

The Corporation of the United Counties of Stormont, Dundas and
Glengarry

Procedure By-law No. 5485

Table of Contents

1.0	Definitions	3
2.0	Warden and Deputy Warden	7
3.0	Councillor	8
4.0	Committees	8
5.0	Committee of the Whole	10
6.0	Meetings	10
7.0	Agenda	15
8.0	Order of Business	16
9.0	Call Meeting to Order	17
10.0	Disclosure of Pecuniary Interest and General Nature Thereof	17
11.0	Quorum	18
12.0	Disclosure of Additional Items	18
13.0	Minutes	18
14.0	Presentations	19
15.0	Delegations	19
16.0	Staff Reports -Action Requests-Tenders and Quotations	21
17.0	By-laws	21
18.0	Consent Items	22
19.0	Receiving Committee Reports	22
20.0	Key Information	23
21.0	Motions and Notices of Motions	23
22.0	Receiving Correspondence, Petitions and Other Communication	25
23.0	Miscellaneous Business – Council Meeting	26
24.0	Unfinished Business	26
25.0	Closed Session	26
26.0	Ratification By-law/By-law to Confirm Proceeding of Council	26
27.0	Adjournment	26
28.0	Reconsideration	26
29.0	Electronic Meetings of Council	27
30.0	Rules of Debate	28
31.0	Points of Order and Privilege	29
32.0	Conduct of Members of Council	29
33.0	Code of Conduct	30
34.0	Suspension of Rules	30
35.0	Amendment of By-law	30
36.0	Severability	31
37.0	Repeal	31
38.0	Effective Date	31

**THE CORPORATION OF THE UNITED COUNTIES OF STORMONT, DUNDAS
AND GLENGARRY
BY-LAW NO. 5485
PROCEDURE BY-LAW**

A By-law of the Corporation of the United Counties of Stormont, Dundas and Glengarry to Govern the Proceedings of Council and its Committees.

WHEREAS the *Municipal Act, S.O. 2001, c. 25* requires municipalities to pass a Procedure By-law governing the calling, notice of, place and proceedings of meetings;

AND WHEREAS it is necessary and expedient that there shall be rules governing the order and proceedings of the Council and Committees of the Corporation of the United Counties of Stormont, Dundas and Glengarry;

AND WHEREAS Council desires that its governance processes and procedures facilitate, to the greatest extent possible, the understanding and participation of its citizens in the effective conduct of the Corporation's business;

AND WHEREAS Council provided the required notice, in accordance with the *Municipal Act, S.O. 2001, c. 25*, of their intention to enact this By-law;

NOW THEREFORE Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry enacts as follows:

10 Definitions:

- 1.1 "Act"**
means the *Municipal Act, S.O. 2001, c. 25*.

- 1.2 "Deputy Warden"**
means the most immediate Past Warden. In the event there is no member who previously held the office of Warden, a Deputy Warden will be elected.

- 1.3 "Alternate"**
means a member of a local Council appointed to serve as an "alternate" member of County Council when the Councillor is unable to attend a meeting for any reason. The appointment of an alternate is at the discretion of the local municipality.

- 1.4 "By-law"**
means a local law. A by-law is enacted by Council to exercise a power provided by legislation. It is the most formal document used for complex and legal matters providing authority and direction for the Corporation to act on its own affairs.

- 1.5 "Chief Administrative Officer"**
means the Chief Administrative Officer (CAO) of the Corporation of the United Counties of Stormont, Dundas and Glengarry who is duly appointed by by-law.
- 1.6 "Clerk"**
means the Clerk of the Corporation of the United Counties of Stormont, Dundas and Glengarry who is duly appointed by By-law.
- 1.7 "Closed Session"**
(In Camera) means a meeting or part of a meeting that is closed to the public in accordance with the *Municipal Act, S.O., 2001, s. 239. (2)*.
- 1.8 "Committee"**
means any advisory or other committee, subcommittee, or similar entity of which at least 50 percent of the Members are Councillors of the Council of the United Counties of Stormont, Dundas and Glengarry.
- 1.9 "Committee of the Whole" (COTW)**
means the participation of all Councillors of the Corporation of the United Counties of Stormont, Dundas and Glengarry in a Committee meeting where Members consider questions with greater freedom of debate.
- 1.10 "Consent Agenda"**
means a component of a meeting agenda that enables Council to group routine items and motions under one umbrella and is a single item that encompasses all the things Council would normally approve with little comment at a Council meeting. Items on the consent agenda are not discussed before a vote.
- 1.11 "Council"**
means the Council/County Council of the United Counties of Stormont, Dundas and Glengarry.
- 1.12 "Councillor"**
means a Mayor, Deputy Mayor, or appointed person pursuant to Section 259 of *The Municipal Act, R.S.O., 2001*, of a local municipality serving on County Council.
- 1.13 "County/Counties"**
means the Corporation of the United Counties of Stormont, Dundas and Glengarry.

- 1.14 "Delegation"**
means a maximum of two persons representing a group, who wish to provide information to Council/Committee(s) of Council.
- 1.15 "Electronic Participation"**
means a Council Member who participates in a meeting remotely via electronic means (e.g. video or audio teleconference), who has the same rights and responsibilities as if he or she were in physical attendance, including the right to vote and the right to be counted towards a quorum of members and shall be permitted to participate in any portion of a meeting including a meeting that is closed to the public.
- 1.16 "Head of Council"**
means the "Warden" of the Corporation of the United Counties of Stormont, Dundas and Glengarry.
- 1.17 "Lay Appointments Committee"**
means the Committee responsible for recommending committee appointments to Council. The Lay Appointments Committee shall be comprised of the Warden, immediate Past Warden or in his/her absence a Councillor of the Council of the United Counties of Stormont, Dundas and Glengarry with the most experience on County Council, and one other Councillor appointed by the Warden.
- 1.18 "Local Board"**
means an entity formed
- (i) with a direct link with the County by way of legislation or authority from the County;
 - (ii) carries out the affairs of the County;
 - (iii) connected to or controlled by the County;
 - (iv) with an element of autonomy;
 - (v) excludes Police Services Board, Public Library Board or any other board listed as an exclusion in the *Municipal Act, S.O. 2001*.
- 1.19 "Materially Advances"**
means to substantially, measurably or identifiably advance a matter/issue forward.
- 1.20 "Meeting"**
means any regular, special, or other meeting of Council, of a local board or of a committee of either of them, where:
- i) a quorum of members are present, and
 - ii) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

- 1.21** **“Member”**
means a person duly elected/appointed to serve on Council for the Corporation of the United Counties of Stormont, Dundas and Glengarry or appointed as an “alternate”.
- 1.22** **“Minutes”**
shall mean the record of the proceedings of a meeting and shall be kept in a safe manner.
- 1.23** **“Pecuniary Interest”**
(Disclosure of Interest) means a “Pecuniary Interest”, direct or indirect, in any matter within the meaning of the *Municipal Conflict of Interest Act*.
- 1.24** **“Presiding Officer”**
is the person presiding over a meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceedings of Council or Committees.
- 1.25** **“Quorum”**
shall be the majority of the eligible voting Members present at the meeting.
- 1.26** **“Recorded Vote”**
shall mean the recording of the name and vote of every Member on any matter or question where any Member requests that the vote be recorded.
- 1.27** **“Regular Meeting”**
means a scheduled meeting held in accordance with the approved calendar/schedule of meetings.
- 1.28** **“Resolution”**
is a motion once it has been passed.
- 1.29** **“Rules of Procedure”**
(Rules of Order) means the applicable procedural rules and rules of conduct contained in this By-law. The proceedings of Council and its Committees, the conduct of the Members, and the calling of meetings will be governed by the rules and regulations contained in this By-law. Where a matter being considered by Council arises that is not covered in this By-law, Robert’s Rules of Order (latest edition) shall apply.
- 1.30** **“Special Meeting”**
means a meeting not scheduled in accordance with the annual approved calendar/schedule of regular meetings.

131

“Warden”

means a Councillor elected by his/her peers to the seat of Warden and serves as the Head of Council. The Warden shall also normally preside at all Council meetings. Schedule “A” attached hereto outlines the general responsibilities of the position.

2.0 Warden and Deputy Warden

2.1 Warden

A Councillor wishing to be nominated for the position of Warden must:

- (a) have been a Councillor of the Council of the United Counties for Stormont, Dundas and Glengarry for a minimum of one year.
- (b) formally express their interest in the position at the regular July meeting of Council.

At the August meeting of County Council, the names of the candidates(s) for Warden duly moved and seconded shall be put forth to the Clerk. Candidates so nominated shall be allowed a maximum five (5) minutes to address Council prior to the vote being taken.

In the case of more than one candidate being proposed, the Clerk shall conduct a vote by secret ballot. The Clerk shall continue the voting by ballot, if necessary, dropping the name of the candidate having the least number of votes until a majority has been obtained for one of the candidates, and shall then declare the candidate who has so obtained the majority duly elected. If the vote remains tied, the Clerk shall put the remaining names in a hat and draw for the successful candidate.

In an election year, the Clerk, upon receipt of Clerk’s Certificate from each local municipality confirming appointments to County Council, shall convene a special meeting for the purpose of electing the Warden for the ensuing year.

2.2 Deputy Warden

The most immediate Past Warden will serve as Deputy Warden. The Deputy Warden will fulfill the responsibilities of the Warden in their absence and have all the powers vested in him/her as given by this By-Law including chairing meetings, representation of the Warden at events and functions, and the signing of documents in the Warden’s absence if time sensitive.

In the event there is no member who previously held the office of Warden, a Deputy Warden will be elected as outlined in Section 2.1.

2.3 Term of Office

The term of office for Warden and Deputy Warden shall be one year from the date of the Inauguration. A sitting Warden interested in

serving a second term will follow the nomination process as outlined in Section 2.1. A Councillor may only be Warden for a maximum of two consecutive terms.

3.0 Councillor and Alternate:

3.1 A person shall become a member of Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry upon:

- (a) Certification from the Clerk of the local municipality of the name of each person so elected or appointed;
- (b) Taking the Declaration of Office for the position.

3.2 Alternate Member of Council

A person shall become an alternate member of Council of the Corporation of the United Counties of Stormont, Dundas and Glengarry upon:

- (a) Certification from the Clerk of the local municipality of the name of person so appointed;
- (b) Taking the Declaration of Office for the position.

3.2.1 Responsibilities of Alternate Member

- (a) The Alternate Member shall exercise all the rights of a Councillor solely for the meeting so attended, with the exception of Head of Council.
- (b) Alternate Members shall adhere to the provisions of this By- law.

4.0 Committees

4.1 Appointments – Standing or Ad Hoc Committees:

Standing or Ad Hoc Committees may be appointed by Council or by the Warden with the approval of Council, at any time of the year as deemed necessary for consideration of special matters. Appointments to Standing or Ad Hoc Committees may be Councillors or lay appointees. Councillors appointed to Standing or Ad Hoc Committees must report to the Council on Committee business on a regular basis.

4.2 Terms of Reference:

A draft Terms of Reference shall be presented for Council's approval at the time a Committee of Council is being established.

4.3 Delegation of Authority:

Delegation of authority shall be provided by Council. Committees of Council shall only consider matters referred to them by Council unless authority to do otherwise has been delegated by Council.

4.4 Rules of Procedure:

All rules of procedure outlined this By-law shall apply to Committees.

- 4.5 Appointment of Councillors to Committees:**
Councillors shall be appointed by the Warden to sit on various Boards and Committees of Council for a two-year term. These appointments shall be confirmed at the January Council meeting. Councillors shall indicate their interest in a Committee in writing to the Clerk by December 31st. Composition of Committees are as outlined in Schedule "B" to this By-law.
- 4.6 Lay Appointments:**
Appointments to any Committee of non-council members will also be confirmed by Council at its January meeting, and shall be made using the following criteria:
- (a) Public notice soliciting individual applications from citizens of Stormont, Dundas and Glengarry shall be conducted.
 - (b) All applications shall be presented to the Lay Appointments Committee of Council, who shall make recommendations to Council during a Closed Session meeting.
 - (c) Lay Appointments Committee will be comprised of the Warden, immediate Past Warden or in his/her absence a Councillor with the most experience on County Council, and one other Councillor chosen by the Warden.
- 4.7 Appointment of Other Councillor – Due to Illness – Absence:**
Should a Councillor appointed to any Committee be unable to attend the meetings of such Committee due to illness or absence, Council may appoint another Councillor to act in their stead and the Councillor so appointed shall be deemed to be a Member of the Committee and entitled to act thereon only during such illness or absence.
- 4.8 Removal of Members not Attending:**
Should any Councillor or Members of a Committee neglect or refuse to attend three consecutive meetings of their Committees, the Presiding Officer shall report such neglect or refusal to Council who may remove the said Councillor or Members of their place; or should any Committee neglect or refuse to give due attention to all business or matters before them, Council may, by resolution, discharge such Committee and appoint another in its stead.
- 4.9 Absence – Presiding Officer:**
In the absence of the Presiding Officer, one of the other Councillors shall be elected to preside pro temp, who shall discharge the duties of the Presiding Officer during the meeting or until the arrival of the Presiding Officer.

5.0 Committee of the Whole

Committee of the Whole (COTW) is the participation of all Councillors of the Corporation of the United Counties of Stormont, Dundas and Glengarry in a Committee meeting where Councillors consider questions with greater freedom of debate. When sitting as Committee of the Whole, the results of consensus taken in Open Session are not final decisions of Council. Rather, the results have the status of recommendations which Council is given the opportunity to consider further at a formal Council meeting under its regular rules (Exception: direction given in Closed Session).

5.1 Agenda: The COTW Agenda shall include:

- (i) Call to Order by Resolution
- (ii) Approval of the Agenda
- (iii) Disclosure of Pecuniary Interests and General Nature Thereof
- (iv) Approval of Minutes
- (v) Receiving Delegations
- (vi) Staff Reports
- (vii) Discussion of Additional Items
- (viii) Unfinished Business
- (ix) Closed Session
- (x) Adjournment by Resolution

5.2 Delivery of COTW Agenda

The Clerk shall circulate an agenda, including all associated reports and notice of Closed Session, for each Committee of the Whole meeting, at least five (5) calendar days prior to the meeting.

The agenda, as described above, shall be posted to the County website at least two (2) calendar days prior to the meeting.

6.0 Meetings

6.1 Orientation for New Councillors:

An orientation meeting shall be held with new Councillors and alternate members. This meeting will allow the CAO and Clerk to provide new Councillors and alternate members with an overview of the expectations of their elected office (e.g. inaugural meeting, Committee expectations, processes of Council, protocol at meetings, Procedure By-law, dress codes, payroll and a general overview of the Corporation's role and function).

6.2 Inaugural Meeting of Council

The inaugural meeting of Council in the year of an election shall be held at 11:30 a.m. on the first Friday in December. All other inaugural meetings throughout the term of Council shall be held at 11:30 a.m. on the Friday preceding the third Monday in December. The location of the inaugural meeting will be Council Chambers of the United Counties of Stormont, Dundas and Glengarry.

- 6.1.1 Declaration of Office**
All Councillors and all appointed alternate Members shall take the declaration of office prior to participating in any meeting of Council.
- 6.1.2 Inaugural Agenda: The Inaugural Agenda shall include:**
(i) Call to Order
(ii) Disclosure of Pecuniary Interest
(iii) Declaration of Office
(iv) Adjournment
- 6.1.3 Business at Inauguration:**
No business shall take place other than the Declaration of Office at the Inaugural Meeting of Council.
- 6.2 Seat Assignment:**
Seating of Councillors will be based on the total years of seniority of both Councillors from each municipality on County Council. The municipality with the most combined seniority will be seated closest to the front, and remaining seats assigned based on descending seniority.
- 6.3 Regular Meetings**
- 6.3.1 Meeting Schedule – Council:**
Regular Council meetings shall be held in accordance with the Meeting Schedule. A proposed Meeting Schedule will be presented by the Clerk to Council for approval by December of each year.
- 6.3.2 Meeting Locations – Council:**
Regular Council meetings shall be held in Council Chambers of the United Counties of Stormont, Dundas and Glengarry, in accordance with the Council Meeting Schedule.
- 6.3.3 Cancellation of Meetings:**
The CAO, in consultation with the Warden, has the authority to cancel any regular meeting if it is determined there is not sufficient business to be conducted, provided notification has been given at a prior meeting or within forty-eight (48) hours (not including weekends, or holidays) of the meeting. Notice of cancellation shall be sent to all regular recipients on the agenda distribution list.
- 6.3.4 Time of Meeting - Council:**
All regular meetings of Council shall be held on the third Monday of each month, unless otherwise determined by Council, and commence at 9:00 a.m. If the regular meeting date falls on a Statutory Holiday, the meeting will be held the following day.
- 6.3.5 Meetings to be Open to the Public:**
Meetings of Council and any Committee of Council shall be open to

the public except as provided in the Act.

6.4 Special Meetings of Council

6.4.1 Call of Special Meetings of Council:

In addition to regularly scheduled meetings, the Warden may at any time call a special meeting of Council by providing written direction to the Clerk stating the date, time and purpose for the special meeting. Forty-eight hours written notice shall be given.

In addition, a majority of Councillors may, at any time, petition the Clerk to call a special meeting of Council by providing a written petition to the Clerk stating the date, time and purpose for the special meeting. Forty-eight hours written notice shall be given.

6.4.2 Restriction of Business stated on Agenda:

The only business to be dealt with at a special meeting of Council shall be that stated in the notice/agenda of the meeting.

6.5 Emergency Meetings

6.5.1 Call of Emergency Meeting without 48 hours Notice:

Notwithstanding this section the Warden may, in the event of an emergency, call an emergency meeting of Council without giving the 48 hours written notice of the meeting, provided that the Clerk has diligently attempted to advise all Councillors and relevant staff immediately upon being advised of the Warden's intention to hold an emergency meeting.

6.5.2 Meeting Location-Council-Emergency:

In case of an emergency, Council, in its sole discretion, may hold its meetings and keep its public offices at any convenient location within or outside the United Counties of Stormont, Dundas and Glengarry.

6.6 Closed Session

6.6.1 Following of Rules:

The Procedure By-law shall apply during "Closed Session" meetings.

6.6.2 Meetings Open to the Public:

All meetings shall be open to the public except as provided in s. 239 of the Act.

6.6.3 Resolution – Enter Closed Session – Include General Nature of the Matter:

Refer to s. 239 of the Act. The resolution shall include a general description of all the subjects to be dealt with at the Closed Session.

6.6.4 Agenda:

The Clerk shall prepare an agenda, together with all reports, for the Closed Session and will provide said agenda to members of Council, either by email or secure link, at least two (2) calendar days prior to

the scheduled meeting. Notwithstanding, the Warden in consultation with the CAO may determine that due to the nature of the Closed Session reports, that reports will be distributed to members of Council at the Closed Session meeting.

6.6.5 Identification of Specific Section:

The Clerk shall have the Closed Session agenda prepared, identifying the subject and qualifying section of the *Act*, under which each matter is to be considered in the Closed Session.

6.6.6 Record of Meeting:

The Clerk shall record without note or comment all resolutions, decisions and other proceedings at a meeting. Minutes shall be circulated by the Clerk at the following meeting for adoption.

6.6.7 Closed to Whom:

For the purpose of this section Closed Session shall mean closed to any person not appointed or elected to the body calling the meeting. The sitting body may invite any person deemed appropriate to the closed portion of the meeting for a specific item of business.

6.6.8 Location of Meeting:

Closed Sessions during Council meetings will be held in Council Chambers, unless otherwise determined by Council.

6.6.9 Additional Items for Discussion:

Discussion during a Closed Session shall be limited to that stated by resolution prior to holding the Closed Session. Additional items require public notice by resolution in Open Session prior to holding the Closed Session to discuss the additional item(s).

6.6.10 Votes Taken in Closed Session – Procedural Matters – Giving Direction/Instructions:

A meeting shall not be closed to the public during the taking of a vote except as provided in the Act. Votes may be taken for giving directions or instructions to staff or agents or others.

6.6.11 Calculations and Note Taking:

Members and staff may do basic calculations and note taking on paper during the course of a Closed Session. Any such calculations or notes shall be collected by the Clerk and destroyed following the adjournment of the meeting.

6.6.12 Closed Session Documents:

All documents received by Council by any means (e.g. email, secure link, by hand, etc.) are considered confidential.

6.6.13 Confidentiality of Information:

Members, staff and invited guests shall keep confidential any

information:

- (a) Disclosed or discussed at a meeting that was closed to the public. The obligation to keep information confidential applies even if the Member ceases to be a Member or staff ceases to be employed by the Corporation.
- (b) Received in confidence verbally in preparation for the Closed Session meeting.

6.6.14 No Comment:

Members and staff shall respond to any questions regarding an item from a Closed Session with a reply of "no comment," or words to that effect.

6.6.15 Securing Minutes:

The Minutes shall be kept in a secure and confidential location under the control of the Clerk. These minutes shall only be open to those in attendance at the meeting, to others approved by Council, or as legislated.

6.6.16 Return to Open Session:

Once the Closed Session has ended, the Members shall return to Open Session and the Clerk shall record the time in the minutes.

6.7 General Rules of Meeting

6.7.1 Rules of Procedure:

Shall be as provided for in this By-law and where not provided, as near as may be to that followed under the current revised version of Robert's Rules of Order.

6.7.2 Attendance:

- (a) Every Member of Council shall attend required meetings.
- (b) A Councillor is permitted to be absent from meetings if it is a result of the Councillor's pregnancy, the birth of the Councillor's child or adoption of a child by the Councillor for 20 consecutive weeks or less.
- (c) The CAO, Clerk, and Directors shall attend Council Meetings. Municipal staff shall attend a meeting of Council when directed by the CAO.

6.7.3 Dress Code:

All Members shall wear proper business attire during regular scheduled Council Meetings. Male Members shall wear a jacket, shirt and tie as standard dress and female Members shall wear equivalent contemporary business attire. When sitting as Committee of the Whole, or when attending virtual meetings, or other committee/working group meetings, members may wear less formal business casual attire.

- 6.7.4 Members of Council – Municipal Staff:**
No Member shall speak disrespectfully of, nor shall they use offensive language against any Member, Committee(s) of Council or municipal staff.
- 6.7.5 Speaking – Subject in Debate Only:**
When acknowledged by the Warden, no Member shall speak on any subject other than the subject in debate.
- 6.7.6 Criticize a Decision:**
No Member shall criticize any decision of Council except for the purpose of moving that the question be reconsidered.
- 6.7.7 No Cellular Phone**
A Member shall not use his/her cellular phones during the meetings of Council.
- 6.7.8 Vacating Seat During Meeting:**
A Member shall not leave his/her seat or the meeting at any time without advising the Presiding Officer. Such absence, including the length of time absent, shall be recorded.
- 6.7.9 Electronic Participation**
Electronic Participation shall be permitted only:
- a) In the event of an emergency being declared by the Premier, Cabinet, or the Head of Council under the *Emergency Management and Civil Protection Act*.
 - b) As determined by the Warden, in consultation with the CAO and Clerk, that an electronic meeting of the full Council is necessary or is an efficient means for the completion of County business.
 - c) For individual members of Council, as determined on a case by case basis by the Warden, for valid reasons, including illness or an emergency situation. The Council member must notify the Clerk of his/her virtual attendance at the meeting at least 48 hours prior to the meeting taking place.

7.0 Agenda

7.1

Agenda:

The business of each meeting will be considered in the order set forth on the agenda.

7.2

Staff Reports:

All staff reports will be delivered to the Clerk 10 days in advance of the meeting to ensure inclusion in the agenda and timely publication of the agenda.

7.3 Council:
The Clerk shall prepare for the use of the Members at Meetings of Council, an agenda that will state the order in which the business of Council shall be conducted.

7.4 Council Meetings

7.4.1 Regular Scheduled Meetings:

The Clerk shall circulate an agenda, including all associated reports and notice of Closed Session, for each meeting at least five (5) calendar days prior to the meeting.

The agenda, as described above, shall be posted to the County website at least two (2) calendar days prior to the meeting.

7.4.2 Special Meetings:

The Clerk shall circulate an agenda, including all associated reports and notice of Closed Session, for each Special Meeting at least two (2) calendar days prior to the meeting.

The agenda, as described above, shall be posted to the County website at least one (1) calendar day prior to the meeting.

7.5 Copy of Agenda:

Any person may be provided, upon request to the Clerk, with a copy of the agenda, within the time frames as noted in Section 7.4.1 and 7.4.2 above.

7.6 Further Information Required – Postponement:

Where further information or reports are necessary for Council to properly review an item of business, the Clerk or CAO may postpone the placement of an item to a future agenda in order to arrange for the provision of the necessary information.

7.7 Clerk Authorized to Determine:

The Clerk shall be authorized to determine the appropriate meeting at which items of business shall be considered, in accordance with this By-law.

8.0 Order of Business – Council

8.1 Regular Scheduled Meetings:

The order of business on the agenda for regular scheduled meetings of Council shall be as follows:

1. Call Meeting to Order by Resolution
2. Adoption of Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. Adoption of Minutes
5. Delegations

6. Action Requests
7. Tenders and Quotations
8. By-laws
9. Consent Agenda (includes Monthly Activities Summaries and Correspondence)
10. Boards and Committees
11. Key Information
12. Motions and Notices of Motions
13. Petitions
14. Miscellaneous Business
15. Unfinished Business Summary
16. Closed Session
17. Ratification By-law
18. Adjournment by Resolution.

8.2 Changes to Order of Business:

The Presiding Officer, with the approval of Members by majority vote, may vary the order of business before the Members.

9.0 Call Meeting to Order

9.1 Opening Remarks:

The opening remarks of the Presiding Officer shall be at the sole discretion of the Presiding Officer and shall normally relate to items of special interest.

10.0 Disclosure of Pecuniary Interest and General Nature Thereof

10.1 Member of Council:

To determine possible Pecuniary Interest, the Member shall consult and be in compliance with the *Municipal Conflict of Interest Act*.

10.2 Disclosure of Pecuniary Interest:

Declaration of Pecuniary Interest by Member must be disclosed before the matter is considered at the meeting.

10.3 Written Statement:

Member shall provide a written statement of the Pecuniary Interest and details of the general nature of the interest.

10.4 Discussion, Vote or Influence

A Member declaring a pecuniary interest in an agenda item, must not take part in the discussion, vote, or attempt to influence the voting before, during or after the meeting.

10.5 Closed Session:

A Member declaring a Pecuniary Interest in a closed session item, must be absent for that portion of the meeting.

- 10.6 Documentation of Disclosure of Interest:**
The Clerk must note the disclosure of pecuniary interest in the minutes, as well as establish a registry of declarations recorded, that shall be available for public inspection.
- 11. Quorum – Call to Order**
- 11.1 Quorum – Call to Order:**
If there is a quorum after the time set for the start of the meeting, the Presiding Officer will take the chair and call the meeting to order.
- 11.2 No Quorum – Meeting Adjourned:**
In the event that a quorum is not present within the fifteen minutes after the designated start time of the meeting, the Presiding Officer shall take the chair and call the meeting to order, announce the absence of a quorum, and immediately adjourn the meeting. The Clerk shall record the names of the Members present and the meeting shall stand adjourned.
- 11.3 Council Meeting – Presiding Officer Absent:**
In the case where a quorum is present at a Council Meeting and the Warden has not attended within fifteen minutes after the time appointed, the Deputy Warden shall act as the Presiding Officer of the meeting. In the absence of the Warden and Deputy Warden, Councillors shall appoint a Councillor to act as the Presiding Officer of the meeting. Such appointed Councillor has all the powers and duties of the Head of Council, solely to the role of Presiding Officer.
- 11.4 Meeting Adjourned – Not Ended:**
If during the course of a meeting a quorum is lost, then the meeting will stand adjourned, not ended, to reconvene at a time and place as called by the Presiding Officer.
- 12. Disclosure of Additional Items**
- 12.1 Council- Introduction of New Item/Motion Not on Agenda –:**
Items/Motions permitted shall be considered under Miscellaneous Business in the Order of Business of Council.
- 13. Minutes**
- 13.1 Record of Meeting: The Minutes of a Meeting of Council shall record:**
- i) The date, place and time of the meeting;
 - ii) The name of the Presiding Officer and the attendance of the Members present at the call of the meeting;
 - ii) Arrival and departure of Members after the call of the meeting;
 - iv) Member who has declared a pecuniary interest on the matter or question and the nature thereof;

- v) All motions;
- vi) Other proceedings of Council without note or comment;
- vii) Time of adjournment.

13.2 Approval of Minutes:

The draft minutes of the last regular meeting, and any special meetings held since the last regular meeting, shall be presented for final approval no later than the next regular scheduled meeting of Council.

13.3. Amendments to Minutes:

If any Member disagrees with any item printed in the minutes, that Member shall state their objection and the reason therefore. The Members shall determine the accuracy of the minutes and the Clerk shall note in the minutes of the present meeting both the existing text, and changes requested, and make the necessary amendments to the minutes being adopted. If amendments are required, the question put by the Presiding Officer shall be to adopt the minutes of _____ meeting, held on _____, as amended.

13.4 Clerk Authorized to Make Corrections:

The Clerk shall be authorized to make minor corrections to the minutes resulting from technical or typographical errors provided the intent of the minutes are not changed prior to the minutes being signed.

13.5 Signature for Authentication:

The Presiding Officer and Clerk shall authenticate the minutes with their signatures.

13.6 Adopted Minutes:

The adopted minutes of each meeting of Council shall be posted to the Counties' website.

14.0 Presentations

14.1 Ceremonial Presentations/Awards – Council Meetings:

Ceremonial presentations and/or awards shall be made at a Council meeting. A presentation or award may be given by the Presiding Officer, County staff, a representative from another government or government agency, or, any person/organization invited by Council to make a presentation as may, from time to time, be considered appropriate.

15.0 Delegations

15.1 Delegation – First Come – First Served – Limit of Four:

A maximum of four delegations shall be permitted at any regular meeting.

15.2 Delegation – Notice – Prior to Meeting:

Persons wishing to address Council shall make written application to

the Clerk prior to 12:00 noon 10 days preceding the regular meeting (not including weekends or holidays), or as otherwise provided for in the notice of the meeting. Such application shall contain the subject matter to be discussed, all information to be presented to Council, and the name, address and telephone number of a spokesperson chosen by the delegation to make the presentation.

15.3 Delegation – Limit of One Appearance – Exception – New Information:

Delegations shall be limited to one appearance, unless providing additional information.

15.4 Delegation Refused – Chief Administrative Officer or Clerk:

The CAO or Clerk is given the authority to refuse delegations under the following circumstances:

- (i) The request is not submitted within the stated time limits;
- (ii) The subject matter is deemed to be beyond the jurisdiction of Council;
- (iii) The issue is specific to a matter properly held in Closed Session;
- (iv) Requests/issues where there is no perceived benefit for the United Counties of Stormont, Dundas and Glengarry.
- (v) The subject matter is a funding request that does not align with current SDG Counties policy (CAO authority to refuse).

15.5 Delegation – Not to Repeat:

Delegations taking the same position on a matter shall be encouraged to select a spokesperson(s) to present their views collectively.

15.6 Delegation – Limited to Subject Matter:

Delegations shall be limited to the subject matter indicated in their application for a delegation.

15.7 Delegation – After the Agenda is published:

Applications for delegations shall not be received after the deadline established in s. 15.2.1 of this By-law. Notwithstanding, if a matter is listed on the agenda to which anyone is desirous of providing information to the Members, the person shall notify the Clerk prior to the Friday preceding the meeting and shall provide a brief in writing to the Clerk at the time the request is made so that it may be circulated to the Members. In addition, the person shall provide a sufficient number of hard copy prints for distribution to the Members and affected municipal staff.

15.8 Restrictions on Delegations:

Delegations shall not:

- (i) Address Members directly without permission;

- (ii) Interrupt any speaker or action of the Members, or any other person addressing the Members;
- (iii) Display or have in their possession picket signs or placards in Council Chamber or meeting room;
- (iv) Speak disrespectfully of any person;
- (v) Use offensive words;
- (vi) Disobey a decision of the Presiding Officer;
- (vii) Enter into cross debate with other delegations, staff, Members or the Presiding Officer.

15.9 Delegation – Time Limit – 15 Minutes:

Delegation shall be permitted a maximum of 15 minutes to make the presentation.

15.10 Delegation – Addressing Members:

Delegations shall state their name(s) and make their presentation to the Members.

15.11 Matter Brought Forward:

In the event that the subject brought to the Members at a meeting by a delegation is also dealt with in any other item listed on the agenda, the Presiding Officer may call for a motion to amend the Order of Business so that the item may be brought forward for discussion at the same time as the consideration of the delegation item.

15.12 Questions by Members:

Upon completion of a presentation by a delegation, any dialogue between Members and the delegate shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Questions from Members shall be addressed by the spokesperson to the best of their ability. Members shall not enter into debate with the delegation respecting the presentation.

15.13 Delegation Information Referred to Subsequent Meeting:

Council will defer any decision or action on information received from a delegation to a subsequent meeting of Council.

16.0 Staff Reports – Action Requests – Tenders and Quotations

All reports presented to Council as part of the agenda will be in a written format, complete with draft motion, duly signed by the Director and approved by the CAO or designate.

17.0 By-laws

17.1 By-laws – Number:

The number of every by-law being presented to Council shall be provided on the agenda at which the by-law is being considered.

- 17.2 Introduction of By-law – Purpose Specified – One Reading (1st, 2nd, and 3rd inclusive):**
Every by-law shall be introduced by written motion, and shall be considered to have been read a first, second and third time short. At the discretion of Council, a by-law may be read a first and second time, with third reading postponed until later in the meeting, or subsequent meeting of Council.
- 17.3 Clerk – Read By-law Title:**
The Clerk shall read the by-law title.
- 17.4 Amendment – Debate on Motion:**
Debate shall be limited to the subject matter of the By-law. Amendments shall be made by written motion.
- 17.5 Amended By-law Passed – Corrections by Clerk:**
After an amended by-law has been adopted by Council, the Clerk shall be responsible for its correctness should it be amended.
- 17.6 Reading – Date – Certified:**
When a by-law is read in Council, the Clerk shall certify upon it the number and date of reading thereof.
- 17.7 By-law Passed – Deposited in Safe:**
Every by-law which has been passed by Council shall, immediately after being signed by the Head of Council (or acting) and the Clerk and sealed with the seal of the Corporation, be deposited by the Clerk in a secure location and scanned electronically for deposit on the server.
- 17.8 Clerk Authorized to Make Corrections:**
The Clerk shall be authorized to make minor corrections to any by-law resulting from technical, formatting or typographical errors provided the intent of the by-law is not changed prior to the by-law being signed.
- 18.0 Consent Agenda**
- 18.1 Consent Agenda - Request to Separate:**
Should a Member wish to discuss any matter listed under the Consent Agenda, the Member shall ask immediately when the Presiding Officer calls “Any Amendments, Deletions or Corrections to the Order of Business / Agenda”, at which time a Member shall request that the item be separated and dealt with under its regular section. A Member, if possible, shall notify staff in advance of their wish to separate an item in detail from the consent agenda.
- 19. Receiving Committee Reports**
- 19.1 Committee Report – Councillors:**
All Councillors shall have the opportunity to report on their County related activities that have occurred since the last Council Meeting or

will be occurring before the next Council meeting; or to report on issue(s) currently under debate by the Committee(s) they are a Member of.

20. Key Information

20.1 Key information Reports:

Key Information Reports may be provided to Council as information items or to facilitate further discussion/action at a subsequent meeting.

21.0 Motions and Notices of Motions

21.1 Notices of Motion:

Notice of all new motions, except motions listed in Rules of Debate, shall be given in writing and delivered to the Clerk at least ten (10) working days, preceding the date of the meeting at which a motion is to be introduced. The motion shall be printed in full in the agenda for that meeting of Council and each succeeding meeting until the motion is considered or otherwise disposed of. The motion shall be submitted to the Clerk in writing over the signature of the mover and seconder and shall be complete and correct.

21.2 Dispensing with Notice:

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

21.3 Seconding a Motion:

A motion must be formally seconded before the Presiding Officer can put the question or a motion be recorded in the minutes.

21.4 Presentation of Motion by Presiding Officer:

All motions shall be presented to Council in writing, and after being read by the Clerk, shall be restated by the Presiding Officer before debate.

21.5 Ultra Vires:

A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.

21.6 Amendment:

A motion to amend

- (i) shall be presented in writing;
- (ii) shall receive disposition of Council before a previous amendment or the question;
- (iii) shall not be further amended more than once, provided that further amendment may be made to the main question;
- (iv) shall be relevant to the question to be received;
- (v) shall not be received proposing a direct negative to the question;

- (vi) may propose a separate and distinct disposition of a question;
- (vii) shall be put in the reverse order to that in which it is moved.

21.7 Motion to Adjourn:

A motion to adjourn

- (i) shall always be in order except as provided by these rules;
- (ii) when resolved in the negative, cannot be made again until after some intermediate proceedings shall have been completed by Council;
- (iii) is not in order when a Member is speaking or during the verification of a vote.

21.8 Voting on Motions

21.8.1 Questions Stated:

Immediately preceding the taking of the vote, the Presiding Officer may state the question in the form introduced, and shall do so if required by a Member. He/she shall state the question in the precise form in which it will be recorded in the minutes.

21.8.2 No Interruption after Question:

After a question is finally put by the Presiding Officer no Members shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

21.8.3 Unrecorded Vote:

The manner of determining the decision of Council on a motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing or otherwise.

21.8.4 Recorded Vote:

When a Member requests a recorded vote, all Members must vote in alphabetical order, unless otherwise prohibited by statute. The names of those who voted for and against shall be noted in the minutes. The Clerk shall announce the results. A request for a recorded vote can only be made immediately before or after the taking of the vote.

21.8.5 Member Does Not Vote:

If any Member, when a question is put, does not vote, he/she shall be deemed as voting against the motion, except where he/she is prohibited from voting by statute, or is the Presiding Officer.

21.8.6 Member Disagrees with Announcement of Vote:

If a Member disagrees with the announcement of the Presiding Officer that a question is carried or lost he/she may, but only immediately after the declaration by the Presiding Officer, appeal the declaration and request that a recorded vote be taken.

21.8.7 Conflict of Interest:

Pursuant to the *Municipal Conflict of Interest Act*, a Member who has a conflict of interest on a matter to be reviewed by Council shall disclose such interest at the beginning of the meeting. Such disclosures of interest shall be made publicly and shall be recorded in the minutes by the Clerk.

21.8.8 Vote by Secret Ballot:

No vote shall be taken by ballot or by any other method of secret voting, except as provided for in the Act, as amended, or as provided in Section 2 of this By-law.

22.0 Receiving Correspondence, Petitions and Other Communication

22.1 Correspondence – Signed – Legible – Public:

- (i) All correspondence addressed to Councillors shall be considered public information, except as prohibited by legislation;
- (ii) All correspondence addressed to Councillors (letter, petition, resolution, or other communication) shall be legible, signed by the author(s) and include a return address. Correspondence that does not include the above or that includes any illegible or defamatory allegations or derogatory remarks shall not be included on the agenda or responded to.

22.2 Correspondence – Circulated – Agenda:

- (i) The Clerk shall include on the agenda of Council any correspondence addressed to all Councillors;
- (ii) Correspondence addressed to a single Councillor shall be provided to the Clerk for distribution, at the discretion of that Councillor.

22.3 General information:

General information addressed to Council shall be listed on Council agenda and subsequently circulated with a Correspondence Cover Sheet to Members of Council at the Council meeting. Members shall indicate on the Correspondence Cover Page any item(s) they wish brought forward for consideration, and the Clerk shall include same on the next Committee of the Whole agenda for review.

22.4 Correspondence/Petition - Submission Prior to 12:00 p.m. (Noon):

Every petition, letter or other written communications shall be deposited with the Clerk not later than 12:00 p.m. (noon) ten days (not including weekends or holidays) before the date of the Council meeting in order that it is included on the agenda.

22.5 Correspondence – Late Submission – Consideration – Urgent Matter Only:

A petition, letter or written communication that is received by the Clerk later than 12:00(noon) ten days (not including weekends and holidays) prior to the regularly scheduled Council meeting may be brought before Members, if in the Clerk's opinion, the matter is urgent.

23.0 Miscellaneous Business – Council Meeting:

23.1 Member – Notice – Council – To go Next Committee of the Whole meeting:

A notice of a New Item being brought before Council shall not be debated and shall be referred to the next Committee of the Whole or Council meeting for discussion and recommendation to Council.

23.2 Urgent – Immediate Action Required:

New items of an urgent nature may be considered if in the opinion of Council they require an immediate decision.

24.0 Unfinished Business

The items set out in the agenda which have not been disposed of, shall be included in a subsequent agenda under Unfinished Business.

25.0 Closed Session

The Closed Session portion of the Council meeting will be held in accordance with s. 239 of the Act.

25.1 Closed Meeting Investigation

If, an investigation of a closed meeting is completed, the investigator's report will be considered by Council and a resolution will be passed to address recommendations resulting from the investigation.

26.0 Ratification By-law/By-law to Confirm Proceeding of Council

A by-law to confirm the proceedings and reports of Council at its meetings held in the previous month shall be presented. Such by-law shall confirm any motion, resolution and other actions passed or taken by Council at the meetings indicated therein.

27.0 Adjournment

27.1 Adjournment – Motion – At Request of Presiding Officer:

In a meeting a standard motion to adjourn shall be in order at the request of the Presiding Officer.

27.2 Council:

All regular Council meetings shall stand adjourned when Council has completed all business as listed on the Agenda. Unfinished business shall be postponed to the next regular meeting of Council.

28.0 Reconsideration:

28.1 A resolution, by-law or any question or matter that has previously been adopted by Council may be reconsidered by Council subject to the following:

- (i) a motion for reconsideration shall not be in order if Council is made aware that the question or by-law has been implemented resulting in legally binding commitments as of the date the motion to reconsider is moved;
- (ii) such motion must be moved by a Member who voted against the original motion;
- (iii) such motion must be supported by two-thirds majority vote of the Members of before the matter to be reconsidered can be debated.

28.2 Debate on Question

Debate on the question must be confined to such matters as new information which has come forward, an error in documentation presented or incorrect statements made during the original debate.

28.3 Motion for Reconsideration

A Motion for Reconsideration shall be considered lost unless the motion receives two-thirds majority of the votes of Members present and therefore no more than one motion for reconsideration of any question or by-law shall be permitted.

28.4 Motion for Reconsideration - Carried

If a motion for reconsideration has been carried in the affirmative, no action shall be taken to carry into effect the question or by-law until that question or by-law has been presented to Council for reconsideration.

28.4.1 Reconsideration Next Council Meeting

If a Motion for Reconsideration is carried in the affirmative, it shall not be in order to reconsider the subject matter of the question or by-law until the next Meeting of Council; the question or by-law being reconsidered shall be stated in the exact manner in which it was first presented and shall be subject to the Rules of debate and amendment outlined herein.

28.4.2 Reconsideration Same Council Meeting

No motion passed or debated at a meeting of Council shall be reconsidered at the same meeting without consent of two-thirds of the Members.

28.4.3 Decision of Previous Council

These rules do not apply when a motion pertains to a decision of a

previous Council.

29.0 Electronic Meetings of Council

Electronic meetings of Council may be held during a declared emergency or if the Warden, in consultation with the CAO and Clerk, determines that an electronic meeting is necessary.

- (i) Meeting notice provisions shall remain the same.
- (ii) Roll call will be taken by the Clerk.
- (iii) Motions shall not be required to be signed during an electronic meeting.
- (iv) All votes shall be recorded during an electronic meeting and will be conducted by a show of hands except for a member who is disqualified from voting by any Act. In the case when a member is participating by audio only, the Presiding Officer shall ask the member to announce his/her vote verbally.
- (v) Members can participate electronically in both Open and Closed Meetings and are responsible for taking all reasonable measures to ensure security during a Closed Meeting.

30.0 Rules of Debate

30.1 Speaking in Turn

Every Member, prior to speaking to any question or motion, shall raise his/her hand and address the Presiding Officer. When two or more Members raise their hands, the Presiding Officer shall designate the Member who has the floor. No Member shall speak more than five (5) minutes on the topic.

30.2 Voting

Every Member present at a meeting of Council, when a question is put, shall vote thereon unless prohibited by statute. When the Presiding Officer calls for the vote on a question, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Presiding Officer, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

30.3 Interrupting the Speaker

When a Member is speaking no other Member shall pass between him/her and the Presiding Officer or interrupt him/her except to raise a point of order.

30.4 Restating the Motion

Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

30.5 Introducing Matters and Motions without Written Notice and

Leave

The following matters and motions may be introduced orally without written notice.

- (i) a point of order or personal privilege;
- (ii) presentations of petition
- (i) to lay on the table;
- (iii) to postpone indefinitely or to a certain day.

30.6 Introducing Written Motions without Notice and Leave

The following motions may be introduced without notice and without leave, but such motions shall be in writing and signed:

- (i) to refer;
- (ii) to adjourn,
- (iii) to amend;
- (iv) to suspend the Rules of Procedure.

30.7 Decision by Presiding Officer

In all unprovided cases in the proceedings of Council, the matter shall be decided by the Presiding Officer, subject to an appeal to Council upon a point of order.

31.0 Points of Order and Privilege

31.1 Preserving Order

The Presiding Officer shall preserve order and decide questions of order.

31.2 Participate in Debate

The Presiding Officer may leave his/her chair to participate in the debate. In this instance Members shall appoint a Councillor to act temporarily as the Presiding Officer in his/her place.

31.3 Final Decision by Council

Council, if appealed to, shall decide the question without debate and its decision shall be final.

32.0 Conduct of Members of Council

32.1 No Member shall:

No Member shall speak disrespectfully of the Reigning Sovereign, or of any of the Royal Family, or of the Governor-General, the Lieutenant Governor of any province, or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

32.2 No Member shall:

- (i) use offensive words or unparliamentary language in or against Council or any Member;
- (ii) speak on any subject other than the subject in debate;

- (iv) criticize any decision of Council except for the purpose of moving that the question be reconsidered;
- (v) disobey the rules of Council or a decision of the Presiding Officer or of Council on questions of order or practice or upon the interpretation of the rules of Council.

32.3 Disobedience Persists

In case a Member persists in any such disobedience after having been called to order by the Presiding Officer, the Presiding Officer may forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave his/her seat for the duration of the meeting of Council" but if the Member apologizes he/she may, by vote of Council, be permitted to retake his/her seat.

32.4 Within the Bar

No person except Members and authorized staff shall be allowed to come within the bar during the sittings of Council without permission of the Presiding Officer or Council.

32.5 Disturbance While Putting the Question

When the Presiding Officer is putting the question no Member shall leave or make a disturbance.

33.0 Code of Conduct

33.1 Code of Conduct

Members shall adhere to the Code of Conduct policy as established by Council.

33.2 Integrity Commissioner

The appointed Integrity Commissioner will report to Council and is responsible for performing in an independent manner the functions assigned by the County with respect to:

- (i) the application of the code of conduct for Members and the code of conduct for members of local boards or of either of them;
- (ii) the application of any procedures, rules and policies of the County and local boards governing the ethical behaviour of Member and of local boards or of either of them.

33.3 Policies

Members shall adhere to any policies, adopted by Council, concerning the conduct of Members.

34.0 Suspension of Rules

34.1 Suspension of Rules:

In rare instances, Council may suspend the rules of the Procedure By-law with a two-thirds vote of Council. In no circumstances may Council suspend any statutory procedures from the Act or any applicable

legislation.

35.0 Amendment of By-law

35.1 Repeal:

No repeal of this By-law shall be considered at any meeting of Council unless notice of intention of the proposed repeal has been given.

35.2 Amendments:

From time to time, amendments to this By-law, or any part thereof, may be considered at any meeting of Council provided notice is given at a prior meeting of Council.

36.0 Severability

36.1 Provisions – Severable:

The provisions of this By-law are severable. If any provisions, section or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, sections or words.

36.2 Conflict:

Where the terms of any By-law passed prior to this By-law conflict with this By-law, the terms of this By-law shall prevail.

37.0 Repeal

By-law No. 5450 is hereby repealed in its entirety.

38.0 Effective Date

This By-law shall become effective upon the date of enactment.

READ and passed in open Council, signed and sealed this 18th day of February, 2025.



WARDEN



CLERK

Schedule 'A' To By-law No. 5485

Responsibilities of Warden

The Warden of the United Counties of Stormont, Dundas and Glengarry is one of the oldest political positions in Ontario, dating back to the incorporation of the County in 1850. Serving as Warden requires significant time commitments, often in addition to those duties and responsibilities of mayor or deputy mayor.

Legislative

As the Warden of the United Counties of Stormont, Dundas and Glengarry, the incumbent will exercise both statutory and executive powers. Chiefly, the Warden serves as both the Presiding Officer of County Council, and as Chief Executive Officer of the Corporation. In doing so the Warden will represent the collective will of County Council.

Role of Head of Council (s. 255 of the Municipal Act, 2001):

It is the role of the head of council,

- to act as chief executive officer of the municipality;
- to preside over council meetings so that its business can be carried out efficiently and effectively;
- to provide leadership to the council;
- to represent the municipality at official functions; and
- to carry out the duties of the head of council under this or any other Act.

Head of Council as Chief Executive Officer (s. 226.1 of the Municipal Act, 2001):

As Chief Executive Officer of a municipality, the head of council shall,

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

Duties and Time Commitments

Below is a general guideline of time commitments a Warden may expect during their term of office. It is important to note that the majority of time commitments for County business occur during the day.

General County Business and Participation on Committees

It is the duty of the Warden to chair each regular meeting of County Council, and facilitate the discussion of business among County Councillors in an efficient and respectful manner. County Council typically meets 13 times per year. In addition to this, there is an inaugural meeting of County Council held each December.

County Council may, from time to time, schedule a Committee of the Whole meeting to discuss one or more items of business. On average, the Warden may expect to attend four Committee of the Whole meetings during their term of office.

From time to time, County Council may strike ad hoc committees to examine a particular issue and bring forward recommendations for approval. Typically, the Warden will serve on each ad hoc committee. On average an ad hoc committee will carry out its duties over a two to three month period, and will meet three to four times to discuss committee business. These meetings usually last two hours each.

Informal meetings with the CAO, County Clerk and other staff occur regularly. It is common for telephone conversations to occur between the Warden and CAO every other day, and for the Warden to typically visit the County Administration Building once per week.

Above and beyond these time commitments, the Warden serves on the Joint Liaison Committee for shared services with the City of Cornwall. This committee typically meets four times per year. The Warden may also choose to serve on one or more of the County's agencies, boards and commissions, such as the SD&G Police Services Board. These responsibilities do not take into account any other agencies, boards, or commissions the Warden may already serve on through their capacity as a County Councillor.

As issues or initiatives arise, the County may wish to request delegations with federal or provincial ministries. This typically occurs at annual conferences, such as the OGRA/ROMA Combined Conference and/or the Association of Municipalities of Ontario Conference, which are both held annually. In such an instance, the Warden will lead each delegation on behalf of County Council and the Corporation. The Warden may also be asked to attend delegations in support of a local municipality as well.

Special Events

Each year, the County will receive numerous requests for the Warden to attend special events. Special events include community fairs, breakfast and dinner events, networking functions, charity fundraisers, etc. Attendance at special events is at the discretion of the Warden.

The Warden also hosts important County events each year, including the Warden's Curling Bonspiel; The Warden's Golf Tournament; and the Warden's Banquet.

On average, the Warden may expect to attend between 30-40 special events per term.

Presentations and Ceremonies

From time to time, the Warden may be required to make formal presentations to other municipal councils, such as the City of Cornwall or a local municipality. The Warden may also be requested to attend other ceremonies, such as cheque presentations, or to provide formal remarks on behalf of the County. On average, the Warden may expect to attend 8-10 presentations and ceremonies during their term of office.

Eastern Ontario Wardens' Caucus

Residents of Stormont, Dundas and Glengarry are represented beyond the County through the Eastern Ontario Wardens' Caucus (EOWC). The EOWC is a group of 13 member municipalities in eastern Ontario. Its purpose is to advocate for various policies and programs, and raise awareness at senior levels of government regarding common challenges faced by the region.

On average, the Warden can expect to spend four days per term on the above duties. Meetings are held throughout eastern Ontario, often requiring significant travel the day before scheduled meetings. The Warden also has the opportunity to seek endorsement from members of the EOWC to serve as Chair or Vice Chair.

Conferences

Each year the Warden may attend up to three conferences. Typically, two of these conferences include the OGRA/ROMA Combined Conference, and the annual AMO Conference. It is generally the expectation that the Warden attend both the OGRA/ROMA and AMO conferences for delegations organized by the County and/or the EOWC.

Total Time Commitments

Based on the general guideline of time commitments, the incumbent may expect to spend, at a minimum, approximately 45-50 days carrying out official duties as Warden.

Schedule "B" To By-law No. 5485

Council Appointments to Committees

Joint Liaison Committee:

Warden, Past Warden or in his/her absence, Councillor* with the most experience on County Council, and two other Councillors.

Library Board:

Three Councillors and the Warden or designate.

Police Services Board:

One Councillor and the Warden or designate.

Board of Health - Eastern Ontario Health Unit:

One Councillor and the Warden or designate.

Glen Stor Dun Lodge:

One Councillor and the Warden or designate.

St. Lawrence River Institute of Environmental Sciences:

One Councillor.

Raisin-South Nation Source Water Protection Committee:

One Councillor.

Municipal Advisory, Algonquin Land Claim:

One Councillor.

Regional Incentives Program Approvals Committee

Two Councillors and the Warden or designate.

*Councillor means a Mayor, Deputy Mayor, or appointed pursuant to Section 259 of

The Municipal Act, R.S.O., 2001, of a local municipality serving on County Council.