

THE CORPORATION OF THE TOWNSHIP OF THE SABLES-SPANISH RIVERS

BYLAW NUMBER 2015-23

Being a Bylaw to Govern the Proceedings
of Council, the Conduct of its Members and
the Calling of Meetings

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

AND WHEREAS it has been deemed expedient to enact said bylaw;

NOW THEREFORE The Council of the Corporation of the Township of Sables-Spanish Rivers ENACTS AS FOLLOWS:

1. This Bylaw shall hereinafter be referred to as the “Procedural Bylaw.”
2. DEFINITIONS:
 - 2.1 “Body” means the members of all groups, including the members of the municipal Council and Committees and Boards, elected or otherwise, if representing the municipal Council, unless the Committee or Board are authorized by statute to establish their own procedure and have done so;
 - 2.2 “Clerk” means the Clerk-Administrator and/or statutory designate for the Corporation of the Township of Sables-Spanish Rivers;
 - 2.3 “Committee” means any advisory or other committee, subcommittee or similar entity representing the municipal Council, including the full Council.
 - 2.4 “Committee of the Whole” means Council sitting in Committee.
 - 2.5 “Council” means the Council of the Corporation of the Township of Sables-Spanish Rivers;
 - 2.6 “Head of Council” means the Mayor or statutory designate for the Corporation of the Township of Sables-Spanish Rivers;
 - 2.7 “In Camera” means Council or a Committee sitting in closed session; that is not open to the public;
 - 2.8 “Member” means a member of the Council or a Committee of Council;
 - 2.9 “Motion or Resolution” shall be considered synonymous;
 - 2.10 “Presiding Officer” shall be the person presiding at a meeting of Council or its committees;
 - 2.11 “Recorded Vote” means the recording of the name and vote of every member on any matter of question;
 - 2.12 “Township” means the Corporation of the Township of Sables-Spanish Rivers.
3. GENERAL PROVISIONS:
 - 3.1 The rules and regulations contained in this bylaw shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and in the Committees thereof. The rules and regulations contained herein may be suspended by a vote of the Council and in any case for which provision is not made herein the procedure to be followed shall be, as near as may be, that followed in the Legislative Assembly of Ontario and its Committees.
 - 3.2 The members shall, in all matters and under all circumstances, be guided by and shall have regard to the Municipal Conflict of Interest Act, R.S.O. 1990.
 - 3.3 Provincial law or statutes shall prevail where statutes or amendments thereto are more restrictive than set out in this bylaw.
4. ROLL OF HEAD OF COUNCIL

It is the role of the Head of Council:

- 4.1 to act as chief executive officer of the Township;
- 4.2 to preside over Council meetings so that its business can be carried out efficiently and effectively;
- 4.3 to provide leadership to Council;
- 4.4 to provide information and recommendations to the Council with respect to the roll of Council described in sections 5.3.4 and 5.3.5;
- 4.5 to represent the Township at official functions;
- 4.6 to carry out the duties of Head of Council under this bylaw, the Municipal Act, 2001 and any other Act.

5. ROLL OF COUNCIL

It is the role of Council:

- 5.1 to represent the public and to consider the well-being and interests of the Township;
- 5.2 to develop and evaluate the policies and programs of the Township;
- 5.3 to determine which services the Township provides;
- 5.4 to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- 5.5 to ensure the accountability and transparency of the operations of the Township, including the activities of the senior management of the Township;
- 5.6 to maintain financial integrity of the Township; and
- 5.7 to carry out the duties of Council under this bylaw, the Municipal Act, 2001 and any other Act.

6. COUNCIL MEETINGS

- 6.1 The Inaugural Meeting of Council, after a municipal election, shall be held at the Council Chambers of the Township office at 11 Birch Lake Road, Massey, on the first Tuesday of December at 7:00 p.m.
- 6.2 After the Inaugural Meeting, each Regular Meeting of Council shall be held at the Council Chambers of the Township office at 11 Birch Lake Road, Massey on the second and fourth Wednesday of each month, at 7:00 p.m.
- 6.3 Except as otherwise provided by the Municipal Act or other statute, Council may, by resolution, dispense with, or alter the time, day or place of any meeting in which case notice shall be posted at the Township office and on the Township website, advising of the place and time.
- 6.4 When the day for a Regular Meeting of Council is a statutory or civic holiday, the Council shall hold the meeting at the designated hour; on the first work day following which is not a statutory or civic holiday, or call of the Chair.
- 6.5 Meetings of Council, Committees and Committee of the Whole shall be open meetings.
- 6.6 The Head of Council may at any time, summon a Special Meeting of Council. Upon receipt of a petition of the majority of the Members of Council, the Clerk shall summon a Special Meeting for the purpose and at the time mentioned in the petition, to be held in the Council Chambers, or at any other place as designated. The only business to be dealt with at a Special Meeting is that which is listed in the notice of the meeting.
- 6.7 Meetings called as a result of a lack of quorum shall be called as Special Meetings, following the provisions of subsection 6.6.
- 6.8 The Head of Council or the majority of the Members of Council may at any time, call an emergency meeting. In the event of a bona fide emergency the meeting may be as soon as practicable following receipt of the summons or petition by the Clerk, and notice may be

given by telephoning the Members or spouses thereof or personal contact as determined by the Clerk.

6.8.1 For the purpose of the emergency meeting, before any business is conducted, a resolution of the Council must be passed recognizing that the emergency exists, stating same and its possible consequences if the meeting was not held. An emergency is a situation where health or life is threatened, or serious financial loss is anticipated, and;

6.8.2 for the purpose of this emergency meeting, the concurrent votes of the majority of the Members of Council are required, not the majority of those at the Meeting.

7. NOTICE OF MEETING / AGENDAS

7.1 The Clerk shall give notice of each Regular and Special Meeting of Council and of each Committee meeting to the members of Council and to the heads of each department concerned with such meeting.

7.2 Public Notice of meetings shall be given by posting the meeting schedule on the Township's website at the beginning of each calendar year, and on the front door of the Township office, except when unable to do so, pursuant to sections 6.6 and 6.7. The meeting schedule shall include the date, time and location of Council and Committees or Boards. The meeting schedule is subject to change as necessary. The agenda for Council will be posted on the Township's website on the Friday before the Regular Meeting.

7.3 Notwithstanding the above, failure to post an agenda on the Township's website shall not affect the validity of the meeting or any lawful action taken there at.

8. DELEGATIONS / DEPUTATIONS

8.1 Individuals or groups wishing to appear before Council at a Regular Meeting shall advise the Clerk not later than 12:00 p.m., on the Friday prior to the Meeting. Delegations must submit their request in writing and provide the Clerk with any background information that may be beneficial during the delegate's presentation. The Clerk may make a determination as to a deferral of delegations to a subsequent meeting or a Committee or Committee of the Whole meeting.

8.2 Individuals or groups listed on the agenda or are otherwise approved to appear before Council shall be limited to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes.

8.3 Delegations shall be provided with the Delegation Process, attached as Schedule 'B', upon submission of request to address Council/Committee.

9. CONSENT AGENDA

9.1 A consent agenda allows Council to approve all items together without individual motions. Consent agenda items are routine, procedural and operational decisions. A member of Council may request an Item to be severed from the Consent Agenda to allow debate and discuss separately. Once it has been severed by majority vote of Council the item is placed on the regular agenda. Each item contained in the Consent Agenda is recorded separately in the minutes of the meeting.

9.2 The Clerk shall prepare agendas of meetings as assigned, in consultation with the Head of Council.

9.3 The Clerk shall format agendas as follows, but modifications to the matters to be included or the order of business may be altered without requiring amendment to this bylaw:

9.3.1 Adoption of Minutes

9.3.2 Disclosure of Pecuniary Interest and the General Nature Thereof

9.3.3 Delegations

9.3.4 Public Hearings

- 9.3.5 Consent Agenda
 - 9.3.5.1 Accounts
 - 9.3.5.2 Board and Committee Reports
 - 9.3.5.3 Matters Arising from Minutes
 - 9.3.5.4 Resolutions and Bylaws

- 9.3.6 Regular Agenda
 - 9.3.6.1 Resolutions
 - 9.3.6.2 Bylaws

9.3.7 In-Camera / Closed Session

9.3.8 Other Business

9.3.9 Adjournment

9.4 Council shall take up the business in the order as listed on the agenda unless otherwise determined by the Head of Council.

9.5 In-Camera Material

- 9.5.1 Any relevant information or material will be circulated to members of Council and/or Committee members; and shall be returned immediately to the Clerk or designate, at the close of the in-camera session.

10. ABSENCE OF HEAD OF COUNCIL

10.1 The Deputy Mayor shall act in the place of the Head of Council when the Head of Council is absent or refuses to act, or the office is vacant, and while doing so, they shall exercise all of the rights, powers and authority of the Head of Council.

10.2 The members of a Committee may appoint another Presiding Officer from among themselves for the purpose of chairing a particular meeting, if the person who ought to preside at any meeting does not attend within 15 minutes after the hour for which the meeting is to commence.

11. QUORUM

11.1 If no quorum is present fifteen (15) minutes after the time appointed for a meeting of Council, the Clerk shall record the names of the Members and the meeting shall stand adjourned until the date of the next regular meeting or until rescheduled as per subsection 6.7.

11.2 As soon after the hour appointed for the holding of the meeting of the Council if a quorum is present, the Head of Council shall take the Chair and call the meeting to order.

11.3 Members shall not leave their places until the Head of Council adjourns the meeting and vacates the Chair.

11.4 The proceedings of Council shall stand adjourned at the hour of 9:45 p.m., unless such proceedings be continued past that hour with the unanimous vote of all members present.

12. CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL

12.1 PRESIDING OFFICER

The Presiding Officer shall be the Mayor, and in his absence, the Deputy Mayor. The Deputy Mayor is the Councillor who received the highest number of votes in the election. In the event that both the Mayor and Deputy Mayor are absent, the Presiding Officer shall be determined by two-thirds majority of those members who are present.

The Presiding Officer shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and points of privilege and deciding all questions relating to the orderly procedure of the meeting. The ruling is subject to an appeal by any member of Council.

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

12.1.1 to open the meeting of Council by taking the Chair and calling the meeting to order;

12.1.2 to announce the business before the Council in the order, in which it is to be acted

upon;

- 12.1.3 to receive and submit in the proper manner, all motions presented by the members of Council;
- 12.1.4 to put to a vote all motions which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;
- 12.1.5 to decline to put to a vote motions which infringe upon the rules of procedure;
- 12.1.6 to enforce on all occasions the observance of order and decorum among the members of Council;
- 12.1.7 to call by name any member persisting in breach of the rules of order thereby ordering the member to vacate the meeting place;
- 12.1.8 to authenticate by signature all bylaws, resolutions and minutes of Council;
- 12.1.9 to inform the Council when necessary or when referred to for the purpose, on a point of order or usage;
- 12.1.10 to recommend the members of the Council who are to serve on Committees;
- 12.1.11 to represent and support the Council, declaring its will and implicitly obeying its decision in all things;
- 12.1.12 to ensure that the decisions of Council are in conformity with the laws and bylaws governing the activities of Council;
- 12.1.13 to adjourn the meeting when the business is concluded;
- 12.1.14 to adjourn the meeting without debate, in the case of grave disorder arising at the meeting;
- 12.1.15 to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individuals or group to vacate the meeting place where such behaviour persists.

13. CONDUCT OF MEMBERS OF COUNCIL AND MEMBERS OF BOARDS/COMMITTEES

13.1 No Member shall:

- 13.1.1 use offensive words or insulting language in or against the Body or any member, staff or guest;
- 13.1.2 disturb another, or the Body, staff or guest, by any disorderly conduct disconcerting to the speaker;
- 13.1.3 speak on any subject other than the subject in debate;
- 13.1.4 resist the rules of the Body or disobey the decisions of the Presiding Officer or of the members on questions of order or practice or upon the interpretation until the next meeting and without making an apology to the Body;
- 13.1.5 leave a meeting without first obtaining permission from the Presiding Officer, and the time of departure shall be noted in the minutes;
- 13.1.6 be permitted to retake their seat after being order to vacate, having committed a breach of any rule of the Body, until the next meeting and without making an apology to the Body;
- 13.1.7 interrupt the member who has the floor except to raise a point of order.

13.2 No person shall be allowed to address the Body or speak in debate without permission of the Presiding Officer.

13.3 All members, staff and guests shall address the Body through the Presiding Officer and only when recognized to do so, unless otherwise authorized by the Presiding Officer.

- 13.4 The Presiding Officer shall designate the member who may speak first, when two or more members seek to address the Body.

14. MOTIONS / RULES OF DEBATE

- 14.1 Members of the Body may introduce without notice, any motion, unless the Body agrees by a majority vote to require notice.
- 14.2 Members of the Body shall formally move and second a motion, in writing, to be put forth for voting and recording in the minutes.
- 14.3 Members of the Body submitting a motion by way of 'notice of motion', shall give same to the Clerk not later than 12:00 p.m. on the 6th day preceding the next meeting so that the matter may be included in the agenda package.
- 14.4 The Presiding Officer shall read the motion, or if it is an oral motion, as per subsection 12.5, state the content of the motion.
- 14.5 Members may orally introduce the following motions without written notice if it is:
- 14.5.1 a point of order or personal privilege;
 - 14.5.2 a presentation of petitions;
 - 14.5.3 a request for a notice of motion;
 - 14.5.4 to lay on the table (to defer temporarily)
 - 14.5.5 to postpone indefinitely or to a specific day;
 - 14.5.6 to move the previous motion (immediate vote on the main motion)
- 14.6 Members may introduce the following motions, but such motions shall be in writing and signed:
- 14.6.1 to refer;
 - 14.6.2 to adjourn;
 - 14.6.3 to amend;
 - 14.6.4 to suspend the rules of procedure.
- 14.7 A member making a motion to amend shall present it in writing, and not propose a direct negative to the main motion.
- 14.8 The body shall deal with amendments, in the opposite order to which they are received, before a previous amendment or the main motion.
- 14.9 No member shall make an amendment to an amendment to a motion, or make an amendment that is irrelevant to the main motion.
- 14.10 The majority of the members must consent to a motion to be withdrawn, once read or stated by the Presiding Officer.
- 14.11 The Presiding Officer shall read the motion in the precise form it is to be recorded in the minutes, including any amendments to the motion immediately prior to voting on a motion.
- 14.12 No member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result is declared, after a motion as amended is finally put.
- 14.13 Members shall not speak more than once to the same motion without the consent of the Presiding Officer.
- 14.14 Any member may require the motion under discussion to be read at any time during the debate but not as to interrupt a member while speaking.

15. VOTING ON MOTIONS

- 15.1 The Presiding Officer shall determine the manner of voting on an unrecorded vote, which shall be by show of hands, or at the discretion of the Presiding Officer, may be by voice, standing or otherwise.
- 15.2 The Presiding Officer shall, on a request for a recorded vote by a member before or immediately after the vote, call each name of each member present (including the Presiding Officer), except a member disqualified by any Act, whom shall announce their vote openly, and any failure to vote by a qualified member shall be deemed to be a negative vote and the Clerk shall record each vote.
- 15.3 The Presiding Officer, except where disqualified to vote, may vote on all motions and when doing so, shall vote last.
- 15.4 An equality of votes by the members shall be deemed to have defeated the motion, except where otherwise expressly provided in statute.

16. BYLAWS

- 16.1 Every bylaw shall be introduced by motion of a member of Council, specifying the title of the bylaw.
- 16.2 Every bylaw when introduced shall be in typewritten form, when practicable, and shall contain no blanks except as may be required to conform to accepted procedure or to comply with provisions of any Act.
- 16.3 Council may debate and amend the bylaw at this time, and subsequently vote on the adoption of notice.
- 16.4 Every bylaw shall be given first and second reading by motion, without amendment or debate.
- 16.5 Every bylaw shall be given third and final reading by motion on the same day, except when requested otherwise by motion of the majority of Council present or as otherwise provided by statute.
- 16.6 The Head of Council shall sign bylaws, upon passage, and the bylaw shall be numbered and embossed with the seal of the Corporation.
- 16.7 Council may, from time to time, employ a confirming bylaw immediately prior to adjournment for the purpose of validating decisions or direction given which is minor in nature and not set out in a bylaw or resolution.

17. IN CAMERA MEETINGS – CLOSED SESSION

- 17.1 All meetings shall be open to the public, except as provided in this section if the subject matter being considered is:
 - 17.1.1 the security of the property of the municipality or local board;
 - 17.1.2 personal matters about an identifiable individual, including municipal or local board employees;
 - 17.1.3 a proposed or pending acquisition or disposition of land by the municipality or local board;
 - 17.1.4 labour relations or employee negotiations;
 - 17.1.5 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - 17.1.6 advise that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - 17.1.7 a matter in respect of which a Council, Board, Committee or other body may hold a closed meeting under another Act;
 - 17.1.8 relating to the consideration of 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;

17.1.9 for the purpose of education or training the members and no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Board or Committee.

17.2 Before holding a meeting or part of a meeting that is to be closed to the public for one or more of the reasons listed in subsection 17.1, a Body shall state by resolution:

17.2.1 the fact of the holding of the closed meeting;

17.2.2 the general nature of the matter to be considered at the closed meeting.

17.3 A meeting may be closed to the public during a vote if,

17.3.1 subsection 17.1 permits or requires the meeting to be closed to the public, and;

17.3.2 the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Township, board or committee of either of them or persons retained by or under a contract with the Township.

17.4 The Clerk shall record all resolutions passed during a closed meeting, and shall file in a special, sealed package marked 'confidential', in the vault of the Township office. These resolutions shall be consecutively numbered with the resolutions passed at the open portion of the meeting, with a notation in the typed minutes stating the resolution number which is sealed in the confidential file. This sealed package shall only be opened in the presence of both the Head of Council and the Clerk.

18. The purpose and functions of committees are set out in Appendix A attached hereto.

19. Appendix A and B attached hereto shall form part of this Bylaw.

19. This Bylaw shall repeal Bylaw 11-04 and Bylaw 14-43.

18. This Bylaw shall become effective upon final passing thereof.

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 2015.

MAYOR – L. GAMBLE

CLERK – K. SLOSS

READ A THIRD AND FINAL TIME AND PASSED IN OPEN COUNCIL THIS _____ DAY OF

_____, 2015.

MAYOR – L. GAMBLE

CLERK – K. SLOSS

APPENDIX 'A' – BYLAW _____

COMMITTEES AND BOARDS

PUBLIC WORKS COMMITTEE

Purpose: The Public Works Committee provides guidance in planning and overseeing the projects and schedules of regular maintenance procedures and provides recommendations and policies to Council concerning the Township's public works services, including streets and roads, municipal water supply and distribution system and waste management.

Functions: The Committee is responsible for ensuring consistency with Council's policies regarding the following:
1. traffic control and signage
street sidewalks and lanes

- summer and winter maintenance programs
- public parking lot maintenance and snow dumping sites
- streetlighting
- municipal cemeteries and boat launches-general maintenance
- 2. the water treatment plant and distribution system
- the sanitary sewer collection system and lagoon
- the storm water collection system
- 3. solid waste collection and disposal
- recycling and household hazardous waste

Agenda: Committee agendas shall be established by the Public Works Director of Operations in consultation with the Chairperson.
Committee meeting reports shall be prepared by the Public Works Director of Operations and circulated to Council for approval at the next regular Council meeting.

Composition: Shall be Committee of the Whole until such time as it is determined that Council would like to invite ratepayers to be involved in the committee. At such time the committee shall be a combination of Council members and ratepayers, as determined by Council at the commencement of each new term of Council.

PARKS & RECREATION COMMITTEE

Purpose: The Parks & Recreation Committee plans and oversees the operation and management of the Arena complex as well as other recreational facilities and parks, and provides recommendations and policies to Council. They shall review recommendations from the Recreation Coordinator in developing programs that provide safe and clean conditions for the general public and meet the needs and interests of the community.

Functions: The Committee is responsible for ensuring consistency with Council's policies regarding the following:

- 1. recreation facilities including
 - Massey & District Community Centre and Arena
 - Webbwood outdoor skating rink
 - parks, ball fields, playgrounds, Sauble River Park beach area
- 2. special events, programming and activities within the recreation department

Agenda: Committee agendas shall be established by the Recreation Coordinator in consultation with the Chairperson.
Committee meeting reports shall be prepared by the Recreation Coordinator and circulated to Council for approval at the next regular Council meeting.

Composition: Shall be Committee of the Whole until such time as it is determined that Council would like to invite ratepayers to be involved in the committee. At such time the committee shall be a combination of Council members and ratepayers, as determined by Council at the commencement of each new term of Council.

ECONOMIC DEVELOPMENT COMMITTEE

Purpose: The Economic Development Committee will develop, conduct, encourage and assist programs and initiatives to enhance the factors of productivity social development of the community; and shall provide advice and recommendations to Council.

Functions: The Committee is responsible for ensuring consistency with Council's policies regarding the following:

- 1. establishing a Strategic Plan for the municipality, and regular update reviews thereof
- 2. identify, promote and advise Council on community and economic development initiatives for the Township

Agenda: Committee agendas shall be established by the Economic Development Officer in consultation with the Chairperson.
Committee meeting reports shall be prepared by the Economic Development Officer and circulated to Council for approval at the next regular Council meeting.

Composition: Shall be Committee of the Whole until such time as it is determined that Council would like to invite ratepayers to be involved in the committee. At such time the committee shall be a combination of Council members and ratepayers, as determined by Council at the commencement of each new term of Council.

LIBRARY BOARD

- Purpose:** The Library Board is to provide a comprehensive, user oriented library service which meets the needs of the community.
- Functions:** The Board shall operate and manage library services in accordance with the Public Libraries Act and applicable Council policies regarding the following:
1. to promote public awareness of the services available and to promote the maximum use of the library's resources, by means of the library's activities and programs
 2. to provide easy access to the entire range of resources;
 3. to provide economic and efficient service
- Agenda:** Board agendas shall be established by the Head Librarian in consultation with the Chairperson.
Board meeting reports shall be prepared by the Head Librarian and circulated to Council for approval at the next regular Council meeting.
- Composition:** A combination of Council members and ratepayers, as determined by Council at the commencement of each new term of Council, in accordance with the Public Libraries Act.

FINANCE COMMITTEE

The Finance Committee shall be Committee of the Whole and the Treasurer. The Committee meets on an "as-needed" basis, primarily during the municipal budget review and adoption process.

- Agenda:** Committee agendas shall be established by the Treasurer in consultation with the Chairperson
Committee meeting reports shall be prepared by the Treasurer and circulated to Council for their approval, if required, at the next regular Council meeting.

WALFORD COMMUNITY CENTRE BOARD

The Walford Community Centre Board is comprised of a member of Council and members of the various Walford groups who appoint their own representatives for the Board. The Board operates and maintains an outdoor skating rink and the Walford Community Centre.

PROPERTY STANDARDS COMMITTEE

The Property Standards Committee shall be comprised of the Clerks of the municipalities of the Township of Baldwin, Township of Nairn-Hyman, Township of Sables-Spanish Rivers and the Town of Espanola. The Committee meets on an "as-needed" basis, to hear any appeals received from any of these municipalities, pursuant to Section 15 of the Building Code Act.

ELECTION COMPLIANCE AUDIT COMMITTEE

- Purpose:** As directed by the Municipal Act, Section 81.1(1) a committee is established to review a compliance audit application made by an elector who believes on reasonable grounds, that a candidate has contravened a provision of the Municipal Elections Act respecting election campaign finances.
- Functions:**
1. Review compliance audit applications as submitted by ratepayer
 2. Grant or reject application
 3. Where application is granted, appoint an auditor
 4. Review auditor's report
 5. May initiate legal proceeding if contravention is determined in audit report
 6. May make a finding that application was reasonable but no appearance of contravention.
- Agenda:** To be determined by applications as forwarded to the committee by the Clerk of the municipality for which candidate was nominated for office.
- Composition:** The committee shall be comprised of the Clerks of the municipalities of the Township of Baldwin, Township of Nairn-Hyman, Township of Sables-Spanish Rivers and the Town of Espanola.

DELEGATION PROCESS

Before Council Meeting

1. As per Section 8 of this bylaw, individuals or groups wishing to appear before Council at a Regular Meeting shall advise the Clerk not later than 12:00 p.m., on the Friday prior to the Meeting. Delegations must submit their request in writing and provide the Clerk with any background information that may be beneficial during the delegate's presentation. The Clerk may make a determination as to a deferral of delegations to a subsequent meeting or a Committee or Committee of the Whole meeting.
2. Delegation shall choose a spokesperson for their group to address Council.

During Council Meeting

A. Bringing a Concern Forward to Council

1. Individuals or groups listed on the agenda or are otherwise approved to appear before Council shall be limited to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes.
2. The Chair (Mayor or presiding officer) shall recognize and welcome the delegation and invites the spokesperson to present the delegation's concern.
3. If other members of the delegation wish to speak, they shall raise their hand and when recognized by the Chair shall identify themselves and make their statement. If they wish to speak further at a later time they must again raise their hand for permission to speak.
4. Council members who wish to speak to a statement made by the delegation must also raise their hand and be recognized by the Chair.
5. At the end of the discussion the Chair shall thank the delegation and inform them that Council will consider their comments in their final discussions and decision.

B. Responding to a Change Proposed by Council

1. Chair recognizes and welcomes the delegation
2. Council shall present their proposal and reasons
3. Chair shall then address the delegation spokesperson and invite him/her to respond to the proposal
4. If other members of the delegation wish to speak, they shall raise their hand and when recognized by the Chair shall identify themselves and make their statement. If they wish to speak further at a later time they must again raise their hand for permission to speak.
5. Council members who wish to speak to a statement made by the delegation must also raise their hand and be recognized by the Chair.
6. At the end of the discussion the Chair shall thank the delegation and inform them that Council will consider their comments in their final discussions and decision.