



CONSOLIDATED VERSION

Procedure By-law 1-2019 as amended

Procedure By-law -2019 enacted 17 January 2019:

Amended by By-law 1-2020 on 16 April 2020 in Sections:

1 (Definitions), 3 (Meetings), 18 (By-laws) and 20 (Amendment or Repeal of this Procedure By-law)

Amended by By-law 2-2021 on 16 February 2021 in Sections:

2.1 (Composition), 3 (Meetings: Deputations by virtual media), Section 10 (Agenda order of business)

Amended by By-law 4-2021 on 17 May 2021 in Sections:

1 (Definitions: Presentation/Deputations), 8 (Conduct of Members of the Public)

Amended by By-law 5-2021 on 24 June 2021 in Section:

17.2 for instructions to process Recorded Votes



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WHEREAS pursuant to subsection 238(2) of the *Municipal Act 2001, S.O. 2001, c.25*, as amended, authorizes the passing of a procedure by-law governing the calling, place and proceedings of meetings;

AND WHEREAS subsection 23.1 of the *Municipal Act, 2001, S.O. 2001, c.25* delegates certain powers and duties to a person or body subject to certain restrictions;

AND WHEREAS the North Almaguin Planning Board is struck by the Ministry of Municipal Affairs and Housing and delegated the authority to hold public meetings for the purpose of hearing applications for Consent to sever and land matters *under Section 53 of the Planning Act, R.S.O. 1990, c.P.13*

NOW THEREFORE the North Almaguin Planning Board hereby enacts its Procedural By-law, as follows:

SECTION 1 – DEFINITIONS

In this by-law the following terms mean:

ADMINISTRATOR	a person hired as an employee of the North Almaguin Planning Board to perform administrative duties required to operate the Board's office and process the applications submitted pursuant to <i>Section 53 of the Planning Act, RSO, 1990 c.P.13</i> and perform secretariat duties at the Board's public meetings;
AGENDA:	a document listing those items which are to be dealt with by the Board at a meeting;
BOARD:	the "North Almaguin Planning Board" or committee struck by the Board as the case may be;
BY-LAW:	this By-Law and all other by-laws enacted by the Board from time to time;
CHAIRPERSON:	an appointed Member elected by the Board to perform certain statutory duties assigned to the Chairperson, and be the Presiding Officer of the meetings of the Board in its current term of the Board for the current term of the Board;
CLOSED SESSION:	a meeting or part of the meeting that is not open to the public, to discuss matters authorized by the <i>Municipal Act 2001, S.O. 2001, C 25</i> , as amended and for which a Resolution of the Board is passed to authorize the Board to meet in a closed session;
COMMITTEE:	an advisory or other committee, subcommittee or similar entity, comprised of Members of the Board, established by the Board from time to time;
MEETING:	any regular, special, committee or other meeting of the Board;
MEMBER:	a person appointed to the North Almaguin Planning Board or its Committee, as the case may be;
MINISTER:	the Minister of the Ontario Ministry Municipal Affairs and Housing;
MOTION:	a statement of decision to be considered by the Board or Committee which is moved, seconded, presented, read by the Chairperson or Secretary-Treasurer or other Member or person assigned the duty of reading the motion, and subject to debate by the Board;
NAPBoard	a short form term identifying the North Almaguin Planning Board;



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POINT OF ORDER

a question by a Member calling attention to departure from this Procedure By-law or the practiced conduct of the Board's business;



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POINT OF PERSONAL PRIVILEGE

a question by a Member who expresses concern that another Member as spoken disrespectfully towards that particular Member or that their integrity has been impugned;

PRESENTATIONS/ DEPUTATIONS

(By-law 4-2021)

Persons who are Members of the Public attending a meeting of the NAPBoard to present information about an item listed on the agenda of that meeting, will be listed on the agenda under section PRESENTATIONS/DEPUTATIONS.

POINT OF PROCEDURE

a question to obtain information on a matter of procedure bearing on the business at hand, to assist the Member in making an appropriate motion, raise a point of order or understand the effect of a proposed motion;

QUORUM:

a majority of the whole number of appointed Members required to constitute the Board or Committee of the Board present at a meeting, or a majority of the Members of a committee struck by the NAPBoard, as the case may be;

(By-law 1-2020)

a Member may join a special meeting called pursuant to the provisions of subsection 3.2 c) of this by-law by electronic participation and be counted for quorum of that meeting;

RECORDED VOTE

the recording by the Administrator for the Minutes, of how each Member votes on a particular question;

RECORDING SECRETARY

the Administrator performing the secretariat duties at the Board meetings;

RESOLUTION:

a motion that has received disposition of the Board (carried or defeated) and therefore represents the vote and will of the Board;

SECRETARY TREASURER:

an appointed Member elected by the Board to be its Secretary-Treasurer for the current term of the Board to perform certain statutory duties assigned to the Secretary-Treasurer;

VICE CHAIRPERSON:

an appointed Member elected by the Board for the current term of the Board to perform certain statutory duties assigned to the Chairperson, and to preside the meeting in the absence of the appointed Chairperson;

(By-law 1-2020) (By-law 2-2021)

VIRTUAL MEETING:

a Virtual Meeting means meeting with a quorum of the Board Members through teleconference or video conferencing.

SECTION 2 - COMPOSITION AND TERM OF OFFICE

2.1 The Board shall comprise five (5) Members duly appointed as follows:

Three (3) Members appointed by Council of the Municipality of Powassan (one or two of which may be a Councillor elected to Powassan Council); and
Two (2) Member appointed by the Minister of Municipal Affairs and Housing for the unorganized townships in the NAPBoard jurisdiction.

(By-law 2-2021)



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SECTION 3 - MEETINGS

(By-law 2-2021)

3.0 Public Meetings

- a) (i) All meetings of the NAPBoard will be open to the public; except as provided in item b) of this Section regarding Closed Sessions.
- (ii) Members of the public may attend a regular Public Meeting of the NAPBoard and submit a delegation or presentation about an item listed on the agenda, by virtual media provided the party wishing to attend and/or submit a delegation or presentation gives five (5) days prior notice to the NAPBoard administration of their intent to attend the public meeting by virtual media.
- b) A portion of a meeting of the NAPBoard may be closed to the public if the subject matter to be considered is:
- (a) the security of the property of the municipality or local board;
 - (b) personal matters about an identifiable individual, including municipal or local board employee(s);
 - (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board;
 - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (g) a matter in respect of which a Council Committee or other body may hold a closed meeting under another Act;
 - (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - (i) a trade secret or scientific, technical, Commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization;
 - (j) a trade secret or scientific, technical, Commercial, financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
 - (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; r
 - (l) an educational or training session for the Member of Council, committee or local board provided that no Member discusses or otherwise deals with the matter in a way that materially advances the business or decision making of Council, the committee or local board.

3.1 Scheduling Meetings

- a) Regular meetings of the Board will be held as determined by a list of targeted meeting dates adopted by Resolution of the Board prior to the conclusion of the previous year:



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- i) scheduled to commence at 5:30pm;



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- ii) regular public meetings for hearing Consent applications will generally be scheduled for the 3rd Thursday every other month.
- b) The targeted meeting date may be dispensed with, or the date, time or place of the meeting altered upon concurrence of the Chairperson and Secretary-Treasurer and consultation with the Members, provided that Notice is given at least one (1) week prior to the new meeting date/time.

(By-law 2-2021)

3.2 Special Meetings

- a) The Chairperson and Secretary-Treasurer and/or Vice-Chairperson or Vice-Secretary-Treasurer being the Officers of the Board, may confer at any time and give direction to summon a special meeting of the Board or an emergency meeting as defined in item c) of this subsection.
- b) Upon receipt of a petition from the majority of the Members of the Board or its Committee, the Administrator will summon a special meeting for the purpose and at the time mentioned in that petition.
- c) The Board may, with concurrence of 2/3rds of its Members, convene a special meeting by a virtual platform (electronic) as follows:
 - (i) A virtual meeting will be an open meeting, and if required according to the provisions in subsection 3.1 of this by-law, a portion of that virtual meeting may be closed;
 - (ii) Generally, a virtual meeting will be for business matters only, including but not limited to:
 - Revisions to a condition of approval of a Consent that will lapse prior to the date on which the Board is able to hold a regular meeting;
 - A direction on the operation of the Board, or approval of a by-law or an amendment to a by-law which is required to continue operation of the Board;
 - A matter which is the subject of a petition requesting a special meeting as set out in subsection b) of this section.

SECTION 4 - NOTICE OF MEETING

4.1 Regular Meeting

- a) The Administrator shall give notice of a meeting to all Board Members or Committee members and where required, to such persons as the Chairperson or Administrator deems advisable and which conforms to the provisions of this by-law.
- b) The notice shall be in the form of an Agenda which will identify the day, time and place for the meeting.
- c) The notice shall be sent to the Board Members one (1) week in advance of the meeting, via email and provided in paper form for use at the meeting.

4.2 Special Meeting

- a) The notice of a special meeting shall specify the day, time, place and the purpose of the meeting.



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- b) The special meeting shall be held not sooner than 24 hours following the Chair's summons, or receipt of a petition, as the case may be, and the Planning Administrator shall provide notice of the special meeting immediately following receipt or summons or petition.



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- c) The notice of a special meeting may be given by email, telephone or personal contact as determined by the Administrator and as time permits.
- d) Despite article 3.2 b) a special/emergency meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, upon a 2/3 vote of the Members of the Board to suspend such requirement.
- e) Expenses associated with a special meeting requested by an applicant or their appointed agent, will be borne by the applicant according to the fee schedule.

SECTION 5 - DUTIES OF THE CHAIRPERSON / VICE-CHAIRPERSON

5.1 At meetings of the Board, it shall be the duty of the Chairperson or Vice-Chairperson or assigned Presiding Officer to:

- a) open the meeting by taking the Chair and calling the Members to order;
- b) announce the business of the Board, in order in which it is presented on the agenda, as may be amended by the Board from time to time;
- c) receive and submit, in the proper manner, all motions presented by the Members;
- d) decline to put to vote motions which infringe upon the rules of procedure;
- e) enforce on all occasions the observance of order and decorum among Members and guests;
- f) call by name any person persisting in breach of the rules of order of the Board and may order that person to leave the meeting;
- g) authenticate by signature all By-laws, Resolutions and Minutes of the Board;
- h) inform the Board when necessary or when referred to on a point of order or usage;
- i) represent and support the Board, declaring its will and implicitly obeying its decisions in all matters;
- j) ensure that the decisions of the Board are in conformity with the laws and by-laws governing the activities of the Board;
- k) order any person or group in attendance at the meeting to cease and desist any behavior which disrupts the order and decorum of the meeting and expel any group or person who continues to disrupt the meeting after being warned;
- l) adjourn the meeting without question where group or person refuses to leave the meeting after being ordered to do so by the Chairperson;
- m) act or appoint a person to communicate to the media and the public;
- n) in the absence of the Chairperson, the Secretary-Treasurer or other Member may be assigned the duties to preside the meeting by a majority of the Board Members present.



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SECTION 6 – MEMBERS OF THE BOARD CONDUCT

- 6.1 No Member at a meeting shall;
- a) speak aloud at a meeting or address members without first receiving permission of the Chairperson to do so;
 - b) use profane language or offensive words or insulting expressions against any member, staff or guests;
 - c) resist the rules of the Board or disobey the decisions of the Chair or presiding officer of the Board on questions of order or practice or upon the interpretation of the rules of the Board;
 - d) leave his/her seat or make any noise or disturbance while a matter is being considered or discussed by the Board, while a vote is being taken, or until the results are declared ;
 - e) interrupt any member while speaking through speaking out, noise or disturbance, except for a member to raise a point of order;
 - f) speak on any subject other than the subject in debate;
 - g) enter the meeting while a vote is being taken;
 - h) leave a meeting without first obtaining permission from the Chair or presiding officer;
 - i) be permitted to retake their seat after being ordered to leave, after committing a breach of the rules, until the next meeting, and without having apologized to the Board.

SECTION 7 - CONFIDENTIAL INFORMATION

7. 1. Where a matter is discussed during the closed session under the provisions of this by-law, all members of the Board, staff or other person in attendance, shall not discuss or repeat the discussion, in whole or in part, with any other person outside the closed session.
2. Following a closed session all persons in attendance will restrict their response to the public and media inquiries as to the content of a closed session to “no comments” unless appointed by Resolution, passed by 2/3 of the members present, as the official spokesperson, or to issue a press release or comments approved by the Board, as the case may be.
3. Both at Meetings of the Board and during their preview of the application forms distributed to them, the Members of the Board will treat all personal information applied by the applicant(s) or their assigned agent to the Consent application forms with appropriate confidentiality as required by the Municipal Freedom of Information and Protection of Personal Privacy Act R.S.O. 1990, c.M.56.

SECTION 8 -CONDUCT OF MEMBERS OF THE PUBLIC

8. (By-law 4-2021)

1. Members of the public may request to present information to the NAPBoard about a matter listed on the agenda of a meeting and be registered on the agenda to present comments about that matter. When a request to speak is received after issuance of the agenda, an additional list of these requests will be provided to the NAPBoard.



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2. (a) A person registered to make a presentation or deputation to the NAPBoard will be listed on the agenda under item VI (6) of Section 10.2 of the NAPBoard Procedure By-law 1-2019, as amended, identifying the matter on the agenda to which they wish to speak.

(b) A person registered to speak to a particular matter listed on the agenda of a meeting may address only that matter for which they are listed.

(c) A person registered to speak to a particular matter listed on the agenda of a meeting may have up to five (5) minutes to present their comments, subject to concurrence of the NAPBoard to allow additional time to present their comments or answer questions of the NAPBoard Members.

(d) (i) A person registered to speak to a particular matter listed on the agenda of a meeting, after presenting their comments may return to their seat to observe the debate by the NAPBoard.

(ii) No person at the meeting may interrupt or interject further comments during the debate of that matter and is subject to Section 8.3 of this By-law.
3. Persons attending a meeting of the NAPBoard will obey the Chairperson at all times, and no person at a Board meeting shall;
 - a) speak or address Members of the NAPBoard without first receiving permission of the Chairperson to do so;
 - b) use profane or offensive words or insulting against the Board/Committee, any Member, staff or guest;
 - c) resist the rules of the Board or disobey the decisions of the Chair or presiding officer or of the Board and questions of order or practice or upon the interpretation of the rules of the Board;
 - d) leave his/her seat or make any noise or disturbance while a matter is being considered or discussed by the Board, while a vote is being taken or until the results are declared;
 - e) interrupt any NAPBoard Member or speak out of turn thereby creating a disturbance, except a Member of the NAPBoard may only interrupt another NAPBoard Member to raise a point of order;
 - f) if a person is asked to leave a meeting, that person will only be permitted to attend any future meeting(s) of the NAPBoard with permission of the NAPBoard by having satisfied the Chairperson, Presiding Officer and Members of the NAPBoard that their conduct at future meetings will be in conformity to the rules of this by-law.

SECTION 9 - PREPARATION OF AGENDA

9.1 The Administrator shall prepare the Agenda for all meetings of the Board and:

- a) accept items for any Agenda from the Chairperson/Presiding Officer and Members of the Board and member municipalities;



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- b) receive correspondence and petitions from the public, and if, in the opinion of the Administrator, the matter warrants the consideration of the Board, place the correspondence or petition on the Agenda;
- c) as is practical, the Board Agenda along with supporting materials will be prepared, circulated and made available to Board only, seven (7) days prior to a regular meeting.
- d) all supporting material included in the Agenda packages for the Board members shall not be disclosed to the general public until such time that it has been considered, accepted or dealt with by the Board at a meeting, unless protected from disclosure under any other Act;
- e) the Agenda will be made available to the public, at the Board office, prior to the regular meeting after its distribution to the Members.

SECTION 10 - AGENDA FORMAT

(By-law 2-2021)

10. The list of business on an agenda for a regular Public Meeting will generally be formatted as follows, except modifications for special meeting agendas may be done without requiring an amendment to this by-law.

- 1. Call to Order
- 2. Roll Call of Members
- 3. Adoption of Agenda
- 4. Disclosures of Direct or Indirect Pecuniary Interest and General Nature Thereof
- 5. Adoption of Minutes
- 6. Presentations/Delegations
- 7. 1. Consent Applications / 2. Subdivisions
- 8. Correspondence
- 9. Business arising from previous minutes
- 10. New Business
- 11. Review of Enquiries for Possible Applications
- 12. Financial Report
- 13. Closed Session
- 14. Next Meeting
- 15. Adjournment

SECTION 11 - COMMENCEMENT OF MEETINGS

- 11.1 Once quorum is available by the presence of a majority of the appointed Members, the Chairperson will call the meeting to order.
- 11.2 If the Chairperson is not present at the appointed time for commencement of the meeting, the Administrator will call the meeting to order, and the Members present will from amongst themselves, appoint a Member as Acting Chairperson until arrival of the appointed Chairperson or in their stead for the entire meeting.
- 11.3 If a Member arrives after the commencement of the meeting, the Administrator shall note the time of his/her arrival in the Minutes.



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SECTION 12 - QUORUM

- 12.1 A quorum is required to commence and continue any meeting of the Board.
- 12.2 A quorum of the Board shall be the presence of a majority of the seven (7) appointed Members, being a minimum of four (4) Members.
- 12.3 Unless a quorum is present within a minimum 15 minutes or a reasonable time as determined by the Members in attendance, after the time of commencement of the meeting listed on the Agenda, the meeting shall automatically be deemed to be adjourned until the next regular Meeting or until a special meeting is called.
- 12.4 The Administrator shall record the names of Members present at the expiration of the 15 minutes and report the failure for lack of quorum of the meeting on the agenda for the next meeting.
- 12.5 If at any time during the meeting there is no quorum, the meeting shall automatically be deemed to stand recessed until there is a quorum of Members. If the lack of quorum continues for 30 minutes then the meeting shall automatically be deemed adjourned until the next scheduled meeting, or until a special meeting is called.

SECTION 13 – DISCLOSURES OF DIRECT OR INDIRECT PECUNIARY INTEREST

- 13.1 Any Member who has a direct or indirect pecuniary interest on matters brought before the Board is required by law to make a disclosure of his interest in the following manner:
- Disclose the interest at the meeting prior to any discussion on the matter taking place;
 - Leave that portion of the meeting;
 - Make no attempt to influence the voting in any time before or after the meeting.
- 13.2 Matters Discussed in Closed Session:
- If the matter in which the Member has a pecuniary interest is discussed at a closed session, the Member must disclose his interest and leave the closed session during which the matter is discussed.
- Disclosure of a Member`s pecuniary interest during a closed meeting shall be recorded in the Minutes of the next regular meeting, by the Member disclosing that pecuniary interest during the adoption of the Minutes of the meeting at which the closed session occurred. The disclosing Member is again restricted from discussing or voting on the Minutes relating to the matter subject of the pecuniary interest.
- 13.3 Disclosure by Member Not in Attendance:
- If the matter in which the Member had a pecuniary interest is discussed at a meeting he/she has not attended, the member must disclose his/her interest in the appropriate manner at the first meeting he/she does attend afterwards.
- 13.4 Chairperson:
- If the Chairperson has made a disclosure of pecuniary interest on any matter before the Board, the Chairperson shall withdraw from presiding the meeting during the deliberations on the particular matter.



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- b) In the event that that Chairperson has made a disclosure of pecuniary interest on a matter before the Board, the appointed Vice-Chairperson will preside the meeting.
- c) In the event that both the elected Chairperson and the Vice-Chairperson are unable to attend a portion of a meeting due to disclosure of pecuniary interest, the remaining Members present will from among them, appoint a Member to preside that portion of the meeting.

SECTION 14 – MINUTES

- 14.1 The Administrator will truly record all Resolutions, Decisions, Directions and other proceedings of the Board in the Minutes of that meeting.
- 14.2 The Administrator will include the following information in the Minutes:
 - a) The place, date and time of the meeting;
 - b) The names of the Board Members in attendance and regrets received from those absent.
- 14.3 The Administrator will ensure that the draft Minutes of previous meetings are available within a reasonable time for consideration of the Board for adoption.
- 14.4 Minutes of the previous meeting will be circulated to all Members with the agenda for the next regularly scheduled meeting for consideration of adoption.

SECTION 15 – MOTIONS

- 15.1 Order of Consideration: Motions will be presented in writing and debated in the order of their presentation on the agenda.

With concurrence of two-thirds of the Members present at a meeting, a motion may be brought out of that order and considered at the requested time.
- 15.2 Motion to Defer: A motion to defer will include a reason for deferral and assigned a date for its return for disposition at a future regularly scheduled meeting, otherwise that motion will be brought forward on the agenda for the next regular meeting.
- 15.3 Amending Motion: Amendment to a motion may be made to change or vary the main motion provided such amendment will not materially change the intent or meaning of the main motion, and may include the changing or deleting of certain words or adding words for clarification of the intent.
 - a) A motion to amend the main motion will be made in writing.
 - b) An amendment modifying a motion may be made provided it is not contrary to the main intention of the motion.
 - c) A motion that is contrary to the intent of a motion in debate or of a different subject matter to the motion in debate, is not be in order. An alternate motion may only be introduced if the motion in debate is not passed.



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- 15.4 Limitation: Only one amendment at a time can be presented to a main motion, and only one amendment to an amendment may be presented.
- 15.5 Order of Vote: Where there is a motion to amend a motion of amendment, the motion to amend will be voted upon first. If no other amendment to the amendment is presented, the amending motion will be put to the. If no other amendment to the main motion is presented, the main motion as presented or amended depending on the disposition of the amendment, will be put to vote.

SECTION 16 – VERBAL MOTIONS

- 16.1 Despite subsection 15.1 of this by-law, the following motions may be introduced verbally and without written notice and without leave:
- (i) Point of Order or Personal Privilege;
 - (ii) a Motion to Withdraw a Motion for Amendment;
 - (iv) a Motion to Recess the meeting;
 - (v) a Motion to Call the Vote on a Question in Debate;
 - (vi) a Motion to Divide the components of a motion for separate voting;
 - (vii) a Motion to Request a Short Reading of a written motion;
 - (viii) a Motion to move out of Closed Session;
 - (ix) a Motion to change the Order Of Business listed on the agenda;
 - (x) a Motion to Adjourn the meeting.

SECTION 17 – VOTING

- 17.1 Voting shall be by way of a “show of hands” in favour or against.

(Bylaw 5-2021)

- 17.2 A Recorded Vote may be requested by any Member present at the meeting, immediately prior to or immediately subsequent to the taking of the vote. The vote will then be taken immediately without debate.

To process the Recorded Vote:

- 1) The Administrator will call Members present by name in alphabetical order.
 - 2) The Administrator will record each Member’s vote in the Minutes of the meeting and on the Resolution Form or Notice of Decision, as applicable.
 - 3) Every Member present at the meeting who refuses or fails to vote during a Recorded Vote, when permitted to vote by law on the question, will be deemed as voting against the question.
 - 4) After completion of the Recorded Vote, the Administrator will announce the results.
- 17.3 Member Requesting Their Stand Recorded: If there is no request for a Recorded Vote, any Member may request the Administrator to record their stand on a question in the Minutes of the meeting.



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- 17.4 The Chairperson, except where disqualified to vote, may vote on all questions, and when so shall vote last.
- 17.5 After the Chairperson commences to take a vote on a question, no member shall speak to such question or present any other motion until a vote has been taken on such question.
- 17.6 The Chairperson shall announce the results of the vote once the vote is completed.
- 17.7 Equal Vote: Any question on which there is an equality of votes shall be deemed to be defeated, except where expressly provided in legislation.

SECTION 18 - BY-LAWS

- 18.1 No by-law, except a by-law to confirm the proceedings of the Board, shall be presented to the Board unless the subject matter has been considered and a Resolution of the Board issued to approve the matter.

(By-law 1-2020)

Notwithstanding the foregoing provision, in situations of an emergency declared by the Federal or Provincial government or a local Head of Council, and upon the unanimous recorded vote of the Members present at a special meeting called pursuant to Section 3.2 of this by-law, the Resolution to approve the matter and presentation of the relevant by-law for readings and enactment may be entertained at the same meeting.

- 18.2 A by-law may be introduced by the Administrator along with the supporting Resolution which will contain:
- a) The name of the mover and seconder;
 - b) A short description of its contents; a content summary of the by-law shall be included in the agenda and incorporated into the approving Resolution
 - c) Every by-law shall have three readings prior to being passed, as follows:
 - i) The first and second reading shall be decided without amendment or debate;
 - ii) Following the first and second reading, the by-law shall be open to debate and amendment before being ordered for third reading;
 - d) All amendments to a by-law shall be presented in the form of a Resolution, and shall be voted on before the by-law is ordered for the third reading.
 - e) A by-law may be given three readings on the same day except when requested otherwise by Resolution passed by 2/3 of the Members present, or unless otherwise provided by law.
 - f) Upon passage, a by-law shall be signed by the Chairperson and the Secretary-Treasurer.

SECTION 19 – FISCAL YEAR

- 19.1 The fiscal year of the North Almaguin Planning Board shall be from the first day on January until the 31st day of December of each year.
- 19.2 At the beginning of each fiscal year and as soon as is practical, the Board shall submit its financial statement and anticipated budget, including estimated financial requirements for the fiscal year, to the Minister of Municipal Affairs and Housing in accordance with that Ministry's requirements.



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SECTION 20 - AMENDMENT OR REPEAL OF THIS PROCEDURE BY-LAW

20.1 Any provision contained in this by-law may be amended, varied or repealed, and additions may be made to this by-law by a majority vote, provided that no motion for that purpose be considered unless notice thereof has been given preceding regular meeting, and such notice may not be waived.

(By-law 1-2020)

Notwithstanding the foregoing provision, waiver of the required preceding notice may be done only in situations of an emergency declared by the Federal or Provincial Government or a local Head of Council, and upon the unanimous recorded vote of the Members present at a special meeting called pursuant to Section 3.2 of this by-law.

20.2 All by-laws inconsistent with this by-law are hereby repealed.

20.3. That Procedure By-law 2015-01 is hereby repealed and replaced.

20.4 This by-law shall come into force and take effect immediately upon Third Reading and the final passing.

ORIGINAL BY-LAW:

READ A FIRST AND SECOND TIME THE 17th DAY OF January 2019.

Original by-law signed

"Dean Gates"

"Richard H. Drinkwalter"

Chairperson

Secretary Treasurer

READ A THIRD TIME AND FINALLY PASSED THIS 21st DAY OF March 2019.

Original by-law signed

"Dean Gates"

"Richard H. Drinkwalter"

Chairperson

Secretary Treasurer