The Corporation of the Township of Asphodel-Norwood Rules of Procedure

The Township's Procedural By-law

By-law No. 2025-53

Adopted: December 9, 2025

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THE CORPORATION OF THE
TOWNSHIP OF ASPHODEL-NORWOOD

BY-LAW NUMBER 2025-53

Procedural By-law

Being a By-Law to govern the proceedings of the Council of the Corporation of the Township of Asphodel-Norwood

WHEREAS the *Municipal Act, 2001*, as amended, states every municipality and local board shall pass a procedure By-law for governing the calling, place, and proceedings of meetings;

AND WHEREAS The Council of the Corporation of the Township of Asphodel-Norwood deems it expedient to establish rules & procedures to facilitate the efficient and effective transactions of business, and to protect the rights and privileges of its members;

NOW THEREFORE the Council of the Corporation of the Township of Asphodel-Norwood hereby enacts as follows:

Article 1 - DEFINITIONS

Abstention - the act of refraining from voting either for or against a proposed motion;

Act - the *Municipal Act, 2001*;

Amend - to modify or vary the terms of a main motion without materially changing its purpose;

CAO - the Chief Administrative Officer of the Corporation of the Township of Asphodel-Norwood designated through By-law;

Chair or Chairperson - the presiding officer at the meeting;

Clerk - the Clerk of the Corporation of the Township of Asphodel-Norwood;

Closed Meeting or Session - a meeting or portion thereof, closed to the public as permitted by Section 239 of the *Municipal Act, 2001*;

Committee - any advisory or other committee, subcommittee or entity that is appointed by the Council of the Corporation of the Township of Asphodel-Norwood through By-law;

Corporation – the Corporation of the Township of Asphodel-Norwood;

Council - the elected or appointed members of Council of the Corporation of the Township of Asphodel-Norwood;

Debate - regulated discussion presenting reasons for or against a motion, allowing for the expression of differing opinions;

Delegation - A person or group seeking to verbally present information or make a request to Council or an advisory committee/local board; also known as a deputation;

Electronic Means - includes any device, software, or technology that in the opinion of the Clerk, reasonably enables a person to hear the proceedings of a meeting and to be heard during the proceedings of a meeting;

Electronic Meeting - a meeting held by means of telecommunication instruments including but not limited to telephones, computers, and video conferencing;

Electronic Participation - participation by a member who is not physically present but joins the meeting via electronic means, such as telephone, video conference, audio, or

audio-visual conferencing. This member counts towards quorum and can vote, provided that all participants can hear and be heard by one another;

Head of Council - the Mayor of the Corporation of the Township of Asphodel-Norwood;

Inaugural Meeting - the first meeting of Council after a regular election;

Local Board - body or local authority established through By-law that exercises authority through an approved terms of reference and is composed of citizens and members of Council appointed by Council;

Majority - more than fifty percent of the votes cast by the members present at a meeting;

Meeting - means any regular, public, 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;

Member - a member of the Council of the Township of Asphodel-Norwood or any member of a Committee or Local Board;

Motion - a proposal by a member to adopt, amend, or otherwise deal with a matter at a meeting;

Notice of Motion - a written motion submitted to the Clerk by a member, requesting that the motion be added to a future Council agenda for consideration;

Pecuniary Interest - a direct or indirect pecuniary interest of a member of Council within the meaning of the *Municipal Conflict of Interest Act*;

Presentation - a person or group (including an address from a consultant on behalf of the Township) who provides information to Council;

Presiding Officer – the individual responsible for overseeing and managing the proceedings of the meeting or assembly;

Point of Order - a motion raised by a member drawing attention to an infraction of this By-law;

Point of Privilege - a concern about the honour, dignity, character, rights of professionalism of the Mayor, members of Council, or members of staff;

Quorum - a majority of the members of a municipal council is necessary to form a quorum (*Municipal Act, 2001* S.237(1));

Recorded vote - a written record of the name and vote of each member who votes on a motion;

Resolution - the decision of Council on any motion confirmed by By-law.

Article 2 – GENERAL PROVISIONS

Application of Procedural Rules

2.1 The rules and regulations contained in this Procedural By-law shall be observed in all proceedings of Council and Committees of Council; and shall be the rules and regulations for the order and dispatch of business in Council, Committees of Council, and Local Board meetings.

Procedure for Unaddressed Matters

2.2 In any matter of procedure for which provision is not made in this By-law, the procedure to be followed as a rule for guidance shall be, as near as may be

applied, the procedure followed in Robert's Rules of Order. In such cases, the decision of the Clerk shall be final.

Public Access

2.3 All Council and Committee meetings shall be open to the public except those meetings or parts thereof that are dealing with a subject matter listed in the *Municipal Act, 2001* that are permitted to be discussed in closed session. Before holding a meeting or part of a meeting that is to be closed to the public, Council shall, by resolution, state the fact that the meeting is closed and the general nature of the matter to be considered at the closed meeting.

Interpretation of Terms

2.4 In this By-law, singular terms include the plural and vice versa. References to gender are intended to be gender-neutral. The use of present tense also includes the future tense.

Adherence to Conflict of Interest Legislation

2.5 In all matters and under all circumstances the members shall be guided by and shall have regard for the *Municipal Conflict of Interest Act, R.S.O. 1990.*

Minor Errors

2.6 The Clerk is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantical, or descriptive nature to this By-law, any motion, resolution, and/or minutes as deemed necessary to ensure the accurate and complete implementation of the actions of Council.

Article 3 – DUTIES

Duties of the Mayor

3.1 It is the duty of the Mayor to:
- (a) Carry out the responsibilities described in the *Municipal Act, 2001*;
- (b) Represent and support the Council and its decisions in all matters;
- (c) Respect the Rules of Procedure;
- (d) Authenticate, by signature, all By-laws, and minutes of Council; and
- (e) Act as the Chair for Meetings of Council.

Duties of Councillors

3.2 It is the duty of each Councillor to:
- (a) Carry out the responsibilities described in the *Municipal Act, 2001*;
- (b) Deliberate on the business submitted to Council;
- (c) Vote when a Motion is put to a vote; and
- (d) Respect the Rules of Procedure.

Additionally, members of Council shall make every effort to come prepared for Council meetings by thoroughly reviewing all materials provided, including agendas and reports, to facilitate effective discussion and decision-making; and where possible, seek clarification from administration staff on any material provided prior to the meeting to ensure informed participation.

Duties of the Head of Council

3.3 It shall be the duty of the Head of Council or other Presiding Officer to:

- a) Ensure that a quorum is established and maintained throughout the course of the meeting;
- b) Open the meeting of Council by taking the Chair and calling the members to order;

c) Remind Council of the *Municipal Conflict of Interest Act* legislation requiring a member to make a declaration of pecuniary interest and to refrain from participating in and/or voting on subject matter;
d) Announce the business before the Council in the order in which it is to be acted upon;
e) Inform any public present at the meeting regarding the provisions with respect to Delegations and Presentations and other rules of conduct in connection with the operation of the meeting;
f) Receive and submit in the proper manner all motions presented by members of Council;
g) Put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of the proceedings and to announce the result, except in the case of a recorded vote when the Clerk will announce the result;
h) Decline to put to vote motions which infringe upon the rules of procedure;
i) Restrain the members within the rules of order when engaged in debate;
j) Enforce on all occasions, the observance of respect, order and decorum among the members; decide questions of order (subject to an appeal to council by any member) and, without unnecessary comment, cite the rule or authority applicable to the case if called upon to do so;
k) Call by name any member persisting in breach of the rules or order of the Council thereby ordering him/her to vacate the Council Chambers;
l) Receive all messages and other communications addressed to Council and announce them to the Council, provided that no message or communication shall be received unless it is signed by the author and the author's address is disclosed;
m) Authenticate, by signature when necessary, all By-laws, resolutions and minutes of the Council;
n) Inform the Council when necessary or when referred to for the purpose, on a point of usage;
o) Represent and support the Council declaring its will, and implicitly obeying its decisions in all things;
p) Ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of the Council;
q) Call for adjournment of the meeting when the business is concluded;
r) Adjourn the meeting without questions being put in the case of grave disorder arising in the Council Chamber.

3.3.1 The Head of Council or other Presiding Officer may expel any person for improper conduct at a meeting. (*Municipal Act, 2001* S.241(2))

3.3.2 The Presiding Officer may take part in any debate without leaving the Chair. If the Presiding Officer desires to introduce a motion or By-law, they shall leave the Chair for that purpose and shall call on another member of Council to fill their place until they resume the Chair. Said member called to take the Chair shall accept the Chair unless said member has a bona fide reason for declining.

Duties of the Clerk

3.4 It is the duty of the Clerk to:

a) Fulfill the responsibilities outlined in the *Municipal Act, 2001*;
b) Prepare and distribute all agenda items for meetings in accordance with this By-law and relevant legislation;
c) Attend all Council meetings and other municipal business meetings where a quorum of Council is present. This duty may be delegated to a designated representative.

Article 4 – COUNCIL MEETINGS

Notice and Agenda Distribution

4.1 The Clerk shall be responsible for forwarding all notices and agendas for Council meetings.

Location and Schedule of Meetings

4.2 Meetings of Council shall be held in the upper level of the Town Hall located at 2357 County Road 45 in Norwood, ON. From time to time, meetings may also be held at other municipally owned facilities or online as necessary.

Regular meetings of Council shall occur on the 2nd and 4th Tuesday of each month at 1:00 p.m., except for July, August, October, and December.

- **July, August, and October**: One (1) meeting will be held on the 4th Tuesday of the month.
- **December**: One (1) meeting will be held on the 2nd Tuesday of the month.

The Clerk shall, by November 30th of each calendar year, submit a schedule of the upcoming meetings for each calendar year for consideration and adoption by Council.

The approved annual meeting schedule shall be posted on the Township website and on the Community board outside the Municipal Office.

Recording and Availability

4.3 Open meetings of Council will be recorded and made available for viewing on the Township of Asphodel-Norwood YouTube channel. Every effort will be made to ensure recordings are available; however, this is subject to the functionality of the technology used.

4.3.1 Transcripts of the recordings will not be provided. The approved written minutes serve as the official record of all meetings.

Inaugural Meeting

4.4 The Inaugural Meeting of Council shall be held on the second Tuesday following November 14th at a time and location determined by the Clerk.

Rescheduling Due to Holidays

4.5 If a regular meeting of the Council falls on a public or civic holiday, the meeting shall be rescheduled to the same hour on the following day that is not a public or civic holiday, unless an alternative date is determined by resolution of Council.

Presiding Officer

4.6 The Head of Council shall preside at all meetings of Council. (*Municipal Act, 2001*, S.241(1))

Absence of Head of Council

4.7 In the absence of the Head of Council, the Acting Head of Council (Deputy Mayor) shall be the Presiding Officer. (*Municipal Act, 2001*, S. 242) (Refer to Article 9.5: Absence of Presiding Officer for additional details.)

Notification of Absence

4.8 If a Council member is unable to attend a meeting, they must notify the Clerk as soon as practicable, and no later than prior to the commencement of the meeting.

Cancellation of Meetings

4.9 In exceptional circumstances (e.g., emergency situations, unsafe weather, or anticipated lack of quorum), the Head of Council or the Acting Head of Council may cancel a scheduled meeting. They shall seek input from the members on an alternative date/time if needed. The Clerk shall notify Council members and relevant parties of the cancellation as soon as possible and post notice on the Township's website, social media accounts, and on the Council Chambers door.

Public Conduct

4.10 Members of the public attending a meeting must respect Council decorum. They shall not display signs or placards, or engage in disrespectful behavior, offensive language, public outbursts, shouting, or any actions that disrupt the debate, discussion, or general proceedings of the Council. See Article 20 – CONDUCT.

Article 5 – SPECIAL MEETINGS

Summoning Special Meetings

5.1 The Head of Council may call a special meeting of Council at any time. Additionally, upon receipt of a petition of the majority of the members of Council, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition. (*Municipal Act, 2001* S. 240)

Notice of Special Meetings

5.2 Notice of all special meetings of Council shall be provided to members either verbally, via email, or in writing through the Clerk's Office, at least 48 hours prior to the scheduled start time of the meeting.

Public notice of special meetings shall be posted on the Community board outside the Municipal Office, on the Township's website, and/or through other available media and communication resources as deemed necessary by the Clerk, at least 24 hours in advance. The public notice shall include the time, location, and a description of the nature of the business to be discussed at the meeting.

Nature of Business

5.3 No other business shall be considered at the special meeting except for the matters stated in the notice.

Article 6 – EMERGENCY MEETINGS

Calling Emergency Meetings

6.1 Notwithstanding any other provision of this By-law, an Emergency Meeting of Council may be called by the Head of Council without written notice to address an emergency or extraordinary situation. An attempt must be made by the Clerk to notify members as soon as possible using the most expedient method available.

Nature of Business

6.2 The only business that may be considered at an Emergency Meeting is that which directly pertains to the emergency or extraordinary situation.

Validity of Emergency Meetings

6.3 The lack of receipt of notice or agenda by any member shall not affect the validity of the Emergency Meeting or any actions taken during the meeting.

Article 7 – NOTICE OF MEETINGS

Notice Requirements for Regular Meetings

7.1 Notwithstanding any other provision of this By-law, the agenda for regular Council meetings shall be considered as adequate notice.

Article 8 – CLOSED MEETINGS

Openness of Meetings

8.1 Except as provided in this section, all Council and Committee meetings shall be open to the public. (*Municipal Act, 2001* S. 239(1))

Criteria for Closed Sessions

8.2 Meetings or portion thereof, may be held in Closed Session only in accordance with the *Municipal Act, 2001*. In accordance with Section 239 (2), the only matters to be considered in Closed Session are as follows:

a) Security of the property of the Township or local board;
b) Personal matters about an identifiable individual, including municipal or local board employees;
c) 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 subject to solicitor-client privilege, including communications necessary for that purpose;
g) Matters that may be held in closed meetings under another Act;
h) Information supplied in confidence by Canada, a province or territory, or a Crown agency;
i) Trade secrets or confidential information that could prejudice the competitive position or interfere with negotiations;
j) Trade secrets or confidential information belonging to the municipality or local board with monetary value;
k) Positions, plans, procedures, or criteria for negotiations carried on by or on behalf of the municipality or local board.

Additional Criteria for Closed Session Meetings

8.3 Meetings or portions of meetings shall be closed to the public if the subject matter involves:

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; or
b) An ongoing investigation respecting the 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 this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched.9, s. 22

Education and Training Sessions (*Municipal Act, 2001* S. 239 (3))

8.4 A meeting may be closed to the public if:

a) The meeting is for the purpose of education or training of members; and
b) No member discusses or deals with matters that materially advance the business or decision-making of the council, local board, or committee.

Resolutions

8.5 a) **Motion to enter Closed Session**
Prior to moving into a Closed Session Meeting, Council, local board, or committee shall pass a motion in open session stating the:

- Fact of the holding of the closed meeting and the time of starting; and
- General nature of the matter to be considered as specified in the *Municipal Act, 2001* as outlined in Section 7.2.

b) **Voting in Closed Session**
No vote shall be taken during a meeting or part of a meeting that is closed to the public, except to give direction to administration or on motions of a procedural nature. (*Municipal Act, 2001* S. 239(6))

c) **Motion to Rise**
A Motion to rise from Closed Session and reconvene the open portion of the meeting shall include the time that Council, local board, or Committee arose. Council shall bring forward any matter to be voted on in open session that did fall under the exemptions set out in the Act.

Closed Session Documents

8.6 The Clerk shall prepare the Closed Session meeting agenda and minutes. Closed Session meeting agenda packages and related materials will be made available to members as soon as practicable for review prior to the meeting.

8.6.1 All agenda materials for Closed Session meetings are strictly confidential. Council members shall:

- Delete all electronic materials related to Closed Sessions immediately following the meeting; and
- Return any hard copy materials to the Clerk at the conclusion of the meeting.

No personal notes or records of Closed Session discussions shall be kept by Council members.

Confidentiality

8.7 Members shall ensure that all confidential matters discussed during Closed Sessions remain strictly confidential. No member shall discuss or disclose any matter considered in Closed Session outside of that forum. Violations of this confidentiality may result in the member being expelled from future Closed Session meetings.

Article 9 – ELECTRONIC PARTICIPATION AT MEETINGS

Electronic Participation

9.1 Notwithstanding other provisions of this By-law, a member of Council may participate electronically in a meeting that is either open or closed to the public with prior approval from the Head of Council and may be counted for the purposes of quorum. Members participating electronically shall make every effort to keep their camera-on through the entirety of the meeting. Any members

participating electronically without video abilities will be asked by the Head of Council to vote verbally.

Notice for Electronic Participation

9.2 A member intending to participate electronically must notify the Clerk and Head of Council as soon as practicable, and no later than 4:30 p.m. on the day prior to the meeting, to ensure proper technology is enabled. Failure to notify by the deadline will preclude electronic participation.

Use of Recording Equipment

9.3 The use of cameras, lighting equipment, television cameras, and other devices for transcribing or recording proceedings may be permitted by resolution of Council and under conditions deemed necessary by Council.

Electronic Participation for Staff

9.4 The Clerk or designate may facilitate the electronic participation of staff, including the Clerk or designate.

Connection Interruptions

9.5 If a connection or service interruption affects quorum, the Chairperson may recess the meeting for up to 15 minutes to regain quorum. If quorum is not restored, the meeting will be adjourned.

Conducting Electronic Meetings

9.6 Electronic meetings may be conducted during emergencies and/or at the discretion of the Clerk and Head of Council.

Article 10 – QUORUM

Quorum Requirements

10.1 A majority of the whole number of members required to constitute a Council is necessary to form a quorum. (*Municipal Act, 2001* S.237(1))

Call to Order – Quorum Present

10.2 As soon as the appointed time for a Council meeting arrives, and provided that a quorum is present, the Head of Council shall assume the Chair and call the meeting to order.

Lack of Quorum – Time Limit

10.3 If no quorum is present 30 minutes after the time appointed for a meeting of the Council, 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 a special meeting is called by the Presiding Officer.

Lack of Quorum – *Municipal Conflict of Interest Act*

10.4 Where the number of members who, by reason of the provisions of the Municipal Conflict of Interest Act, are disabled from participating in a meeting is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided that such a number is not less than two (2).

Absence of Presiding Officer

10.5 Should the Head of Council not attend within five (5) minutes after the time appointed for a meeting of Council and the Acting Head of Council is not present to assume the role of Presiding Officer, the Clerk shall call the members to order and a Presiding Officer shall be appointed from among the members present, and they shall preside until the arrival of the Head of Council or the Acting Head of Council and while so presiding shall have all the powers of the Head of Council. (*Municipal Act, 2001* S.242)

Article 11 – CURFEW

Meeting Duration

11.1 No item of business, with the exception of the confirming By-law and a motion to adjourn, shall be addressed at a Council meeting **after 5:00 p.m.** unless an extension of the meeting time is approved by a resolution of Council passed by a majority vote.

Article 12 – AGENDA

Order of Business

12.1 The Clerk shall prepare the Council agenda for all Council meetings, consisting of the following:

1) Call to Order
2) Land Acknowledgement
3) Moment of Silent Reflection
4) Declaration of Pecuniary Interest
5) Approval of the Agenda
6) Minutes & Notes of Meetings
7) Business Arising from the Minutes
8) Consent Agenda
9) Delegations & Presentations
10) Staff Reports
11) Correspondence – For Action
12) Council Liaison Report
13) General Business
14) Closed Session
15) Rise from Closed Session
16) Notice of Motion(s)
17) By-laws
18) Confirming By-law
19) Future Meeting Schedule
20) Adjournment

12.1.1 The business of Council shall be conducted in the order listed, unless otherwise directed by the Head of Council or designate.

Article 13 – AGENDA MATERIAL

Preparation of Agendas

13.1 The Clerk shall prepare the agendas for Council meetings as assigned.

Supplementary Agendas

13.2 The Clerk may also create a supplementary agenda or an addendum to address urgent or priority matters.

Submission of Materials

13.3 All materials to be included in the agenda must be submitted to the Clerk no later than 4:30 p.m. six (6) days before the meeting date.

Correspondence

13.4 Correspondence shall be categorized as:
- Correspondence for Information (to be included on the Consent Agenda); and
- Correspondence for Action (correspondence expressly requesting Council's direction, decision, or consideration).

Availability of Agenda Packages

13.5 Agenda packages will be distributed to members of Council via email and posted to the Township website by 4:30 p.m. on the Friday preceding Council meetings.

Land Acknowledgement

13.6 To honour the traditional lands on which the Council, local board, or Committee gathers, the following Land Acknowledgement may be observed through a video presentation or read aloud by the Head of Council, Presiding Officer, or their designate:
"We respectfully acknowledge that the Township of Asphodel-Norwood is located on the Treaty 20 Michi Saagiig (Mitch-ee Saw-gee) territory and in the traditional territory of the Michi Saagiig and Chippewa (Chi-puh-waa) Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.
We respectfully acknowledge that the Williams Treaties First Nations are the stewards and caretakers of these lands and waters in perpetuity, and that they continue to maintain this responsibility to ensure their health and integrity for generations to come."

Moment of Silent Reflection

13.7 The moment of silent reflection allows the opportunity for the members of Council and municipal staff to mentally prepare for the meeting ahead, it is to be acknowledged as gesture of respect and contemplation.

Declaration of Pecuniary Interest

13.8 All members shall govern themselves in accordance with the current legislation respecting the disclosure of interests, as outlined in the *Municipal Conflict of Interest Act*. It is the responsibility of all members to identify and publicly disclose any pecuniary interest, direct or indirect, they may have in a matter being considered by Council, and shall:

a) Provide a written statement of the interest and its general nature to the Clerk, using the Declaration of Pecuniary Interest form.
b) Disclose their interest at the appropriate time during the Council meeting or prior to the consideration of the matter.
c) Leave the Council Chambers or any other meeting location where the matter is being discussed.
d) Refrain from participating in any discussion or consideration of the matter.
e) Refrain from voting on any motion related to the matter.
f) Avoid attempting to influence the vote on the matter, either before, during, or after the meeting.
g) If a member is absent from the meeting where the matter is dealt with by Council, the member shall disclose the interest and the general nature thereof at the next regular meeting is attended by the member.

13.8.1 The Clerk shall maintain a registry of written statements of pecuniary interest, which will be available for public inspection.

13.8.2 When the declaration of interest occurs during a Closed Session, members shall submit a written statement to the Clerk or the Secretary of the Committee or local board, declaring the interest without detailing the general nature. This declaration shall be recorded in the minutes of the next public meeting.

13.8.3 Declarations of pecuniary interest must be recorded in the minutes or report of the meeting. For meetings open to the public, the general nature of the interest must also be recorded.

13.8.4 Failure to comply with the disclosure requirements does not affect the validity of the meeting or the matter under consideration. If a member inadvertently fails to disclose an interest at the meeting, they must disclose it at the next available meeting, offer an apology, and same shall be recorded in the minutes.

Meeting Minutes

13.9 Council meeting minutes shall include:

a) The place, date, and time of meeting;
b) The names of the Presiding Officer, or Officers, and the attendance of the members and staff;
c) The reading if requested, correction, and adoption of the minutes of prior meetings;
d) All resolutions, decisions, and other proceedings of the meeting without note or comment. (*Municipal Act, 2001* S.228(1)(a))

13.9.1 The approved written minutes shall be the official record of all meetings.

Consent Agenda

13.10 The Consent Agenda will include:

- Correspondence for information, including correspondence from municipalities or other entities seeking Council support;
- Staff reports that are for information, housekeeping in nature, or that do not require Council direction; and
- Meeting minutes from Peterborough County Council, local boards, and Committees of Council.

These items may be adopted collectively by a single motion of Council, but may be transferred to the regular agenda for individual consideration at the request of any Council member.

Council Liaison Report

13.11 The Mayor and members of Council shall provide their Liaison Reports in writing to the Clerk by end-of-day on the Wednesday prior to the Council meeting date or present them verbally at each Council meeting. These reports shall pertain solely to the Township of Asphodel-Norwood Boards and Committees, Peterborough County Council, and Council-approved conferences and seminars.

Information presented during this section of the meeting is for informational purposes only and does not require a decision by Council.

General Business

13.12 A member may make a motion under general business, which due to its nature cannot be postponed to the next meeting of Council. These items must be of a significant or urgent nature.

Confirming By-law

13.13 At the conclusion of all regular meetings of the Council and prior to adjournment, a Confirming By-law shall be presented to confirm the actions of Council for each motion, resolution, and other action taken during that meeting.

The Confirming By-law, when introduced, shall be considered as having received three (3) readings and shall be voted on without debate.

Future Meeting Schedule

13.14 The Future Meeting Schedule will include two (2) months of future Council meetings, County Council meetings, Council appointed committee meetings, and local board meetings.

Article 14 – CORRESPONDENCE AND PETITIONS

Acceptance Criteria

14.1 Every written communication intended for consideration by Council, including petitions, shall:

a) Be legibly written or printed, comply with Township policies, and be free of any defamatory, obscene, offensive, indecent, improper, rude, or vulgar language;
b) Be signed by at least one (1) person and submitted to the Clerk; and
c) Include the name and mailing address of at least one (1) of the authors.

Submission and Handling

14.2 Correspondence and petitions requiring a Council decision shall be submitted to the Clerk for inclusion on the appropriate agenda and form part of the public record.

Correspondence from External Entities

14.3 Where Council supports correspondence from municipalities or other entities, the Clerk shall prepare and issue a letter of support on behalf of Council.

Article 15 – DELEGATIONS AND PRESENTATIONS

Request to Address Council

15.1 Any delegation wishing to address Council must complete and sign a Delegation Request Form and submit it to the Clerk no less than six (6) days before the meeting. If the request is deemed unclear or insufficient by the Clerk or their designate, it will be returned for clarification.

Reappearance on the Same Matter

15.2 A delegation that has previously appeared before Council regarding the same matter will not be permitted to address Council within six (6) months of the initial appearance, unless the Clerk determines there is new and pertinent information.

Refusal of Delegations

15.3 The Clerk, in consultation with the CAO, may refuse a delegation if at least one (1) public meeting has been held within the previous six (6) months where the public had an opportunity to present on the same subject.

Submission of Written Material

15.4 Any written material to be distributed to Council must be submitted to the Clerk by 4:30 p.m. on the Wednesday prior to the Council meeting.

Presentation Format

15.5 Pre-recorded video or audio submissions will not be accepted in place of a live delegation address. Delegates must appear in person or via electronic means.

Limit on Number of Delegations and Presentations

15.6 Delegations and presentations shall be limited to three (3) per meeting, or as determined by the Clerk.

Order of Delegations and Presentations

15.7 Delegations and presentations will be listed on the agenda in the order set by the Clerk.

Time Limit and Speakers

15.8 Each delegation is limited to ten (10) minutes and may include a maximum of two (2) speakers. This time limit may be extended at the discretion of the Head of Council.

15.8.1 There are no prescribed time limits to presentations.

Article 16 – MOTIONS

Notice of Motion

16.1 A member may introduce a motion at a meeting regarding a matter that would not otherwise be considered by Council at such meeting. Insofar as is practicable, notice of motions shall be given in writing to the Clerk not later than 4:30 p.m. six (6) days prior to the next regular meeting so that the matter may be included in the agenda.

16.1.1 A notice of motion shall not be considered or otherwise disposed of by Council unless the mover of the motion is in attendance at the meeting.

Processing a Motion

16.2 a) A member wishing to move or speak to a motion must first seek recognition from the Chair before speaking.

b) A motion that requires a second must be duly seconded before the Presiding Officer or Clerk states the motion.

c) Once the motion is stated, it shall be deemed to be in the possession of the Council or Committee, which will then determine its disposition.

d) Once the debate is complete, the Chair will call for a vote and announce the result.

Seconding a Motion

16.3 A motion, except for questions of privilege, points of order, or withdrawing a motion, must be duly seconded before being put to a vote. All motions will be recorded in the minutes.

Withdrawal of Motion

16.4 Once a motion is deemed to be in the possession of the Council or Committee, it may be withdrawn at any time before it is disposed of, provided that both the

mover and seconder jointly request its withdrawal and a majority of the Council or Committee consents to the withdrawal.

Subsequent Motions

16.5 Once a main motion is under consideration, no other motion shall be in order except the following:

a) to Adjourn
b) to Amend
c) to Extend Curfew
d) to Defer
e) to Recess
f) to Refer
g) to Vote on the Question

Motion to Adjourn

16.6 A motion to adjourn is used to conclude a meeting, and shall be decided without debate and is always in order, except:

a) When a member is speaking;
b) When a recorded vote has been called;
c) During a vote;
d) When a decision has been made to take a vote;
e) When a member has expressed a desire to speak on the matter.

Motion to Amend

16.7 A motion to amend shall:

a) Be relevant to the main motion;
b) Be open to debate;
c) Not propose a direct negative to the main motion;
d) Receive disposition by Council before any further amendments; and
e) Not be further amended more than once.

16.7.1 Motions to amend shall be put to a vote in reverse order from which they are proposed. If an amendment is adopted, the main motion shall then be considered as amended.

16.7.2 **Friendly Amendments**: Notwithstanding the above, a formal motion to amend is not required if the mover and seconder of the main motion agree to reword the main motion to incorporate the proposed changes.

Motion to Defer

16.8 A motion to defer is used to postpone a matter for consideration to a later time. It is open to debate, may be amended, and can be reconsidered.

Motion to Recess

16.9 A motion to recess is used to take a break during a meeting and to set a time for resuming it. A recess may be convened either by motion or at the discretion of the Chair. The motion can be debated only on the length and timing of the break and can be amended to adjust these details.

Motion to Refer

16.10 A motion to refer a question to a local Board or Committee with or without instructions may be amended but must be decided by Council before the main question or any amendments, and before any motion for the previous question or postponement.

Motion to Vote on the Question

16.11 A motion to vote on the question is used to end discussion, close the debate, and proceed to a vote on the matter. The motion is not permissible until every member present has had the opportunity to speak to the question at least once. It is not amendable or debatable and requires a two-thirds (2/3) vote to pass. Once adopted, the Chair must immediately call the vote on the affected motion(s).

Once the Presiding Officer has put the question, no member may speak or make another motion until the vote is taken and the result is declared.

Motion to Reconsider

16.12 A motion to reconsider is used to bring back an adopted or defeated main motion disposed of by the same Council for additional discussion and a new vote. It requires a two-thirds (2/3) vote to be adopted.

Motion to Rescind

16.13 A motion to rescind is used to cancel, nullify, or void a main motion adopted at a previous meeting. It affects only the present and future, and is not retroactive. The motion can only be made when no other business is pending, is debatable but not amendable, and requires the same type of vote as was needed to adopt the original motion. A motion to rescind a defeated motion is not in order.

Motion to Appeal

16.14 A motion to appeal the decision of the Chairperson must be made immediately when the ruling is issued, does not require a seconder, and shall not be debated or amended.

Procedural Validity

16.15 If the Presiding Officer deems a motion contrary to Council rules or privileges, they shall inform members immediately before putting the question, citing the applicable rule or authority without debate.

Voting on Motions

Unrecorded Vote

16.16 The manner of determining the Council’s decision on a motion, whether by voice, show of hands, or standing, is at the discretion of the Presiding Officer.

Recorded Vote

16.17 A member present at the meeting may request a recorded vote immediately before or after the taking of a vote. The requesting member shall vote first, followed by the remaining members in alphabetical order by surname. Each member present, except a member disqualified from voting by any Act, shall announce their vote openly, and the Clerk shall record each vote in the minutes.

A member who is present and qualified to vote but fails to vote shall be deemed to have voted in the negative. The Clerk shall announce the results. (*Municipal Act, 2001* S.246)

Voting Protocol for Presiding Officers

16.18 The Head of Council may vote on all questions and, when doing so, shall vote last, except when disqualified due to a conflict of interest or if a recorded vote is requested (*Municipal Act, 2001* S. 246).

Equality of Votes

16.19 Except as otherwise provided by statute, a question with an equal number of votes is deemed defeated (*Municipal Act, 2001* S.245).

Secret Ballots

16.20 Votes shall not be taken by secret ballot or any other method of secret voting; such votes are considered invalid.

Article 17 – RULES OF DEBATE

Addressing the Chair

17.1 Members shall raise their hand to indicate their desire to speak and shall not speak until recognized by the Chair.

Speaking Through the Chair

17.2 The Chair shall recognize the members in the order they indicate their desire to speak. Once acknowledged, members shall address all questions through the Chair.

17.2.1 When two (2) or more members wish to speak, the Chair shall recognize the member who, in their opinion, was first to indicate a desire to speak.

Mover and Seconder

17.3 Through the Chair, the member who moves a main motion has the first right to speak on that motion, followed by the seconder.

17.3.1 All motions must be seconded before they are debated or voted on.

Subject

17.4 No member shall speak on any subject other than the matter currently under debate.

Conduct During Voting

17.5 When the Chair calls for a vote, members shall remain seated and quiet until the result is declared by the Chair. Members must not walk across the room, speak to others, or create any disturbance.

17.5.1 No member shall pass between a speaker and the Chair or interrupt the speaker except to raise a point of privilege, appeal a decision of the Chair, or raise a point of order.

Time Limit

17.6 A member may speak to any question a maximum of two (2) times, unless otherwise permitted by the Presiding Officer. A member may not speak a second time until all other members who wish to speak have had their opportunity. Each member is limited to speaking for no more than five (5) minutes on any item, except to explain any material part of the debate that may have been misunderstood, unless otherwise permitted by the Presiding Officer.

Stating the Motion

17.7 Any member may request that a motion under discussion be read at any time during the debate, provided that such a request does not interrupt the member currently speaking.

Chair Participation

17.8 If the Chair wishes to move a motion and participate in the debate, they shall designate the Deputy Chair or another member to temporarily preside over the meeting until the motion and any related motions are disposed of.

Integrity of Staff

17.9 Members shall not question the personal or professional integrity of Municipal Employees while asking questions through the Chair.

Article 18 – QUESTIONS OF PRIVILEGE

Raising a Question of Privilege

18.1 Where a member believes that the integrity, honour, character, or dignity of the Mayor, a member of Council, or staff as a whole has been called into question may, with the Presiding Officer's consent, raise a matter of privilege at any time. No debate is allowed on this matter; it is solely for drawing the Council's attention to the issue.

Disposition and Continuation

18.2 Any motion arising from a question of privilege shall be addressed by the Council immediately. After the Council has resolved the motion, the interrupted motion shall resume consideration at the point where it was suspended.

Article 19 – POINTS OF ORDER

Grounds for Point of Order

19.1 A member may raise a point of order to address the following issues:

a) Breach of the Council's Rules of Procedure;
b) Defect in the constitution of any Council meeting;
c) Use of improper, offensive, or abusive language;
d) Irrelevance of the matter under discussion to the proposed motion;
e) Any other informality or irregularity in the Council's proceedings.

Presiding Officer's Role

19.2 The Presiding Officer is responsible for maintaining order and making decisions on questions of order.

Procedure for Raising a Point of Order

19.3 A member wishing to raise a point of order must first seek permission from the Presiding Officer. Once permission is granted, the member shall state the point of order and wait for the Presiding Officer's decision.

Suspension of Business

19.4 No further business shall proceed until the Presiding Officer has made and announced a decision on the point of order.

Addressing the Presiding Officer

19.5 Following the decision on a point of order, a member may only address the Presiding Officer for the purpose of appealing the decision to the Council.

Finality of Decision

19.6 If no appeal is made, the Presiding Officer's decision on the point of order is final.

Appeal Process

19.7 If a member appeals the decision to Council, the member shall have the right to state a case, the Presiding Officer shall have the right to reply; and the Council shall decide the question without further debate, and its decision shall be final.

Article 20 – CONDUCT

Respect for Authority

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

Rules of Decorum

20.2 No member shall:

a) Use offensive or unparliamentary language against Council, members, staff, or guests;
b) Speak until recognized by the Presiding Officer;
c) Speak on matters not currently under debate;
d) Criticize a Council decision except when moving to reconsider the question;
e) Disobey the rules of the Council or decisions made by the Presiding Officer or Council on questions of order or interpretation. If a member persists in disobedience after being called to order, the Presiding Officer may immediately put the question, without amendment, adjournment, or debate, "that such member be ordered to leave their seat for the duration of the meeting." If the member apologizes, they may be permitted to return to their seat by a vote of Council.

Proper Address

20.3 Addressing the Mayor and Deputy Mayor:

The Mayor shall be addressed as "MAYOR", "MAYOR [Surname]", or alternatively as "YOUR WORSHIP" or as requested.

The Deputy Mayor shall be addressed as "DEPUTY MAYOR, "DEPUTY MAYOR [Surname]" or as requested.

20.3.1 Addressing the Chair of a Board or Committee

The Chair of a local Board or Committee shall be addressed as "CHAIR [Surname]" or as requested.

20.3.2 Addressing Members of Council:

All other Members shall be addressed as "COUNCILLOR", "COUNCILLOR [Surname]" or as requested.

20.3.3 Addressing Members of Staff:

Members of Staff shall be addressed by their title or "TITLE [Surname]" (i.e. CAO [Surname], Clerk [Surname]) or as requested.

Access to the Council Table

20.4 No individuals, other than members and Officers of the Council, shall approach the Council table during a meeting without the permission of the Presiding Officer or Council.

Public Participation

20.5 Attendees shall not participate in a meeting unless they are listed on the agenda as a delegation or presentation. All participants must adhere to the rules and procedures outlined in this By-law.

Article 21 – SUSPENSION OF RULES

Suspension of Procedure

21.1 Any procedure required by this By-law may be suspended with unanimous consent of the members of Council present, except for any statutory requirements which cannot be suspended. Statutory requirements are identified in this By-law by reference to the applicable Act.

Statutory Requirements

21.2 Provisions of this By-law that are statutory requirements under the *Municipal Act, 2001* are noted with reference to the relevant section of the Act. Amendments to these statutory provisions made by the Province of Ontario shall take precedence over the provisions contained herein, and this By-law shall be deemed to be amended accordingly to conform with such changes.

Article 22 – SEVERABILITY

22.1 If any portion of this By-law is declared illegal or unenforceable by a court or tribunal of competent jurisdiction, that portion shall be considered severed from the By-law. The remaining provisions of the By-law shall continue to operate in full force and effect.

Article 23 – ADMINISTRATION

Short Title

23.1 This By-law may be cited as the Procedure or Procedural By-law.

Repeal of Existing By-Law

23.2 By-law No. 2024-44 of the Township of Asphodel-Norwood and any other By-law or part thereof which conflicts with this By-law be hereby repealed.

Effective Date

23.3 This By-law shall come into force and take effect on the final passing thereof.

Read a first, second, and third time and finally passed this 9th day of December, 2025.

_____
Patrick Wilford, Mayor

_____
Melanie Hudson, Clerk