



**THE CORPORATION OF THE TOWNSHIP OF JOHNSON**

**BY-LAW NO. 2019-945  
Procedural Bylaw**

**WHEREAS** Section 238 of the Municipal Act, R.S.O. 2001, as amended provides that every municipality shall pass a procedure bylaw for governing the calling, place and proceedings of meetings;

**AND WHEREAS** “committee” means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of Council

**AND WHEREAS** “local board” does not include police service boards or public library boards

**AND WHEREAS** “meeting” means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

- (a) a quorum of members is present, and
- (b) 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.

**AND WHEREAS** The procedure by-law shall provide for public notice of meetings

**AND WHEREAS** Council has deemed it expedient and necessary to update the current procedural bylaw to ensure continued compliance with the Municipal Act

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Johnson enacts as follows:

1. THAT the attached Schedule “A” being Policy 1303-01; Procedural Bylaw shall be used to govern the calling, place and proceedings of meetings;
2. FURTHER THAT all previous bylaws pertaining to governing the calling; place and proceeding of meetings, also known as procedural bylaws are and hereby repealed
3. This By-law shall come into effect upon the date of passage hereof.



**THE CORPORATION OF THE TOWNSHIP OF JOHNSON**

**BY-LAW NO. 2019-945  
Procedural Bylaw**

Read a first, second and third time, signed and the Seal of the Corporation affixed thereto and finally passed this 16th of October 16, 2019

**Seal**

  
\_\_\_\_\_  
**Blaine Mersereau, Mayor**

  
\_\_\_\_\_  
**Chris Wray, Clerk**



## **Council Procedural By-Law**

*The Corporation of the Township of  
Johnson*

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**The Corporation of the Township of Johnson**  
**By-Law Number 2019-945**  
**Policy 1303-01**

BEING a By-Law to establish rules governing the proceedings of Council, the calling of Meetings and the conduct of Members, Staff and the Public.

SHORT TITLE – This By-Law may be cited as the “Procedural By-Law.”

WHEREAS a Municipality is a level of government and requires formality and procedures in Meetings so that clear, informed, written decisions, direction, Resolutions and by-laws can be both adopted and implemented.

AND WHEREAS Council, pursuant to section 238 of the *Municipal Act*, 2001, is required to establish the procedures governing the Meetings of Council and Committees, the conduct of its Members and the calling of Meetings.

AND WHEREAS Council must adopt by by-law, the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise.

NOW THEREFORE the Council of the Corporation of the Township of Johnson enacts as follows:

**Preamble**

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

- *Municipal Act*, 2001
- *Municipal Conflict of Interest Act*
- Municipal Code of Conduct
- *Municipal Elections Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Accessibility for Ontarians with Disabilities Act*
- *Occupational Health and Safety Act*
- Violence and Harassment in the Workplace
- Staff Council Relations Policy
- Complaint Policy
- *Planning Act*
- Accountability and Transparency

- Travel Expenses Policy
- Remuneration of Council Members

Members of council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

# Contents

1. Definitions .....	1
1.1 Ad-Hoc Committee.....	1
1.2 Agenda. ....	1
1.3 Chair. ....	1
1.4 Chief Administrative Officer.....	1
1.5 Clerk. ....	1
1.6 Committee of the Whole. ....	1
1.7 Consent Agenda. ....	1
1.8 Council.....	1
1.9 Council Package.....	2
1.10 Closed Meeting. ....	2
1.11 Deputy Mayor. ....	2
1.12 Electronic Meeting. ....	2
1.13 Emergency Meeting. ....	2
1.14 Ex Officio. ....	2
1.15 Head of Council. ....	2
1.16 Local Board.....	2
1.17 Meeting.....	3
1.18 Member.....	3
1.19 Motion.....	3
1.20 Motion to Amend.....	3
1.21 <i>Municipal Act.</i> ....	3
1.22 Municipality.....	3
1.23 Notice of Motion .....	3
1.24 Officers. ....	3
1.25 Order of Business. ....	4
1.26 Point of Order.....	4
1.27 Delegation. ....	4
1.28 Quorum. ....	4
1.29 Recorded Vote.....	4
1.30 Regular Meeting.....	4

1.31	Report.....	4
1.32	Resolution. ....	4
1.33	Special Meeting.....	4
1.34	Standing Committee. ....	5
1.35	Unfinished Business. ....	5
1.36	Urgent. ....	5
2.	General Meeting Rules.....	5
2.1	Rules – to be observed at all times .....	5
2.2	Suspending Procedural By-Law .....	5
2.3	Mayor .....	5
2.4	Absence of Mayor .....	6
2.5	Absence of Deputy Mayor.....	6
2.6	Meeting Location .....	6
2.7	Clerk .....	6
2.8	Quorum .....	6
2.9	Minutes .....	6
2.10	Arriving Late/Leaving Early.....	7
2.11	Staff Attendance.....	7
2.12	Declarations of Conflicts of Interest.....	7
2.13	Rules of Debate .....	8
2.14	Conduct .....	9
2.15	Questions during Debate .....	10
2.16	Points of Procedure.....	11
2.17	Voting - General .....	11
2.18	Corrections.....	12
2.20	Amendments.....	12
2.21	Voting - Reconsideration.....	13
3.	Roles and Responsibilities.....	14
3.1	Head of Council. ( <i>Municipal Act, s.225</i> ) .....	14
3.2	Chair .....	14
3.3	Deputy Head of Council. ( <i>Municipal Act s.242</i> ) .....	15
3.4	Council. ( <i>Municipal Act, s.224</i> ).....	15
3.5	Clerk. ( <i>Municipal Act, s. 228</i> ).....	16



3.6 Staff. (*Municipal Act, s. 227*) .....16

3.7 Chief Administrative Officer. (*Municipal Act, s. 229*).....17

3.8 Members of the Public.....17

4. Meetings.....17

4.1 First Meeting .....17

4.2 Regular Meetings .....17

4.3 Special Meetings .....18

4.4 Emergency Meetings.....18

4.5 Closed Meetings.....19

4.6 Cancelled Meetings.....21

5. Notice of Meetings.....21

5.1 Annual Schedule of Meetings .....21

6. Agenda .....22

6.1 Agenda .....22

6.2 Closed Meeting Agenda .....24

6.3 Adjournment .....24

6.4 Curfew .....24

6.8. Amendment .....25

6.9. Mandatory Review .....25

6.10. Repeal – Enactment .....25

7. Schedules to the By-Law .....25

“Schedule A” .....26

“Schedule B” .....27

“Schedule C” .....28

“Schedule D” .....29

“Schedule E” .....29

“Schedule F” .....29

“Schedule G” .....29

“Schedule H” .....29

# 1. Definitions

In this By-Law:

**1.1 Ad-Hoc Committee.**

“Ad-Hoc Committee” means a Committee to advise Council on a specific issue or project. An Ad-Hoc Committee shall be governed by clear terms of reference, set out in a Resolution or By-Law which includes language indicating when the Committee will cease to exist.

**1.2 Agenda.**

“Agenda” means the list of business to be conducted at a Meeting.

**1.3 Chair.**

“Chair” means the person presiding at a Meeting.

**1.4 Chief Administrative Officer.**

“Chief Administrative Officer” means the person appointed by the Municipality pursuant to Section 229 of the *Municipal Act*.

**1.5 Clerk.**

“Clerk” means the person appointed by the Municipality pursuant to Section 228 of the *Municipal Act*, and other relevant legislation.

**1.6 Committee of the Whole.**

“Committee of the Whole” means a Committee of all Members of Council.

**1.7 Consent Agenda.**

“Consent Agenda” means a list of items of a routine nature that do not require substantial discussion or debate at a Council Meeting. Items on the Consent Agenda are approved in a single Resolution.

**1.8 Council.**

“Council” means the elected Members of the Municipal Council.

**1.9 Council Package.**

“Council Package” means a copy of the Agenda, Closed Meeting Agenda, Reports and all other information that Members require prior to a Meeting.

**1.10 Closed Meeting.**

“Closed Meeting” means a Meeting of Council or Committee that is not open to the public pursuant to Section 239 of the *Municipal Act* or other legislation.

**1.11 Deputy Mayor.**

“Deputy Mayor” means a Member of Council appointed, in accordance with the Municipality’s policies, to act in the place of the Mayor when the Mayor is absent.

**1.12 Electronic Meeting.**

“Electronic Meeting” means a Meeting where any Member is not physically present but participates via electronic means of communication. Such Member does not count for Quorum. The Member participating electronically can vote. The Member participating electronically may not participate in a Closed Meeting.

**1.13 Emergency Meeting.**

“Emergency Meeting” means a meeting, held without written notice where there is insufficient time to provide notice of a Special Meeting, to deal with an Urgent Matter confronting the Municipality.

**1.14 Ex Officio.**

“Ex Officio” means that the Mayor is a Member of all Committees of Council established by Council, unless prohibited by law. The Mayor, as an Ex Officio Member, is not entitled to vote unless legally specified otherwise.

**1.15 Head of Council.**

“Head of Council” means the Mayor or, in the absence of the Mayor, the Deputy Mayor.

**1.16 Local Board.**

“Local Board” means a Local Board as defined in the *Municipal Act*, and shall include the Public Utilities Commission, Police Services Board, Health Service Board and Public Library Board.

**1.17 Meeting.**

“Meeting” means any regular, special or other Meeting of Council, a Local Board or a 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, Local Board or Committee as stated in Section 238 of the *Municipal Act*.

**1.18 Member.**

“Member” means a Member of Council, Local Board or Committee.

**1.19 Motion.**

“Motion” means a written question moved and seconded by two Members, presented at a Meeting, read by the Chair or Clerk/Secretary subject to debate and voting by Council or a Committee. When a Motion passes, it becomes a Resolution or By-Law.

**1.20 Motion to Amend.**

“Motion to Amend” means a Motion to vary the main Motion before Council or a Committee.

**1.21 *Municipal Act*.**

“*Municipal Act*” means the *Municipal Act*, 2001, S.O. c.25. as amended.

**1.22 Municipality.**

“Municipality” means the Corporation of the Township of Johnson.

**1.23 Notice of Motion**

“Notice of Motion” means an advance notice to Members regarding a matter on which Council will be asked to take a position.

**1.24 Officers.**

“Officer(s)” means a person, such as the Clerk, Treasurer, Chief Building Official, Fire Chief and Integrity Commissioner, who holds a position of responsibility with definite rights and duties prescribed by statute or By-Law.

**1.25 Order of Business.**

“Order of Business” means the sequence of business to be introduced and considered in a Meeting.

**1.26 Point of Order.**

“Point of Order” is a verbal statement made by a Member to the Chair when the Member believes there has been a contravention of the rules laid out in the Procedural By-Law.

**1.27 Delegation**

“Delegation” means a person or group who provides information to Council or Committee.

**1.28 Quorum.**

“Quorum” means a majority of Members of Council or Committee.

**1.29 Recorded Vote.**

“Recorded Vote” means a vote in Council or Committee where the names of the Members and the position in favour or against a Motion are recorded in the minutes.

**1.30 Regular Meeting.**

“Regular Meeting” means a scheduled Meeting held at regular intervals in accordance with the approved schedule of Meetings.

**1.31 Report.**

“Report” means a written or other Report from the Chief Administrative Officer, Clerk, Department Heads, Staff or Committee which is approved by the Chief Administrative Officer or Clerk.

**1.32 Resolution.**

“Resolution” means a Motion that has been approved by Council.

**1.33 Special Meeting.**

“Special Meeting” means a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings.

**1.34 Standing Committee.**

“Standing Committee” means a Committee comprised solely of Members of Council.

**1.35 Unfinished Business.**

“Unfinished Business” means matters listed in the Agenda which have not been dealt with in their entirety at a previous Meeting.

**1.36 Urgent.**

“Urgent” means, for the purposes of calling an Emergency Meeting, a matter that is occurring or imminent, and if not brought forward immediately, could result in or cause:

- a. Danger to the life, health or safety of individuals;
- b. Damage to property;
- c. An interruption of the essential services provided by the Municipality;
- d. Immediate and significant loss of revenue by the Municipality;
- e. Legal Issue and/or
- f. Prejudice to the Municipality.

## **2. General Meeting Rules**

**2.1 Rules – to be observed at all times**

The rules contained in this By-Law shall be observed in all Meetings of Council and with necessary modifications in every Committee Meeting.

**2.2 Suspending Procedural By-Law**

This By-Law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least two-thirds of the Members of Council and may be suspended before, during or after a Meeting.

**2.3 Mayor**

The Mayor shall act as the Chair for all Council Meetings. The Mayor may delegate his or her authority to Chair any Meeting.

**2.4 Absence of Mayor**

In the absence of the Mayor, if he or she refuses to act or if the office is vacant, the Deputy Mayor shall carry out the Mayor's duties and shall have all the rights, powers and authority of the Head of Council.

**2.5 Absence of Deputy Mayor**

If both the Mayor and the Deputy Mayor are unable to act as Head of Council for a Meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the Head of Council for the purposes of that Meeting. The Clerk shall call the Meeting to order.

**2.6 Meeting Location**

Unless otherwise authorized by Council, all Meetings of Council shall be held in the Council Chambers, located at 1 Johnson Drive, Desbarats, Ontario.

**2.7 Clerk**

A Clerk or Deputy Clerk must be present at all Council Meetings or other Meetings where there is a Quorum of Council. The Clerk or Deputy Clerk may attend by electronic means.

**2.8 Quorum**

Quorum must be present at all Meetings. (2.8.1)

If Quorum is not present fifteen (15) minutes after the time appointed for the Meeting, the Meeting will be automatically adjourned until the next Regular Meeting or until a Special Meeting is called to deal with matters intended to be dealt with at the adjourned Meeting. (2.8.2)

The Clerk shall record the names of the Members present at the fifteen (15) minute time limit, will include those names on the Minutes for the adjourned Meeting and will include those Minutes on the Agenda for the next Meeting. (2.8.3)

If at any time during a Meeting there is not Quorum, the Meeting shall automatically be recessed until there is Quorum again or until the Chair adjourns the Meeting. (2.8.4)

**2.9 Minutes**

Minutes of all Meetings will be recorded without note or comment. (2.9.1)

After approval, minutes of all Meetings, except Closed Meetings, will be posted in accordance with the applicable municipal policies. (2.10.2)

#### **2.10 Arriving Late/Leaving Early**

If a Member arrives after a Meeting has started or leaves before the end of the Meeting, the Clerk will record in the minutes the time of arrival/departure. If a Member needs to leave before the end of a Meeting, they must inform the Chair and be excused. The best practice is to advise the Chair at the beginning of Meeting that the Member needs to leave before the end of the Meeting.

#### **2.11 Staff Attendance**

Staff have a statutory duty to provide advice to Council. As such, staff, and particularly Officers and Department Heads, are expected to attend Council Meetings and to provide advice on a regular basis. Staff and Officers shall attend Meetings of Council when required by the Chief Administrative Officer or Clerk.

#### **2.12 Declarations of Conflicts of Interest**

Where a Member has a pecuniary interest and discloses that interest in accordance with Section 5 of the *Municipal Conflict of Interest Act*, the Member will:

1. Provide a written statement of the interest and its general nature to the Clerk in accordance with **Schedule A**;
2. Will leave the Council Meeting while the issue is considered; and,
3. Will take no steps to influence the decision in any way, either prior to, during or after the Meeting, even if the Member did not attend the Meeting where the matter was discussed. (2.12.1)

If the Member is not at a Meeting where a matter in which they have a conflict of interest was discussed, they must declare the conflict at the next Meeting and complete the written statement. Alternatively, if the Member knows they will not be at the Meeting where they have a conflict of interest in an item Council will consider, they can advise the Clerk and complete the declaration prior to the Meeting. (2.12.2)

If the Member has a conflict of interest with an item on the closed meeting agenda, the Member will, during the open meeting before the meeting is closed, declare that the Member has a conflict with an item on the closed meeting agenda. In the open meeting, the Member shall only refer to the agenda item number, not the subject matter or reason



for the conflict. In the closed meeting, the Member shall then state the subject matter and reason for the conflict. (2.12.1)

Members will, at all times, comply with their statutory obligations pursuant to the *Municipal Conflict of Interest Act*. (2.12.2)

### 2.13 Rules of Debate

The Chair shall preside over the Meeting, ensure good order and decorum, and rule on procedural questions. (2.13.1)

All Agenda items to be discussed are to proceed by Motion. (2.13.2)

Each Motion requires a moving Member and a seconding Member. If no Member agrees to move or second the Motion, the item will be struck from the Agenda and will not be subject to debate. (2.13.3)

The Chair or the Clerk will read the Motion or question. (2.13.4)

The mover has the first right of speaking on that Motion, after the Chair has read the Motion or question. (2.13.5)

The seconder has the next right of speaking on the Motion after the mover has spoken. (2.13.6)

After the mover and the seconder have spoken, the Chair will canvas each remaining Member for their opinion on the Motion. (2.13.7)

After being recognized by the Chair, every Member shall respectfully acknowledge the Chair before speaking on any matter. (2.13.8)

The Chair shall speak last on any matter. (2.13.9)

A Member shall not speak a second time on a matter until all Members have had a chance to speak, except:

- a. With permission of Council,
- b. If questioned by another Member; or
- c. To explain comments which the Member believes have been misunderstood

(2.13.10)

No Member, without the permission of Council or the Committee, shall speak to a matter or in reply for longer than five (5) minutes. (2.13.11)

Motions and amendments to a Motion must be moved and seconded in writing and signed by the mover and seconder. (2.13.12)

A Motion may be withdrawn at any time prior to the vote thereon with the consent of the majority of Members present. (2.13.12)

When a matter is being debated, no other Motion shall be entertained other than a Motion:

- a. to refer the matter to a certain body;
- b. to amend the Motion;
- c. to defer the Motion;
- d. to adjourn the Meeting;
- e. that the vote be taken. (2.13.13)

A Motion to refer or defer shall be heard before any Motion or amendment, except a Motion to adjourn. (2.13.14)

A Motion to refer shall require direction as to the body to which it is being referred and a date the body is to Report to Council or Committee. A Motion to refer is not debatable. (2.13.15)

A Motion to defer must give a reason and a date to which the matter is deferred. Only the date of deferral is debatable. (2.13.16)

A Motion that the vote be taken shall not be entertained by the Chair until each of the Members has had an opportunity to speak on the matter at least once. (2.13.17)

Once a Motion that the vote be taken is passed, the original Motion and any amendments shall be voted upon without further debate. (2.13.18)

## **2.14 Conduct**

Members are required to follow the Municipality's Code of Conduct during all Meetings.

No Member shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, Member, Staff, or any Member of the Public;
- b. Engage in private conversation while in the Council Chambers in such manner as to interrupt the proceedings of council;
- c. Speak on any subject other than the subject in debate;
- d. Speak in open Council about matters discussed in a Closed Meeting until authorized by Council;
- e. Interrupt a Member who is speaking by speaking out, or making a noise or

disturbance, except to raise a procedural question; and

- f. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee. (2.11.3)

At a Meeting, no person shall:

- a. Speak disrespectfully of the Mayor, Deputy Mayor, a Member, any staff person, or any Member of the Public;
- b. Use offensive words;
- c. Disobey the procedural rules or the decisions of the Chair or of the Council or Committee;
- d. Leave his or her seat while a vote is being taken and until the results of the vote are declared;
- e. Make any disruptive noise or disturbance;
- f. Enter the Meeting while a vote is being taken;
- g. Walk between a Member who is speaking and the Chair; and
- h. Display signs or placards, applaud, engage in conversation or any other behavior, which may disrupt debate. (2.11.2)

Electronic devices must be silenced during a Meeting and must not be used to disrupt a Meeting. (2.11.3)

No persons, except Members, the Clerk or the Secretary of a Committee, may approach Members without permission from the Chair. (2.11.4)

Any person who contravenes any of the rules in this By-Law are guilty of misconduct and, after an initial warning, may be removed from the Meeting by the Chair. (2.11.5)

## **2.15 Questions during Debate**

A Member may, through the Chair, ask a question arising out of or request an explanation of the previous speaker's remarks. (2.15.1)

A Member may, through the Chair, ask questions during the discussion on any item on the Agenda and ask questions on the item to any staff of the Municipality in attendance at the Meeting. (2.15.2)

Any Member may, at any time during the debate, request that a Motion under discussion be read by the Chair. A Member may only make such a request once and may not interrupt another Member while they are speaking. (2.15.3)

## 2.16 Points of Order

When a Member believes there is a violation of this By-Law, the Member shall state that they wish to raise a Point of Order. Once recognized by the Chair, the Member shall raise the Point of Order. A Point of Order can only be raised during the Meeting. (2.16.1)

Upon raising the Point of Order, a Member shall explain the violation of the rules and the Chair shall rule upon the Point of Order. (2.16.2)

Once the Point of Order has been dealt with, the debate shall resume, unless the ruling has changed this procedure. (2.16.3)

Any Member may appeal a ruling of the Chair by announcing their appeal to the Members. An appeal must be made immediately following the Chair's ruling. If the appeal is not made immediately, the Chair's ruling shall be final. (2.16.4)

Upon appeal, the Member shall state the reasons for the appeal. The Chair may then indicate why the appeal should be rejected. (2.16.5)

Without debate on the appeal, the Members, apart from the Member making the appeal and the Chair, shall vote on the appeal. (2.16.6)

If the appeal is upheld by the majority of voting Members, the Chair shall change his or her ruling accordingly; if the appeal is rejected then the ruling stands. (2.16.7)

No Member shall disobey the rules of Council or a decision of the Mayor, Chair or Council on questions of order or procedure or an interpretation of the rules of Council. (2.16.8)

Where a person (including a Member) has been warned about misconduct and has continued the conduct, the Chair may expel the person from the Meeting. If such person refuses to leave, the Chair may recess or adjourn the Meeting without any Motion to do so until such time as the person has left the Meeting room. (2.16.9)

If the person engaging in misconduct is a Member and the Member apologizes, he or she may, by vote of the majority Council, be permitted to retake his or her seat. (2.16.10)

## 2.17 Voting - General

Once the vote is called by the Chair, no Member shall speak to any issue, ask any question or present any other Motion until the vote has been taken. (2.17.1)

Voting shall be by way of a "show of hands" in favour or against, except when a Recorded Vote is requested. (2.17.2)

A Member may request a Recorded Vote on any Motion. Such request may be made before, during or after the vote. When a Recorded Vote is requested, the Clerk shall call each Member's name in alphabetical order and request and record their vote on the Motion. Notwithstanding the alphabetical calling of names, the Chair shall vote last in a Recorded Vote. After completion of a Recorded Vote, the Clerk shall announce the result. (2.17.3)

If a Member present at a Meeting fails to or refuses to vote, their vote will be counted as a vote against the Motion. (2.17.4)

The Chair shall announce the results of the vote once the vote is completed. (2.17.5)

If during a non-recorded vote, a Member disagrees with the Chair's results of the vote, the Member may object immediately to the Chair's declaration and require a Recorded Vote be taken. (2.17.6)

If there is a tie vote, the Motion will be defeated. (2.17.7)

When the question under consideration contains multiple options/issues, the Motion may be split upon request by a Member and each option/issue will be voted on separately. The Motion shall be split without debate. (2.17.8)

## **2.18 Corrections**

A Motion containing a minor or typographic error may be corrected on the request of the mover and seconder and the correction shall be made in writing on the face of the Motion and initialed by the mover and seconder.

## **2.20 Amendments**

The following rules shall apply to amendments to Motions:

- a. A "Motion Amendment" is a change to the question asked in the Motion;
- b. an "amendment to an amendment" is a change to the proposed Motion Amendment;
- c. only one amendment (whether a Motion Amendment or an amendment to an amendment) can be presented at a time;
- d. when an amendment has been decided upon, another may be introduced;

- e. the order of voting shall be:
  - i. an amendment to an amendment shall be voted upon;
  - ii. A Motion Amendment shall be voted upon next, and
  - iii. the Motion, as amended, shall finally be voted upon.

An amendment which is simply a rejection of the Motion will not be permitted.

## 2.21 Voting - Reconsideration

When a Motion has been decided, any Member who voted with the majority may move for the Motion to be reconsidered. The reconsidering of the Motion shall be called the "Motion to Reconsider". Members who were not in the majority cannot move for a Motion to Reconsider. (2.21.1)

Before a Motion to Reconsider is heard, the Motion to Reconsider must be added to the Agenda. The Motion to Reconsider shall only be added to the Agenda upon Council's approval. (2.21.2)

The process whereby a Motion to Reconsider is added to the Agenda is set out below:

- a. A Member who voted in the majority shall move for the Motion to Reconsider to be added to the Agenda;
- b. The Chair shall ask the Member to affirm that they voted with the majority;
- c. The Chair shall hold a vote whereby the Members shall vote on whether to allow the Motion to Reconsider to be added to the Agenda;
- d. When the Member is moving to have the Motion to Reconsider added to the Agenda of the same Meeting as that at which the Motion was originally voted on, **the majority** of Members must agree to add the Motion to Reconsider to the Agenda.
- e. Where the Member is moving to have the Motion to Reconsider added to the Agenda of a Meeting other than that at which the Motion was originally voted on, **a 2/3 majority** must agree to add the Motion to Reconsider to the Agenda.
- f. Once the Motion to Reconsider is added to an Agenda, the Motion to Reconsider follows the same process as all other Motions.
- g. No Motion shall be reconsidered more than twice in the same calendar year.
- h. A Motion to Reconsider of any decided matter shall not operate to stop or delay an action on the decided matter.
- i. Debate on a motion to add a Motion to Reconsider to the Agenda must be

confined to reasons for or against reconsidering the Motion.

- j. No Committee shall reconsider any question decided by Council during the current term nor consider any other matter, which could involve a decision inconsistent with such Council decision, unless specifically authorized by Council.

### 3. Roles and Responsibilities

#### 3.1 Head of Council. (*Municipal Act, s.225*)

It is the role of the Head of Council to:

- a. Act as Chief Executive Officer (“CEO”) of the Municipality;
- b. Preside over Council Meetings so that its business can be carried out efficiently and effectively;
- c. Assign the seating arrangements in Council Chambers for all Members prior to the First Meeting of Council;
- d. Provide leadership to Council;
- e. Provide information and recommendations to Council with respect to the role of Council;
- f. Represent the Municipality at official functions;
- g. Uphold and promote the purposes of the Municipality;
- h. Promote public involvement in the Municipality’s activities;
- i. Act as the representative of the Municipality both within and outside the Municipality and promote the Municipality locally, nationally and internationally;
- j. Participate in and foster activities that enhance the economic, social and environmental well-being of the Municipality and its residents; and
- k. Carry out duties prescribed by the *Municipal Act*;

#### 3.2 Chair

It is the role of the Chair to:

- a. Open Meetings by calling the Meeting to order;
- b. Address the business listed on the Agenda;
- c. Receive and have read to Council all Motions presented by Members;

- d. Put to a vote all Motions which are moved and seconded, and announce the result of a vote;
- e. Decline to put Motions to a vote which breach the Procedural By-Law or other Legislation;
- f. Enforce, on all occasions, order, polite conduct and decorum among all present at a Meeting;
- g. When, in the Chair's opinion, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law or is causing unreasonable disruption to the Meeting, rule the person out of order and require the person to cease the activity or vacate the Meeting;
- h. Provide information to Members on any matter relating to the business of the Municipality;
- i. Authenticate by signature all By-Laws, Resolutions and Minutes;
- j. Rule on any points of order raised by Members;
- k. Maintain order, and, where it is not possible to maintain order, adjourn Meetings to a time to be named by the Head of Council without any Motion being put forward; and
- l. Call for the adjournment of the Meeting when business is concluded.

### **3.3 Deputy Head of Council. (*Municipal Act s.242*)**

In the event the Head of Council is absent from the Municipality, the Deputy Mayor shall act in his or her absence and shall have all the rights, powers, and authority as the Head of Council. (3.3.1)

If the Deputy Mayor is unable to act in the place and stead of the Head of Council and Quorum is present at the Meeting, the Clerk shall call the Meeting to order and another Councillor shall be appointed by Council to act as the presiding official and shall preside over the Meeting. (3.3.2)

### **3.4 Council. (*Municipal Act, s.224*)**

It is the role of Council to:

- a. Represent the public and to consider the well-being and interests of the Municipality;
- b. Develop and evaluate the policies and programs of the Municipality;
- c. Determine which services the Municipality provides;



- d. Ensure that administrative policies, practices, and procedures and controllership polices, practices and procedures are in place to implement the decisions of council;
- e. Ensure the accountability and transparency of the operations of the Municipality, including the activities of the senior management of the Municipality;
- f. Maintain the financial integrity of the Municipality; and,
- g. Carry out duties of council prescribed by the *Municipal Act*.

### **3.5 Clerk. (*Municipal Act*, s. 228)**

It is the duty of the Clerk to:

- a. Record, without note or comment, all Resolutions, decisions and other proceedings of Council;
- b. If required by any Member present at a vote, record the name and vote of every Member voting on any matter or question;
- c. Keep the originals or copies of all By-Laws and of all minutes of the proceedings of Council;
- d. Perform other duties required under the *Municipal Act* or any other *Act*; and
- e. Prepare and circulate Council Packages to all Members.
- f. Perform any other duties as assigned by the Municipality;

The Clerk, where appropriate, may delegate, in writing, the duties of the Clerk to another person in accordance with Section 228(4) of the *Municipal Act*.

### **3.6 Staff. (*Municipal Act*, s. 227)**

It is the duty of Staff to:

- a. Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b. Undertake research and provide advice to Council on the policies and programs of the Municipality; and,
- c. Carry out other duties required under the *Act* and other duties assigned by the Municipality.

### 3.7 Chief Administrative Officer. (*Municipal Act, s. 229*)

It is the duty of the Chief Administrative Officer to:

- a. Exercise general control and management of the affairs of the Municipality for the purpose of ensuring the efficient and effective operation of the Municipality; and
- b. Perform such other duties as are assigned by the Municipality.

### 3.8 Members of the Public.

It is the role of Members of the Public to:

- a. Attend Meetings which are open to the public;
- b. Follow the rules of order, polite conduct and decorum;
- c. Provide input and information to Council only at Meetings, or portions of Meetings specifically designed for public engagement and in a manner dictated by Council (e.g. writing, in person, electronic, etc.).

## 4. Meetings

### 4.1 First Meeting

The First Meeting of the newly elected or acclaimed Council after a regular election shall be held on the first Wednesday in December at 5:30 PM. (11.1)

At the First Meeting after a regular election, the Clerk shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all Members. (11.2)

The First Meeting after a by-election under section 266 of the *Municipal Act*, shall be held on the third Wednesday after the by-election at 5:30 P.M. (11.3)

At the First Meeting after a by-election the Clerk shall administer the declarations of office and oaths of allegiance, and the Code of Conduct for all new Members. (11.4)

No business shall be conducted at any First Meeting until the declarations of office and oaths of allegiance and Code of Conduct have been administered to all Members. (11.5)

### 4.2 Regular Meetings

**4.2.1 Time and Place.** Regular Meetings shall be held on the 3<sup>rd</sup> Wednesday of each month starting at 5:30 P.M.

**4.2.2 Election Year.** Following a regular election, Council shall only meet as is deemed necessary by the Head of Council and the Clerk, until the new term of Council takes effect.

**4.2.3 Summer and December.** During the months of July, August and December, there shall only be one Meeting of Council that shall be held on the date and time and in such a location as is chosen by the Clerk.

### **4.3 Special Meetings**

**4.3.1** A Special Meeting is a Meeting that is called for a specific time and for a specific purpose to deal with an important matter that must be dealt with before the next Regular Meeting.

**4.3.2 The Head of Council.** The Head of Council may, at any time, summon a Special Meeting by providing a Notice of the Meeting to Members twenty-four (24) hours before the Meeting.

**4.3.3** Upon receipt of a petition from the majority of Council, the Clerk may summon a Special Meeting by providing a Notice of Meeting to Members twenty-four (24) hours before the Special Meeting.

**4.3.4** The only business to be dealt with at a Special Meeting is that which is listed in the Notice of the Meeting.

**4.3.5** Portions of a Special Meetings may be closed, depending on the business of the Special Meeting, as provided in the *Municipal Act*.

### **4.4 Emergency Meetings**

**4.4.1** An Emergency Meeting may be called by the Head of Council and/or the Clerk, without written notice, to deal with an Urgent Matter.

**4.4.3** The Clerk will attempt to notify all Members, Chief Administrative Officer and the appropriate staff about the Urgent Meeting in the most expedient manner available

and as soon as possible. The Clerk shall make a reasonable effort to advertise the Urgent Meeting to the public.

4.4.4. Only business dealing directly with the Urgent Matter shall be dealt with at the Emergency Meeting.

4.4.5. Quorum is still required at an Emergency Meeting.

4.4.6. These provisions shall apply, with necessary modifications, to Committees and Local Boards.

#### 4.5 Closed Meetings

4.5.1. A Closed Meeting is a Meeting, or a portion of a Meeting, that is not open to the Public.

4.5.2. No Member, Officer or employee shall disclose the subject matter or deliberation of a Closed Meeting, unless expressly authorized to do so by Council or the Committee.

4.5.3. After the Closed Meeting is adjourned the Chair shall report to the public:

- a. That the Meeting has resumed open session; and,
- b. The general nature of the matters dealt with in the Closed Meeting.

4.5.4. **Permissive Closed Meetings.** A Meeting may be closed where the matter to be discussed is, as contemplated in Section 239(2) of the *Municipal Act*, as follows:

- a. The security of the property of the Municipality or Local Board;
- b. Personal matters about an identifiable individual, including municipal or Local Board employees;
- c. A proposed or pending acquisition or disposition of land by the Municipality or Local Board;
- d. Labour relations or employee negotiations;
- e. Litigation or potential litigation, including matters before administrative

- tribunals, affecting the Municipality or Local Board;
- f. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - g. A matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
  - h. Information explicitly supplied in confidence to the Municipality or Local Board by Canada, a province or territory or a Crown agency of any of them;
  - i. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or Local Board, 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;
  - j. A trade secret or scientific, technical, commercial or financial information that belongs to the Municipality or Local Board and has monetary value or potential monetary value; or
  - k. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or Local Board.

A Meeting may be closed if the Meeting is held for the purpose of educating or training the Members and at the Meeting no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

**4.5.5 Mandatory Closed Meeting.** A Meeting must be closed if the subject matter being considered is, as detailed in Section 239(3) of the *Municipal Act*, as follows:

- a. A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the Council, Board, Commission or other body is the head of an institution for the purposes of that *Act*;
- b. An ongoing investigation respecting a Municipality, a Local Board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in Subsection 223.13(1) of the *Municipal Act*, or the Investigator referred to in Subsection 239.2(1) of the *Municipal Act*.

A Meeting must be closed if the subject matter being considered is a harassment, complaint or investigation, pursuant to the *Occupational Health and Safety Act*.

#### **4.6 Cancelled Meetings**

**4.6.1** A Meeting may be cancelled by the Head of Council, in consultation with the Chief Administrative Officer and/or Clerk, in the following instances:

- a. Quorum cannot be achieved;
- b. By Council Resolution;
- c. In the event of an unforeseen, significant event; or,
- d. The Meeting is no longer required.

**4.6.2** For the purposes of section 4.6, an unforeseen, significant event includes, but is not limited to, the following:

- a. Safety concern for participants in the Meeting, including Members and Members of the Public (ex. snow storm, closing of the highway);
- b. Loss of heat/electricity or water;
- c. Clerk/deputy clerk's inability to attend;
- d. A state of emergency;
- e. The inability of a required participant to attend; and/or
- f. The Meeting becomes redundant.

**4.6.3** The Clerk will attempt to notify all Members, Chief Administrative Officer and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

## **5. Notice of Meetings**

### **5.1 Annual Schedule of Meetings**

**5.1.1** The Clerk shall, by January 31<sup>st</sup> of each calendar year, submit a schedule of the upcoming Regular Meetings for each Council year for consideration and adoption by Council.

**5.1.2.** The Clerk shall post on the municipal website notice of all Meetings. This posting will constitute notice to the public of the Meeting.

**5.1.3** Prior to the first Meeting in January of each year, the Clerk shall post on the municipal website the schedule for all Regular Meetings for the calendar year.

5.1.4 The Clerk may amend the schedule from time to time with the direction of Council to reflect scheduling conflicts and holidays. The Clerk's amendments shall be circulated to all Members and will be posted on the municipal website as soon as possible after the amendments are made.

5.1.5 The Clerk shall give at least twenty-four (24) hours' notice to the public of all Special Meetings and Committee Meetings unless the time for notice is waived unanimously by Members who are in attendance at the Special Meeting or Committee Meeting.

5.1.6 Where a statute or the Notice By-Law requires, notice will be published in accordance with the statute/By-Law. The notice will also be posted on the municipal website.

5.1.7 Nothing in this Procedural By-Law prevents the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

5.1.8 Lack of receipt of notice or failure to comply with the notice provisions of this Procedural By-Law shall not invalidate the Meeting or any decision of Council or the Committee made at the Meeting.

## 6. Agenda

### 6.1 Agenda

6.1.1 It shall be the duty of the Clerk to prepare the Agenda of all Meetings in consultation with the Mayor and Chief Administrative Officer. Where there is a dispute about including or excluding an item from the Agenda, the Clerk's decision shall be final.

6.1.2 All Council Agendas shall be prepared by the Clerk in writing and shall be in accordance with the attached **Schedule B**.

6.1.3 The Council Meeting shall consider the items to be dealt with in accordance with the order that is set out in the Agenda unless otherwise decided by Resolution of the Members present at the Meeting.

6.1.4 Items on the Agenda, but not dealt with at the Meeting, will be placed on the next Regular Meeting Agenda under "Unfinished Business" unless set to a subsequent Meeting by Resolution of the Members present.

**6.1.5** If a Member wishes to add an item that is not otherwise on the Agenda, when Council is considering the Meeting Agenda, the Member shall advise Council of the item and the Member shall require a two-thirds majority vote to have the item considered.

**6.1.6** All items to be included on the Agenda will be provided to the Clerk by Members, Staff or the Public no later than ten (10) calendar days before the Meeting. Reports for a Meeting will be finalized and filed with the Clerk no later than seven (7) calendar days before the Meeting.

**6.1.7** Reports to Council shall be in the standard form set out in **Schedule C**.

**6.1.8** Members wishing to have a matter placed on the Agenda will provide the Clerk with a completed form provided hereto at **Schedule D**.

**6.1.9** Individuals or Bodies wishing to have a matter placed on the Agenda will provide the Clerk with a completed form as shown in **Schedule E** to this By-Law.

**6.1.10** The Clerk, Mayor and Chief Administrative Officer may decline to add items and/or Reports to an Agenda. Reasons to decline include, but are not limited to the following:

- a. More time is required to prepare Staff Reports for Council;
- b. The Delegation Request Form was not submitted by the deadline;
- c. The Delegation Request Form is incomplete;
- d. The subject matter of the Delegation is outside of the jurisdiction of Council;
- e. The subject matter is with respect to a matter that should be discussed in a Closed Meeting;
- f. The Meeting Agenda is already too lengthy;
- g. The subject matter is set to be discussed on another Agenda;
- h. The issue is frivolous or vexatious;
- i. The issue has been or is to be considered by the Committee of Adjustment;
- j. Council has previously considered or decided the issue and a Delegation has appeared before Council with respect to the same issue;
- k. Council previously indicated that it will not hear further from this Delegation; or
- l. The issue should be referred to the Chief Administrative Officer for action.



Council Packages will be provided to Council no later than five (5) calendar days before the Meeting.

## **6.2 Closed Meeting Agenda**

**6.2.1** In the event the Clerk receives items for a Closed Meeting Agenda, they shall be placed on the Closed Meeting Agenda and provided to Council in a separate confidential Council Package. At the end of the Closed Meeting, the Closed Meeting Agendas will be collected by the Clerk and destroyed.

## **6.3 Adjournment**

**6.3.1** A Motion to adjourn does not need a seconding Member.

**6.3.2** A Motion to adjourn a Meeting will be considered at any time except the following:

- a. When another Member has been recognized by the Chair and is speaking on a matter, or
- b. During the taking of a vote.

**6.3.3** If a Motion to adjourn is defeated, the moving Member may not bring another Motion to adjourn until the Agenda is completed.

## **6.4 Curfew**

Meetings shall be automatically adjourned at 11:00 p.m. unless otherwise determined by Resolution passed by a majority of the Members present.

## **6.5 Committees/Appointments**

**6.5.1** Committees and Appointments will be governed as per **Policy 1302-01/Schedule F**.

## **6.6 Public Engagement Meetings**

**6.6.1** **Policy 1300-01 /Schedule G**

## **6.7 Electronic Participation**

**6.7.1** **Policy 1301-01/Schedule H**

## **6.8. Amendment**

**6.8.1.** Any provision contained in this By-Law may be repealed, amended or varied and additions may be made to this By-Law by a majority vote, provided that no Motion for that purpose may be considered unless notice thereof has been given in accordance with the Municipality's Notice By-Law.

## **6.9. Mandatory Review**

**6.9.1** This By-Law shall have a mandatory review in one year following the date of approval and then once per council term thereafter.

## **6.10. Repeal – Enactment**

**6.10.1** That all previous bylaws pertaining to governing the calling; place and proceeding of meetings, also known as procedural bylaws are and hereby repealed. By-Law 2019-945 and amendments thereto be and are hereby repealed.

**6.10.2** This By-Law comes into force and takes effect on the date of enactment.

Read a first and second time this 16<sup>th</sup> day of October ,2019.

Read a third and final time and enacted and passed this 16<sup>th</sup> day of October 2019.

## **7. Schedules to the By-Law**

Schedule A – Member Declaration of Conflict of Interest

Schedule B – Agenda Format

Schedule C – Staff Reports

Schedule D – Member Request for Item to be Added to the Agenda

Schedule E – Request for a Council Delegation

Schedule F – Committees and Boards Appointments (Policy 1302-01)

Schedule G – Delegations and Petitions by the Public (Policy 1300-01)

Schedule H – Electronic Participation by Members (Policy 1301-01)

## **“Schedule A”**

### **Member Declaration of Conflict of Interest**



The Corporation of the Township of Johnson

DECLARATION OF INTEREST

MUNICIPAL CONFLICT OF INTEREST ACT

*Sec. 6.1 (1)*

Meeting Type <i>(check one box)</i>	Date of Meeting
<input type="checkbox"/> Regular Council Meeting	
<input type="checkbox"/> Committee of the Whole Meeting	
<input type="checkbox"/> Special Council Meeting	

Report No. or Agenda No.	
Subject Matter	

**Declaration**

I, Councillor or Mayor  do hereby declare a potential *(check one box)*

Direct pecuniary interest with respect to the above noted item for the following reason:

Indirect pecuniary interest with respect to the above noted item for the following reason:

Deemed pecuniary interest with respect to the above noted item for the following reason:

Councillor / Mayor Signature	
Councillor / Mayor Name (printed)	



The Corporation of the Township of Johnson

DECLARATION OF INTEREST

MUNICIPAL CONFLICT OF INTEREST ACT

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Sec. (2), (3) & (4)

**Indirect pecuniary interest**

(2) For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

(a) the member or his or her nominee,

(i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,

(ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or

(iii) is a member of a body,

that has a pecuniary interest in the matter; or

(b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. R.S.O. 1990, c. M.50, s. 2.

**Interest of certain persons deemed that of member**

(3) For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3).

**Exceptions**

Where ss. 5 and 5.2 do not apply

(4) Sections 5 and 5.2 do not apply to a pecuniary interest in any matter that a member may have,

(a) as a user of any public utility service supplied to the member by the municipality or local board in like manner and subject to the like conditions as are applicable in the case of persons who are not members;

(b) by reason of the member being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the municipality or local board;

(c) by reason of the member purchasing or owning a debenture of the municipality or local board;

(d) by reason of the member having made a deposit with the municipality or local board, the whole or part of which is or may be returnable to the member in like manner as such a deposit is or may be returnable to all other electors;

(e) by reason of having an interest in any property affected by a work under the Drainage Act or by a work under a regulation made under Part XII of the Municipal Act, 2001 or Part IX of the City of Toronto Act, 2006, as the case may be, relating to local improvements;

(f) by reason of having an interest in farm lands that are exempted from taxation for certain expenditures under the Assessment Act;

(g) by reason of the member being eligible for election or appointment to fill a vacancy, office or position in the council or local board when the council or local board is empowered or required by any general or special Act to fill such vacancy, office or position;

(h) by reason only of the member being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of the member being a member of a board, commission, or other body as an appointee of a council or local board;

(i) in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which the member may be entitled by reason of being a member or as a member of a volunteer fire brigade, as the case may be;

(j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or

(k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member. R.S.O. 1990, c. M.50, s. 4; 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (1); 2017, c. 10, Sched. 3, s. 2.

## **“Schedule B”**

### **Agenda Format**



**THE CORPORATION OF THE TOWNSHIP OF JOHNSON  
COUNCIL MEETING**

**June 30, 2019**

**5:30 P.M.**

**Location: Council Chambers  
1 Johnson Drive, Desbarats, ON**

**AGENDA**

---

1.0 CALL TO ORDER AND NOTE MEMBERS PRESENT

2.0 DECLARATION OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF

3.0 REVIEW OF ADDENDUM & APPROVAL OF AGENDA

4.0 ANNOUNCEMENTS, GIVING OF NOTICE & SCHEDULE OF MEETINGS

5.0 CONSENT AGENDA

6.0 PRESENTATIONS & DELEGATIONS

7.0 PUBLIC MEETINGS – PLANNING ACT R.S.O.

8.0 STAFF, COUNCIL & COMMITTEE INFORMATIONAL REPORTS

9.0 UNFINISHED BUSINESS

10.0 NEW BUSINESS

11.0 NOTICE OF MOTION

12.0 CONSIDERATION OF BYLAWS



**THE CORPORATION OF THE TOWNSHIP OF JOHNSON  
COUNCIL MEETING**

**June 30, 2019**

**5:30 P.M.**

**Location: Council Chambers  
1 Johnson Drive, Desbarats, ON**

**AGENDA**

13.0 CLOSED MEETING (IN-CAMERA SESSION)

14.0 CLOSED MEETING REPORTS

15.0 CLOSE OF MEETING





**THE CORPORATION OF THE TOWNSHIP OF JOHNSON  
CLOSED MEETING (IN-CAMERA)**

**June 30, 2019**

**5:30 P.M.**

**Location: Council Chambers  
1 Johnson Drive, Desbarats, ON**

**AGENDA  
CONFIDENTIAL**

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1.0 CALL TO ORDER AND NOTE MEMBERS PRESENT

2.0 DECLARATION OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF

3.0 APPROVAL OF AGENDA

5.0 APPROVAL OF MINUTES

9.0 UNFINISHED BUSINESS

10.0 NEW BUSINESS

15.0 CLOSE OF MEETING



**THE CORPORATION OF THE TOWNSHIP OF JOHNSON  
RECREATION COMMITTEE MEETING**

**June 30, 2019**

**5:30 P.M.**

**Location: Council Chambers  
1 Johnson Drive, Desbarats, ON**

**AGENDA**

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1.0 CALL TO ORDER AND NOTE MEMBERS PRESENT

2.0 DECLARATION OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF

3.0 REVIEW OF ADDENDUM & APPROVAL OF AGENDA

6.0 PRESENTATIONS & DELEGATIONS

8.0 STAFF & COMMITTEE INFORMATIONAL REPORTS

9.0 UNFINISHED BUSINESS

10.0 NEW BUSINESS

13.0 CLOSED MEETING (IN-CAMERA SESSION)

14.0 CLOSED MEETING REPORTS

15.0 CLOSE OF MEETING

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## **“Schedule C”**

### **Staff Report Format**



*The Corporation of the Township of Johnson  
Report*

*Your Department Here  
Your Name Here*

Prepared For:	Report No.:
Agenda Date:	Report Date:

\_\_\_\_\_

<b>Subject</b>
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<b>List of Stakeholders</b>
-----------------------------

<b>Summary of Recommendation</b>
----------------------------------

<b>Background &amp; Analysis</b>
----------------------------------

<b>Policies Affecting Proposal</b>
------------------------------------

<b>Options</b>
----------------

<b>Recommendation</b>
-----------------------

<b>Respectfully Submitted By:</b>	<b>Reviewed By:</b>
Your Name Here Your Position Here	Chris Wray Clerk

## **“Schedule D”**

### **Member Request for Item to be Added to the Agenda**



## COUNCIL MEMBER REQUEST ADD ITEM TO AN AGENDA

While the responsibility for drafting the Agenda falls to the Clerk or Committee Secretary, Members may request in writing, items to be added to an Agenda. While not necessary, the use of this form will assist in Agenda preparation by providing the necessary background and material.

Depending on the subject, when it was submitted and the urgency, the Clerk may place the matter on the agenda or may note it as a Notice of Motion.

Completed Forms can be submitted to the Clerk or can be dropped off or mailed to the Township of Johnson, 1 Johnson Dr., Desbarats, ON P0R 1E0; faxed to 705-782-6780 or emailed to [cwray@johnsontownship.ca](mailto:cwray@johnsontownship.ca).

**Member Information (PLEASE PRINT):**

<b>Last Name:</b>	<b>First Name:</b>
<b>Type of Meeting</b>	<b>Information or Documentation</b>
Regular Council Meeting	Attached
Closed Council Meeting	Will Provide Prior to Agenda Date
This matter is urgent	None
<b>Meeting Date Requested:</b>	<b>Alternate Meeting Date Requested:</b>

**Description of Item to be Added (con't next page)**

See Next Page



**COUNCIL MEMBER REQUEST  
ADD ITEM TO AN AGENDA**

<b>Member Signature:</b>	<b>Date:</b>

**APPROVAL:**

<b>Council Meeting Date:</b>	<b>Clerk Signature:</b>
	<b>Date:</b>

## **“Schedule E”**

### **Request for a Council Delegation**





## DELEGATION REQUEST FORM

A delegation is an opportunity to appear before Council or Committee to present information verbally on matters of fact or make a request of the Council or Committee. Please refer to page three (3) or to Policy 1300-01, Council & Committee Delegations and Petitions for further information regarding engaging Council or a Committee.

Completed Forms shall be submitted to the Clerk or can be dropped off or mailed to the Township of Johnson, 1 Johnson Dr., Desbarats, ON P0R 1E0; faxed to 705-782-6780 or emailed to [people@johnsontownship.ca](mailto:people@johnsontownship.ca).

**Delegate Information (PLEASE PRINT):**

<b>Last Name:</b>	<b>First Name:</b>
<b>Street Number:</b>	<b>Street Name:</b>
<b>Town:</b>	<b>Postal Code:</b>
<b>Email Address:</b>	<b>Contact Phone #:</b>

<b>Meeting Date Requested:</b>	<b>Alternate Meeting Date Requested:</b>

<b>Purpose of the Delegation (con't next page)</b>



## DELEGATION REQUEST FORM

<b>Purpose of the Delegation (con't)</b>

**Background Material Attached:**

Power Point Presentation: Yes    No    Handouts for meeting: Yes    No

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority. Council meetings. Questions about this collection should be forwarded to the Municipal Freedom of Information Coordinator at 705-782-6601 (Extension 201).

<b>Applicant Signature:</b>	<b>Date:</b>

**APPROVAL:**

<b>Council Meeting Date:</b>	<b>Clerk Signature:</b>
	<b>Date:</b>



## DELEGATION REQUEST FORM

### **Engaging Council through a Delegation**

Council welcomes and encourages public input at Council or Committee Meetings through Delegations.

### **What Rules of Procedure do I keep in mind up to and during the meeting?**

All Delegations shall be governed by Policy 1300-01, Council and Committee Delegations<sup>1</sup>.

### **What is meant by a “Code of Conduct”?**

No Delegator, or Member of the Public shall:

- a) Speak without first being recognized by the Mayor or Chair
- b) Speak disrespectfully of any person
- c) Use offensive words, gestures or make abusive comments
- d) Use signage, placards or banners in the meeting unless previously approved
- e) Speak on any subject other than the subject stated in their request for delegation
- f) Enter cross debate with other deputations/presenters, administration, Council or Committee members or the Mayor/Chair or the attending public
- g) Disobey the Rules of Procedure or decisions of the Council or Committee
- h) Engage in any activity or behaviour that would affect the deliberations
- i) Bring food into the meeting
- j) Allow any electrical/electronic device (cell phones, iPods, etc.) to ring, play or operate to a point of disrupting the proceedings

### **The Petition Approach**

Ratepayers may also make use of a petition to provide input or seek some other measure from Council or Committee.

All petitions shall also be governed by Policy 1300-01, Council and Committee Delegations and Petitions.

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<sup>1</sup> A copy of Policy 1300-01, Council and Committee Delegations is attached

## **“Schedule F”**

### **Committees and Boards Appointments (Policy 1302-01)**



## The Corporation of the Township of Johnson Policy

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

### Section A

#### Preamble

- 1.0 Following each Municipal Election Council appoints members to serve on a number of Boards, Committees, Groups or other bodies, and it is deemed necessary to have a Policy to cover the process of making these appointments.
- 2.0 Generally, these appointments shall be in keeping with the Procedural Bylaw of the Township of Johnson.
- 3.0 Such appointments may be subject to legislative requirements, including the Municipal Act.

### Section B

#### Policy Statement

- 1.0 The Corporation of the Township of Johnson encourages the participation of the general public in the municipal government process by appointing citizens to its various Committees as required or enabled by Statute, invitation or initiative.
- 2.0 It shall be the policy of the Township that all municipal appointments, unless stated in part of a Statute, By-law, Regulation, Constitution or otherwise, shall generally be on the basis of public advertisement through the Clerk's Office. Such advertisement shall invite applications by persons for appointments and submitted to Council for consideration and approval by way of resolution.



## The Corporation of the Township of Johnson Policy

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
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<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

### Section C

#### Definitions

- 1.0 **“Ad-Hoc Committee”** shall mean and *Ad-Hoc* Committee as defined in the Procedural Bylaw of the Township.
- 2.0 **“Closed Meeting”** shall mean a Closed Meeting as defined in the Procedural Bylaw of the Township.
- 3.0 **“Council Meeting”** shall mean a Council Meeting as defined in the Procedural Bylaw of the Township.
- 4.0 **“Committee Meeting”** shall mean a Committee Meeting as defined in the Procedural Bylaw of the Township.
- 5.0 **“External Board”** shall mean a Board that is not governed by the Township of Johnson.
- 6.0 **“Johnson”** shall mean the Corporation of the Township of Johnson or its successors.
- 7.0 **“Municipal Appointments”** shall mean an appointment of a Council created Committee or an appointment to an external Board or Committee established by legislation or some other Constitution.
- 8.0 **“Mayor”** shall mean the Mayor, Deputy Mayor or Acting Mayor of the Township of Johnson
- 9.0 **“Resource Person”** shall mean a staff member assigned to assist a Committee.



## The Corporation of the Township of Johnson Policy

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

- 10.0 **“Standing Committee”** shall mean a Standing Committee as defined in the Procedural Bylaw of the Township.
- 11.0 **“Township”** shall mean the Corporation of the Township of Johnson or its successors.

### Section D

## Regulations

### 1.0 General Provisions

- 1.1 Except as otherwise provided for in legislation or a governing Constitution, all Committees and Boards established by the Township shall conform to the rules governing the procedures of a meeting as outline in the Township Procedural Bylaw.
- 1.2 All appointments subject to this By-law shall be confirmed by Council through Resolution or By-law as the case may be.
- 1.3 Committees may or may not be designated as Independent or *Quasi-Judicial*. Such designation shall be included as part of the Terms of Reference.

### 2.0 Eligibility

- 2.1 Under this policy, a person is entitled to be a Municipal Appointee provided that:



## The Corporation of the Township of Johnson Policy

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

- a) They reside in the Township or is the owner or tenant of land in the Township or the spouse of such owner or tenant
  - b) Is a Canadian citizen
  - c) Is at least 18 years old
  - d) Is not prohibited from participating under any law or By-law.
- 2.2 Council may wish to involve citizens from outside the Township, and they reserve the right to waive this requirement, subject to the appropriate reasoning, to allow such citizens to participate.
- 2.3 Municipal employees cannot be appointed to any Board, Committee or body to which the Council makes appointments as a voting member, however municipal employees may be appointed as resource persons.

### 3.0 Applications

- 3.1 The Office of the Clerk shall arrange for a public notice to be placed in the local newspaper or municipal website in the fall of a Municipal Election year advising eligible citizens of opportunities for various Boards and Committees that require appointments.
- 3.2 All applicants must complete a Committee Membership Application Form and submit the completed form to the Office of the Clerk in accordance with the advertised deadline date.
- 3.3 Late applications for any Committee or Board shall not be considered for appointment.





**The Corporation of the Township of Johnson  
Policy**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

3.4 Applications received will be retained for a period that is not to exceed one year. At the expiry of the one-year term such applications shall be null and void and will be destroyed.

**4.0 Appointments**

- 4.1 All eligible applications for municipal appointments shall be considered at the appropriate Meeting of Council.
- 4.2 The Clerk shall provide members of Council with the application of each applicant and recommendation(s) as required. As such it may be necessary for Council to meet in Closed Session for this purpose.
- 4.3 Council shall consider the applications and provide direction to the Clerk as to the appointments to be made by Resolution to be considered in a Meeting of Council.
- 4.4 Except as otherwise provided in legislation or the Constitution of an external Board, all appointments shall start on the day of appointment and expire at the conclusion of every Council Term.
- 4.5 Members whose term(s) of office are expiring may be considered for reappointment, subject to their desire to serve, however it is preferred that no Member of any Committee be appointed for more than two (2) consecutive terms of Council. As such Council reserves the right to override this rule as deemed necessary.

**5.0 Notifications**

- 5.1 The Clerk shall notify all applicants, in writing, of Council's decision.



**The Corporation of the Township of Johnson  
Policy**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

5.2 The Clerk shall notify all External Boards in writing, of Council's decision.

**6.0 Vacancies**

6.1 Where a vacancy occurs as a result of resignation or other reason, the Clerk is to be so advised by the Committee Resource Person and shall notify any previous unsuccessful candidates to determine whether they wish to let their name stand for appointment.

6.2 If there is no interest or no pool of candidates to draw from, the Clerk will arrange for a public notice and advertise the applicable vacancy, which will be approved by Council resolution.

**7.0 Attendance**

7.1 The format of Meeting Minutes used by the Township notes the attendance of members. The Recording Secretary shall ensure this record is kept as part of the Minutes.

7.2 Any Member of a Committee that is absent from three (3) consecutive Committee Meetings or more than 49% of the annual Committee Meetings shall be removed from the Committee.

7.3 The Recording Secretary for a Committee shall ensure

7.4 that the Clerk is informed of any result from Section 7.2



## The Corporation of the Township of Johnson Policy

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
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<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

### 8.0 Role of Committee

- 8.1 The role of the Committee is to work in conformity with the Committee Terms of Reference as adopted by Council.
- 8.2 The Committee is responsible, through the Committee Minutes, to report to Council and make recommendations based on the adopted Terms of Reference of the Committee.
- 8.3 The Committee may also consider changes to its Terms of Reference but such changes must be approved by Council.

### 9.0 Role of Committee Member

- 9.1 To elect a Chair and Vice-Chair.
- 9.2 To attend Committee Meetings and provide input through comment and personal skill and knowledge.
- 9.3 To represent the interests of the Community.
- 9.4 To follow the adopted Terms of Reference of the Committee.

### 10.0 Role of Committee Chair

- 10.1 To facilitate and Chair Committee Meetings.
- 10.2 To work with the Recording Secretary to coordinate the work of the Committee including set agendas.
- 10.3 To serve as spokesperson for the Committee.
- 10.4 Sign Committee Minutes
- 10.5 If requested, provide an annual update to Council on the work of the Committee.



## The Corporation of the Township of Johnson Policy

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
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<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

### 11.0 Role of Resource Person

- 11.1 Provide orientation to Committee Members
- 11.2 Work with the Committee Chair to coordinate the work of the Committee and set agendas
- 11.3 Record Committee Minutes according to the Township format.
- 11.4 Provide the Committee with technical support when possible
- 11.5 Provide procedural advice to the Committee and Committee Chair.
- 11.6 To ensure that the Committee Minutes properly articulate all recommendations of the Committee.
- 11.7 The Resource Person shall not under any circumstances be eligible to vote.

### 12.0 Committee Composition

- 12.1 The composition and Terms of Reference for all Standing Committees established by the Township of Johnson shall be in accordance with *Schedule "A"* to this bylaw.
- 12.2 The composition and Terms of Reference for all Ad Hoc Committees established by the Township of Johnson shall be in accordance with *Schedule "B"* to this bylaw.
- 12.3 The External Boards to which Council makes appointments but do not constitute a Committee of Council are included in *Schedule "C"* to this bylaw. Such External Boards are



**The Corporation of the Township of Johnson  
Policy**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

governed by applicable Provincial or Federal Legislation or Constitution.

**Section E**

**Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law No.	Motion No.	Date of Most Recent Review by Council	Date of Next Review by Council

**Section F**

**References to Other Policies or By-laws**

Policy Title	Policy Section	Policy Number



**The Corporation of the Township of Johnson**  
**Schedule "A"**  
**Standing Committees**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**Standing Committees**

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Resource</b>
Committee of the Whole	Council	All (5)	Clerk Senior Staff

**Mandate**

It shall be at the discretion of Council to use this Committee as it sees fit.

Committee of the Whole meetings are intended to be less formal than Council meetings for discussing the business of the Township.

The Committee is comprised of the entire Council and quorum shall be the same as Regular Council Meetings.

The Committee receives reports from municipal staff, consultants and other organizations on all departmental and service issues. The Committee may also receive delegations according to the Township Policy on Council and Committee Delegations & Petitions.

Committee of the Whole does not have the authority to initiate an action or make a decision on behalf of the Council or Township. It makes recommendations to Council and may initiate staff reports and other information requests through the Clerk.



**The Corporation of the Township of Johnson**  
**Schedule "A"**  
**Standing Committees**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**Standing Committees**

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Resource</b>
Committee of Adjustment	Ministry of Municipal Affairs and Housing	All (5)	Clerk Planner

**Mandate**

The Committee of Adjustment is comprised of the members of Council. The Committee through the exercise of its mandate helps to ensure the Township of Johnson develops and grows in a planned way.

The Committee of Adjustment has the authority as legislated under the Planning Act to make decisions on minor variances, enlargements to legal non-conforming uses, Validation Orders and in the performance of these duties acts as a quasi-judicial body autonomous of Council<sup>1</sup>.

The Committee also acts as an advisory body with a mandate to make recommendations on applications for Zoning or Official Plan Amendments, all matters relative to Parts IV & V of the Ontario Heritage Act, and any other issue referred from Council, Committee of Council or administration.

All applications for which the Committee is legislated under the Planning Act are considered at regular meetings.

<sup>1</sup> Consents are handled by the Desbarats to Echo Bay Planning Board



**The Corporation of the Township of Johnson**  
**Schedule "B"**  
**Ad Hoc Committees**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**Ad Hoc Committees**

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Accessibility Committee	Council	One	One (1)	Administrative Assistant

**Mandate**

The Committee shall consider the full inclusion of persons with disabilities as set out in the Ontario Human Rights Code (Code) and Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

The Committee shall monitor the Township of Johnson's compliance with the requirements under the AODA as follows:

- a) Customer Service
- b) Information and Communications
- c) Employment
- d) Proposed Accessibility Standards of the Build Environment

The Committee shall monitor the commitment of the Township to ensure municipal services are provided in a way that respects the dignity and independence of persons with disabilities in our community.

The Committee shall also monitor Township operations to ensure every municipal employee and constituent receives equitable treatment with respect to employment and services without discrimination.

The Committee shall fulfil the need of the AODA to ensure that the Township meets the needs of the AODA through a required Accessibility Plan and the completion of the appropriate required annual reporting to the Ministry of Accessibility and Seniors. Further that the Plan and Reporting meets the





**The Corporation of the Township of Johnson**  
**Schedule "B"**  
**Ad Hoc Committees**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**Ad Hoc Committees**

accommodation needs of employees and constituents in a timely manner as required by the Code and the AODA.

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Budget and Financial Reporting	Council	Two (2)	None	Treasurer Clerk

**Mandate**

The Budget and Financial Reporting Committee considers and advises Council on financial planning and financial reporting.

The Committee shall be responsible for studying and reporting to Council on policy matters which include, but are not limited to issues related to:

- a) Annual Budgets and Property Tax or Fees & Charges
- b) Annual and Quarterly Financial Reporting
- c) Long Term Financial Planning
- d) Asset Management



**The Corporation of the Township of Johnson**  
**Schedule "B"**  
**Ad Hoc Committees**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**Ad Hoc Committees**

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Desbarats Cemetery Committee	Council	One (1)	Three (3)	Clerk
Gordon Lake Cemetery Committee	Council	One (1)	Seven (7)	Clerk

**Mandate**

The business and affairs of the cemeteries known as Desbarats Cemetery & Mount Pleasant Cemetery (Gordon Lake) shall be managed and supervised by two boards appointed by Council.

Each Boards shall be responsible for the administration, management, care, maintenance and improvement of their subject cemetery.

The business and affairs are administered according to Bylaw 2012-683 or its successors.

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Fence Viewers	Clerk	One (1)	Two (2)	Clerk

**Mandate**

It is the responsibility of the Fence Viewers to view and arbitrate as to what portion of a fence each owner shall construct, reconstruct or repair, maintain and



**The Corporation of the Township of Johnson**  
**Schedule "B"**  
**Ad Hoc Committees**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**Ad Hoc Committees**

keep up, upon application from a property owner as detailed in the Line Fences Act, R.S.O. 1990, Chapter L.17.

Fence-viewers are performing a type of judicial function (quasi-judicial) and as such, Council has no authority to provide instructions to the Fence-Viewers or to review their decisions.

The Act provides an appeal procedure and Council has no role in this.

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Fire Department Committee	Council	Two (2)	None	Fire Chief

**Mandate**

Fire Protection is a municipally funded and delivered service that is regulated by provincial statute through the *Fire Protection and Prevention Act 1997*. This Act and subordinate regulations, such as the Ontario Fire Code, standards, communiques, guidelines, and Municipal Bylaws form the framework for the service mandate of the Township of Johnson Fire Department.

The Fire Department Committee is responsible to consider policy related matters respecting the delivery of services mandated under the above legislation.



**The Corporation of the Township of Johnson**  
**Schedule "B"**  
**Ad Hoc Committees**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**Ad Hoc Committees**

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Grants Committee	Council	One (1)	One (1)	Clerk Treasurer

**Mandate**

This Committee is responsible for searching for opportunities for grants that will result in municipal financial assistance. The Committee shall make recommendations to Council on such grant opportunities.

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Health, Safety & Well-Being Committee	Council	Two (2)	None	Clerk

**Mandate**

The Committee shall provide support to develop, deliver, evaluate, and sustain a healthy workplace and community in areas that relate to the Municipality and through community partnerships.

The Committee will encourage and support increased levels of personal health, wellness and fitness through education.



**The Corporation of the Township of Johnson**  
**Schedule "B"**  
**Ad Hoc Committees**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**Ad Hoc Committees**

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Johnson & Tarbutt Waste Disposal Site Committee	Council	Two (2)	None	Clerk Public Works Supervisor

**Mandate**

The Committee shall be responsible for participating on the joint waste disposal site committee with the Township of Tarbutt.

The Joint Committee is responsible for the management of the Joint Landfill located in the Township of Johnson.

The Joint Committee shall execute its duties through Bylaw 2018-894

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
JTCC / Market / Café & Recreation Committee	Council	Two (2)	Eight (8)	Clerk

**Mandate**

The Committee is responsible for reviewing practices and policies identified by staff, Council and the Public and making recommendations to improve the delivery of services to the public in the areas of:



**The Corporation of the Township of Johnson**  
**Schedule "B"**  
**Ad Hoc Committees**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**Ad Hoc Committees**

- a) The Township of Johnson Community Centre
- b) The Farmers Market
- c) The Café
- d) Recreational Services

To encourage and assist, where necessary by meeting the needs and interests of the community.

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Parks Committee	Council	Two (2)	None	Clerk Public Works Supervisor Recreation Coordinator

**Mandate**

The purpose of the Parks Committee is to act as an advisory body and make recommendations to Council regarding matters pertaining to parks within the Township of Johnson.

It is expected that the Committee recommendations to Council will influence, in a positive way, physical activity, social interaction and community engagement.



**The Corporation of the Township of Johnson**  
**Schedule "B"**  
**Ad Hoc Committees**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**Ad Hoc Committees**

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Personnel Committee	Council	Two (2)	None	Clerk

**Mandate**

The Personnel Committee is responsible for providing guidance and support to the Clerk in the following areas of development of:

- Employee Staffing
- Performance Management
- Employee Compensation System
- Employee Benefits
- Personnel Policies

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Roads Committee	Council	One (1)	None	Public Works Supervisor

**Mandate**

The Roads Committee is responsible for providing guidance and support to the Public Works Supervisor in the following areas:

- General Road Maintenance & Winter Control
- Road Maintenance and Capital Plans



**The Corporation of the Township of Johnson**  
**Schedule "B"**  
**Ad Hoc Committees**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**Ad Hoc Committees**

Ancillary Road Matters

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Water, Sewer and Street Lights Committee	Council	Two (2)	Two (2)	Public Works Supervisor

**Mandate**

The Water, Sewer and Street Lights Committee is responsible for providing guidance and support to the Public Works Supervisor in the following areas:

- a) Policy matters associated with the operation of the Desbarats Water & Sewer System
- b) Policy matters associated with streetlights





**The Corporation of the Township of Johnson**  
**Schedule "C"**  
**External Boards**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**External Boards**

<b>Board or Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Algoma District Municipal Association	Federation of Northern Ontario Municipalities	Two (2)	None	Clerk

**Mandate**

The mandate of the Algoma District Municipal Association is:

- a) To achieve the highest quality of life for all municipalities within the Algoma District.
- b) Strive to provide focus and direction, foster mutual understanding through cooperation and communication, provide opportunities through partnerships and use foresight which recognizes regional, provincial, national and global trends that may have an impact in the Algoma District.
- c) The Association shall promote integrity, respect, sensitivity and fairness.
- d) Study legislation pertaining to municipal governance and to promote and lobby changes that are beneficial considering the existing conditions within the Algoma District.
- e) Lobby for new legislation in regards to municipal governance when it is deemed necessary and in the best interest of the Algoma District
- f) Respond to regional planning issues of concern to the Association and make recommendations thereof.



**The Corporation of the Township of Johnson**  
**Schedule "C"**  
**External Boards**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**External Boards**

- g) To sponsor meetings and semi-annual seminars, individually or in conjunction with others. To discuss matters of regional concern.
- h) To involve the Association only in those matters that involve the Association as a whole.

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Algoma District Services Administration Board	The Ministry of Community & Social Services	One (1) One (1) Alternate	None	Clerk Treasurer

**Mandate**

The Algoma District Services Administration Board (ADSAB) provides social services and paramedic services to the District of Algoma excluding the City of Sault Ste. Marie.

The Board manages and delivers social programs through a combination of direct delivery and contracted services in the social program areas of Children's Services, Housing Services and Ontario Works.

The ADSAB has Social Services office locations in Elliot Lake, Blind River, Thessalon and Wawa.



**The Corporation of the Township of Johnson**  
**Schedule "C"**  
**External Boards**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**External Boards**

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Algoma Public Health	The Ministry of Health & Long-Term Care	One (1) One (1) Alternate	None	Clerk

**Mandate**

Algoma Public Health (APH) is a public health agency committed to improving health and reducing social inequities in health through evidence-informed practice.

Together with member communities, Algoma Public Health strives to be a leader in promoting and protecting health and well-being.

APH has a main office in Sault Ste. Marie and three offices in the Algoma district: Blind River, Elliot Lake and Wawa.



**The Corporation of the Township of Johnson**  
**Schedule "C"**  
**External Boards**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**External Boards**

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
The Desbarats to Echo Bay Planning Board	The Ministry of Municipal Affairs and Housing	One (1) One (1) Alternate	None	Clerk

**Mandate**

The Desbarats to Echo Bay Planning Board serves the Township of Johnson, the Township of Tarbutt, the Township of Laird and the Township of MacDonald, Meredith & Aberdeen Additional.

The Planning Board is an Ontario Government sanctioned body and is here to assist in property severances and lot creations in the area.

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Police Services Board	The Ministry of the Solicitor General	One (1)	Two (2)	Clerk

**Mandate**

The Police Services Board oversees how policing is provided in the Township of Johnson. The Board contributes to the community's safety and well-being by



**The Corporation of the Township of Johnson**  
**Schedule "C"**  
**External Boards**

<b>POLICY TITLE:</b> Committee & Boards Appointments	<b>SUBJECT:</b> Appointing Committee & Boards Members
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1302-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-947

**External Boards**

working with local citizens and organizations to ensure the community receives the appropriate policing it needs.

<b>Committee Name</b>	<b>Reports To</b>	<b>Council Membership</b>	<b>Public Membership</b>	<b>Resource</b>
Central Algoma Rural Health Care Steering Committee	The Ministry of the Solicitor General	One (1)	None	Clerk

**Mandate**

The North Shore Algoma Rural Health Model Committee is responsible for community engagement efforts on updating communities on the development of a rural health care model for Lake Huron's North Shore Algoma area.

## **“Schedule G”**

### **Delegations and Petitions by the Public (Policy 1300-01)**



**The Corporation of the Township of Johnson  
Policy**

<b>POLICY TITLE:</b> Council & Committee Delegations & Petitions	<b>SUBJECT:</b> Delegations & Petitions by the Public
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1300-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-946

## Section A

### Preamble

- 1.0 Council welcomes and encourages public input. It is an essential part of a democratic society and contributes to the transparency and accountability requirements under the Municipal Act.
- 2.0 For purposes of this policy, public input shall only refer to Delegations by the Public.

## Section B

### Policy Statement

- 1.0 It shall be the policy of the Council of the Township of Johnson to allow Delegations at Council and Committee Meetings.
- 2.0 Delegations shall be subject to the Regulations stated in this Policy.
- 3.0 This Policy shall not apply to any Closed Meeting of Council or any Committee. In these circumstances, Delegations shall not be allowed.
- 4.0 This Policy shall not apply to any Meeting that is called for purposes pertaining to the *Planning Act*.

## Section C

### Definitions

- 1.0 **“Closed Meeting”** shall mean a Closed Meeting as defined in the Procedural Bylaw of the Township.



**The Corporation of the Township of Johnson  
Policy**

<b>POLICY TITLE:</b> Council & Committee Delegations & Petitions	<b>SUBJECT:</b> Delegations & Petitions by the Public
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1300-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-946

- 2.0 **“Council Meeting”** shall mean a Council Meeting as defined in the Procedural Bylaw of the Township.
- 3.0 **“Committee Meeting”** shall mean a Committee Meeting as defined in the Procedural Bylaw of the Township.
- 4.0 **“In Writing”** shall mean by post or email.
- 5.0 **“Johnson”** shall mean the Corporation of the Township of Johnson or its successors.
- 6.0 **“Petition”** is a written application from a person or persons to Council asking that some authority be exercised to grant relief, favours, or privileges.
- 7.0 **“Township”** shall mean the Corporation of the Township of Johnson or its successors.

## Section D

### Regulations

### Delegations

#### 1.0 Request for a Delegation

- 1.1 Any person who wishes to appear before Council shall, on the proper form<sup>1</sup> make written application to the Clerk at

<sup>1</sup> Delegation Request Form attached as Schedule “A” to this Policy





**The Corporation of the Township of Johnson  
Policy**

<b>POLICY TITLE:</b> Council & Committee Delegations & Petitions	<b>SUBJECT:</b> Delegations & Petitions by the Public
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1300-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-946

least one (1) week preceding the Council or Committee Meeting.

- 1.2 A written submission, together with handouts or material must be submitted with the written application to appear and shall be copied and distributed as "*delegation*" submissions to Council Members.

**2.0 Reply to Request**

- 2.1 The Clerk shall reply to delegation requests in writing or by telephone, as time permits, indicating approval, refusal, deferral or referral of the delegation and reasons thereof.
- 2.2 The Clerk may make a determination as to the deferral of delegations to a subsequent meeting.
- 2.3 If a Delegation is refused, Council shall be informed and / or copied on the correspondence.

**3.0 Refusal of Delegation**

- 3.1 The Clerk is given authority to refuse delegations that are not permitted under the following circumstances:
  - a) The request is not submitted within the time required in Section D.1.1.
  - b) No written submission together with handouts or materials is provided with the request to appear
  - c) The subject matter is deemed to be beyond the jurisdiction of Council



## The Corporation of the Township of Johnson Policy

<b>POLICY TITLE:</b> Council & Committee Delegations & Petitions	<b>SUBJECT:</b> Delegations & Petitions by the Public
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1300-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-946

- d) The issue is specific to a labour/managerial dispute, or other matter properly held in Closed Session
- e) Council has previously decided on the issue.

#### 4.0 Time Limit for Speaking

- 4.1 A maximum of ten (10) minutes shall be allotted for each delegation to present his/her information or support or oppose a Township matter.
- 4.2 The ten (10) minute timeline shall be strictly enforced. The Clerk shall observe the time at the commencement of the delegation presentation.
- 4.3 The Chair shall, at the conclusion of the ten (10) minutes, inform the delegation that the time limit has been exceeded and thank the delegation for the presentation.
- 4.4 Only upon a verbal motion to extend the ten (10) minute limit, adopted by a majority of the Members present, shall the ten (10) minute limit be extended.

#### 5.0 Limit of Delegations per Meeting

- 5.1 A maximum of two (2) persons shall be permitted to address the Members for each delegation representing a group or organization.
- 5.2 No more than four (4) delegations shall be allowed at any meeting. Delegations will be provided in the order in which they were received by administration.



**The Corporation of the Township of Johnson  
Policy**

<b>POLICY TITLE:</b> Council & Committee Delegations & Petitions	<b>SUBJECT:</b> Delegations & Petitions by the Public
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1300-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-946

**6.0 Delegation Conduct**

- 6.1 Delegations shall not repeat information presented by an earlier delegation.
- 6.2 No Delegator, or Member of the Public shall:
- a) Speak without first being recognized by the Mayor or Chair
  - b) Speak disrespectfully of any person
  - c) Use offensive words, gestures or make abusive comments
  - d) Use signage, placards or banners in the meeting unless previously approved
  - e) Speak on any subject other than the subject stated in their request for delegation
  - f) Enter cross debate with other deputations/presenters, administration, Council or Committee of the Whole members or the Mayor/Chair or the attending public
  - g) Disobey the Rules of Procedure or decisions of the Council or Committee
  - h) Engage in any activity or behaviour that would affect the deliberations
  - i) Bring food into the meeting



**The Corporation of the Township of Johnson  
Policy**

<b>POLICY TITLE:</b> Council & Committee Delegations & Petitions	<b>SUBJECT:</b> Delegations & Petitions by the Public
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1300-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-946

- j) Allow any electrical/electronic device (cell phones, iPods, etc.) to ring, play or operate to a point of disrupting the proceedings

**7.0 Delegation Restrictions**

- 7.1 The Chair may restrict any delegation, any questions of a delegation or debate during a delegation, for disorder or any other breach of this by-law and, if the Chair rules that the delegation is not in compliance with Section D.6 of this by-law, the person or persons appearing shall withdraw from the delegation table, and the decision of the Chair shall not be subject to challenge.

**8.0 Completion of Delegation**

- 8.1 Upon the completion of a presentation by a delegation, any discourse between Members and the delegation shall be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter debate with the delegation respecting the presentation.

**Petitions**

**9.0 Petitions**

- 9.1 A petition may be used instead of a Delegation or may be presented at the conclusion of a delegation.
- 9.2 A petition presented at the conclusion of a delegation must be of the same subject matter as the delegation.



## The Corporation of the Township of Johnson Policy

<b>POLICY TITLE:</b> Council & Committee Delegations & Petitions	<b>SUBJECT:</b> Delegations & Petitions by the Public
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1300-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-946

### 10.0 Petition Content

- 10.1 A petition must be prepared so that the subject is clearly and factually stated, including the remedy sought from Council or the appropriate Committee.
- 10.2 A petition must include the name, civic address, and either telephone number or email address of the petition creator
- 10.3 A petition must include the names, civic address, and date of signing of everyone who signs the petition
- 10.4 A petition must include the date the petition was started
- 10.5 All information contained in a petition is deemed to be public information<sup>2</sup>, including the names and addresses of those signing the petition.

### 11.0 Presenting a Petition

- 11.01 A petition may be presented at the time of a delegation appearance at the Council or Committee Meeting.
- 11.02 A petition may also be separately addressed to the Mayor and Members of Council or Committee Chair and Members of the Committee. In this situation it should be given to Administration Staff who will cooperate by communicating it to Council or Committee in a timely fashion for Council or Committee deliberations at a public meeting.
- 11.03 The originator of the petition will be contacted by Municipal Staff as to when the petition's subject matter will appear in front of Council or Committee.

<sup>2</sup> Under the Municipal Freedom of Information and Protection of Privacy Act



**The Corporation of the Township of Johnson  
Policy**

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<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-946

**Section E**

**Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law No.	Motion No.	Date of Most Recent Review by Council	Date of Next Review by Council

**Section F**

**References to Other Policies or By-laws**

Policy Title	Policy Section	Policy Number



## DELEGATION REQUEST FORM

A delegation is an opportunity to appear before Council or Committee to present information verbally on matters of fact or make a request of the Council or Committee. Please refer to page three (3) or to Policy 1300-01, Council & Committee Delegations and Petitions for further information regarding engaging Council or a Committee.

Completed Forms shall be submitted to the Clerk or can be dropped off or mailed to the Township of Johnson, 1 Johnson Dr., Desbarats, ON P0R 1E0; faxed to 705-782-6780 or emailed to [people@johnsontownship.ca](mailto:people@johnsontownship.ca).

**Delegate Information (PLEASE PRINT):**

<b>Last Name:</b>	<b>First Name:</b>
<b>Street Number:</b>	<b>Street Name:</b>
<b>Town:</b>	<b>Postal Code:</b>
<b>Email Address:</b>	<b>Contact Phone #:</b>

<b>Meeting Date Requested:</b>	<b>Alternate Meeting Date Requested:</b>

<b>Purpose of the Delegation (con't next page)</b>



## DELEGATION REQUEST FORM

<b>Purpose of the Delegation (con't)</b>

**Background Material Attached:**

Power Point Presentation: Yes    No      Handouts for meeting: Yes    No

Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of providing correspondence relating to matters before Council.

Please note that all meetings are open to the public except where permitted to be closed under legislated authority. Council meetings. Questions about this collection should be forwarded to the Municipal Freedom of Information Coordinator at 705-782-6601 (Extension 201).

<b>Applicant Signature:</b>		<b>Date:</b>

**APPROVAL:**

<b>Council Meeting Date:</b>		<b>Clerk Signature:</b>
		<b>Date:</b>





## DELEGATION REQUEST FORM

### **Engaging Council through a Delegation**

Council welcomes and encourages public input at Council or Committee Meetings through Delegations.

### **What Rules of Procedure do I keep in mind up to and during the meeting?**

All Delegations shall be governed by Policy 1300-01, Council and Committee Delegations<sup>1</sup>.

### **What is meant by a “Code of Conduct”?**

No Delegator, or Member of the Public shall:

- a) Speak without first being recognized by the Mayor or Chair
- b) Speak disrespectfully of any person
- c) Use offensive words, gestures or make abusive comments
- d) Use signage, placards or banners in the meeting unless previously approved
- e) Speak on any subject other than the subject stated in their request for delegation
- f) Enter cross debate with other deputations/presenters, administration, Council or Committee members or the Mayor/Chair or the attending public
- g) Disobey the Rules of Procedure or decisions of the Council or Committee
- h) Engage in any activity or behaviour that would affect the deliberations
- i) Bring food into the meeting
- j) Allow any electrical/electronic device (cell phones, iPods, etc.) to ring, play or operate to a point of disrupting the proceedings

### **The Petition Approach**

Ratepayers may also make use of a petition to provide input or seek some other measure from Council or Committee.

All petitions shall also be governed by Policy 1300-01, Council and Committee Delegations and Petitions.

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<sup>1</sup> A copy of Policy 1300-01, Council and Committee Delegations is attached

## **“Schedule H”**

### **Electronic Participation by Members (Policy 1301-01)**



## The Corporation of the Township of Johnson Policy

<b>POLICY TITLE:</b> Electronic Meetings	<b>SUBJECT:</b> Electronic Participation by Council during a Council Meeting
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1301-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-948

### Section A

#### Preamble

- 1.0 The Municipal Act, Section 238 (2) says that “every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings.
- 2.0 The Act, allows limited electronic participation and states in Section 238 (3.1) that “the applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in the by-law provided that any such member shall not be counted in determining whether or not a quorum of members is present at any point in time.
- 3.0 Section 238 (3.2) contains a limitation as follows; “the applicable procedure by-law shall not provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting which is closed to the public.

### Section B

#### Policy Statement

- 1.0 It shall be the policy of the Council of the Township of Johnson to allow electronic participation at Regular and Special Council Meetings or while Council Members are sitting as Committee of the Whole, save an except in a meeting that is closed to the public.
- 2.0 Electronic participation shall not be allowed for Committee Meetings.



**The Corporation of the Township of Johnson  
Policy**

<b>POLICY TITLE:</b> Electronic Meetings	<b>SUBJECT:</b> Electronic Participation by Council during a Council Meeting
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1301-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-948

**Section C**

**Definitions**

- 1.0 **“Closed Meeting”** shall mean a Closed Meeting as defined in the Procedural Bylaw of the Township.
- 2.0 **“Council Meeting”** shall mean a Council Meeting as defined in the Procedural Bylaw of the Township.
- 3.0 **“Committee Meeting”** shall mean a Committee Meeting as defined in the Procedural Bylaw of the Township.
- 4.0 **“Electronic Participation”** shall mean participation in an eligible by a Member of Council through the use of electronic means such as telephone or internet.
- 5.0 **“Johnson”** shall mean the Corporation of the Township of Johnson or its successors.
- 6.0 **“Mayor”** shall mean the Mayor, Deputy Mayor or Acting Mayor of the Township of Johnson
- 7.0 **“Township”** shall mean the Corporation of the Township of Johnson or its successors.



## The Corporation of the Township of Johnson Policy

<b>POLICY TITLE:</b> Electronic Meetings	<b>SUBJECT:</b> Electronic Participation by Council during a Council Meeting
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1301-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-948

### Section D

## Regulations

### 1.0 Participation

- 1.1 Electronic Means of participating in a meeting are available only for eligible meetings that take place in Council Chambers, 1 Johnson Dr, Desbarats, ON.
- 1.2 Requests to participate in a meeting by Electronic Means must be made to the Clerk at least three (3) business days before the meeting.
- 1.3 A maximum of two (2) Members may participate in the same meeting by Electronic Means. Where more than two Members request to participate in the same meeting by Electronic Means, the requests will be granted to the first two Members who make the request.
- 1.4 A Member may participate in a maximum of two (2) open meetings per calendar year by Electronic Means.
- 1.5 Members may not participate in Closed Sessions of any meeting by Electronic Means.
- 1.6 A Member participating in a meeting by Electronic Means shall be considered to be present at such meeting but shall not be counted towards quorum.
- 1.7 The Mayor must be present in person at a meeting.



## The Corporation of the Township of Johnson Policy

<b>POLICY TITLE:</b> Electronic Meetings	<b>SUBJECT:</b> Electronic Participation by Council during a Council Meeting
<b>Policy Section:</b> Governance	<b>Policy #:</b> 1301-01
<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-948

### 2.0 Electronic Meeting Practices

- 2.1 Each Member participating in a meeting by Electronic Means shall be available at least fifteen (15) minutes before the beginning of the meeting to assist staff in establishing the electronic connection.
- 2.2 Each Member participating by Electronic Means will mute his or her electronic device when he or she is not speaking.
- 2.3 The Mayor will canvass Members participating by Electronic Means about their intention to speak to a matter on the floor and will notify each Member when it is his or her turn to speak.
- 2.4 After putting a Motion to a vote, each Member participating by Electronic Means will be required to identify how he or she wishes to vote.
- 2.5 Each Member participating by Electronic Means shall inform the Chair about his or her intentions to leave the meeting either on a temporary or permanent basis.
- 2.6 A Member(s) participating by Electronic Means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
- 2.7 In the case of a loss of connection, or any connection issue which impedes the ability of a Member(s) to participate in the meeting in real time, the meeting will continue without attempts by either staff or the Member(s) to reconnect.



**The Corporation of the Township of Johnson  
Policy**

<b>POLICY TITLE:</b> Electronic Meetings	<b>SUBJECT:</b> Electronic Participation by Council during a Council Meeting
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<b>Effective Date:</b> October 16, 2019	<b>Enacted By:</b> Bylaw 2019-948

**Section E**

**Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law No.	Motion No.	Date of Most Recent Review by Council	Date of Next Review by Council

**Section F**

**References to Other Policies or By-laws**

Policy Title	Policy Section	Policy Number