

**THE CORPORATION OF THE TOWNSHIP OF BURPEE**  
**BY-LAW NO. 06 - 08**

**BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL**

**Policy:**

All business of council and its committees shall be conducted according to the following procedures:

**Council Meetings:**

1. All meetings will be conducted in accordance with, *Roberts Rules of Order*, current addition.
2. Regular meetings of council shall be held in the Burpee/Mills Municipal Complex located at 8 Bailey Line Road, Evansville, Ontario on the first Monday of each month at 7:30 p.m. When the first Monday of the month falls on a statutory holiday the meeting will be moved to the Wednesday.
3. The inaugural meeting of council after a regular election shall be held on the first Monday in December before the regular council meeting commences at 7:30 p.m.
4. Council may, by resolution alter the date and/or time of a regular meeting provided that adequate notice of the change is posted.
5.
  - (a) The head of council may, at any time, summon a special meeting.
  - (b) The clerk shall summon a special meeting upon receipt of a petition of the majority of the council members for the purpose, and for the time and date mentioned in the petition.
  - (c) In either case of (a) or (b) above, the special meeting shall be held no sooner than 48 hours following the head's summons or receipt of the petition, as the case may be, and the clerk shall provide written notice of the special meeting immediately following receipt of the summons or petition.
  - (d) Notwithstanding the notice requirement set out above, in the event of bona-fide emergency the meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, and notice may be given by telephone or personal contact as determined by the clerk.
  - (e) Unless otherwise specified in the notice described in Paragraph 5(c) above, a special meeting shall be held in the Municipal Complex.
  - (f) The notice of a special meeting shall specify the purpose for the meeting.
  - (g) Head of council may elect to either postpone or re-schedule a meeting under unusual circumstances e.g. inclement weather, municipal emergency, availability of council members.
6.
  - (a) The head of council shall preside at all meetings of council.
  - (b) When the reeve is absent or refuses to act, or the office is vacant, the deputy reeve shall act in the place and stead of the head, and while so acting, the deputy reeve has and may exercise all the rights, powers and authority of the reeve.
  - (c) Notwithstanding Paragraph 6 (b) above, the members may appoint another presiding officer from among themselves for the purpose of chairing a particular meeting.
  - (d) The reeve or presiding officer may expel anyone from a meeting who engages in improper conduct.

7. (a) All council and committee meetings shall be open to the public.  
(b) Notwithstanding Paragraph 7(a) above, a meeting of council or a committee may be closed to the public when the discussion involves:
- The security of the property of the municipality or local board.
  - Personal matters about an identifiable individual, including municipal or local board employees;
  - A proposed or pending acquisition or disposition of land by the municipality or local board;
  - Labour relations or employee negotiations;
  - Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
  - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.2001,c.25,s.239(2)
- (c) Before all or part of a meeting is closed to the public, the council shall state the reason.  
(d) Subject to subsection (b) a meeting shall not be closed to the public during the taking of a vote.
8. (a) The clerk shall prepare agenda of council and committee meetings as assigned.  
(b) Insofar as is practicable, council agenda, along with supporting material, shall be prepared and made available to members on the Friday prior to a regular meeting.  
(c) Individuals or groups wishing to appear before council at a regular meeting shall advise the clerk not later than 4:30 p.m. on the Wednesday prior to the meeting and the clerk may make a determination as to deferral of delegations to a subsequent meeting.  
(d) Written reports of general managers shall, insofar as is practicable, be made available to council by 4:30 p.m. on the Wednesday, immediately preceding regular meetings.

**No Quorum:**

9. If no quorum is present one half hour after the time appointed for a council or committee meeting, the clerk or recording secretary shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting or until rescheduled.

**Curfew:**

10. Council and committee meetings shall stand adjourned at 11: 00 p.m., but business may be continued upon a resolution passed by unanimous vote.

**Additional Duties of Reeve:**

11. It shall be the duty of the reeve or other presiding officer:  
(a) To select the members of council who are to serve on a committee;  
(b) To ensure that the decisions of council are in conformity with the laws and by-laws governing the activities of the municipal corporation.

**By-laws:**

12. No by-law shall be presented to council unless the subject matter has been considered and approved by council.

13. Every by-law shall be introduced upon motion by a member specifying the title of the by-law.
14. Every by-law when introduced shall be in typewritten form and shall contain no blanks except as may be required to conform to accepted procedure or to comply with provisions of any Act.
15. Every by-law shall be given three readings prior to passage.
16. The first and second readings of a by-law shall be decided without amendment or debate.
17. By-laws may be given three readings on the same day except as otherwise provided by law.
18. Upon passage by-laws shall be numbered, signed by the reeve or presiding officer and embossed with the seal of the corporation.
19. Any proposed by-law may be referred to a committee, department head, other officer or solicitor of the corporation for review and comment.
20. In all matters and under all circumstances the members shall be guided by and shall have regard to the Municipal Conflict of Interest Act or its successor Local Government Disclosure of Interest Act 1994, upon proclamation.
21. Individuals or groups which are listed on an agenda or are otherwise approved to appear before council shall, subject to paragraph 8 (c) be limited to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers each limited to speaking not more than ten (10) minutes.
22. Following a regular or new election, the clerk shall provide each member of council with a copy of this by-law, including any amendments thereto.
23. Any procedure under this by-law which is discretionary and not mandatory under statute may be suspended with the consent of a majority of the members present.
24. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the council unless notice of the proposed amendment or repeal is given at a previous regular meeting of the council and the waiving of notice is prohibited.