

Township of Madawaska Valley

COUNCIL PROCEDURAL BY-LAW

By-Law 2018-117

12/20/2018

BY-LAW NUMBER 2018-117 – COUNCIL PROCEDURAL BY-LAW

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THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY

BY-LAW NO. 2018-117

BEING A BY-LAW GOVERNING THE CALLING, PLACE AND PROCEEDINGS OF COUNCIL, COMMITTEES OF COUNCIL AND LOCAL BOARDS

WHEREAS Section 238(2) of the *Municipal Act*, 2001, as amended, requires that every municipality adopt and shall pass a procedure By-law for governing the calling, place and proceedings of meetings; and

WHEREAS Section 238(2.1) of the *Municipal Act*, 2001, as amended states that the procedure By-Law shall provide for public notice of meetings;

WHEREAS it is necessary and expedient to enact rules governing the order and procedure of the Council and its meetings;

NOW THEREFORE, the Council of the Corporation of the Township of Madawaska Valley enacts as follows:

1. DEFINITIONS

- 1.1 **"Act"** means the Municipal Act, as amended from time to time.
- 1.2 **"Acting Mayor"** means a Member of Council, chosen by the Mayor, to preside in his/her capacity as Mayor in his/or her absence.
- 1.3 **"Ad Hoc Committee"** means a special purpose committee of limited duration, created by Council to inquire and report on a particular matter or concern and which dissolves automatically upon submitting its final report unless otherwise directed by Council.
- 1.4 **"Advisory Committee"** means a body, primarily made up of citizen appointees with representation from Council providing advice to Council and staff on an area of expertise. The work of the advisory committee is undertaken in keeping with Terms of Reference adopted by Council. Meetings are held in open session with minutes received by Council.
- 1.5 **"Chief Administrative Officer (CAO)"** means the Chief Administrative Officer for the Corporation of the Township of Madawaska Valley.
- 1.6 **"Clerk"** means the Clerk of the Township of Madawaska Valley as appointed pursuant to Section 228 of the Municipal Act or Deputy Clerk as Clerk designate.
- 1.7 **"Code of Conduct"** Every Member shall observe and comply with every provision of the adopted Code of Conduct as well as adhere to the Procedural By-law.
- 1.8 **"Committee"** means any Committee as established by Council.
- 1.9 a. **"Committee of the Whole"** means Council sitting as a committee as required where;
 - a) Council Members consider and debate matters recommended by their volunteer committees.
 - b) Council Members consider and debate matters for recommendation and hear delegations to Committee of the Whole in an environment that is procedurally more relaxed than the formal Council meeting.
 - c) Motions adopted are not deemed to represent the final decision of Council until confirmed by resolution or By-law of Council.
- 1.9 b. **"Committee Chair"** means an appointed Council member who is Chair of a Standing Committee of Council presiding over their designated Committee during Committee of the Whole. The Chair shall preside from their existing seats at the Council table.
- 1.10 **"Council"** means the Council of The Corporation of the Township of Madawaska Valley
- 1.11 **"Decorum"** means appropriateness of behavior or conduct expected of Council Members, staff, media and members of the public.
- 1.12 **"Delegation"** means a presentation to the Committee or Council by an individual or

group or award to or by Council.

- 1.13** **“In-Camera”** shall mean a portion of the meeting closed to the public as defined by the Municipal Act, 2001, c.25, s.239(2).
- 1.14** **“Local Board”** means a municipal service board, public library board, planning board or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or specific Act with respect to any of the affairs or purposes of one or more municipalities excluding school boards.
- 1.15** **“Local newspaper”** means a newspaper or news outlet having general circulation in the Municipality, and may include the “on-line” version posted on the Internet.
- 1.16** **“Mayor”** means the “Head of Council” of the Council of The Corporation of the Township of Madawaska Valley.
- 1.17** **“Meeting”** means any meeting means any meeting duly convened at the proper time and place with adequate notice and includes meetings designated as “Regular”, “Special”, “Statutory Public(Planning Act)” ,“Committee”, “Committee of the whole”, or other meeting of Council or a local board that has the authority to and furthers the business of Council or a local board.
- 1.18** **“Member”** means a Member of Council, or of a committee or public representative, including the Mayor referenced as Head of Council.
- 1.19** **“Municipality”** means the Corporation of the Township of Madawaska Valley.
- 1.20** **“News Outlet” any media source including** newspaper, electronic board, print, online, website, radio
- 1.21** **“Point of Procedure” (previously referenced Point of Order)** means a question by a member with respect to any rules or practices.
- 1.22** **“Point of Privilege”** means a question affecting the rights or privileges of the Council collectively or the position and conduct of Members as elected representatives where the Chair is asked to immediately consider and take action to remedy a situation negatively affecting the rights or privileges of Council Members or of Council as a whole, despite other pending business currently before Council.
- 1.23** **“Presiding Officer”** means the Officer/Chairperson who presides at the Meetings of the Corporation of the Township of Madawaska Valley.
- 1.23.1 Council and Committee of the Whole the Mayor is the presiding Chair over the meeting.
- 1.23.2 Committee Chairs preside their Standing Committee meeting within the Committee of the Whole.
- 1.23.3 Means the person appointed by a majority of the members to preside over the meeting in the absence of the Mayor and the Acting Mayor
- 1.24** **“Procedural Motion”** means any motion concerning the manner or time of consideration of any matter before Council as opposed to the substance thereof, and includes without limitation
- 1.24.1 To extend the time of the meeting
- 1.24.2 To commit or refer (to a specific body)
- 1.24.3 To lay on the table (set aside temporarily)
- 1.24.4 To postpone to a certain time (defer)
- 1.24.5 To postpone indefinitely (decline to take a position)
- 1.24.6 To adjourn (end the meeting)
- 1.24.7 To move the question be put (end of debate) or
- 1.24.8 To suspend the Rules of Procedure.
- 1.25** **“Publish”** means posting on the Municipal website and posting in the Municipal Office. Publish may also include publishing in a daily or weekly newspaper that, in the opinion of the CAO/Clerk, has such circulation within the Municipality as to provide reasonable notice of those affected thereby, and includes broadcasting on a local radio station. “Publishing, published, publication and posting” have corresponding meanings.
- 1.26** **“Quorum”** subject to any other applicable statutory provisions, is:

1.26.1 in the case of the Council, a majority of Council

1.26.2 in the case of Committee of the Whole, a majority of the Members of Council.

- 1.27** “**Recorded Vote**” means the recording of the name and vote of every Member voting on any matter or question, as defined by the Municipal Act 2001, c.25, s.243(1).
- 1.28** “**Resolution**” means a formal determination made by the Council on the basis of a motion, duly placed before a regularly constituted Meeting of Council for debate and decision, and duly passed.
- 1.29** “**Recommendation**” means a decision of a Committee, or sub-committee thereof that is being forwarded to Council for consideration and approval.
- 1.30** “**Standing Committee**” comprised of all Council Members (referenced as Committee of the Whole) to receive and consider reports for recommendation to Council for final approval by resolution or By-law.
- 1.31** “**Volunteer Committees of Council**” are committees of Council, comprised of volunteer members who meet as per their terms of reference, to which a member of Council is also appointed and reports to the Standing Committee of Council and brings forward recommendations for approval by resolution or by law.
- 1.32** “**Volunteer Member**” means a member of the public that has volunteered to be a member of a Committee, does not receive compensation or remuneration, meets on a monthly (or determined timeline) basis within their volunteer committee with the appointed Council representative and makes recommendations to the Committee of the Whole by majority vote of the Volunteer Committee.

2. APPLICABILITY

- 2.1.1** **THAT** the rules and regulations contained in this By-law shall be observed in all proceedings of the Council of the Corporation of the Township of Madawaska Valley and, with necessary modifications, the Committees of Council and local boards as set out herein, and shall be the rules and regulations for the order and conduct of business therein.
- 2.1.2** **THAT** this By-Law shall apply to Council, and its Committees, including Volunteer, Advisory, Ad-Hoc and Standing Committees.
- 2.1.3** **THAT** this By-law does not apply to the following Committees or Boards:
a) Madawaska Valley Library Board
b) Boards/Committees not reporting directly to Council
c) Joint Municipal Physician Recruitment and Retention Committee

3. SCHEDULING/CALLING/NOTICE OF COUNCIL MEETINGS

3.1 First (Inaugural) Meeting

- 3.1.1** The First (Inaugural) Meeting of the new Council of the Municipality after a regular election shall be held within the first two weeks of December in the election year, however, under extenuating circumstances, no later than 31 days after its term commences. The Mayor-elect and the CAO/Clerk or Designate shall be responsible for the content of the Agenda and the arrangements for the Inaugural Proceeding.
- 3.1.2** As soon as is practicable following the Inaugural Meeting of Council, the Mayor shall assign each Councillor with the responsibility of fulfilling the role of Acting Mayor for one of the four years of the term of Council. The rotation of Acting Mayor will be changed yearly with consideration of the Council Member with most experience being appointed the first year of Council’s term.
- 3.1.3** Establishment and Appointment of Committees

In the first year of a new term, the Mayor shall, at its first Meeting, or as soon thereafter as is practical, appoint the members of the Standing and/or Ad Hoc Committees of Council. Should the Mayor, in consultation with Council, believe that there is a need to re-appoint members of the Standing Committees in subsequent years in the same term; these appointments shall be made so that the Standing Committees of Council are constituted and are able to hold Regular Meetings. The Standing and/or Ad Hoc Committees of Council shall be determined by the Mayor.

3.2 Council Meetings and Notice;

- 3.2.1 The Regular Meetings of Council shall be held in the Council Chambers of the Township of Madawaska Valley at 85 Bay Street Barry's Bay, or at such other place as may be designated by Council and;
- 3.2.2 The CAO/Clerk and/or his/her designate shall be in attendance at all Council Meetings (Standing, Regular, Special), and;
- 3.2.3 A municipal staff member shall be in attendance at the Standing Committee, Regular Council, Special Council and any other meeting as directed by the CAO/Clerk to record the minutes of said meeting without comment, and;
- 3.2.4 The schedule will be set annually and approved by Council, and;
- 3.2.5 Council Meetings shall be held on the first and third Tuesdays of every month except when Tuesday is a public or civic holiday in which case the Council shall meet at the same hour the following day, which is not a Public or civic holiday and;
- 3.2.6 The 2nd Monday of every month will be held in case of need for additional Council in Committee Meetings; in the event municipal business dictates the requirements for additional meetings in any month, such meetings shall be either Committee of the Whole or Special Meetings of Council in accordance with the provisions within this By-Law, and;
- 3.2.7 Council may, by resolution, alter the date, time, or location of a Committee Meeting provided that required notice of the change is published or broadcast in a manner approved by the CAO/Clerk or designate. Publishing means posting notice on the Municipal website, bulletin board and may also include advertising in a local newspaper as well as advising the volunteer members assigned to the Standing Committees.

3.3 Standing Committee:

- 3.3.1 The Committee of the Whole Meetings of Council will be held the first Tuesday of each month commencing at 10:00 a.m. convening no later than 4:00 p.m. unless by resolution.
- 3.3.2 Standing Committee structure and/or its composition/format can be revised by amending the Standing Committee By-law.
- 3.3.3 The Standing Committee Chairs, Volunteer Committees, Mayor and/or staff may request Council hold a Standing Committee Meeting as Committee of the Whole for a specific purpose such as

financial matters, special projects, budget review or setting, capital review, water/ wastewater rate setting.

3.3.4 If a Statutory Meeting or Planning Matter is required under the Planning Act, within the Standing Committee Meeting, it will commence at 3:00 p.m.

3.3.5 Recommendations arising from a Standing Committee Meeting shall be included for ratification at a Regular Council Meeting.

3.3.6 Managers who have Agenda items to present shall attend the Standing Committee and bring forward a staff report and correspondence.

3.4 Regular Council Meeting:

3.4.1 The Regular Council Meeting will be held the third Tuesday of each month commencing at 4:00 p.m. convening no later than 8:00 p.m. unless by resolution. If a Statutory Meeting or Planning Matter is required under the Planning Act, it will precede the Regular Council Meeting and commence at 3:00 p.m.

3.4.2 Notwithstanding Subsections 3.3.1 and 3.4.1 of this By-Law, Regular Council and committee meetings shall not meet during the month of July except at the call of the Mayor or Chairs of Standing Committees.

3.4.3 If a Council Member wishes a Manager to be present at a Council Meeting, the Member shall so notify the CAO/Clerk by 12:00 noon on the working day prior to the meeting.

3.5 Statutory Meeting:

3.5.1 A meeting of Council in respect to matters requiring a Statutory Public Meeting (Planning Act) shall be held at 3:00 p.m. the first Tuesday of the month and as required, the third Tuesday of the month except the month of July.

3.5.2 Requirements for public engagement and/or to introduce expertise on specific public or subject matter; it can be addressed and the public consulted by calling a Special Council meeting and Council can set the time and place.

3.5.3 Planning matters heard at a Public Meeting shall proceed through the normal process, that being the reintroduction of the item at the Council Meeting.

3.6 Special Council Meetings

3.6.1 Subject to the provisions of this By-Law, the Mayor, CAO/Clerk or the majority of the Members of Council may, at any time, call a Special Meeting.

3.6.2 Public notice of Special Meetings of Council, as determined, shall be by advertisement on the Municipal website, may be posted in the Municipal Office and may also include broadcast on a local radio station and, if time permits, in the local newspaper as determined by the CAO/Clerk and or designate.

- 3.6.3 In either case of 3.3.1 or 3.3.2 above, the Special Meeting shall be held no sooner than 24 hours following the Mayor's calling the meeting, as the case may be, and the Clerk shall provide public notice and provide the Members with written or verbal notice of the Special Meeting.
- 3.6.4 Notwithstanding the notice requirement set out above in the event of a bona fide emergency, the meeting may be held as soon as practicable and notice of Members may be given by telephone or personal contact as determined by the CAO/Clerk. The CAO/Clerk shall endeavor to provide public notice as much as possible in advance of the meeting.
- 3.6.5 Unless otherwise specified in the notice described above, a Special Meeting shall be held at 85 Bay Street Barry's Bay in the Council Chambers as per S.3.2.7.
- 3.6.6 The notice of a Special Meeting shall specify the purpose of the meeting and the only business that shall be dealt with at a Special Meeting is that which is listed in the notice of the meeting.

4. OPEN & CLOSED MEETINGS

4.1 Section 239/ subject matter:

- 4.1.1 Except as provided in Section 239 of the *Municipal Act, 2001, as amended* all meetings shall be open to the public.
- 4.1.2 A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the Council or Committee of Council is the head of an institution for the purposes of that Act.

4.2 Before holding a meeting or part of a meeting that is to be closed to the public, the Council, Committee of Council or committee shall state by resolution:

- 4.2.1 in the case of this By-Law, the fact of the holding of the closed meeting and the general nature of the matter(s) to be considered at the closed meeting, and that the meeting is to be closed under Subsection 239 (2) of the *Municipal Act, 2001, as amended*; or
- 4.2.2 in the case of this By-Law, the fact of the holding of the closed meeting, the general nature of its subject matter and that it is to be closed under Subsection 239(3.1) of the *Municipal Act, 2001, as amended*; or
- 4.2.3 in the case of a meeting under Subsection 4.3 of this By-Law, the fact of the holding of the closed meeting, the general nature of its subject matter and that it is to be closed under Subsection 239(3) of the *Municipal Act 2001, as amended*.

4.3 A meeting shall not be closed to the public during the taking of a vote except as follows:

- 4.3.1 when Subsection 4.1 above permits or requires a meeting to be closed to the public, and
- 4.3.2 the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under contract with the municipality or local board.

4.4 Meetings or sessions which are closed to the public may be referred to as "In Camera" meetings or sessions.

- 4.5 Standing Committee requiring Closed Session will hold a Closed Session after S.5.3(16) Unfinished Business.
- 4.6 For all Regular, Standing Committee or Special Council Meetings the Chair of the In Camera meeting shall be the Mayor or in the absence of the Mayor and the Acting Mayor, the Presiding Officer shall take the chair.
- 4.7 When Council or Committees rise from In Camera sessions, the Mayor shall report on the matters discussed.

5. PREPARATION OF AGENDA

- 5.1 Prior to each regular meeting of Council, the CAO/Clerk and/or designate shall oversee the preparation of an Agenda of all business to be brought before such meeting. No matter shall be placed on the Agenda of a Regular meeting unless it is authorized by the CAO/Clerk and/or designate and approved by the Mayor.
- 5.2 The Agenda and reports for Regular Council Meetings shall be distributed (as much as feasibly possible) to Members by 4 PM on the Friday before the meeting date and will be made available to media and the general public 48 hours before the scheduled meeting date with the exception of any In Camera Agendas or items. Reports and Agendas will be posted on the Municipal Website where feasible.
- 5.3 The Agenda and items forming the Agenda are available online for the public or media to view or print. Council members are provided electronic devices to access their package. A paper copy may be provided to council members who request it prior to the meeting with sufficient notice.
- 5.4 A paper copy of the Agenda is available in print at the meeting. Any requests to receive a paper copy of other materials other than the Agenda itself, will be subject to copying fees within the schedule of fees & charges By-law.

**5.5 Order of Business for Council Meetings
Council Agendas:**

- 1. Call to Order
- 2. National Anthem
- 3. Adoption of the Agenda
- 4. Declarations of Pecuniary Interest & the General nature thereof
- 5. Mayor's Address
- 6. Delegations and Presentations
- 7. Confirmation of the Minutes
- 8. Business Arising from Minutes
- 9. Municipal Reports
- 10. Standing Committees
- 11. Public Meeting & Planning Matters 3:00 p.m.
- 12. By-Laws
- 13. Correspondence: Action Items
- 14. Correspondence: Information
- 15. New Business
- 16. Unfinished Business
- 17. In Camera (as required)
- 18. Return to Open Session
- 19. Confirming By-Law
- 20. Adjournment

- 5.6 Council Agendas shall be generally formatted as per subject matters as listed in s.5.5 but will differ depending on whether it is a Standing Committee Meeting, Public Meeting or a Regular Council Meeting. Matters may form part of or be omitted from the prepared Agenda and the order of business may be changed without requiring amendment to this By-law.
- 5.7 The business of the Council shall be taken up in the order and as listed on the approved Agenda, unless changed as authorized by a motion of Council; such motion will require a majority of members of Council.
- 5.8 Agendas for Committees of Council shall be a combination of the above Agenda items and format.
- 5.9 Subject to the Notice By-Law, once Agendas are distributed to Members additions or deletions to the Agenda must be authorized by a motion of Council and such motion shall require a majority of members of Council.
- 5.10 No item will be considered at a Council Meeting unless the item has been discussed at a prior Standing or Committee Meeting or with the approval of the majority of Council members in attendance.

6. DELEGATIONS, PRESENTATIONS & SUPPORTING MATERIALS

- 6.1 Delegations have the option of presenting to the Standing Committee and/or at the Regular Council meeting. Delegations shall be limited to a maximum of fifteen (15) minutes of presentation time with an additional fifteen (15) minutes for Council questions and answers.
- 6.2 In consideration of time constraints, the number of Statutory Public Meetings, Presentations or Delegations shall be limited to a maximum of four at the discretion of the CAO/Clerk and review with the Mayor and/or Standing Committee Chairs.
- 6.3 Any group, or agent representing a group, desiring to address the Council shall notify the CAO/Clerk and/or designate in writing of such intention, shall have completed the Delegation Form attached as Schedule "A" and provide any reports or supporting documentation they wish to reference to be included in the Agenda Package and meet the timelines as per S. 6.7 or it will be recommended it form part of the next meeting.
- 6.4 Requests from delegations who have previously addressed the present Council on a topic, shall not be granted unless they can provide that they have new information to present to Council. Without new relevant information for consideration it will not be added to the Council Agenda as per notice and recommendation of the CAO/Clerk and Council approval.
- 6.5 Members of the public that constitute an audience to the Standing Committee, Public Meeting or Regular Council Meeting shall maintain order and decorum adhering to the procedural rules of this By-law as an observer.
- 6.6 Items including delegations or requests being considered by Council or within Standing Committee shall be supported by written documentation prepared by municipal staff or by documentation provided by the delegation requesting to address Council.
- 6.7 All written reports for inclusion on Council Agendas must be approved by the CAO/Clerk. Written reports shall be forwarded to the CAO/Clerk or designate for approval no later than 12 noon on the Wednesday prior to the Council Meeting for inclusion on the Agenda. Items received after 12 noon on the Wednesday prior to

the Council meetings will be referred to the next Council Meeting, as the case may be, unless the item is considered to be of an emergency nature, in which case the CAO/Clerk after consultation with the Mayor may, at his/her sole discretion, recommend to Council that the item be considered at that meeting. Such consideration of these items will be subject to subsection 5.7 above.

- 6.8 Any person wishing to speak to a matter on a Council Meeting Agenda may do so at that meeting without a formal request to be a delegation, subject to the approval of the majority of members of Council.
- 6.9 Delegations to Council are expressions of opinions, facts that may or may not have been corroborated but a right afforded to all ratepayers to advise Council of concerns. Decorum from Council, attendees, presenter and media shall be respected at all times; no ratepayer shall be treated disrespectfully for expressing opinions.

7. CALL TO ORDER AND QUORUM

- 7.1 As soon after the time fixed for the holding of the meeting, as a quorum is present, the meeting shall be called to order.
- 7.2 Where a quorum is not present 15 minutes after the time fixed for the holding of the meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next Regular Meeting or until re-scheduled.
- 7.3 Quorum of Standing Committee, Regular or Special Meetings is three (3) members for a Council of five (5) members.

8. DECLARATION OF DISCLOSURE OF PECUNIARY INTEREST

- 8.1 Where a Member, either on their own behalf or while acting for, by, with or through another, has any Pecuniary Interest, direct or indirect, in any matter and is present at a Regular, Special meeting of Council, or Committee at which the matter is the subject of consideration, the Member shall:
 - 8.1.1 Immediately declare the interest and the general nature thereof and leave the meeting or part of the meeting during which the matter is under consideration and remain absent from it any time during consideration of, or voting on the matter.
- 8.2 Where a Member has declared a Pecuniary Interest on an item appearing on an Agenda, said item shall be dealt with separately and shall not be the subject of any comprehensive motion.
- 8.3 No Member after declaring a Pecuniary Interest on any matter may move, second or vote on the Confirmatory By-Law; however the Member is not required to leave the meeting.
- 8.4 Where a Member is absent from a meeting, and where such Member realizes that there is an Agenda item for which the Member would have declared a Pecuniary Interest, the Member shall declare interest at the next Regular Council meeting following the Member becoming aware of the Pecuniary Interest.

9. STANDING COMMITTEES OF COUNCIL

- 9.1 The Standing Committees are hereby established by Council by By-law to deal with the business of the municipality in a monthly Council in Committee meeting referenced as Standing Committee. Schedule "B"-Standing Committee By-Law

identifies the relevant committees and this By-law shall be amended whenever there are changes to the composition, format or chair persons of these committees. Changes will require amending this By-law with a new Schedule "B".

- 9.2** The membership of the Standing Committees listed in Section 8.1 shall be all Members of Council.
- 9.3** Standing Committees shall meet as outlined in subsection 3.2.4 of this By-Law, at the call of the Chair or upon recommendation by the CAO/Clerk subject to the provisions of subsection 3.2.7 of the By-Law.
- 9.4** Notice of Standing Committee Meetings shall be posted on the municipal website at least one week prior to the date of the meeting, where possible and shall be posted in the Municipal Office.
- 9.5** Notice of Standing Committee Meetings may be advertised in a local newspaper at the discretion of the CAO/Clerk.
- 9.6** The Municipal Staff Member assigned to the Standing Committee shall be consulted for Agenda content a minimum of three business days prior to the date of the meeting as per S.6.7. Information packages shall be distributed to Members as per S. 5.2. Agendas shall be posted on the Municipal Website.
- 9.7** A member of municipal staff, as directed by the CAO, must be in attendance at every Standing Committee Meeting and shall record the minutes of said meetings without comment.
- 9.8** The Mayor is a sitting member of the Standing Committee of Council. The Mayor may participate fully in the meeting business and is counted as part of the quorum.

10. PRESIDING OFFICER

- 10.1** The Mayor, except where otherwise provided, shall preside at all meetings of Council.
- 10.2** With regards to Standing Committees and Local Board Meetings, the Chair of the Standing Committee shall be the Presiding Officer.
- 10.3** When the Mayor is absent, refuses to act, or the office is vacant, the Acting Mayor shall act in the place of the Head of Council, and if not available, the CAO/Clerk or Designate shall call the meeting to order and immediately call for a nomination for the Chair of the meeting. The remaining members will elect a Chair who will have all the rights, powers and authority of the Mayor.
- 10.4** For duties of the Presiding Officer, refer to Section 11.

11. DUTIES OF THE PRESIDING OFFICER

It shall be the duty of the Mayor or other Presiding Officer:

- 11.1** To open the meeting by taking the Chair and calling the Members to order.
- 11.2** To announce the business before Council, Standing Committee or Special Meetings in the order in which it is to be acted upon.
- 11.3** To receive and submit, in proper manner, all motions presented to the meeting.
- 11.4** To put to a vote all questions which are moved and seconded, or that necessarily arise in the course of the proceedings, and to announce the result.

- 11.5** To decline to put to a vote any motion which infringes upon the Rules of Procedure or the Municipal Act, 2001 (as amended).
- 11.6** To designate the Member who has the floor when two or more Members wish to speak at the same time.
- 11.7** To restrain the Members within the Rules of Order when engaged in debate.
- 11.8** To enforce, on all occasions, the observance of order and decorum among the Members.
- 11.9** To call by name any Member persisting in breach of the Rules of Order of the Council, Committees or Local Board thereby ordering the Member to leave the meeting.
- 11.10** To decide all questions of order at the meeting, subject to an appeal by any Member to Council on any question of order in respect to business before the Council.
- 11.11** To expel from a meeting anyone who engages in improper conduct or disrupts decorum.
- 11.12** To inform Council, Committees or Local Board, when necessary on a point of procedure or usage.
- 11.13** To represent and support Council, as the Chair, declaring its will and supporting its decisions in all things.
- 11.14** To establish with the support of staff that the decisions and recommendations (as appropriate) of Council, are in conformity with the laws and By-Laws governing the activities of the Municipal Corporation.
- 11.15** To order any individual or group in attendance at the meeting to cease and desist any behavior which disrupts the order and decorum of the meeting and to order any individual or group to leave the meeting where such behavior persists.
- 11.16** To adjourn the meeting without question in the case of grave disorder arising at the meeting.
- 11.17** To adjourn the meeting when the business is concluded.

12. CONDUCT OF MEMBERS OF COUNCIL, COMMITTEES AND LOCAL BOARDS

No Member shall:

- 12.1** Speak disrespectfully of the Reigning Sovereign, the Royal Family, the Governor-General, the Lieutenant Governor, any Member of the Senate, any Member of the House of Commons or any Member of the Legislative Assembly of the Province of Ontario.
- 12.2** Use indecent, offensive, or insulting words, profanity or unparliamentary language in or against the Council or against any Member, staff, guest or individual.
- 12.3** Disturb another Member, staff member, guest or individual by any disorderly conduct disconcerting to the Council.

- 12.4 Be allowed to address Council or Committees or speak in debate without permission of the Mayor or Presiding Officer who, may consult with Council or Committees regarding permission.
- 12.5 Resist the rules contained in the Procedural By-law of Council or disobey the decision of the Presiding Officer or of Council as a whole on questions of order or practice or upon the interpretation of the rules of Council.
- 12.6 Leave a meeting or their seat or make any noise or disturbance when the Mayor or Presiding Officer is reading a motion and shall remain in their seat while the vote is being taken and until the result of the vote is declared.
- 12.7 Leave a meeting without first advising of departure and obtaining the permission of the Mayor or Presiding Officer.
- 12.8 Be permitted to retake their seat after being ordered to leave a meeting, having committed a breach of any rule of Council, without making an apology to Council and having the consent of Council expressed by a majority vote of the other Members present, determined without debate.
- 12.9 Leave their seat at adjournment of any meeting until the Mayor or Presiding Officer declares a meeting adjourned.
- 12.10 Release or make public or in any way divulge any matters or information dealt with In Camera or any aspect of In Camera deliberations including the substance of deliberations and/or the positions of Members unless expressly authorized to do so by Council or as required by Legislation.
- 12.11 In all matters and under all circumstances, be guided by and comply with the *Municipal Conflict of Interest Act, 1990*.
- 12.12 Unless otherwise authorized by the Mayor or Presiding Officer, all Members and staff shall address Council or Committees through the Chair and only when recognized to do so.

13. CONDUCT OF GUESTS/DELEGATIONS

No Guest or Delegation shall:

- 13.1 Speak disrespectfully of the Reigning Sovereign, the Royal Family, the Governor-General, the Lieutenant Governor, any Member of the Senate, any Member of the House of Commons or any Member of the Legislative Assembly of the Province of Ontario.
- 13.2 Use indecent, offensive, or insulting words, profanity or unparliamentary language in or against the Council or against any Member, staff, guest or individual.
- 13.3 Disturb a Member, staff member, guest or individual by any disorderly conduct disconcerting to the Council.
- 13.4 Be allowed to address Council or Committees or speak in debate without permission of the Mayor or Presiding Officer who, may consult with Council or Committees regarding permission.
- 13.5 Resist the rules of Council or disobey the decision of the Presiding Officer or of Council or Committees on questions of order, practice or upon the interpretation of the rules of Council.

- 13.6** Be permitted to re-enter Council Chambers or meeting room after being ordered to leave a meeting, having committed a breach of any rule of the Council and without making an apology to Council or the Board/Committee, and having the consent of Council or Board/Committee expressed by the majority vote of the members present, determined without debate.
- 13.7** Unless authorized by the Mayor or Presiding Officer, all guests shall address Council and Committees through the Chair and only when recognized to do so.

14. MOTIONS, RULES OF DEBATE, VOTING ON MOTIONS

- 14.1** All motions must be moved and seconded before any discussion can take place and before the question can be put or a motion recorded in the minutes.
- 14.2** All motions shall be presented to Council in writing.
- 14.3** All formal motions shall be read by the Mayor or Presiding Officer. The Mayor or Presiding Officer may designate the reading of formal motions to the CAO/Clerk.

14.4 Motion to Amend

A Motion to Amend:

- 14.4.1 Must be moved and seconded.
- 14.4.2 Shall be open to debate.
- 14.4.3 Shall be relevant to the main motion.
- 14.4.4 May be made verbally and must be agreed to by the mover and seconder of the main motion, before it is voted.
- 14.4.5 The motion to amend shall be put to a vote in the reverse order to that in which they are moved.
- 14.4.6 Shall be decided or withdrawn before the main motion is put to the vote.
- 14.4.7 Shall not be further amended more than once, provided that further amendments may subsequently be made to the main motion.
- 14.4.8 Shall not be contrary to the main motion.
- 14.5** If the original mover and seconder of the motion do not agree with the amendments, they may, without further discussion withdraw their support for the original motion as amended and a new mover and seconder would be required to move the motion as amended. If the amendments are carried, then the original motion as amended would be put to the vote.
- 14.6** Once a motion is moved and seconded and read by the Mayor or Presiding Officer, it cannot be withdrawn without the consent of the mover and seconder. If the motion is withdrawn, it shall be entered into the minutes and noted as being "WITHDRAWN".
- 14.7** Immediately prior to voting on a motion, the Mayor or Presiding Officer shall state the question in the precise form it is to be recorded in the minutes, including any amendments to the question.

- 14.8** After a motion as amended is finally put, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result is declared.
- 14.9** A Member shall not speak more than once to the same question without the consent of the Mayor or Presiding Officer except:
- 14.9.1 In explanation of a material part of their speech which may have been interpreted incorrectly, or
- 14.9.2 With leave of the Mayor or Presiding Officer, after all other Members so desiring have spoken; or
- 14.9.3 To reply by leave of the Mayor or Presiding Officer to the Member who presented the motion to Council or Committee.
- 14.10** On an unrecorded vote, the manner of determining the decision on a motion shall be by show of hands. Any failure to vote by a Member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 14.11** No Member shall speak on any subject other than the subject under debate.
- 14.12** No member shall interrupt a Member who has the floor except to raise a point of procedure or point of privilege
- 14.13** At a meeting, no Member shall reflect upon, review, discuss, recount, or criticize any decision of Council or Committee except for the purpose of moving that the question be reconsidered.
- 14.14** Recorded Vote
- 14.14.1
- 14.14.1.1 Any Member, prior to or immediately subsequent to the taking of the vote, may require that the vote be recorded.
- 14.14.1.2 When a recorded vote is requested by a Member on any matter or question, the CAO/Clerk or Designate shall ask the question of each member starting with the member who requested the recorded vote then alphabetical from the name of the requester and the Mayor voting last.
- 14.14.1.3 When a vote is taken, and no dissent is declared, such vote is deemed to be unanimously in favor of the question approved.
- 14.14.1.4 If a vote is to be recorded as herein provided, the CAO/Clerk or Designate shall announce the decision, and it shall be recorded in the Minutes.
- 14.14.2 If a Member is at a meeting of Council, where an item is put to a vote and a recorded vote is taken, and the member does not vote, they will be deemed to have voted in the negative.
- 14.14.3 The CAO/Clerk or Designate shall announce the results of the recorded vote immediately upon completion.
- 14.15** The Mayor or Presiding Officer may vote on all questions in Council or Committee over which they are presiding.

14.16 Except where expressly provided in Statute, any question on which there is a tie vote shall be deemed to be lost.

14.17 No vote shall be taken by ballot or by any other method of secret voting, except as provided in legislation.

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

14.19 Motion Under Debate

When a question is under debate, no motion shall be received except for the following purposes and according to the listed priorities, namely:

14.19.1 To extend the hour of automatic adjournment

14.19.2 To recess

14.19.3 To adjourn

14.19.4 To defer the motion under consideration to a definite date

14.19.5 To defer the motion under consideration indefinitely

14.19.6 To refer the motion under consideration to staff for a report

14.19.7 To amend the motion under consideration

14.20 A motion containing distinct proposals may be divided if approved by a majority of Council or Committee members.

14.21 Motion to Reconsider

14.21.1 Council shall not reconsider a substantive motion or By-Law until a Motion to Reconsider has been approved by Council within twelve(12)months with the exception of the Procedural By-law or subject matter allowable under the Municipal Act

14.21.2 A motion to reconsider may only be moved by a Member on the prevailing side.

14.21.3 After a substantive motion or By-Law has been decided, it shall be in order for any Member to move for reconsideration and such motion requires a seconder. If carried, the matter shall be reconsidered at the next regular meeting of Council or a Special Meeting of Council after the motion to reconsider was approved by Council.

14.21.4 A motion for reconsideration shall not be in order if Council is made aware that the motion or By-law has been implemented resulting in legally binding commitments as of the date the motion to reconsider is moved.

14.21.5 Debate on a motion to reconsider shall be limited and confined to discussion that new information has come forward, errors in documentation were presented, incorrect statements were made during the original debate, or other brief and concise statements outlining the reasons for reconsideration. Debate on the original motion or By-Law

proposed for reconsideration shall be prohibited until the motion to reconsider has been disposed of.

- 14.21.6 If a motion to reconsider is disposed of in the affirmative, it shall not be in order to reconsider the original motion or By-Law until the next regular meeting of Council or a Special Meeting of Council if so directed by Council by a two-thirds majority vote.
- 14.21.7 A motion to reconsider shall not be reconsidered.
- 14.21.8 Once a substantive motion or By-Law is reopened, it is reopened in its entirety unless the motion to reconsider specifies otherwise. The original motion or By-Law being reconsidered shall be subject to the rules of debate and amendment outlined herein.
- 14.21.9 After a substantive motion or By-Law has been reconsidered and decided, either in the negative or positive, it may not be further reconsidered within a twelve (12) month period following the meeting at which the motion or By-Law is reconsidered.

14.22 Adoption in a Single Motion

One or more report items on a Council or Committee Agenda including Section 5.3 (14) Correspondence Information may be adopted by use of a single motion. If a Member present at the meeting requests that an item be discussed or brought back or if a Member declares an interest pursuant to the provisions of *The Municipal Conflict of Interest Act*, then that item shall be withdrawn from the single motion and dealt with separately on the Agenda.

14.23 Notice of Motion

Notices of Motion shall be submitted in writing and delivered to the CAO/Clerk before 12 Noon on the day of the Council Meeting. The CAO/Clerk shall read the Notice into the record and no seconder is required. The Notice is not debatable at that time. The issue/subject matter of the Notice of Motion shall be dealt with at the next regularly scheduled Council meeting.

15. POINTS OF PROCEDURE AND PRIVILEGE

15.1 The Mayor or Presiding Officer shall preserve order and decide questions of order, and may consult with the CAO/Clerk on rules of order.

15.2 Point of Procedure

15.2.1 A Member may interrupt the person who has the floor to raise a point of Procedure when such Member feels that there has been:

15.2.1.1 A deviation from or a breach of the Rules of Procedure or the Municipal Act, 2001, as amended; or

15.2.1.2 A deviation from the matter under consideration and the current discussion is not within the scope of the proposed motion.

15.2.2 Upon hearing such a point of procedure the Chair shall decide and state the point of procedure.

15.2.3 Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to Council.

15.2.4 If no Member appeals, the decision of the Chair shall be final.

15.3 Point of Privilege

Point of privilege can be called when a member deems the integrity of the Council may be negatively affected by the conduct of a member or members.

15.4 Any Member may appeal to Council or Standing Committee on a decision of the Mayor or Presiding Officer on a point of procedure.

15.5 The Council or Committee, if appealed to, shall decide the question without debate and its decisions shall be final. The question so interrupted shall be resumed at the point where it was suspended.

16. BY-LAWS

16.1 All By-Laws shall be given first, second and third reading in a single consolidated motion, unless a Member wishes to discuss the contents of a specific By-Law, in which case the subject By-Law shall be removed from the consolidated motion and shall be dealt with separately. Only the title of the By-Law shall be read, and a By-Law shall not be enacted until it has received three readings.

16.2 In the event a Member wishes to discuss a By-Law, the first and second reading of a By-Law shall be decided without amendment or debate.

16.3 During Statutory Meetings under the Planning Act, the First and Second reading of a By-Law may be recommended without amendment or debate and Third Reading brought forward after mandatory legislative timelines and/or notification of such By-law have been adhered to.

16.4 Any proposed By-Law may be referred to a Standing Committee, Municipal Manager or other officer of the Corporation, or a solicitor for review and comment.

16.5 Council shall employ a Confirmatory By-Law immediately prior to adjournment for the purpose of validating decisions made in a resolution or direction given at the same meeting and which are not set out in another By-Law. The Confirmatory By-Law shall be read three times at the meeting for which it is being employed.

16.6 The CAO/Clerk shall include on all By-Laws enacted by Council the date(s) of its readings.

16.7 Upon passage, By-Laws shall be signed by the Mayor or Presiding Officer and the CAO/Clerk and embossed with the seal of the Corporation.

17. ADJOURNMENT

17.1 CURFEW

No item of business may be dealt with at any meeting after 4 hours of deliberations without the unanimous approval of those present except for Standing Committees as per Section 3.3.1 of this By-law.

18. DUTIES AND RESPONSIBILITIES OF COUNCIL POSITIONS

18.1 ROLE OF THE HEAD OF COUNCIL:

18.1.1 It is the role of the Head of Council Referred to as Mayor:

- 18.1.1.1 Acts as Chief Executive Officer of the Municipality;
- 18.1.1.2 Preside over Council meetings so that its business can be carried out efficiently and effectively;
- 18.1.1.3 Provide leadership to the Council;
- 18.1.1.4 To represent the municipality at official functions, and;
- 18.1.1.5 To carry out the duties of the Head of Council under this or any other Act.

18.2 ROLE OF HEAD OF COUNCIL AS CHIEF EXECUTIVE OFFICER:

- 18.2.1 As Chief Executive Officer of a municipality, the Head of Council shall:
 - 18.2.1.1 Uphold and promote the purposes of the municipality;
 - 18.2.1.2 Promote public involvement in the municipality's activities;
 - 18.2.1.3 Act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and,
 - 18.2.1.4 Participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

18.3 ROLE OF THE ACTING MAYOR:

- 18.3.1 The duties of the Acting Mayor at the Mayor's request, shall be to represent the Mayor at any function, event or municipal activity during the absence of the Mayor.
- 18.3.2 The Acting Mayor shall chair Council meetings and Standing Committee meetings in the absence of the Mayor under the provisions of the Municipal Act, 2001 Section 242.
- 18.3.3 The Acting Mayor appointed by By-law when acting as Mayor shall exercise all the rights, powers and authority of the mayor.
- 18.3.4 The Acting Mayor shall not receive adjust compensation during the time the Member serves as Mayor unless under extenuating circumstances or extended length of absence from the Mayor which would be approved by Council by resolution.
- 18.3.5 The Acting Mayor does not assume the full duties of the Mayor in that he/she does not assume signing authority.

19. MINUTES

The CAO/Clerk or designate as recording secretary shall record minutes of all Council Meetings and shall record:

- 19.1 The place, date and time of the meeting.
- 19.2 The names of the Presiding Officer and of Members, parties to Statutory Public Meetings, Delegations, Presentations/Award Recipients and staff and shall indicate if the media and/or "interested public" and/or "interested staff" are in attendance. In

the event of a large attendance, it is permissible to note and attach the sign in sheet in the Minute book.

- 19.3 The correction, if any, and adoption of the Minutes of prior meetings.
- 19.4 All motions, resolutions, decisions and other statutory proceedings of the Council meetings without note or comment.
- 19.5 Notes of Committee meetings shall be recorded by the member of staff designated by the CAO/Clerk.
- 19.6 Be responsible for audio recordings of all meetings except closed meetings and ensure they are posted accordingly.

20. COMMITTEES

- 20.1 This By-Law shall apply to Council, Standing Committees (as listed in Section 8 of this By-Law) and all other Committee Meetings of Council.
- 20.2 The purpose of Standing Committees of Council, Ad Hoc Committees, and of Local Boards shall be determined from time to time by Council as established by Terms of Reference.
- 20.3 Meetings of Council, Special Council Meetings, Standing Committees, Ad hoc Committee, Volunteer Committees or Local Boards shall be open to the Public and held at the location and time as specified in subsection 3.2.4 of this By-Law.

21. GENERAL

- 21.1 Following a regular election or by-election the CAO/Clerk shall provide each Member with a copy of this By-Law including any amendments thereto.
- 21.2 Federal, Provincial and Municipal Election campaign materials such as signs, buttons, brochures, etc. are not allowed in any location where Council or Committee meetings are held.
- 21.3 No persons shall wear head coverings in Council Chambers during meetings unless required so to do by duty, religious or medical requirements.
- 21.4 Appropriate dress is required in Council Chambers during meetings.


22. EFFECTIVE DATE

- 22.1 By-Law Number 2015-20 is hereby repealed.
- 22.2 The composition and members of the standing committee be appointed by By-law, as amended from time to time.
- 22.3 The Acting Mayor be appointed by By-law, as amended from time to time.
- 22.4 The Alternate for Emergency Management be appointed by By-law, as amended from time to time.
- 22.5 Where any By-law passed prior to this By-law conflicts with provisions of this By-law, the terms of this By-law shall prevail.

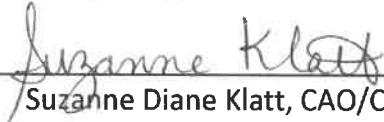
READ A FIRST AND SECOND TIME THIS 20th DAY OF December, 2018

READ A THIRD TIME AND PASSED THIS 20th DAY OF December, 2018





Kim Love, Mayor



Suzanne Diane Klatt, CAO/Clerk



DELEGATION REQUEST FORM

Schedule "A" Procedural By-law 2018-117 S.10

TO BE A DELEGATION AT A REGULAR COUNCIL OR COMMITTEE MEETING you must complete this form, in its entirety and submit it to the Deputy Clerk. Council Agendas are finalized the Wednesday prior to the meetings. The CAO/Clerk reserves the right to designate the request to the appropriate meeting upon review of the completed form.

APPLICANT INFORMATION:

FIRST NAME : _____ LAST NAME: _____

TITLE/ORGANIZATION (if applicable) _____

SPOKESPERSON(S): _____

NUMBER OF PEOPLE EXPECTED TO BE IN ATTENDANCE: _____

MAILING ADDRESS: _____

TELEPHONE NO.: _____ E-MAIL: _____

Has this subject matter been brought to council previously: yes no

Please describe the topic or subject matter you wish to address:

If you are seeking a specific action or decision please explain:

Is this a time sensitive issue yes no

Do you have supporting documentation yes no

If yes: Please ensure documentation is attached or has been forwarded to gdombroski@madawaskavalley.ca with the application. Please provide a copy of materials used in your presentation, if any, to the Clerk or Deputy Clerk. Materials provided prior to the meeting will be circulated to Council/Committee for their review before the meeting. Please be advised all materials including your name form part of the Public Record.

Do you require access to audio/visual equipment yes no

Signature: _____ Date: _____



DELEGATION REQUEST FORM

Schedule "A" Procedural By-law 2018-117 S.10

Delegation Procedures

- **Council in Committee meetings are held the 1st Tuesday** of each month. The sessions begin at 10:00a.m. and the agenda items must be submitted the previous Wednesday with Friday circulation. Delegations are among the first items on the agenda, therefore delegations should arrive for the beginning of the meeting unless advised differently.
- **Regular Council meetings are held the 3rd Tuesday** of each month and begin at 4 pm in the Council Chambers. Delegations are among the first items on the agenda, so arrive at the beginning of the meeting unless advised differently. Please note on the Delegation Request Form if you will need to use audio/visual equipment.
- Your meeting date and presentation time will be confirmed by the Deputy Clerk prior to the preparation of the agenda.
- Delegations are called forward to speak to Council, and are asked to state their name at the start of their presentation. All meetings are recorded and documentation form part of the public meeting agenda.
- After the presentation, the Mayor and/or Councillors may ask questions.
- Once you have finished your presentation, you may resume your seat or leave in a quiet, orderly manner that does not interrupt the proceedings.

Contact Information

Tel 613-756-2747 ext. 212 Deputy Clerk
Fax 613-756-0553

Email gdombroski@madawaskavalley.ca

Location and Mailing Address

Madawaska Valley Township
PO Box 1000
85 Bay Street
Barry's Bay ON K0J 1B0

Business Hours: 8:00 am to 4:00 pm, Monday to Friday (excluding statutory holidays)

THE CORPORATION OF THE TOWNSHIP OF MADAWASKA VALLEY

BY-LAW NUMBER 2018-118

Being a By-Law to appoint the Standing Committees for 2018 or until their successor(s) is/are appointed.

WHEREAS the *Municipal Act* S.O. 2001, as amended, Chapter 25, Section 8 (1) provides the powers to a municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

AND WHEREAS the *Municipal Act* S.O. 2001, as amended, Chapter 25, Section 9, provides that a municipality has the capacity, right, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS Council deems it expedient and necessary to appoint committees by By-Law to effectively and efficiently conduct and carry out municipal business.

AND WHEREAS related acts authorize the appointment of committees.

NOW THEREFORE the Council of the Corporation of the Township of Madawaska Valley hereby enacts as follows:

THAT the Committee of the Whole is chaired by the Mayor;

AND THAT the following Standing Committees for the ensuing year, or until their successors are appointed, will be chaired by the Chairperson as indicated in underlined bold as follows;

AND THAT in the absence of the Chairperson of the respective Standing Committees; the Mayor and or designate will chair the meeting.

1. **STANDING COMMITTEES:**

COMMITTEE OF ADJUSTMENT: Kim Love, Carl Bromwich, Ernie Peplinski, David Shulist, Mark Willmer

FINANCE and ADMINISTRATION: Kim Love, Carl Bromwich, Ernie Peplinski, David Shulist, Mark Willmer

FIRE, PROTECTION & EMERGENCY MANAGEMENT: Ernie Peplinski, Kim Love, Carl Bromwich, David Shulist, Mark Willmer

OPERATIONS-WASTE MANAGEMENT and ROADS: Carl Bromwich, Kim Love, Ernie Peplinski, Dave Shulist, Mark Willmer

OPERATIONS-WATER/WASTEWATER and FACILITIES: David Shulist, Kim Love, Carl Bromwich, Ernie Peplinski, Mark Willmer

RECREATION and COMMUNITY DEVELOPMENT (includes ECONOMIC DEVELOPMENT and HERITAGE & CULTURE): Mark Willmer, Kim Love, Carl Bromwich, Ernie Peplinski, David Shulist

2. **COUNCIL REPRESENTATIVES**

That the following individuals will serve as Council Representatives on the following Boards, Committees of Council and Joint Committees for the ensuing year, or until their successors are appointed:

JOINT MUNICIPAL PHYSICIAN RECRUITMENT AND RETENTION COMMITTEE: Kim Love

COMMUNITIES IN BLOOM COMMITTEE: Carl Bromwich

LAKESHORE TENNIS COMMITTEE: Carl Bromwich

ZURAKOWSKI PARK COMMITTEE: Carl Bromwich

COMBERMERE AND AREA RECREATION COMMITTEE: Ernie Peplinski

COMMUNITY POLICING ADVISORY COMMITTEE (CPAC): Ernie Peplinski

BARRY'S BAY RAILWAY STATION AD-HOC COMMITTEE: David Shulist

MISSION HOUSE MUSEUM COMMITTEE: David Shulist

TWINNING COMMITTEE: David Shulist

BARRY'S BAY BUSINESS IMPROVEMENT ASSOCIATION (BIA): Mark Willmer

MADAWASKA VALLEY PUBLIC LIBRARY BOARD: Mark Willmer

3. **THAT** all prior By-Laws dealing with Standing Committees / Committee-of-the-Whole are hereby rescinded.
4. **THAT** this By-Law shall be deemed to have come into force and effect as of the date of passing.

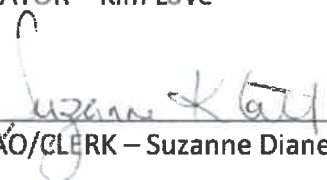
READ A FIRST AND SECOND TIME THIS 20th DAY OF December, 2018.

READ A THIRD TIME AND FINALLY PASSED THIS 20th DAY OF December, 2018.





MAYOR – Kim Love



CAO/CLERK – Suzanne Diane Klatt