THE CORPORATION OF THE TOWNSHIP OF HILTON

BY-LAW NO. 1533-26

Being a by-law to govern the proceedings of Council and Committees of the Township of Hilton, the conduct of its members, and the calling of meetings.

WHEREAS Section 238(2) of the *Municipal Act, S.O. 2001*, c. 25, as amended, requires every municipality shall pass a procedure by-law governing the calling, place, and proceedings of meetings;

AND WHEREAS Section 238(3.1) of the *Municipal* Act, *2001* provides that a procedure by-law may permit a member of council, a local board, or of a committee of either to participate electronically in a meeting, to the extent and in the manner set out in the by-law;

AND WHEREAS Section 238(3.3) of the *Municipal Act, 2001* provides that a procedure by-law may permit a member who participates electronically in a meeting to be counted in determining whether quorum is present;

AND WHEREAS Section 238(3.3) of the *Municipal Act, 2001* further provides that a member who participates electronically may do so in a meeting that is open or closed to the public;

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

TABLE OF CONTENTS

Section 1	Short Title	Page 1
Section 2	Definitions	Pages 1-3
Section 3	General Provisions	Page 3
Section 4	Convening of Council Meetings	Pages 4-5
Section 5	Notice of Meetings	Page 5
Section 6	Meetings of Council – Special	Pages 5-6
Section 7	Electronic Meetings	Page 6
Section 8	Cancellation of Meetings	Pages 6-7
Section 9	Adjournment	Page 7
Section 10	Agenda	Page 7
Section 11	Order of Proceedings of Council	Page 8
Section 12	Minutes	Page 8
Section 13	Conduct of Proceedings at a Meeting of Council	Pages 8-9
Section 14	Decorum	Page 9
Section 15	Rules of Debate	Pages 9-10
Section 16	Voting on Questions	Page 10
Section 17	Motions	Pages 10-12
Section 18	Disclosure of Conflict of Interest	Pages 12-13
Section 19	Deputations/Delegations	Page 13
Section 20	Readings of By-laws and Proceedings Theron	Pages 13-14
Section 21	Effective Date of Passing of By-law	Page 14

1. SHORT TITLE

1.1 This By-law shall be cited as the 'Procedural By-law'.

2. DEFINITIONS

2.1 "Chair" shall mean the Head of Council or Presiding Officer at a Committee meeting.

2.2 "Clerk" shall mean the Clerk of the Corporation of the Township of Hilton, or their designate.

2.3 "Closed Session" shall mean a meeting or part of a meeting that is closed to the public as permitted under the *Municipal* Act and as described in Section 4 of this By-law.

2.4 "Committee" shall mean any advisory or other committee, sub-committee, or similar entity composed of members of Councils, members of a local board, or members of the public.

2.5 "Conflict of Interest" shall mean a direct or indirect pecuniary interest as defined in the *Municipal Conflict of Interest Act, R.S.O. 1990,* c. M.50, as amended (MCIA), or any successor legislation. Council members may also want to be aware of any perceived or apparent conflict that ethical consideration to protect your own interest may be a concern.

2.6 "Corporation" shall refer to the Corporation of the Township of Hilton.

2.7 "Council" shall mean the duly elected and sworn members of the Council of the Township of Hilton.

2.8 "Deputation" or "Delegation" shall mean an individual or group that has submitted a written request to the Clerk, within the prescribed timelines, to address Council or a Committee.

2.9 "Electronic Meeting" shall mean a meeting that is called and held in whole or in part by electronic means, including but not limited to audio teleconference, video teleconference, or internet-based platforms, with or without in-person attendance.

2.10 "Emergency" shall mean a period of time during which an emergency has been declared to exist in all or part of the municipality by the Head of Council or by the province under sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act, R.S.O. 1990,* c. E.9, as amended.

2.11 "Head of Council" shall mean the Reeve of the Township of Hilton or an Acting Head of Council appointed by Council resolution.

2.12 "Majority" shall mean, for the purpose of voting, more than one-half of the members present and entitled to vote.

2.13 "Meeting" shall mean any regular, special, committee, or other meeting of Council, a Committee, or local board, 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, Committee, or local board.

2.14 "Member" shall mean a member of Council, including the Head of Council, or a member of a Committee, and includes the Chair.

2.15 "Main Motion" shall mean any motion except the following:

a) a motion to extend the time of the meeting;
b) a motion to refer;
c) a motion to amend;
d) a motion to defer or table;
e) a motion to reconsider; or
f) a motion to adjourn.

2.16 "Motion" shall mean a proposal that is moved and seconded for consideration by Council or a Committee, presented by the Chair, and subject to debate. When adopted, a motion becomes a resolution.

2.17 "Municipal Act" shall mean the Municipal Act, S.O. 2001, c. 25, as amended, or any successor legislation thereto.

2.18 "Municipality" shall mean the Corporation of the Township of Hilton.

2.19 "Public Meeting" shall mean a portion of a meeting held to receive public input, including public hearings required under planning legislation or an item added to an adopted agenda to permit public delegation.

2.20 "Quorum" shall mean a majority of the whole number of members of Council or a Committee. Where one or more members have declared a pecuniary interest under the MCIA, quorum may be reduced accordingly but shall not be fewer than two members.

2.21 "Recorded Vote" shall mean a vote in which the name and vote of each member are recorded in the minutes Where a member declares a conflict of interest, the minutes shall record the declaration and the general nature of the interest.

2.22 "Regular Meeting" shall mean a meeting of Council or Committee held at a date and time established by resolution or schedule, at which quorum is present.

2.23 "Resolution" shall mean a formal decision or expression of the will of Council, including routine administrative and operational matters.

3. GENERAL PROVISIONS

3.1 Subject to the provisions of the Municipal Act, 2001, the rules and regulations contained in this By-law shall govern all proceedings of Council and Committees of Council and shall constitute the rules for the orderly conduct and dispatch of business.

3.2 Any rule or requirement established by this By-law, other than the requirement respecting quorum, may be suspended for a particular meeting by resolution of Council, provided that all of the members are present and the majority vote in favour of such suspension and provided further that the suspension does not result in a contravention of the *Municipal Act, 2001*.

3.3 Schedule "A", being the Delegation Request Form, attached hereto, shall form part of this By-law.

4. CONVENING OF COUNCIL MEETINGS

4.1 The Inaugural Meeting of Council shall take place in accordance with the Council meeting schedule, no later than 31 days after the term begins following a regular municipal election at the Council Chambers in the Municipal Office, for the purpose of conducting declarations of office prior to any Township business being conducted.

4.2 The Council of the Corporation of the Township of Hilton shall hold its regular meetings on the second Wednesday of each month at 7:00 p.m. at the Council Chambers in the Municipal Office, 2983 Base Line, Hilton Beach, unless otherwise changed by resolution of Council.

4.3 When a public or civic holiday falls on a regular meeting day, an alternate meeting date shall be scheduled, if required, during the adoption of the annual meeting schedule to be presented by the Clerk the previous year, or at the previous regular Council meeting.

4.4 Where a regular meeting of Council is to be held at a time, day, or place other than as set out in Section 4.2, notice shall be given by the Clerk by posting the notice in the Municipal Office and, where time permits, on the municipality's website and/or advertised in the *Island Clippings*.

4.5 If a quorum is not present within fifteen (15) minutes after the time appointed for the meeting, the Clerk shall call the roll and record the names of the Members present, and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called.

4.6 The use of audio, still camera, or video recording equipment during a meeting that is not closed to the public is permitted, provided that such use is not disruptive to the conduct of the meeting and that Council is advised it is being used. Any audio, still camera, or video recordings made by person other than the municipality shall not be deemed official records of the municipality.

4.7 All Members of Council and members of the public in attendance at a meeting shall place mobile phones and other electronic devices on silent or otherwise ensure that such devices do not cause disruptions during the meeting.

4.8 All meetings of Council and all meetings of any Committees of Council shall be open to the public to attend in person and observe the proceedings, except where the subject matter being considered falls within a permitted exception to the open meeting requirements under the Municipal Act, 2001, or any other applicable legislation and involves:

a) the security of the property of the municipality or the local board;
b) personal matters about an identifiable individual, including municipal employees or local board members;
c) a proposed or pending acquisition or disposition of land for municipal or local board purposes;
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 the purpose; or
g) a matter in respect of which a council, local board, committee or other body

may hold a closed meeting under another Act.

4.9 A meeting or part of a meeting shall be closed to the public if the subject matter being considered is:

a) a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the Council, local board, committee or other body is the head of an institution for the purposes of that Act; or an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman.

4.10 A meeting of Council, local board, or a committee of either may be closed to the public provided that the following conditions are met:

a) the meeting is held for the purpose of educating or training members; and
b) no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, local board, or committee.

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

a) the fact of the holding of the closed meeting and the general nature of the matter to be considered; or
b) in the case of a meeting closed for educational or training purposes, the fact of the holding of the closed meeting, the general nature of its subject matter, and the reason for closing the meeting.

4.12 Prior to Council or a Committee holding a meeting or part of a meeting that is closed to the public, all members of the public, shall be required to leave the meeting space, except for Members of Council, the Clerk or designate, and such municipal staff, consultants, legal counsel, or other persons as are authorized by Council or the Committee in accordance with any applicable legislation to remain for the closed session.

4.13 All votes of Council shall be open to the public, except those votes taken during a meeting or part thereof that is closed to the public in accordance with this by-law. Votes may be taken in a closed session only for procedural matters, to provide direction or instructions to officers, employees, agents, or person retained under contract with the Township, a committee, or a local board, or to rise from closed session.

4.14 When the hour of 11:00 p.m. is reached during any Council meeting, the Reeve or other presiding officer shall declare the meeting adjourned and leave the chair, unless Council, by unanimous consent and resolution, determines otherwise.

5. NOTICE OF MEETINGS

5.1 The schedule of the regular Council meetings shall be posted on the Township's website prior to the first meeting in January of each year.

5.2 Notice of meetings of council, local boards, and committees shall be given by posting agendas on the Township website at www.hiltontownship.ca, and at the Municipal Office prior to the meeting.

5.3 Where a regular meeting of the Council is to be held at a time of day other than as set out in Section 4.2 of this by-law, advance notice of such meeting will be posted at the Municipal Office and on the Township website. Notice through alternative publication may be extended when time permits.

6. MEETINGS OF COUNCIL – SPECIAL

6.1 The Head of Council may call a special meeting of Council at any time and shall call a special meeting upon the request of a majority of the Members of Council. In addition, upon receipt of a written request signed by a majority of the Members of Council, the Clerk shall summon a special meeting for the purpose and at the time specified in the request. The Clerk or designate shall provide notice of such special meeting to all Members of Council.

6.2 The Clerk shall provide forty-eight (48) hours' notice of a special meeting. Where practicable. The Clerk shall make available to Members of Council all notices, agendas, and supporting information for the special meeting twenty-four (24) hours in advance of the meeting, or when practicable with the exception of closed meeting material.

6.3 The notice calling a special meeting of Council shall state the business to be considered at the meeting, and no business other than that stated in the notice shall be considered, except with the unanimous consent of all Members present.

6.4 For special meetings, notice shall be given by posting of the agenda on the Township website and at the Municipal Office as soon as practicable after the special meeting has been called, along with any other notification permitted within the applicable time frame.

6.5 In accordance with Section 236 of the *Municipal Act, 2001,* an emergency meeting of Council may be called by the Reeve at any time and at any location as may be convenient. For the purposes of this section, an emergency meeting may be called for an emergency as defined in the Township's Emergency Plan or any other similar unforeseeable circumstances.

6.6 Notwithstanding the notice requirements set out in this by-law, in the event of an emergency, a special or emergency meeting may be held as soon as practicable following receipt of the summons or request, as applicable.

7. ELECTRONIC MEETING

7.1 A regular meeting or special meeting of Council may be conducted by electronic means in accordance with this Section.

7.2 Members attending and present during an electronic meeting shall be counted for the purposes of quorum at the commencement of, and at any point during, the meeting and shall be entitled to vote, with such votes recorded by the Clerk, as if the members were attending the meeting in person. An electronic meeting may include a closed session, which shall be conducted in the absence of the public and in accordance with this section.

7.3 An electronic meeting shall not permit public delegations, except by way of electronic submissions received in advance of the meeting. Such submissions

must be provided to the Clerk seven (7) days prior to the commencement of the meeting and shall be provided to members at the meeting.

7.4 Notwithstanding the foregoing, Council's Procedural By-law shall continue to apply to electronic meetings held in pursuant to this section except where there is a conflict with applicable provincial legislation or orders; such legislation or orders shall prevail.

8. CANCELLATION OF MEETINGS

8.1 The Head of Council may cancel any meeting where notice has been given that a quorum will not be available to conduct the meeting.

8.2 Council may, by resolution at a preceding regular meeting, cancel or reschedule regular meeting of Council.

8.3 In the event of inclement weather or other emergencies, notice of cancellation shall be posted at the meeting location and reasonable efforts shall be made to notify all Members of Council.

9. ADJOURNMENT

9.1 A motion to adjourn a meeting shall be in order, except:

a) when another Councillor has the floor;
b) when a motion has been made that the vote be now taken; or
c) while a vote is being taken.

9.2 Where a person has been deemed guilty of improper conduct by the Presiding Officer and is expelled or excluded from the meeting, and such person refuses to leave, the Presiding Officer may adjourn the meeting without a motion until such time as the person has left the meeting room.

10. AGENDA

10.1 The Clerk shall prepare and circulate an agenda for the use of Members at regular meetings of Council, which shall include the following order of business:

a) Call to Order
b) Declarations of Pecuniary Interest
c) Motion to Accept Agenda
d) Deputations/Delegations
e) Approval of Minutes of Previous Meeting(s)
f) Roads/Public Works
g) Fire/Emergency Management
h) Building/By-Law Enforcement
i) Planning
j) Cemetery
k) Administration
l) Correspondence
m) Expenditures
n) Confirmatory By-law
o) Adjournment

10.2 Council shall consider its business in the order set forth on the agenda;

however, the Head of Council, with the consent of the Members present, may vary the order of business to more effectively address matters before Council.

10.3 Except as otherwise determined by a majority vote of the Members present and voting, Council shall not consider any report or matter that has not been included on the agenda.

10.4 Agendas shall be provided electronically by email to Members, with the exception of closed session material, by 4:30 pm on the Monday preceding a regular meeting. Paper copies may be provided to Members of Council upon request submitted to the Clerk in advance of the meeting.

10.5 The Clerk or designate will post agendas to the Township's website by 4:30 pm on the Monday preceding a regular meeting or by 4:30 pm on the preceding business day where the Monday is a statutory holiday. Agenda material shall be posted to the Township's website, with the exception of closed session material, where practicable.

10.6 Members of Council or Committees shall review the agenda and meeting material in advance of the meeting and shall come prepared to participate in the meeting in an efficient and informed manner, to assist with the flow of the meeting.

11. ORDER OF PROCEEDINGS OF COUNCIL

11.1 As soon after the hour fixed for the meeting as a quorum is present, the meeting shall be called to order by the Head of Council.

11.2 The Head of Council shall preside at all meetings of Council.

11.3 In the absence of the Head of Council, the Deputy Reeve shall preside at the meeting or until the arrival of the Head of Council. The Deputy Reeve shall be chosen by a vote of the Members of Council during the Inaugural Meeting following the completion of the declarations of office and shall have all the powers and authority of the Head of Council while presiding.

12. MINUTES

12.1 The minutes of Council, as recorded by the Clerk or designate, shall consist of a record of all proceedings of Council. Pursuant to the *Municipal Act, 2001,* the minutes shall be an accurate, factual record without comment.

12.2 The Clerk may delegate the duty of recording minutes for an open or closed meeting of Council or a Committee of Council in accordance with subsection 228(4) of the *Municipal Act, 2001*.

12.3 Minutes of a closed meeting of Council or a Committee of Council shall be presented for adoption at the next regular meeting of Council by resolution separate from the adoption of the open session minutes.

12.4 All minutes of Council and Committee of Council, following adoption, and all by-laws passed by Council shall be kept in the Clerk's office and shall be made available for inspection during regular office hours and posted on the Township website, except for those minutes or portions thereof that relate to a meeting or part of a meeting closed to the public in accordance with Sections 4.7, 4.8, and

4.9 of this by-law, and subject to the provisions of any applicable legislation.

12.5 When adopting the minutes of a previous meeting of Council, no amendment shall be made to alter the substance of any decision of Council. Amendments may be made only to correct errors or omissions or to accurately reflect the actions taken at the meeting.

13. CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL

13.1 It shall be the duty of the Presiding Officer to:

a) preserve order and decorum in the Council Chambers;
b) open the meeting by taking the Chair and calling the Members to order;
c) receive and submit, in the proper manner, all motions presented by Members of Council;
d) put to a vote all motions that are properly moved and seconded, or necessarily arise in the course of proceedings, and announce the results of such votes;
e) refuse to put to a vote any motion that contravenes this By-law or applicable legislation;
f) restrain Members, within the rules of order, when engaged in debate;
g) enforce the observance of order and decorum among the Members at all times;
h) call to order any Member persisting in a breach of the rules and, where necessary, order that Member to vacate the Council Chambers;
i) receive all messages, communications, and announcements and present them to Council as appropriate;
j) sign or otherwise authenticate, where required, all by-laws, resolutions, and minutes of Council;
k) represent and support the Council by declaring its decision on all matters;
l) ensure that Council proceedings and decisions are conducted in conformity with applicable laws and by-laws;
m) expel or exclude from a meeting any person who has engaged in improper conduct at the meeting; and
n) adjourn the meeting when the business of Council has been concluded, or where grave disorder prevents the orderly conduct of the meeting.

14. DECORUM

14.1 No Member of Council shall:

a) use offensive, abusive, or unparliamentary language in or against Council or any Member thereof;
b) speak on any subject other than the matter under debate;
c) criticize a decision of Council except for the purpose of moving reconsideration in accordance with this By-law;
d) disregard the rules of Council or a decision of the Presiding Officer on a point of order, procedure, interpretation of this By-law;
e) disturb another Member, or Council as a whole, by disorderly or disruptive conduct; or
f) interrupt a member who is speaking, except to raise a point of order.

15. RULES OF DEBATE

15.1 The Chair shall:

a) designate the Member who has the floor when two or more Members wish to speak;
b) ensure that all motions submitted in writing are read aloud before debate is permitted, except as otherwise provided in this By-law;
c) preside over the meeting and rule on all points of order, questions of privilege, and procedural matters, subject to an appeal by any Member of Council;
d) state the reason for the ruling when an appeal is made;
e) immediately put the appeal to a vote of Council without debate; and
f) give effect to the decision of Council on the appeal, whether to uphold or overturn the ruling.

15.2 The Chair may speak on any matter before the debate has commenced. The Chair may also speak to close debate on any matter after all Members wishing to speak have been heard.

15.3 When a Member is speaking, no other Member shall interrupt, except to raise a point of order.

15.4 A Member may ask questions solely for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding of the issue.

15.5 During consideration of any agenda item, a member may, through the Chair, ask questions of any department head or municipal staff member present at the meeting, provided the questions relate directly to the item under consideration.

16. VOTING ON QUESTIONS

16.1 When the Head of Council calls for the vote on a question, each Member shall occupy their seat and shall remain there until the result of the vote has been declared, and during such time no Member shall walk across the room or speak to any other member or make any noise or disturbance.

16.2 If a member who has voted on a question disagrees with the declaration of the Head of Council that the question is carried or lost, the member may but only immediately after the declaration, object to the declaration and require a recorded vote to be taken in the manner prescribed in Subsection 16.3 of this by-law.

16.3 When a member requests a recorded vote, each member shall announce his respective vote openly and individually unless otherwise prohibited by statute. The Clerk shall announce each member's name, request each member's vote, commencing with the member who requested the vote, and continuing in alphabetical order by last name, followed by the Head of Council. The Head of Council shall always vote last. When all votes have been recorded, the Clerk shall announce the result of the vote.

16.4 Every member present at a meeting of the council when a question is put shall vote thereon, except if the member has declared a conflict of interest, direct or indirect in the question. The member shall at the first opportunity disclose that interest and shall refrain from taking part in the discussion and from voting on the particular question. Every member present who is required to vote on a question, but in fact does not want to vote thereon, shall be deemed to be voting

in the negative and shall be so recorded.

16.5 The Reeve (except where disqualified from voting by reason of interest or otherwise) may vote with the members on all questions. Any questions on which there is an equality of votes shall be deemed to be negative.

17. MOTIONS

17.1 All motions shall be submitted in writing signed by the Chair and Clerk and filed with the Clerk.

17.2 Motions may be introduced without notice where all Members of Council are present, and Council unanimously consents, to dispense with the notice requirements.

17.3 The Presiding Officer shall state the question in the precise form in which it will be recorded in the minutes immediately preceding the calling for the vote.

17.4 The manner of determining the decision of the council on a motion shall be by a show of hands.

17.5 Any resolution shall require three affirmative votes in order to be valid and binding on council. Where only a quorum is present, a resolution, in order to carry or be passed, must be unanimously affirmed by the said quorum.

17.6 Where a vote is taken for any purpose and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote.

17.7 After a motion is read, it shall be deemed to be in possession of the council, and it may only be withdrawn before decision or amendment with permission of a majority of the members of the council present.

17.8 No member shall speak to any motion until it is first read, unless otherwise directed by the Chair. The mover of a motion shall have the right to speak first and last. Motions shall be seconded before being debated or put to a vote.

17.9 After any question is finally put by the Head of Council, no member shall speak on the question, nor shall any other motion be made until after the result is declared. The decision of the Head of Council as to whether the question has been finally put shall be conclusive.

17.10 A member who wishes to introduce a motion, either on the agenda or at the regular meeting, that is of a substantive nature, must introduce the motion as a notice of motion to the Clerk seven (7) days prior to the meeting.

a) The member who hands a written Notice of Motion to the Clerk to be read at any regular council meeting need not necessarily be seated during the reading of said notice.

b) A motion of which notice has been given, if not moved on the day and at the meeting for which notice has been given cannot be moved at any

subsequent meeting without due notice having been given for such meeting unless the Head of Council and all members of the council are present and consent to such motion being made.

c) Notice of a Notice of Motion shall be given either by inclusion on an agenda or by announcement at a regular meeting of the Council. The motion of which notice has been given shall not be considered at the same meeting as that at which notice thereof was given, without the consent of council (simple majority) to do so. If notice is given otherwise than on an agenda, such Notice of Motion shall be in writing and given to the Clerk who shall read the same to the council.

17.11 Subject to a motion to reconsider, a motion once decided by the council may not again be introduced in the same calendar year; nor shall a motion that has been defeated be introduced as an amendment.

17.12 All motions shall be put to the council in the order in which they are proposed, except amendments which shall be submitted in the reverse order in which they are made.

17.13 When a question is under consideration, no motion shall be received unless:

a) to amend (see Section 17.14); or
b) to refer or defer (see Section 17.15); or
c) to adjourn (see Section 17.16); or
d) to lay on table (see Section 17.17)

17.14 Motion to amend shall:

a) be open to debate; or
b) not propose a direct negative to the main motion; or
c) be relevant to the main motion; and
d) not be further amended more than once.

17.15 Motion to refer or defer.

a) A motion to refer shall require direction as to the body or official to which it is being referred and is not debatable. A motion for reference to a committee, board or official until it is decided, shall preclude all amendments of the main question and takes precedence over a motion to defer.

b) A motion to defer must include a reason for deferral and is not debatable except:
   - that the mover of the deferral motion shall be entitled to give a brief explanation of the mover's reasons for deferral, and
   - either the mover or the seconder of the original motion which is the subject of the motion to defer may speak against the deferral motion,
   -

17.16 A motion to adjourn the council or adjourn the debate is not debatable and shall be in order except:

a) when a member is in possession of the floor: or
b) when it has been decided that the vote be now taken; or
c) during the taking of a vote.

17.17 A motion to table is not debatable and shall take precedence over any motion or amendment, except a motion to adjourn. Further consideration of a table motion may take place at any time on a motion "that the matter be taken from the table".

17.18 Any member of Council may give notice of a motion to reconsider a question within twelve (12) months of the date on which the question was decided. The motion to reconsider may be considered at any regular meeting of the Council provided that All Members of Council are present. A majority vote of the Members shall be required to carry the motion to reconsider, and no question shall be reconsidered more than once within a twelve (12) month period.

18. DISCLOSURE OF CONFLICT OF INTEREST

18.3 All members shall govern themselves at any meeting in accordance with the current legislation respecting any disclosure of interest they may have in accordance with the *Municipal Conflict of Interest, R.S.O. 1990.*

18.4 Council Members are encouraged to consider whether a circumstance may create a perceived or apparent conflict of interest, including circumstances that may reasonably call into question their impartiality or the public's confidence in the integrity of the decision-making process.

18.5 It is the responsibility of the member to identify and disclose any interest and complete a declaration of conflict-of-interest form to be filed with the Clerk prior to the meeting.

18.6 The member shall disclose the interest including the general nature thereof, prior to any consideration of the matter shall not take part in the discussion of or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

18.7 Where a member has declared a conflict of interest, and the matter is being discussed at a public meeting, the member shall not participate in any debate or vote.

18.8 Where a meeting is not open to the public, the member shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

18.9 Where a member is absent from a meeting which include a matter on which they have an interest, the member shall disclose this interest at the next public meeting they attend.

18.10 The Clerk shall record every declaration of interest and general nature thereof made by a council member under MCIA in the minutes of a council meeting which is open to the public and maintain the declaration within a registry to be made available for public viewing.

18.11 The Clerk shall record every declaration of interest, but not the general nature thereof, made by a council member under MCIA in the minutes of the council meeting, which is not open to the public.

19. DEPUTATIONS/DELEGATIONS

19.3 Persons desiring to present information verbally on matter of fact or make a request of council shall submit to the Clerk a written request by completing a Delegation Request Form; not less than seven (7) days prior to the meeting of council. All requests to be heard by council shall clearly state the purpose of the delegation/deputation and shall be signed. Delegation Request Forms that do not include adequate details will be denied by the Clerk.

19.4 A delegation or deputation shall be listed on the agenda and heard in the order determined by the Clerk. Delegations or deputations shall be limited to one speaker per topic or request and shall be limited to not more than fifteen (15) minutes. Any additional documents or material to be presented to Council must be submitted to the Clerk with the Delegation Request Form. Documents or material not submitted in advance may not be permitted to be presented, distributed or discussed at the meeting.

19.5 Notwithstanding the provisions of Section 19.1 Council may, at their sole discretion, entertain deputations or delegations with less notice as the circumstances may warrant.

19.6 That the Clerk or Head of Council may deny a request for a delegation where the subject matter relates to pending litigation or is substantially similar to a matter previously considered by Council.

20. READINGS OF BY-LAWS AND PROCEEDINGS THEREON

20.3 Every by-law, when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act, and shall be complete except for the date thereof.

20.4 Every by-law shall receive three readings prior to being pass, where required by legislation.

20.5 The first and second reading of a by-law shall be decided without amendment or debate.

20.6 If the council determines that the by-law is to be considered by a committee, it shall be considered prior to the third reading thereof.

20.7 If council so determines, a by-law may be taken as read.

20.8 The Clerk shall set out on all by-laws enacted by council the date of the several readings thereof.

20.9 Every by-law enacted by the council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in the municipal office for safekeeping.

21. EFFECTIVE DATE

21.3 **THAT** this by-law repeals by-law #1491-26

21.4 **THAT** this By-law shall come into force and take effect on the date of passing.

Read a first, second and third and final time and passed this 14th day of October 2026.

Rodney Wood, Reeve

Sara Dinsdale, CAO/Clerk-Treasurer

THE CORPORATION OF TOWNSHIP OF HILTON

Schedule "A" to By-Law No. 1533-26

DELEGATION / DEPUTATION REQUEST FORM

Request to Address Council or a Committee of Council

IMPORTANT – PLEASE READ BEFORE COMPLETING THIS FORM

- **This form may be included in the public agenda upon approval of attendance.**
- A delegation/deputation is an opportunity to address Council or a Committee. It is not a question-and-answer period and does not guarantee that Council will make a decision on the matter at the meeting.
- Only one speaker may address Council on behalf of a delegation or deputation for a particular topic or request. Presenters must limit their remarks to a maximum of 15 minutes.
- The Clerk determines the order in which delegations/deputations are heard. The Clerk or Head of Council may deny a request where the subject matter relates to pending litigation or is substantially similar to a matter previously considered by Council.
- Supporting documents or presentation materials must be submitted with this form. Materials submitted after the agenda deadline may not be accepted, included in the agenda, distributed at or discussed at the meeting.
- Delegation forms must be submitted.

1. DELEGATE INFORMATION	
Name of Delegate:	**Organization / Group / Business (if applicable):**
Email Address:	**Telephone:**
Name(s) of Additional Attendee(s):	

2. MEETING INFORMATION	
Requested Meeting Date:	**Alternate Meeting Date (if applicable):**

3. DELEGATION / DEPUTATION REQUEST

Topic you wish to discuss:

_____

Clearly describe the matter you wish to present to Council/Committee:

_____

_____

_____

What action, decision, direction, or consideration are you requesting from Council/Committee?

_____

_____

_____

4. SPEAKER AND PRESENTATION REQUIREMENTS

Requirement	Delegate Confirmation
One speaker	□ **I understand** that only one speaker may address Council/Committee on behalf of this delegation/deputation for the topic or request identified above.
15-minute maximum	□ **I understand** that my presentation is limited to a maximum of 15 minutes.
Relevant presentation	□ **I understand that** my presentation will remain focused on the topic/request identified in this form and I will conduct myself respectfully.
Questions / discussion	□ **I understand** that Council/Committee may ask questions, but that a delegation does not guarantee a decision or specific action at the meeting.

5. SUPPORTING MATERIALS / PRESENTATION

Are supporting materials being submitted with this form? □ Yes □ No

If Yes, check all that apply: □ Written submission □ Report / correspondence □ Maps / plans □ Photographs

□ Other: _____

List the materials attached/submitted:

_____

_____

_____

Will you require Township audio/visual equipment? □ Yes □ No **If Yes, please specify:**

(please note that equipment availability may be limited)

6. DELEGATION PROCEDURES AND EXPECTATIONS

1. Completed forms must be submitted to the Clerk seven (7) days prior to the scheduled regular meeting that you are requesting to attend. Special meetings will not be scheduled for a delegation/deputation.
2. Submission of a request does not guarantee that the delegation will be placed on an agenda.
3. Delegations/deputations will be listed on the regular meeting agenda and heard in the order determined by the Clerk.
4. Only one speaker is permitted per topic or request, unless otherwise authorized.
5. The maximum presentation time is 15 minutes. The Chair may manage the meeting and enforce the time limit.
6. Supporting documents and presentation materials shall be submitted with this form. Materials submitted after the agenda deadline may not be accepted, included in the agenda, distributed at or discussed at the meeting.
7. The Clerk or Head of Council may deny a delegation request where the subject matter relates to pending litigation or is substantially similar to a matter previously considered by Council.
8. Delegations are expected to address Council/Committee respectfully and remain relevant to the subject identified in the request. Personal attacks, offensive remarks, or conduct that disrupts the meeting will not be permitted.
9. An opportunity to address Council/Committee is not a question-and-answer period and does not guarantee that Council will make a decision on the matter at the meeting.

7. ACKNOWLEDGEMENT

By signing below, I confirm that I have read and understand the delegation/deputation requirements outlined in this form and agree to comply with the meeting procedures of the Township of Hilton. I confirm that the information provided is accurate to the best of my knowledge.

Delegate Name (print): _____ **Date:** _____

Signature: _____

8. PUBLIC RECORD / PRIVACY NOTICE

Information submitted in connection with a delegation/deputation may form part of the public record of the Township and may be included in the Council or Committee agenda and/or meeting record. Personal information is collected and used for the purposes of administering the delegation process and is subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other applicable legislation.

FOR CLERK'S USE ONLY	
Date Received:	**Meeting Date:**
Council / Committee:	**Agenda Item No.:**
Request:	**□ Approved □ Declined**
Reason if Declined / Notes: _____	
Supporting Materials Received:	**□ Yes □ No**
Materials Circulated / Posted:	**□ Yes □ No**
Staff Report / Follow-Up Required:	**□ Yes □ No**
Delegate Confirmation Sent:	**□ Yes □ No**