 Failure to meet the notice provisions for a meeting provided for in this By-law shall not affect the validity of holding a Meeting or any action taken thereat.

6 Conduct at Meetings

6.1 Members of the Public

- 6.1.1 The Mayor or Chair will ensure that members of the public shall be respectful of Council, staff, delegations and all attendees at the meeting by refraining from public outbursts, heckling, shouting, making comments, or behavior intended to disrupt the debate, discussion and/or general proceedings.
- 6.1.2 Placards, signs, posters, etc. or any other advertising devices shall not be permitted.
- 6.1.3 The Mayor or Chair may request that a member or members of the public vacate the premise if their behaviour is deemed to be disruptive to the business at hand and may suspend the meeting until order is restored.

6.2 Members of Council

- 6.2.1 Members of Council shall:
- a) Act in accordance with their Oath of Elected Appointed Officials;
 - b) Treat the Chair, other members, staff and delegates from the public with courtesy, respect, and good faith;
 - c) Hold in strict confidence all information dealt with in Closed Sessions, except to the extent that Council has previously released or disclosed the matter in the public;
 - d) Not speak disrespectfully of the Reigning Sovereign, any member of the Royal Family, the Governor General, the Lieutenant-Governor, the head of the Government of Canada or of the Province of Ontario, Council, any municipality, any Member or any official or employee of the Township;
 - e) Not use offensive words or unparliamentary words or expressions in Council, against Council, a member of Council, or any officer or employee of the Corporation;
 - f) Not disobey the rules of the Council or decisions of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council;
 - g) Not leave the Member's seat or make any noise or disturbance while a vote is being taken and until the result is declared; or
 - h) Not interrupt a Member while speaking except to raise a point of order.

6.3 Inappropriate Behaviour

- 6.3.1 When a member's behaviour is deemed inappropriate, the Mayor or Chair may Call the Member to Order and take one or more of the following actions:
- a) Decide that there is no breach of the rule;
 - b) Ask the member in breach of the rules to stop the behaviour;
 - c) Ask the member to withdraw what was said; or

d) Ask the member to apologize.

6.3.2 If previous attempts to call the member to order have failed, the Chair may decide not to recognize the member for the balance of that meeting, in which case the Member shall not speak or vote for the remainder of the meeting.

6.4 Video Equipment, Recording Devices and Cellular Telephones

6.4.1 The audio or video recording of a meeting is not permitted unless authorized by the Clerk and shall not be conducted in a manner that interferes with the proceedings of the meeting.

6.4.2 Subsection 6.4.1 does not apply to the Township and/or any publicly available broadcaster.

6.4.3 All communication devices, including cell phones, pagers, tablets and laptops, shall be switched to 'silent' upon entering the location where any Council or Committee meeting is being held.

6.5 Consumption of Food

6.5.1 The consumption of food during the course of a meeting shall not be permitted.

7 Order of Business

7.1 Regular Council Meeting Agenda

7.1.1 The order of business for the regular meetings of Council shall be as follows:

- 1) Call to Order & Moment of Silence
- 2) Disclosure of Pecuniary Interest and Nature thereof
- 3) Announcements from Council and Staff
- 4) Presentations
- 5) Delegations and/or Petitions
- 6) Consent Agenda
 - a) Adoption of Minutes of Previous Meeting(s)
 - b) Reports
 - c) Correspondence
 - d) Reports of Committees
 - e) Motions
 - f) By-laws
 - g) Confirm the Following
- 7) Items Extracted from Consent Agenda
- 8) Notices of Motions
- 9) Other Business
- 10) Public Questions & Clarification
- 11) Closed Session

12) Confirmation By-law

13) Adjournment

7.2 Inaugural Council Meeting Agenda

7.2.1 The order of business for the first meeting of Council shall be as follows:

- a) Call to Order
- b) Swearing in ceremony
- c) Adjournment

7.3 Standing Committee (COW) Meeting Agenda

7.3.1 The order of business for the regular meetings of Standing Committee of Council (COW) shall be as follows:

- 1) Call to Order & Moment of Silence
- 2) Disclosure of Pecuniary Interest and Nature thereof
- 3) Adoption of Minutes
- 4) Announcements from Council and Staff
- 5) Presentations
- 6) Delegations
- 7) Sub-Committees

Finance Committee

- a) Consent Agenda
- b) Items Extracted from Consent Agenda
- c) Other Business

Public Works, Facilities, & Parks Committee

- a) Consent Agenda
- b) Items Extracted from Consent Agenda
- c) Other Business

Building, Planning, & Economic Development

- a) Consent Agenda
- b) Items Extracted from Consent Agenda
- c) Other Business

Tourism, Heritage, & Recreation Committee

- a) Consent Agenda
- b) Items Extracted from Consent Agenda
- c) Other Business

Protection Services Committee

- a) Consent Agenda
- b) Items Extracted from Consent Agenda
- c) Other Business

CAO/Corporate Services Committee

- a) Consent Agenda
- b) Items Extracted from Consent Agenda
- c) Other Business

- 8) Other Business
- 9) Public Questions & Clarification
- 10) Closed Session
- 11) Adjournment

7.4 Special Meeting Agenda

7.4.1 The order of business for the regular meetings of Council shall be as follows:

- 1) Call to Order & Moment of Silence
- 2) Disclosure of Pecuniary Interest and Nature thereof
- 3) Delegations
- 4) Consideration of business for which notice was given
- 5) By-laws
- 6) Public Questions & Clarification
- 7) Closed Session
- 8) Confirmation By-law
- 9) Adjournment

7.5 Addendum Agenda

7.5.1 After delivery of the Council agenda, the Clerk may amend the agenda by way of an addendum and amended agenda by adding or deleting matters from the prepared agenda in consultation with the Mayor and CAO.

7.5.2 In the interest of transparency, separate circulation and revised or amended agendas are to be avoided wherever possible.

7.5.3 However, where necessary, addendum agendas will be circulated to members by electronic mail and posted on the Township website as soon as possible but no later than 4:30 p.m. on the Friday prior to the meeting.

7.6 Change in Order

7.6.1 All business shall be taken up in the order in which it appears on the agenda unless otherwise decided by a vote of the majority of the Members present and voting

8 Consideration of Business

8.1 Call to Order and Moment of Silence – Council & COW

- 8.1.1 The Mayor or his/her designate shall call the meeting to order when there is a quorum present after the time set for the meeting and ask those present observe a moment of silence.

8.2 Disclosure of Pecuniary Interest and Nature Thereof – Council & COW

- 8.2.1 Members shall disclose any pecuniary interest and the general nature thereof in any matter listed on the agenda in accordance with the *Municipal Conflict of Interest Act*. It is the responsibility of the member to identify and disclose any pecuniary interest. Members shall not request the Clerk or other staff member to provide advice or comment on whether a Member has a pecuniary interest.
- 8.2.2 The Clerk or designate, will maintain a registry of statements filed and declarations recorded for public inspection and to be posted on the Township website.
- 8.2.3 Where a member, either on his own behalf or while acting for, by, with, or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Meeting of Council or Standing Committee of Council at which the matter is subject of consideration, the member shall:
 - b. Prior to any consideration of the matter at the meeting, disclose the interest and general nature thereof;
 - c. Not take part in any discussion of or vote on any question with respect to the matter; and
 - d. Not attempt in any way before, during and after the meeting to influence the voting on any such question.
- 8.2.4 Where the meeting is not open to the public, in addition to complying with the requirements of Section 4.4, the member shall immediately leave the meeting or part of the meeting during which the matter is under consideration.
- 8.2.5 Where a member is absent from a meeting which includes a matter on which they have a pecuniary interest, the member shall disclose the interest at the next meeting they attend.
- 8.2.6 The Clerk shall record declarations of pecuniary interest made by a member in the minutes, noting the matter and the general nature of the pecuniary interest.
- 8.2.7 At a meeting, or as soon as possible afterwards, at which a member discloses a pecuniary interest, the member shall file a written statement of the interest and its general nature with the Clerk.

8.3 Announcements – Council & COW

- 8.3.1 Members of Council or staff may announce or comment on community events and activities.

8.4 Presentations – Council & COW

- 8.4.1 Presentations shall be limited to ten (10) minutes each, except with the permission of the Chair.
- 8.4.2 Presentations shall include only the following:

- a) Civic recognition / awards;
- b) Presentations from Township staff or consultants;
- c) Presentations from other government organizations; or
- d) Other presentations as deemed appropriate by the Clerk and/or Mayor.

8.4.3 Municipal audio visual equipment may be used to assist presenters, provided that permission has been obtained for use of such equipment from the Clerk, or designate. A delegate's audio visual materials must be provided to the Clerk, or designate, no later than 9:30 a.m. on the Friday preceding the Meeting.

8.5 Delegations – Council & COW

8.5.1 Delegations shall appear at the COW, except where the delegate wishes to address Council with respect to a matter which is before Council or where the Clerk determines the matter is of urgent nature that there is insufficient time to direct the delegation to the COW.

8.5.2 There shall be no more than four (4) delegations, in total, scheduled for any regular meeting of Council or COW unless the Mayor approves additional delegations.

8.5.3 Anyone wishing to appear before Council shall advise the Clerk by submitting a request on the Township's website by 12:30 p.m. on the Tuesday prior to the meeting stating in detail the nature of the matter to be presented.

8.5.4 Only the designated spokesperson(s), which shall be no more than two (2) people, may speak on the matter and for not more than five (5) minutes in total.

8.5.5 Notwithstanding subsection 8.5.4, Council or the COW may waive the rules of procedural to permit a delegation to exceed the five (5) minutes.

8.5.6 Notwithstanding subsection 8.5.3, Council or the COW may, at their discretion, entertain delegations with less notice as the circumstances may warrant with a two-thirds (2/3) majority vote.

8.5.7 Notwithstanding subsection 8.5.3, a delegate may request a delegation with respect to an item on the agenda. Delegations have until 12:30 p.m. on the Friday prior to the meeting to notify the Clerk by submitting a request on the Township's website. These delegations will be added to the addendum agenda in accordance with section 7.5.

8.5.8 Delegations shall respect the decorum and Rules of Procedures in accordance with this By-law and shall not:

- Speak disrespectfully of any person;
- Use improper language or unparliamentary language;
- Speak on any subject matter other than the subject for which they have given notice to address Council/Committee;
- Disobey the decision of the Chair; or
- Enter into debate with Members.

- 8.5.9 Council may refuse delegations when, in the opinion of Council, the subject of the presentation is beyond the jurisdiction of the municipality.
- 8.5.10 When a delegation wishes to provide members with written communication, including a petition supporting the delegation's comments, the communication shall be provided to the Clerk by 12:30 p.m. on the Tuesday prior to the meeting and will be distributed to members at the discretion of the Clerk.
- 8.5.11 Municipal audio visual equipment may be used to assist in presentations, provided that permission has been obtained for the use of such equipment from the Clerk or designate. The presentation material must be provided to the Clerk or designate at least one (1) full business day prior to the scheduled day of the meeting.
- 8.5.12 Members of Council shall ask questions for clarification from delegates and shall not engage in any debate with delegates.
- 8.5.13 A delegation appearing before Council or Committee shall not be placed on an agenda to discuss the same matter within six (6) months of the last appearance, unless otherwise approved by the Mayor.

8.6 Petitions – Council

- 8.6.1 Every petition that is intended to be presented to Council, shall be legibly written or printed and shall not contain any impertinent or improper matter or language and shall be signed by at least one person and filed with the Clerk or designate.
- 8.6.2 Every petition shall be delivered to the Clerk or designate by no later than 12:30 p.m. on the Tuesday prior to the meeting and, if in the opinion of the Clerk, or designate, the petitions contains any impertinent or improper language, the petition may not be included on the agenda.

8.7 Adoption of Minutes – Council & COW

- 8.7.1 The Clerk or designate shall cause the minutes to be taken of each meeting of Council or COW, whether it is closed to the public or not. The minutes shall include:
- The place, date, and time of the meeting;
 - The name of the chair and the attendance of the members and senior staff;
 - Declarations of pecuniary interest;
 - All resolutions, decisions and all other proceedings of Council or COW, as the case may be, without note or comments.
- 8.7.2 The minutes of each Council meeting shall be presented to Council for confirmation at the next regular meeting under the adoption of minutes of previous meeting section.
- 8.7.3 The minutes of the COW shall be presented to Council at the next regular meeting for confirmation and approval of the recommendations contained therein.
- 8.7.4 Any member may request that one or more recommendations contained in the minutes be separated and voted on separately.

- 8.7.5 Where the minutes have been delivered to the members in advance of the meeting, the minutes shall not be read, unless a member requests them to be read by the Clerk.
- 8.7.6 After the minutes have been adopted, they shall be signed by the Mayor and Clerk.

8.8 Correspondence – Council & COW

- 8.8.1 All correspondence intended to be presented to Council shall be legibly written or printed, shall not contain any impertinent or improper matter or language, shall identify the author(s) by name and municipal address and shall be delivered to the Clerk or designate by no later than 12:30 p.m. the Tuesday prior to the meeting.
- 8.8.2 All correspondence will be directed to COW under the respective sub-committee either.
- 8.8.3 The Correspondence section of the Council agenda shall include any correspondence, due to timing, urgency, and/or the important nature of the report, the Clerk or designate has determined should be considered by Council without first being presented to COW for consideration.
- 8.8.4 Notwithstanding subsection 8.8.1, correspondence addressed to Council that relates directly to a staff function may be sent directly to the appropriate department for response or action.
- 8.8.5 Correspondence that does not seek Council's support or direction and is more for informational purposes, shall be placed on the weekly Council Information Index (CII).
- 8.8.6 The CII will be released to members and posted to the website every Friday by 4:30 p.m.
- 8.8.7 Members can request that any item on the CII be pulled and placed on an upcoming agenda by advising the clerk.
- 8.8.8 Notwithstanding subsection 8.8.1, at the discretion of the Clerk or designate, correspondence received after 12:30 p.m. on the Tuesday prior to the meeting, and being of an urgent nature or directly relevant to a matter on the Agenda of the meeting, the correspondence will be added to the addendum agenda in accordance with section 7.5.
- 8.8.9 All correspondence will first be placed on COW under the respective sub-committee

8.9 Reports – Council & COW

- 8.9.1 All staff reports will be directed to COW under the respective sub-committee.
- 8.9.2 Notwithstanding subsection 8.9.1, any report, due to timing, urgency, and/or the important nature of the report, the Clerk or designate has determined should be considered by Council without first being presented to COW for consideration shall be placed on the Reports to Council portion of the Council agenda.

8.10 Notice of Motions – Council

- 8.10.1 A member desiring to introduce a subject for discussion by Council shall provide Notice of Motion, in writing, with a confirmed mover and seconded, to the Clerk, by no later than 12:30 p.m. on the Tuesday prior to the Council meeting.
- 8.10.2 The Clerk, upon receipt of a notice of Motion, shall print the motion in full in the agenda for the next regular Council meeting.

- 8.10.3 A notice of Motion shall be considered or otherwise disposed of by the Council at the regular meeting at which it is first introduced, unless a member objects to its consideration, in which case it shall be considered at the next regular meeting of Council.

8.11 By-laws – Council

- 8.11.1 The Clerk or designate shall prepare and include in the Council Agenda a summary of all by-laws, specifying the title of each By-law.
- 8.11.2 Every by-law shall be introduced upon motion by a member, and 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.
- 8.11.3 All amendments to any By-law approved by the Council shall be deemed to be incorporated into the By-law and shall be inserted therein by the Clerk.
- 8.11.4 Every by-law shall receive three readings prior to it being passed. All three readings may be passed under one motion.
- 8.11.5 Every by-law enacted by Council shall be numbered and dated, and shall be signed by the Mayor and Clerk, sealed with the seal of the Township.

8.12 Other Business – Council & COW

- 8.12.1 Any matters presented, considered, referred or tabled, shall be dealt of during this portion of the meeting.

8.13 Consent Agenda – Council & COW

- 8.13.1 See Section 1.12.

8.14 Items Extracted from Consent Agenda

- 8.14.1 Any item a member of Council or Committee wishes to be extracted from the consent agenda shall be dealt with here and shall be debatable.

8.15 Public Questions & Clarification – Council & COW

- 8.15.1 Any member of the general public shall be permitted to seek clarification or ask questions through the Chair that are pertinent to the items of business identified on the Agenda for the current meeting.

8.16 Confirming By-law – Council

- 8.16.1 At the conclusion of all Regular and Special Council meetings and prior to adjournment, a Confirming By-law shall be brought forward to confirm the actions of the Council at that meeting in respect of each motion, resolution and other action taken.
- 8.16.2 A Confirming By-law, when introduced, shall be taken as having been read and shall be voted on without debate.

8.17 Adjournment – Council & COW

- 8.17.1 See section 9.17.

9 Rules of Order, Point of Order, Motions & Voting

9.1 Rules of Order

- 9.1.1 To begin debate, the Chair reads the motion aloud

- 9.1.2 Any member may require a motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.
- 9.1.3 Every member shall raise his or her hand and be recognized by the Chair prior to speaking to any matter or motion.
- 9.1.4 Every member speaking to any question or motion shall do so from the Member's place and shall respectfully address the Chair.
- 9.1.5 When two or more Members indicate a desire to speak, the Chair shall name the member who, in the Chair's opinion, first indicated a desire to speak.
- 9.1.6 No Member shall speak for longer than ten (10) minutes on a question without the Chair's permission.
- 9.1.7 No member shall speak more than once to the same motion except:
 - a) With leave of the Council, for not more than five (5) additional minutes, in explanation of a material part of the Member's speech which may have been misconceived; and
 - b) In reply, as may be allowed with leave of the Council, by the member who presented the motion, in which case the Member shall speak for no longer than a five (5) minute period.
- 9.1.8 A member may only ask a question during the course of debate only for the purpose of obtaining information relating to the motion under discussion and such question must be stated concisely and asked only through the chair.
- 9.1.9 No member shall speak to any question or vote on any motion except from the members own seat.

9.2 Point of Order

- 9.2.1 A Member may bring forward a breach of the rules of procedure to the Chair's attention by raising a Point of Order. The Chair shall immediately rule on the point of order.
- 9.2.2 Any member wishing to challenge the ruling of the Chair must do so immediately following the ruling, or the decision of the Chair shall be final.
- 9.2.3 If a member challenges the ruling, he or she has the right to state his or her case, and the Chair has the right to reply.
- 9.2.4 Upon being challenge the Chair shall immediately put the question "That the decision of the Chair be sustained" to a vote of Council. The decision of the Majority shall be final. A tie vote sustains the decision of the Chair.

9.3 Motion Overview

- 9.3.1 All motions must be introduced by a mover and seconder before the Chair may put the question or motion on the floor for consideration. If no member seconds the motion, the motion shall not be on floor for consideration and therefore it shall not be recorded in the minutes.
- 9.3.2 Notwithstanding subsection 9.3.1., a motion presented in a Standing Committee of Council (COW) need not require a seconder.
- 9.3.3 Notwithstanding section 9.6, and as otherwise provided in this by-law, every motion shall be in writing.

9.3.4 When a motion is presented in a meeting, it shall be read in its entirety before debate and the mover is entitled to speak first if the member so elects. If debated, the question or motion may be read before being put to a vote.

9.3.5 Notwithstanding subsection 9.3.4, if a motion is printed in the Agenda as either a separate item or as part of a Report, it need not be read in its entirety unless requested to do so by a Member of Council or Committee but shall be deemed as read for the purposes of introducing the motion.

9.4 Withdrawn Motion

9.4.1 After a motion is properly moved and seconded, it shall be deemed to be in the possession of Council or the Standing Committee of Council, but may be withdrawn by the mover at any time before a decision or amendment.

9.5 Not within jurisdiction of Council

9.5.1 A motion in respect of a matter which requires the exercise of a legislative power by Council which is not within its jurisdiction shall not be in order at a meeting of Council or a Standing Committee of Council.

9.6 Motions Without Notice and Without Leave

9.6.1 The following matters and motions may be introduced orally by a member without written notice and without leave, except as otherwise provided by this Procedural By-law, and shall be decided without debate:

- a. A point of order;
- b. To adjourn;
- c. To table;
- d. To waive the rules of procedure;
- e. To lift from the table;
- f. To divide the question;
- g. To Call the question; and
- h. To recess.

9.6.2 The following matters and motions may be introduced orally by a member without written notice and without leave, except as otherwise provided by this Procedural By-law, and may be debated:

- a. To refer;
- b. To defer;
- c. To amend; and
- d. To rescind.

9.7 Motions in Writing

9.7.1 Except as otherwise provided in this by-law, every motion shall be in writing and signed by the mover and seconder.

9.8 Priority of Disposition

- 9.8.1 A motion properly before Council or a Standing Committee of Council (COW) for decision must be disposed of before any other motion can be received except a motion in respect of matters listed in section 9.6.

9.9 Motion to Amend

- 9.9.1 A motion to amend:
- a. Shall be presented in writing if requested by the Chair;
 - b. Shall relate to the subject matter on the main motion;
 - c. Shall be open to debate; and
 - d. Shall not propose a direct negative to the main motion.
- 9.9.2 Only one motion to amend the main motion shall be on the floor at any one time.
- 9.9.3 A member may suggest an amendment to the main motion, and if accepted by the mover and seconder, the amendment shall be considered to be friendly and be incorporated into the main motion as if the motion had originally been moved with the friendly amendment incorporated.

9.10 Motion to Table

- 9.10.1 A motion to table shall not be amended or debated and shall apply to the motion and any amendments under debate when the motion to table is made.
- 9.10.2 If the motion to table carries, the motion is tabled until a Majority of Members present vote to lift the tabled motion.
- 9.10.3 A motion that has been tabled at a previous meeting cannot be lifted from the table unless notice thereof is given prior to the meeting.

9.11 Motion to waive the rules of procedure

- 9.11.1 The Rules of Procedure shall be observed in all proceedings of Council and Standing Committees of Council, except that the Rules of Procedure may be waived by a Two-Thirds Majority vote of the members present.

9.12 Motion to Divide the Question

- 9.12.1 Upon the request of any Member, and when the Chair is satisfied that a matter under consideration contains distinct proposals, the vote for each proposal shall be taken separately.
- 9.12.2 A vote on the main motion, as amended, may be split for the purpose of the complying with the *Municipal Conflict of Interest Act*.

9.13 Motion to Defer

- 9.13.1 A motion to defer shall include the time period within which consideration of the matter is to be deferred and whatever explanation is necessary to demonstrate the purpose of the motion to defer.

9.14 Motion to Refer

- 9.14.1 A motion to refer shall include the Township Department, Committee or person to whom the matter is to be referred and the

terms of referring the matter and the time period, if any, on or within which the matter is to be returned.

9.15 Motion to Recess

9.15.1 A motion to recess shall specify the length of the recess, and may only be amended with respect to the length of the recess and is not in order when another motion is on the floor.

9.16 Motion to Rescind

9.16.1 A motion to rescind shall be provided to the Clerk for inclusion on the agenda and shall be added as a Notice of Motion.

9.16.2 A motion to rescind a previous action of Council requires a two-thirds majority vote of the Members present and voting and is for a matter that has previously been passed by Council.

9.16.3 A motion to rescind is not in order when action has been taken on the order of Council which it cannot undo. A part of an order of Council which has not been acted upon, however, may be rescinded.

9.17 Motion to Adjourn

9.17.1 A motion to adjourn a meeting shall always be in order except when:

- 1) Another Member is in possession of the floor;
- 2) A vote has been called;
- 3) Members are voting; and
- 4) A member has indicated to the Chair his or her desire to speak on the matter before the meeting.

9.17.2 A motion to adjourn shall take precedence over any other motion and shall be put immediately without debate.

9.18 Motion to Call the Question

9.18.1 A member may request the Chair call the question by presenting a motion that the question "now be put to a vote."

9.18.2 A motion to call the question must be seconded, is not permitted in a Standing Committee of Council and cannot be proposed when there is an amending motion under consideration except for the purpose of moving that amending motion to be put to a vote.

9.18.3 If supported by a two-thirds majority of the members present, the original question is immediately put to a vote without debate.

9.18.4 A member who moved a motion to call the question shall be allowed to speak to the question again if the motion is decided in the negative.

9.19 Reconsideration of a Matter

9.19.1 A motion to reconsider shall be provided to the Clerk for inclusion on the agenda and shall be added as a Notice of Motion.

9.19.2 A resolution, by-law or any question or matter which has previously been adopted by Council may be considered by Council subject to the following:

- a) Only a member who voted threreon with the majority may make a Motion to Reconsider;

- b) Such motion must be supported by two-thirds of the members present and voting in favour of such reconsideration before the matter is re-opened for debate;
- c) Debate on a motion to reconsider must be confined to reasons for or against the subject of the reconsideration;
- d) If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future date, and the debate on the question to be reconsidered may proceed as though it previously had never been voted on;
- e) A vote to reconsider a particular matter or decision will not be considered more than once during a term of Council; and
- f) Where a decision of the Local Planning Appeal Tribunal (LPAT) results in a planning matter being referred back to Council for reconsideration, the matter shall be placed as soon as practicable on the Council meeting agenda following the referral from LPAT.

9.20 General Voting

- 9.20.1 After a question is put to a vote 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.
- 9.20.2 Every member present at a Meeting, when a question is put, shall vote thereon unless disqualified under the *Municipal Conflict of Interest Act* to vote on the question.
- 9.20.3 Except where the Member is disqualified from voting, if the member does not vote when a question is put, that Member shall be deemed to be voting in the negative.
- 9.20.4 When a question is put to a vote, the Chair shall first call for the yeas and then for the nays.
- 9.20.5 Each member only has one vote.
- 9.20.6 The Chair shall announce the result of every vote.
- 9.20.7 If a Member disagrees with the announcement by the Chair of the result of any vote, he or she may object immediately to the Chair's declaration and require that the Members be polled individually.

9.21 Unrecorded Vote

- 9.21.1 The manner of determining the decision of the Council or of a Standing Committee of Council shall be at the direction of the Chair and may be by voice, show of hands, standing or otherwise.

9.22 Recorded Vote

- 9.22.1 When a recorded vote is requested by a member, or is otherwise required, the Clerk shall record the name and vote of every Member voting on any matter or question commencing with the Member who made the request followed by the remaining Members in alphabetical order.
- 9.22.2 Notwithstanding subsection 9.22.1, a recorded vote shall not be taken at a Standing Committee of Council.

10 Administration

10.1 This By-law shall be administered by the Clerk, or designate.

10.2 By-law Number 2356-2011-AP, as amended, is hereby repealed.

10.3 This By-law shall come into full force and effect on the date of its passing.

This By-law read a First, Second and Third Time and finally passed on this 16th Day of September 2019.

Original Signed

Mayor

Debbie Bath-Hadden

Original Signed

Clerk

Becky Jamieson

10.4 Schedule A to By-law Number 2890-2019

Sub-Committees of Council

Finance	<ul style="list-style-type: none">- Preparing annual budget- Payroll accounting systems- Audit Purchasing- Financial Statements- Issuing licence & permits- Collection of fines and all other receipts
Public Works, Facilities, & Parks	<ul style="list-style-type: none">- Arenas / Community Centres- Parks- Libraries- Maintenance of public buildings- Roads and streets- Sidewalks- Drains- Traffic control- Garbage Collection- Design and Engineering
Building, Planning, & Economic Development	<ul style="list-style-type: none">- Building inspection- Plumbing Inspection- Planning- Liaison with Regional Planning Department- Economic Development
Tourism, Heritage, & Recreation	<ul style="list-style-type: none">- Recreational Programs- Day camp- Cemeteries- Tourism- Events including Community Events- Heritage
Protection Services	<ul style="list-style-type: none">- Animal Control and By-law Enforcement- Liaison with Regional Police- Streetlighting

	<ul style="list-style-type: none">- Protective inspections- Fire Department- Emergency Planning
CAO/Corporate Services	<ul style="list-style-type: none">- Administration system & procedures (Other than Accounting)- Records Archives<ul style="list-style-type: none">- By-laws- Minutes and Agendas- Division Registrar- Personnel Hiring