



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW No. 2062/08

BEING A BYLAW TO PROVIDE FOR THE ADOPTION OF RULES OF PROCEDURE FOR THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF ESPANOLA

Table of Contents

Article 1	1.1	Mission Statement
	1.2	Guiding Principles
	1.3	Role of Council
	1.4	Role of Head of Council
Article 2		Definitions
Article 3		General Provisions
Article 4		Council Meetings
Article 5		Notice of Meetings
	5.1	Public Notice of Meeting Schedule / Posting Agendas
	5.2	Posting of Agenda or Failure to Post
	5.3	Agenda – Media
	5.4	Agenda – In Camera Material
Article 6		Calling of meeting to order and Quorum
Article 7		Absence of Head of Council
Article 8		Quorum
Article 9		Conduct of Proceedings at a Meeting of Council
	9.1	Presiding Officer
Article 10		Conduct of Members of Council and member of Boards / Committees
Article 11		Consent Agenda
Article 12		Minutes
Article 13		Reports
Article 14		Deputations / Delegations
Article 15		Petitions
Article 16		Correspondence (Communications)
Article 17		Reading of Bylaws and Proceedings Thereon
Article 18		Motions
Article 19		Amendments in General
Article 20		Voting on Motions
Article 21		Reconsideration
Article 22		Inquiries Not on the Agenda
Article 23		Rules of Debate
Article 24		Points of Order and Privilege
Article 25		Special Meetings
Article 26		Committees
	26.1	Committee of the Whole
	26.2	Committees of Council (Standing Committees)
	26.3	Special Purpose Bodies (Ad Hoc Committees & Boards)
	26.4	Rules and Regulations
Article 27		In Camera Meetings – Closed Session
	27.1	In Camera Meetings – Closed Session
	27.2	Procedure to Move in Camera
	27.3	No votes at Closed Meetings
Article 28		Amendment to this Bylaw
Article 29		Repeal



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW No. 2062/08

Being a Bylaw to Provide for the
Adoption of Rules of Procedure
For the Municipal Council of the Corporation of the Town of Espanola

WHEREAS authority is granted to Municipal Councils in the Ontario Municipal Act as amended to enact bylaws governing the proceedings of the Council the conduct of its members and the calling of meetings;

AND WHEREAS it has been deemed expedient to enact such bylaw:

NOW THEREFORE The Council OF THE CORPORATION OF THE TOWN OF ESPANOLA ENACTS AS FOLLOWS:

ARTICLE 1

1.1 MISSION STATEMENT:

The Corporation of the Town of Espanola is committed to serving the needs of our community by supporting the positive, well-balanced, social, economic, environmental and physical growth of the town. We will continue to pursue excellence by providing accountable and affordable services while promoting the highest quality of life.

1.2 GUIDING PRINCIPLES:

Six guiding principles enable the Corporation of the Town of Espanola to achieve its vision.

- 1.2.1 Communication - practice open two-way communication.
- 1.2.2 Leadership - provide quality leadership and vision.
- 1.2.3 Integrity- endeavor to be trustworthy, respectful and fair through integrity and conviction.
- 1.2.4 Community Participation - engage the community in effective planning and well-researched problem solving.
- 1.2.5 Acceptance - value and accept differences for the common good of our community.
- 1.2.6 Best Practices – ensure best practices in order to continually improve services.

1.3 ROLE OF COUNCIL:

It is the role of Council,

- 1.3.1 to represent the public and to consider the well-being and interests of the municipality;
- 1.3.2 to develop and evaluate the policies and programs of the municipality;
- 1.3.3 to determine which services the municipality provides;
- 1.3.4 to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- 1.3.5 to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;

- 1.3.6 to maintain the financial integrity of the municipality; and
- 1.3.7 to carry out the duties of Council under this Bylaw, the Municipal Act 2001, c.25, s. 224 or any other Act as amended.

1.4 ROLE OF HEAD OF COUNCIL:

It is the role of the Head of Council,

- 1.4.1 to act as Chief Executive Officer of the Municipality;
- 1.4.2 to preside over Council Meetings so that its business can be carried out efficiently and effectively;
- 1.4.3 to provide leadership to the Council;
- 1.4.4 without limiting clause, to provide information and recommendations to the Council with respect to the role of Council described in 1.3.4 and 1.3.5
- 1.4.5 to represent the municipality at official functions; and
- 1.4.6 to carry out the duties of Head of Council under this Bylaw, the Municipal Act 2001, c.25, s. 225 and any other Act.

**ARTICLE 2
DEFINITIONS**

- 2.1 “Council” means the Council of the Corporation of the Town of Espanola
- 2.2 “Head of Council,” means the Mayor of the Corporation of the Town of Espanola.
- 2.3 “Member” means a member of the Council or a Committee of Council.
- 2.4 “Clerk” means the Clerk-Treasurer/Administrator and or statutory designate, for the Corporation of the Town of Espanola
- 2.5 “Meeting” means any regular, special, committee or other meeting of a council, of a local board or of a committee of either of them.
- 2.6 “Presiding Officer” is the person presiding at meeting of Council or its committees.
- 2.7 “Committee” means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more council or local boards, a regular, standing, special or joint meeting of the committees, as well as full Council.
- 2.8 “Local Board” does not include police services board or public library boards
- 2.8 “Committee of the Whole” means Council sitting in Committee
- 2.9 “In Camera” means a Committee or Council sitting in closed session; that is, not open to the public.
- 2.10 “Motion and Resolution” shall be considered synonymous
- 2.11 “Recorded Vote” means the recording of the name and vote of every member on any matter of question

**ARTICLE 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.

ARTICLE 4 COUNCIL MEETINGS

- 4.1 The Inaugural Meeting of Council, after an election, shall be held at the Council Chambers, in the Court Room, Municipal Building, adopted and used by the Council from time to time for such purposes. The Inaugural Meeting of Council shall take place at 7:30 p.m. on the first Tuesday of December following an election.
- 4.2 After the Inaugural Meeting each succeeding Regular Meeting of Council shall be held in the Council Chambers, in the Court Room, or at any other place within the municipality as the Council from time to time appoints, on the second & fourth Tuesday of each month at 7:30 p.m. with the exception that during the months of July and August and December in each year, only one (1) regular meeting will be held on the second Tuesday.
- 4.3 Except as otherwise provided by the Municipal Act or other statutes, Council may, by resolution, dispense with or alter the time, day or place of any meeting in which case a notice shall be posted in the Municipal Office advising of the time and place.
- 4.4 When the day for a Regular Meeting of Council is a statutory or civic holiday, the Council shall, unless the Council decides otherwise, meet at the same hour on the following day, which is not a statutory or civic holiday.
- 4.5 Inaugural and Regular Meetings of Council shall be open meetings.
- 4.6 The Head of Council may at any time summon a Special Meeting of Council. Upon receipt of the 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.

ARTICLE 5 NOTICE OF MEETING

5.1 Public Notice of Meeting Schedules / Posting Agendas

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.

5.1.1 Public Notice of meetings shall be given by posting the meeting schedule on the Town's official website at the beginning of each calendar year. The meeting schedule shall include the date, time and location of Council, Committees and Advisory Committees. The meeting schedule is subject to change as necessary. The Council and Committee agendas will be posted outside the Council Chambers on a bulletin board and the Town of Espanola's website www.town.espanola.on.ca. All agendas will be posted no later than 48 hours before the holding of such meeting.

5.1.2 The Notice shall be placed in the Councillors and Department Managers mail file in the Municipal Office so as to be available not later than two business days prior to the day of the meeting.

5.2 Posting of Agenda and Failure to Post

Notwithstanding Section 5.1 failure to post an agenda outside of the Council Chambers or on the Town's official website shall not affect the validity of the meeting or any lawful action taken there at.

5.3 Agenda – Media

The Council and Committee agendas will be made available for the media on the Town website.

5.4 **Agenda – In Camera – Material:**

All in camera material will be circulated to members of Council and/or Committee members on green paper. The in camera material must be returned immediately to the Clerk or designate at the close of the in camera session.

**ARTICLE 6
CALLING OF MEETING TO ORDER AND QUORUM**

- 6.1 In the case of the absence of the Head of Council from the Municipality, through illness, refusal to act or other vacancy, the Deputy Mayor shall act from time to time in the place and stead of the Head of the Council. The Deputy Mayor shall exercise the rights, powers and authority of the Head of Council, while so acting.

**ARTICLE 7
ABSENCE OF HEAD OF COUNCIL**

- 7.1 Subject to the provisions of the municipal Act, where the Head of Council does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council, the Deputy Mayor shall act as Head of Council, or in the absence of the Deputy Mayor, the Clerk shall call the Members to order and an acting Head of Council shall be appointed from among the Members present and he/she shall preside until the arrival of the Head of Council and while so presiding the acting head of Council shall have all the powers of the Head of Council.

**ARTICLE 8
QUORUM**

- 8.1 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 present and the meeting shall stand adjourned until the date of the next regular meeting.
- 8.2 As soon after the hour fixed 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.
- 8.3 A motion to adjourn the Council or adjourn the debate shall be in order except when a member is in possession of the floor; or when it has been decided that the vote be now taken; or during the taking of a vote. No second motion to adjourn shall be in order until an intermediate proceeding has taken place.
- 8.4 Members shall not leave their places on adjournment until the Presiding Officer vacates the Chair.
- 8.5 Council shall adjourn at the hour of 11:00 p.m. if in session at that hour, unless otherwise determined by a vote of a majority of the members present.
- 8.6 The proceedings of Council shall terminate at the hour of 12:00 midnight, unless such proceedings be continued past that hour with the unanimous consent of all members present.

**ARTICLE 9
CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL**

9.1 **PRESIDING OFFICER:**

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:

- 9.1.1 to open the meeting of Council by taking the chair and calling the members to order,
- 9.1.2 to announce the business before the Council in the order, in which it is to be acted upon,

- 9.1.3 to receive and submit, in the proper manner, all motions presented by the Members of Council,
- 9.1.4 to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result,
- 9.1.5 to decline to put to vote motions, which infringe the rules of procedure,
- 9.1.6 to restrain the Members, within the rules of order, when engaged in debate,
- 9.1.7 to enforce on all occasions the observance of order and decorum among the members,
- 9.1.8 to call by name any Member persisting in breach of the rules of order of the Council, thereby ordering him to vacate the Council Chamber,
- 9.1.9 to receive all messages and other communications and announce them to Council,
- 9.1.10 to authenticate, by his or her signature, all bylaws, resolutions and minutes of the Council,
- 9.1.11 to inform the Council, when necessary or when referred to for the purpose, in a point of order or usage,
- 9.1.12 to represent and support the Council, declaring its will, and implicitly obeying its decision in all things,
- 9.1.13 to ensure that the decisions of Council are in conformity with the laws and bylaws governing the activities of the Council,
- 9.1.14 to adjourn the meeting when the business is concluded,
- 9.1.15 to adjourn the meeting without debate, in the case of grave disorder arising in the Council Chambers.

ARTICLE 10
CONDUCT OF MEMBERS OF COUNCIL AND MEMBER OF
BOARDS/COMMITTEES

- 10.1 No member shall speak disrespectfully of the Reigning Sovereign, or of any of the Royal Family, or of the Governor General, the Lieutenant Governor of any province, or any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.
- 10.2 No Member shall:
 - 10.2.1 use indecent, offensive or insulting language in or against the Council or any Member thereof;
 - 10.2.2 speak on any subject other than the subject in debate;
 - 10.2.3 criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
 - 10.2.4 disobey the rules of the Council or a decision of the Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the rules of the Council;

- 10.2.5 when a member persists in any such disobedience of the aforesaid rules after having been called to order by the Presiding Officer, the Presiding Officer may forthwith put the question, with no amendment, adjournment or debate being allowed, “that such Member be ordered to leave his seat for the duration of the meeting of the Council”. If the Member apologizes he may, by vote of the Council, be permitted to retake his seat.
- 10.3 No person except Members and Officers of the Council shall be allowed to come within the bar during sittings of the Council without permission of the Presiding Officer or the Council upon reference.
- 10.4 When the Chair is putting the question no Member shall leave or make a disturbance.
- 10.5 A member who wishes to leave the meeting of Council prior to adjournment shall so advise the Presiding Officer and the time of departure shall be noted in the minutes.

ARTICLE 11 CONSENT AGENDA

A consent agenda allows Council to approve all items together without individual motions. Consent agenda items are routine, procedural and operational decisions. Illustrative sections are listed in 11.1.1 to 11.1.9.

At the beginning of the meeting or at the beginning of each section as noted in 11.1.1-11.1.9 the Chair asks members what items they wish to be severed from the consent agenda and discussed separately. If any member requests that an item be removed from the agenda, it may be severed with a mover and seconder and vote of the majority of Council. Once it has been severed the item is placed on the regular meeting agenda, that being Part 2. When there are no more items to be removed, the Clerk shall read out the motion with the numbers remaining on the consent agenda. The Chair will then ask for a vote on accepting the motion for the consent agenda items without debate.

- 11.1 The Clerk shall have prepared and printed for the use of the Members at the Regular Meetings of Council an agenda under the following headings:
- 11.1.1 Public Hearing
 - 11.1.2 Delegations/Petitions
 - 11.1.3 Part 1 - Consent Agenda
 - 11.1.4 Adoption of Minutes
 - 11.1.5 Board and Committee Reports
 - 11.1.6 Matters Arising From the “In Camera Session”
 - 11.1.7 Business Arising From Board and Committees
 - 11.1.8 Bylaws and Resolutions
 - 11.1.9 Reports
 - 11.1.10 Part 2 - Regular Agenda
 - 11.1.11 Bylaws and Resolutions
 - 11.1.12 Correspondence for Information Only
 - 11.1.13 Information
 - 11.1.14 Conference and Conventions
 - 11.1.15 Mayor and Councillor Reports and Announcements

11.1.16 Future Council Meetings

11.1.17 Adjournment

11.2 When it appears that any matter may be more conveniently considered in Committee of the Whole, Council may, on motion, move into a Committee of the Whole and the proceedings taken in Committee when adopted by Council shall be deemed to be proceedings of Council. The Head of Council may preside in the Committee of the Whole or may designate another Member to preside.

11.3 A Member of Council, at any time prior to the preparation of the agenda, may file in writing with the Mayor an item for inclusion in the agenda.

11.4 The business of Council shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the Council.

11.5 An item of business not listed on the Council agenda cannot be introduced at a Council meeting without the approval of Council. Items of business not listed on the agenda will be introduced, with the approval of Council, under announcements.

ARTICLE 12 MINUTES

12.1 The Minutes shall Record:

12.1.1 The place dates and time of meeting;

12.1.2 The names of the Presiding Officer and record of the attendance of the Members, and record of the absence of members and reason for absence,

12.1.3 The correction and adoption of the minutes of prior regular meeting and special meetings of Council,

12.1.4 The receipt of Standing Committee, Special Purpose, and Ad Hoc Committee and Board Reports.

12.1.5 The proceedings of the meeting without note or comment, all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed or not.

12.2 It shall be the duty of the Clerk to circulate the minutes of the last Regular Meeting, Special Meetings and Committee Minutes; which have been received, held more than six (6) days prior to a regular meeting. The agenda prepared in accordance with Article 11 and the aforesaid minutes are placed in each Councillors mail file not less than forty-eight hours before the hour appointed for the holding of such regular meeting.

ARTICLE 13 REPORTS

13.1 Council shall not receive committee reports unless received by the Members in accordance with Clause 12.2 and may be recommitted to the same or a different Committee.

13.2 Department Managers shall submit written departmental reports on a monthly basis to bring to Council up to date on all operations.

ARTICLE 14 DEPUTATIONS/DELEGATIONS

14.1 With respect to Meetings of Council, persons desiring to verbally present information on matters before Council may be heard on leave of Council but shall be limited in speaking not more than ten (10) minutes. The request shall be in writing and a copy of the subject matter must be submitted to the Clerk no later than 12:00 o'clock noon on the Wednesday preceding the next regular meeting of Council.

- 14.2 Council may allow late delegations to be included on the agenda by the majority vote of Council.
- 14.3 With respect to Meetings of Committees, persons desiring to verbally present information on matters of fact, (or to make a request of Council), on an item not included on the agenda may be heard on leave of the Committee but shall be limited to speaking to not more than ten (10) minutes. The request shall be in writing and a copy of the subject matter must be submitted to the Clerk no later than 12:00 o'clock noon on the Wednesday preceding the Committee meeting at which the presentation is to be made.
- 14.4 When in the opinion of the Clerk, the request for a delegation may be dealt with in Committee, with further report to Council.

**ARTICLE 15
PETITIONS**

- 15.1 Every petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk.
- 15.2 Every petition shall be filed with the Clerk no later than 12:00 o'clock noon on the Wednesday preceding the next regular meeting of the Council.
- 15.3 The Clerk shall read the substance thereof to the Council/Committee but any Member may require the reading of part or all thereof.
- 15.4 All petitions on any subject within the cognizance of a Standing Committee shall on presentation, unless otherwise disposed of by Council forthwith, be considered as referred to the appropriate Committee as the case may be without any motion or debate unless otherwise ordered by Council.
- 15.5 When, in the opinion of the Clerk, the petition or communication should first be dealt with in committee, it shall be directed to that particular body for consideration and subsequent report to Council.
- 15.6 When, in the opinion of the Clerk, a communication or petition does not warrant consideration of Council or committee, notification in writing shall be mailed to the petitioner or sender. The communication will state that the sender may appear before Council or Committee, who, by a majority vote, can decide to hear the petitioner.

**ARTICLE 16
CORRESPONDENCE (COMMUNICATIONS)**

- 16.1 All correspondence (communications) which is required to be brought to the attention of Council, shall be legibly written and printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk.
- 16.2 Correspondence (communications), which is required to be brought to the attention of Council, shall be filed with the Clerk not later than 12:00 o'clock noon on the Wednesday, preceding the next regular meeting of the Council. It shall be circulated to Council as it is received and listed on the Agenda under Information.
- 16.3 The Clerk shall read the substance thereof to the Council but any Member may require the reading of part or all thereof. When in the opinion of the Clerk, the correspondence should first be dealt with by the department or committee that the matter refers to, it shall be directed to the particular body for consideration and subsequent report or recommendation to council.

**ARTICLE 17
READING OF BYLAWS AND PROCEEDINGS THEREON**

- 17.1 Every bylaw shall be introduced by motion by a Member of Council specifying the title of the bylaw.

- 17.2 Every bylaw 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 the provisions of any act and shall be complete with the exception of the date thereof.
- 17.3 Every bylaw shall have three readings prior to it being passed.
- 17.4 The first reading of a bylaw shall be decided without amendment or debate.
- 17.5 If Council so determines, a bylaw may be taken as read.
- 17.6 The Clerk shall set out on all bylaws enacted by Council the date of the several readings thereof.
- 17.7 When a bylaw is reported without amendment it shall be forthwith ordered read the third time or at a time as may be appointed by the Council.
- 17.8 Every bylaw 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 his office for safekeeping.

ARTICLE 18 MOTIONS

- 18.1 Councillors wishing to present notice of all new motions, except motions listed in Clause 18.11 shall be given in writing, to the Clerk at least six calendar days, excluding Saturdays, Sundays and statutory holidays, preceding the date of the meeting at which a motion is to be introduced. A summation of the purpose of the motion and a copy of the proposed motion shall be submitted to the Clerk in writing.
- 18.2 When a Member's notice of motion has been called from the Chair two successive meetings and not proceeded with, it shall be dropped from the agenda unless Council otherwise decides.
- 18.3 If at the third meeting such notice of motion is called from the Chair and not proceeded with, it shall be deemed withdrawn.
- 18.4 Any motion may be introduced without notice, if Council, without debate, dispenses with notice on the affirmation vote of at least a simple majority of the Members present and voting.
- 18.5 Motions shall be submitted in writing over the signature of the Mover.
- 18.6 A motion must be formally seconded before the Presiding Officer can put the question or a motion be recorded in the Minutes.
- 18.7 When a motion is presented in Council, the Clerk before debate shall read it.
- 18.8 A motion in respect of a matter, which is beyond the jurisdiction of the Council, shall not be in order.
- 18.9 After a motion is read or stated by the Chairperson it shall be deemed to be in possession of the Council but may, with the permission of Council, be withdrawn at any time before decision or amendment.
- 18.10 A motion properly before Council for decision must receive disposition before any other motion can be received except motions in respect of matters listed in Clause 18.11.
- 18.11 When a question or motion is under consideration, no further motion shall be made, unless it is:
- 18.11.1 to amend
 - 18.11.2 to refer to a committee, board, or the Clerk for report
 - 18.11.3 to table
 - 18.11.4 to postpone indefinitely

- 18.11.5 to postpone to a certain time
- 18.11.6 to adjourn
- 18.11.7 to move the previous question
- 18.12 A motion to refer or defer shall take precedence over any motion or amendment, except a motion to adjourn.
- 18.13 A motion to refer shall require direction as to the body to which it is being referred and is not debatable.
- 18.14 A motion to defer must include a reason for deferral and is not debatable.

ARTICLE 19 AMENDMENTS IN GENERAL

- 19.1 Amendment means a change in the form of a Motion. An amendment is designed to alter or vary the term of the main Motion without materially changing its meaning. It may propose that certain words are left out, that certain words be omitted and replaced by others, or that certain words be inserted or added. Every amendment must be strictly relevant to the question being considered.
- 19.2 An amendment modifying a motion may be made provided it is not contrary to the main intention of the motion. An amendment relating to a different subject shall not be in order. More than one amendment may be made to the main question or motion provided that only one amendment may be made to an amendment.
- 19.3 The question or motion to be amended shall first be read as it stands, then the words proposed to be struck out and those to be inserted shall be read; and finally the questions or motion shall be read, as it would stand if so amended.
- 19.4 Amendments shall be put in the reverse order to that in which they are moved. An amendment shall be moved and seconded with the mover and seconder initialing the changes in the main motion and it shall be decided or withdrawn before the main question or the motion is put to a vote.
- 19.5 A motion to put the previous question, until it is decided, shall preclude all amendment and debate of the main motion. It shall be put forthwith without debate in the form, "That the main question be now put" and if this motion is resolved in the affirmative, then the main motion is put immediately without amendment or debate.

ARTICLE 20 VOTING ON MOTIONS

- 20.1 Motion to Adjourn - a motion to adjourn shall always be in order except as provided by these rules. When resolved in the negative, it cannot be made again until after some intermediate proceedings shall have been completed by Council. It is not in order when a Member is speaking or during the verification of a vote; is not in order immediately following the affirmative resolution of a motion for the previous question.
- 20.2 Privilege - A motion on a matter of privilege shall receive disposition of Council forthwith upon receipt and when settled, the question so interrupted shall be resumed from the point where it was suspended.
- 20.3 Motion to Divide - A motion containing distinct proposals may be divided by leave of Council.
- 20.4 Motion Stated - Immediately preceding the taking of the vote, the Presiding Officer may state the motion in the form introduced and shall do so if required by a Member except when a motion for the previous question has been resolved in the affirmative. He shall state the motion in the precise form in which it will be recorded in the minutes.
- 20.5 No interruption After Motion - After a motion is finally put by the Presiding Officer, no member shall speak to the motion nor shall any other motion be made until after the vote is taken and the results have been declared.

- 20.6 Division of Vote - Members opposed to the unanimous adoption of a motion may request that the motion be declared carried on division and recorded in the minutes as such.
- 20.7 Vote not Allowed - A member not present before the result of the division on a motion is declared, is not be entitled to vote on that motion.
- 20.8 Unrecorded Vote - The manner of determining the decision of the Council on a motion shall be by the show of hands or by a recorded vote.
- 20.9 Recorded Vote - When a Member present requests a recorded vote, all members present at the Council or Committee meeting must vote in alphabetical order, unless otherwise prohibited by statute. The presiding officer shall record the names of those who voted for and against the motion, on the motion.

ARTICLE 21 RECONSIDERATION

- 21.1 After a motion has been voted upon and at the same meeting a move for reconsideration may be made in writing.
- 21.2 If such a motion to reconsider receives a seconder, it shall be open to debate, voted upon and shall require the votes of a majority of members present to pass.
- 21.3 If a motion for reconsideration is moved at a subsequent meeting it shall be preceded by a Notice of Motion in accordance with Section 18.1 and shall require a majority vote of the members present to carry.
- 21.4 No matter shall be recognized more than twice in the same calendar year.
- 21.5 A notice of motion for reconsideration of any decided matter shall not operate to stop or delay action on the decided matter unless the Council by a majority vote of the members present shall so direct.
- 21.6 If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future definite date; debate on the matter to be reconsidered shall proceed as though it had not previously been voted upon.
- 21.7 Debate on a motion for reconsideration must be confined to reasons for or against reconsideration only.

ARTICLE 22 INQUIRIES NOT ON THE AGENDA

- 22.1 An item shall not be brought up unless, in the opinion of the Mayor or the Clerk, the matter is of an emergency nature and should be dealt with immediately rather than be deferred to a Regular Meeting of Council.

ARTICLE 23 RULES OF DEBATE

- 23.1 Every member prior to speaking to any motion shall address the Presiding Officer. When two or more Members wish to speak, the Presiding Officer shall designate the Member who has the floor. Every Member present at a meeting of the Council when a motion is moved shall vote thereon unless prohibited by statute.
- 23.2 When a recorded vote is requested by a Member or is otherwise required, the presiding officer shall record the name and vote of every Member on any matter question.
- 23.3 If any Member at a meeting of Council when a motion is moved and a recorded vote taken does not vote, he shall be deemed as voting in the negative except where he is prohibited from voting by statute.

- 23.4 If a member disagrees with the announcement of the presiding officer that a motion is carried or lost he may, but only immediately after the declaration by the presiding officer, appeal the declaration and request that a recorded vote is taken.
- 23.5 When the Presiding Officer calls for the vote on a motion, each member shall occupy his seat and shall remain in his place until the presiding officer declares the result of the vote.
- 23.6 When a member is speaking, no other member shall interrupt him except to bring up a point of order.
- 23.7 Any member may require the motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
- 23.8 No member shall speak more than once to the same motion without leave of the Presiding Officer.
- 23.9 No member, without leave of the Council, shall speak to the same motion or in reply, for longer than ten (10) minutes.
- 23.10 A member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated clearly.
- 23.11 Notwithstanding Clause 23.10, when a member has been recognized as the next speaker, then immediately before speaking such member may ask a question of the Presiding Officer or an official of the municipality on the matter under discussion. The question must be only for the purpose of obtaining information, following which the member shall speak.
- 23.12 In all matters respecting the proceeding of the Council or the Committee of the Whole, the matter shall be decided by the Presiding Officer, subject to an appeal to the Council upon a point of order.

ARTICLE 24 POINTS OF ORDER AND PRIVILEGE

- 24.1 The Presiding Officer shall preserve order and decide questions of order.
- 24.2 When a member rises to a point of order he shall ask leave of the Presiding Officer to raise a point of order and after leave is granted he shall state the point of order to the Presiding Officer who shall decide upon the point of order.
- 24.3 Thereafter, a member shall only address the Chair for the purpose of appealing the Presiding Officer's decision to the Council.
- 24.4 If no Member appeals, the decision of the Presiding officer shall be final.
- 24.5 The Council, if appealed to, shall decide the question without debate and its decisions shall be final.
- 24.6 Where a member considers that his integrity or the integrity of the Council as a whole has been impugned, he may as a matter of personal privilege rise at any time. The member will do this with the consent of the Presiding Officer, for the purpose of drawing the attention of the Council to the matter.

ARTICLE 25 SPECIAL MEETINGS

- Special meetings of Council may be called:
- 25.1 By the Head of Council;
- 25.2 By the Clerk, on petition from the Majority Members of Council;
- 25.3 At the request of a majority number of members during a Regular Meeting;

- 25.4 All rules of procedure and conduct for regular meetings of Council shall apply;

ARTICLE 26 COMMITTEES

26.1 Committee of the Whole

- 26.1.1 Committee of the Whole meetings may be called during a regular meeting of Council, a Special meeting of Council or on prior notice at a Regular or Special Meeting that a separate Committee of the Whole meeting is required.
- 26.1.2 Committee of the Whole meetings shall be called as the public interests require and may be “In Camera” meetings.
- 26.1.3 The Mayor, or in his or her absence, the Deputy Mayor, shall be the Chairman of the meeting.
- 26.1.4 A quorum of Council must be present at a Committee of the Whole meeting.
- 26.1.5 No motions are to be passed in Committee of the Whole meetings, but motions of recommendation to Council may be prepared.
- 26.1.6 When Council goes into a Committee of the Whole meeting during a Regular or Special Meeting of Council, the Chairman of the Committee of the Whole meeting shall report the Committee of the Whole’s recommendations. Any necessary or required motions will be presented to Council for Council’s action.
- 26.1.7 When a Committee of the Whole meeting is held outside a regular meeting, the Chairman of the Committee of the Whole meeting shall report the Committee of the Whole’s recommendation to the Council at the next regular meeting.
- 26.1.8 The Clerk or his designate shall be secretary of the Committee of the Whole meetings and act as a resource person for the Committee.

26.2 Committees of Council (Standing Committees)

26.2.1 Composition:

The following shall constitute the Standing Committees of Council:

- 26.2.1.1 Corporate Services
26.2.1.2 Community Services

26.2.2 General:

- 26.2.2.1 The Mayor shall be an ex-officio member of all committees of Council; shall have the same rights and privileges as any other member of the Committee and shall constitute part of the quorum, with the exception of where Provincial Legislation supersedes municipal bylaws.
- 26.2.2.2 The Standing Committees will have four members of which one member being the Mayor or his/her designate.
- 26.2.2.3 The Mayor on an annual basis shall appoint each member to the Committee. The Chairperson will provide executive direction to each of the committee’s associated departmental functions. Such direction shall be in conformity with the Terms of Reference as specified for each Committee.

- 26.2.2.4 Committee meetings will be conducted in the same manner as Regular Council meetings with the exception of voting. The Chairperson may take part in all discussion prior to a motion but will only exercise the privilege of voting in the case of a tie amongst the members present.
- 26.2.2.5 The duties and responsibilities of the Standing Committees are stated in the attached Terms of Reference and are considered as forming part of the procedural bylaw.
- 26.2.2.6 The regular scheduled meetings of the Standing Committee will be held on the first & third Tuesday of every month.
- 26.2.2.7 The Committee Chair may call special meetings of any Standing Committee whenever he/she considers it necessary.

26.3 Special Purpose Bodies (Ad Hoc Committees & Boards)

- 26.3.1 There shall be 6 special purpose bodies, Ad Hoc Committees and Boards.
 - 26.3.1.1 Police Services Board
 - 26.3.1.2 Community Economic Development Advisory Committee
 - 26.3.1.3 Library Board
 - 26.3.1.4 Non Profit Board
 - 26.3.1.5 Water Public Advisory Committee
 - 26.3.1.6 Master Fire Plan Committee
- 26.3.2 Ad Hoc Committees of Council may be appointed by Council by motion from time to time to consider specific matters.
- 26.3.3 All applications for members at large for appointment to Special Purpose Bodies, Boards and Ad Hoc Committees shall be on the prescribed form supplied by the Clerk and shall be received by the Clerk and shall be dealt with at the first meeting of Council in January. All applicants shall meet the required qualifications as set out by the various acts authorizing the formation of the committee or board, and it shall be the responsibility of the Clerk to ascertain these qualifications for each applicant. The term of appointment for members at large shall coincide with the term of council.
- 26.3.4 Immediately following an election, the Clerk shall place an advertisement in the local newspapers outlining the various positions to be filled on the Municipality's Special Purpose bodies and ad hoc committees and inviting applications from interested citizens.
- 26.3.5 Copies of all applications received for each position shall be submitted with the agenda for the first regular meeting.
- 26.3.6 From time to time Council may be required to replace committee or board members. At that time the Clerk shall place an advertisement in the local newspapers outlining the various positions to be filled on the Municipality's Special Purpose bodies and Ad Hoc committees and inviting applications from interested citizens. Following the application deadline, copies of all applications received for each position shall be submitted with the agenda for the next Regular Meeting.
- 26.3.7 From time to time Council may be required to replace committee or board members. At that time the Clerk shall place an advertisement in the local newspapers outlining the various positions to be filled on the Municipality's Special Purpose bodies and Ad Hoc committees and inviting applications from interested citizens. Following the application deadline, copies of all applications received for each position shall be submitted with the agenda for the next Regular Meeting.

26.4 Rules and Regulations

These Rules and Regulations contained in this bylaw shall apply to all committees, and boards with the necessary modifications.

- 26.4.1 The agenda shall be provided to the Board/Committee members and to each council member 48 hours prior to the meeting.
- 26.4.2 Where practical all Committee meetings shall be held in the Municipal Office Boardroom.
- 26.4.3 Minutes must be completed prior to the next Regular Council meeting and must be submitted to the Clerk's office prior to 12:00 p.m. on the Wednesday preceding the meetings of Council.
- 26.4.4 A staff report shall accompany all items to be presented on an agenda and shall be submitted to the clerk's office prior to 12:00 pm on the Wednesday preceding the meeting of Council
- 26.4.5 Recommending motions from a board or committee shall have attached the staff report and any pertinent background information and shall be submitted to the clerk's office prior to 12:00 pm on the Wednesday preceding the meetings of council.
- 26.4.6 Special Boards & Committees will follow the procedures of this bylaw subordinate to Provincial legislation and other municipal bylaws governing their structure and activities.
- 26.4.7 Where a conflict arises between the procedural activities of a Special Purpose Board or Committee and this bylaw the governing structure and its procedures of the Board or Committee will take precedence subject to any review of Council.

ARTICLE 27
IN CAMERA MEETINGS – CLOSED SESSION

- 27.1 Except as provided in this section, all meetings shall be open to the public if the subject matter considered is:
 - 27.1.1 the security of the property of the municipality or local board;
 - 27.1.2 personal matters about an identifiable individual including municipal or local board employees;
 - 27.1.3 a proposed or pending acquisition or disposition by the municipality or local board;
 - 27.1.4 labour relations or employee negotiations;
 - 27.1.5 litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board;
 - 27.1.6 the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - 27.1.7 a matter in respect of which council, board, committee or other body has authorized a meeting to be closed under another Act.
 - 27.1.8 if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council, Board, Commission or other body is the head of an institution for the purposes of that Act. 2001, c. 25, s. 239 (3).

27.1.9 the meeting is held for the purpose of educating 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, Local Board or Committee.

27.2 Procedures to Move In Camera

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 Section 27.1, a municipality or local board or committee of either of them shall state by resolution,

27.2.1 The fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or

27.2.2 In the case of a meeting under subsection (3.1 of the Municipal Act 2001, c. 25as amended), the fact of the holding of the closed meeting, the general nature of its subject matter and that it is to be closed under that subsection.

27.3 No Votes at a Closed Meeting

Despite Section 27.1 a meeting may be closed to the public during a vote if subsection 27.1.1 to and including 27.1.9 permits the meeting to be closed to the public and the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

28. Any provision of this bylaw may be repealed, amended or varied and additions may be made to this Bylaw by a 2/3-majority vote, provided that no notice of motion for that purpose has been given at a preceding regular meeting.

29. That Bylaw number 1611, 1777 and 1780 are hereby repealed.

Read a first, second and third time in open Council on this 12th day of February 2008.

“Bernie Gagnon”

Bernie Gagnon
Mayor

“Dianne Polden”

Dianne Polden
Deputy Clerk

Special Purpose Board:

POLICE SERVICES

TERMS OF REFERENCE

PURPOSE:

To provide adequate and effective police services for the Town of Espanola in accordance with the police needs of the Town of Espanola and the Police Services Act.

JURISDICTION

Police Services
Police Liaison

FUNCTIONS:

A board is responsible for the provision of adequate and effective police services in the municipality and shall,

1.	Appoint the members of the municipal police force;
2.	Generally determine, after consultation with the chief of police, objectives and priorities with respect to police services in the municipality;
3.	Establish policies for the effective management of the police force;
4.	Recruit and appoint the chief of police and the deputy chief of police, and annually determine their remuneration and working conditions, taking their submissions into account;
5.	Direct the chief of police and monitor his or her performance;
6.	Receive regular reports from the chief of police on disclosures and decision made under Section 49;
7.	Establish guidelines with the respect to the indemnification of members of the police force for legal costs under section 50;
8.	Establish guidelines for dealing with complaints made under Part V;
9.	Review the chief of police's administration of the complaints system under Part V and receive regular reports from the chief of police on his or her administration of the complaints system.
10.	By bylaw establish rules for the effective management of the police force.
11.	Labour relations for all members.
12.	Establish long range goals.
13.	Prepare financial forecast and budget.

STAFF RESOURCES:

Chief of Police
Secretary to the Board
Other staff as required

Special Purpose Body Advisory Committee:

COMMUNITY ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE:

The committee will conduct, encourage and assist the programs and initiatives developed to enhance the factors of productivity, these defined as land capacity labour, capital and technology of our local economy.

FUNCTIONS:

1.	Provide advice to council on community and economic development.
2.	The committee shall ensure that the community is aware of the initiatives that are being implemented to promote community development and economic growth.
3.	Active in identifying, promoting and advising council on community and economic development initiatives in the Town of Espanola.
4.	Assist with the development, implementation and ongoing evaluation of an economic development plan for Espanola. Such a plan shall be build upon the existing planning documents in Espanola including the Espanola Tourism Development Program Update; 1997.
5.	Each December the committee shall make an annual report to Council on economic development activities and plans for the upcoming year.
6.	The Chairperson or his/her designate shall attend educational workshops or seminars with the allotted budget.
7.	The committee shall recommend to the Economic Development Officer the annual capital budget list as decided upon at a regular meeting of the group.

STAFF RESOURCES:

Community Economic Development Officer
Other staff as required

Special Purpose Board:

LIBRARY BOARD

TERMS OF REFERENCE

PURPOSE:

The Library Board is to provide a comprehensive, user oriented library service, which meets the needs of the community.

FUNCTIONS:

1.	To promote public awareness of the services available and to foster 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.
4.	Prepare financial forecast and budget.

STAFF RESOURCES:

Chief Librarian
Other staff as required

<p>Special Purpose Body Advisory Committee: WATER PUBLIC ADVISORY COMMITTEE</p>

Purpose:

The Public Advisory Committee for Brown Water Improvements is to encourage and assist with the implementation of a program to meet the objectives of overall brown water improvements.

Composition:

The public advisory committee shall be comprised of two (2) members of Council and (4) four members from the Community (amended from 3 members by Council April 12, 2005).

Quorum:

A quorum of the Committee shall be a majority of its members.

Term:

The term of the committee shall be concurrent with the term of Council or until completion of the project.

Agenda:

The Chairperson and the primary staff resource person shall establish the agenda.

Meetings:

The public advisory committee shall meet at a minimum on a quarterly basis. The Chairperson and the primary resource person shall establish the date, time and place of the meeting jointly.

Function:

1.	To provide direct feedback on program direction, project decision, progress and other concerns as directed by Council.
2.	To represent the public's interest in the project and incorporate the opinions of informed citizens.
3.	To garner support for the project and primary objectives.

Staff Resources:

Manager of Public Works or designate
Clerk Treasurer/Administrator
Recording Secretary
Consultant
OCWA representative

<p>Special Purpose Body Advisory Committee: MASTER FIRE PLAN COMMITTEE</p>

Purpose:

The Master Fire Plan will determine the Town of Espanola's fire protection needs and circumstances (fire risk, capabilities of existing fire service, and economic circumstances). Identify options or opportunities for developing and delivering the services through efficient and effective use of all available resources. Provide an implementation strategy and/or schedule to serve as a management or evaluation tool to ensure goals that meet pre-determined standards are achieved within prescribed time frames. Continue to monitor and evaluate the plan's implementation and revise as required to ensure its viability.

Composition:

The committee shall be comprised of one (1) member of Council, (1) one member from the Community, (1) one Chief Officer, four (4) volunteer fire fighters, one (1) member from the Business Community and one (1) representative from the Ontario Fire Marshal's Office.

Quorum:

A quorum of the Committee shall be a majority of its members.

Term:

The term of the committee shall be concurrent with the term of Council or until completion of the project.

Agenda:

The Fire Service clerical staff will prepare agendas and maintain minutes for the Committee.

Meetings:

The Committee will have regularly scheduled meetings on a business day of each month and at other times as required.

Function:

1.	Promote the process with representative group(s) and with the fire service.
2.	Be responsible for representing the interests of his or her organization by tabling appropriate information and issues.
3.	Maintain confidentiality of the information and discussions which have taken place unless otherwise advised by the project Manager.
4.	Be an active participant at all meetings, sharing information, offering opinions and seeking the opinions of others, and be open to compromise with regards to objective issues. (i.e. vs. subjective beliefs – present excessive “group-think” dynamics).
5.	Initiate discussion and contribute to the development of new ideas and concepts.
6.	Evaluate, clarify and deliberate conflicting ideas and viewpoints so that the best possible solution is attained.

Staff Resources:

Fire Chief
Ontario Fire Marshal's Office
Recording Secretary
Manager of Public Works
Chief Building Official
Other Staff as required



THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW No. 2217/09

**BEING AN AMENDMENT TO BYLAW 2062/08
A BYLAW TO PROVIDE FOR THE
ADOPTION OF RULES OF PROCEDURE
FOR THE MUNICIPAL COUNCIL
OF THE CORPORATION OF THE TOWN OF ESPANOLA**

That the Council of the Corporation of the Town of Espanola amends the Terms of Reference of the Corporate Services and Community Services Committees as follows:

<p>Committee:</p> <p style="text-align: center;">CORPORATE SERVICES COMMITTEE</p>

TERMS OF REFERENCE

PURPOSE

The Corporate Services Committee formulates recommendations and policies to Council concerning the Town’s long range goals and strategic plans and reviews all financial matters. In addition, this Committee recommends appropriate corporate policies to Council and reviews all pertinent Federal, Provincial and Municipal legislation.

Corporate Services will also deal with issues relating to Human Resources and Employment Practices for all Municipal Departments. Its activities and recommendations are subject to the approval of Council.

The Committee will be responsible for and give regard to policies that protect, enhance and maintain the integrity and well being of the Municipal Corporate body.

JURISDICTION

- Council & Corporate Policy Services
- Human Resource Services
- Treasury & Financial Services
- Legal & Realty Services
- Provincial Offences Services
- Planning Services
- Animal Control

Functions

The committee giving regard to the above jurisdictional areas is responsible for ensuring that the Administrator manages Council’s Policies respecting:

1.	The review of all pertinent legislation with a view of ensuring that Council is meeting its legal obligations through its resolutions, bylaws & policies.
2.	The review and recommendations of all corporate & policy matters to Council, that transcends the mandates of other Council committees.
3.	The review and, if necessary, the modification of the Town’s strategic plans (5 to 10 years) after examination of all relevant/available data, financial projections, in consultation with municipal staff and outside sources.
4.	The review of Council’s long-range goals (3 to 5 years) as proposed by staff.
5.	The presentation to Council of the financial forecast and the annual budget of the Council and recommend their approval.
6.	The method of frequency of reporting to Council (and the Municipality) regarding all corporate matters.

7.	The preparation of all Council bylaws and motions and policies.
8.	The budget for the jurisdictions as defined in the committee terms of reference.
9.	Requests for unbudgeted items and recommendations to Council.
10.	The Corporate Municipal Policy Manual as adopted by Council.
11.	The provision of resource personnel in times of union negotiations.
12.	The provision of labour relations as required.
13.	A periodic review of all staff leaves of absence, overtime, compensatory time, and sick leaves, as well as the annual performance review.
14.	A periodic review of all other matters related to the management of human resources and the part they play in the fulfillment of the Town's goals and objectives.
15.	Periodic review and if necessary changes to the operational structure of all departments

COMPOSITION

The Committee shall consist of three (3) members of Council – three (3) Councillors and the Mayor as Ex-Officio.

QUORUM

A quorum of the Committee shall be a majority of the members.

AGENDA

Committee agendas shall be established jointly by the Chairperson and the primary staff resource person.

STAFF RESOURCES

- Clerk Treasurer/Administrator
- Deputy Clerk/Deputy Treasurer
- Other Staff as Required
- Administrative Assistant

The Committee, through the Chairperson shall have the power to invite additional persons to attend from time to time. The Chairperson shall report to Council on agenda items and decisions reached.

Committee:

COMMUNITY SERVICES COMMITTEE

TERMS OF REFERENCE

PURPOSE:

The Community Services Committee formulates recommendations and policies to Council concerning the Town's Protective Services, Transportation & Environmental Services and Leisure Services.

The recommendations & policies will give regard to the following areas with an emphasis on the health, safety, welfare, and the infrastructure of the community:

Transportation

To develop and provide standards, programs and policies necessary to maintain the Municipal sidewalks and roadways in a year round safe useable condition and to provide guidance on issues dealing with traffic movement, signage, parking, transit and lighting. To develop and provide standards, programs and policies to be used in the construction of all road related construction work.

Environmental

To develop and provide a preventative maintenance program for the water distribution system as well as the sanitary and storm sewer main line collection systems to ensure a reliable service with the least possible interruption and inconvenience to their uses.

To organize, develop, and negotiate all solid waste collection and disposal contracts, as well as other required waste management programs.

To review and comment on future development impacts on the water and sewer systems, and to make recommendations on the requirements necessary to offset the same.

Parks & Leisure Services

To review recommendations from Leisure Services staff in developing programs for the Recreation Complex that provides safe and clean conditions for the general public; maintains the current infrastructure investment and meets the needs and interests of the community.

To develop and provide safe, clean recreational areas and facilities in order to meet the needs and interests of the inhabitants of the Town of Espanola.

To develop and provide standards programs and policies to ensure safe practices, efficiency and accountability within operations.

Assist the Corporation by evaluating the success of Leisure Services through the review of the annual report outlining its progress.

To review the annual work plan that will outline past accomplishments for the year, current work in progress as well as outline proposed annual initiatives.

Fire, Property Standards and Building Services

Ensuring that the Fire Services takes all the proper measures for the prevention, control and extinguishment of fires, the protection of life, property, the enforcement of all municipal bylaws respecting fire prevention and exercise the powers and duties imposed by the Fire Marshal's Act. Ensuring that Property Standards Services takes all proper measures for the maintenance and occupancy of property, for the protection, safety, health and well being of the public and for the prevention of the degradation of neighbourhoods within the Town.

Ensuring that Building and Zoning Services takes all proper measures in the maintenance of bylaws related to building and compliance with the Ontario Building Code.

Ensuring that the Town's Emergency Plan is current and meets all relevant legislation respecting the Health and Safety of the community.

JURISDICTION

Transportation Services
Environmental Services
Parks & Leisure Services
Building Services
Emergency Management
Fire Services
Property Standards

FUNCTIONS

The committee giving regard to the above jurisdictional areas is responsible for ensuring that the Administrator manages Council’s Policies respecting:

1.	Traffic Control, Signage and traffic lights, Street Sidewalks and Lanes, Summer and winter maintenance programs, Public parking lot maintenance & Snow dumping sites, Fencing and posting of land, Street lighting
2.	The Water treatment plant & distribution system, The Sanitary Sewer collection system & treatment plant, The Storm water collection system, Solid waste collection and disposal Recycling composting, and household hazardous waste.
3.	Parks, flowerbeds, ball/soccer fields, playgrounds, beach and all associated facilities. Cemetery & Boat launch we may have to add trails
4.	Recreation facilities including the Recreation Complex. Community awareness of available recreation opportunities. Special events, Programming and Activities within the Leisure Services complex
5.	All summer student hiring giving regard to the procedures as outlined in the Town of Espanola hiring policy.
6.	Fire prevention programs, manpower allocation & training.
7.	Mutual Aid & External Fire agreements
8.	Updates to the Emergency Plan, 911 issues and the house numbering bylaw
9.	Bylaws for building, maintenance and occupancy of property

COMPOSITION

The Committee shall consist of three (3) members of Council – three (3) Councillors and the Mayor as Ex-Officio.

QUORUM

A quorum of the Committee shall be a majority of the members.

AGENDA

Committee agendas shall be established jointly by the Chairperson and the primary staff resource person.

STAFF RESOURCES

Clerk Treasurer/Administrator, or alternate
Manager of Leisure Services, or alternate
Manager of Public Works or alternate
Chief Building Official
Fire Chief / Property Standards Officer
Other Staff as Required
Administrative Assistant

The Committee, through the Chairperson shall have the power to invite additional persons to attend from time to time. The Chairperson shall report to Council on agenda items and decisions reached.

“Bernie Gagnon”

“Joel MacKenzie”

Bernie Gagnon
Mayor

Joel MacKenzie
Clerk Treasurer/Administrator

THE CORPORATION OF THE TOWN OF ESPANOLA

BYLAW No. 2290/10

**BEING AN AMENDMENT TO BYLAW 2062/08
A BYLAW TO PROVIDE FOR THE ADOPTION OF RULES OF PROCEDURE
FOR THE MUNICIPAL COUNCIL
OF THE CORPORATION OF THE TOWN OF ESPANOLA**

That the Council of the Corporation of the Town of Espanola amends the Special Purpose Body Advisory Committees as follows:

**Special Purpose Body Advisory Committee:
ELECTION COMPLIANCE AUDIT COMMITTEE**

Purpose:

As directed by the Municipal Act, Section 81.1 (1) as 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.

The Committee subsequent to the review will determine if the application warrants further action.

Composition:

The committee shall be comprised of The Clerk of Baldwin Township, The Clerk of The Township of Nairn-Hyman, the Clerk of The Township of Sables-Spanish Rivers.

Quorum:

A quorum of the Committee shall be a majority of its members.

Term:

The term of the committee shall be concurrent with the term of Council that takes office following the next regular election. The Term is subject to Section 81.1(3) of The Municipal Elections Act.

Agenda:

To be determined by applications as forwarded to Committee by Clerk of Municipality for which candidate was nominated for office.

Meetings:

As required, to dispose of the application and any subsequent procedures required to complete the duties of the committee.

Function:

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.

Staff Resources:

Clerk
Recording Secretary
Other Staff as required

“Bernie Gagnon”

Bernie Gagnon
Mayor

“Joel MacKenzie”

Joel MacKenzie
Clerk Treasurer/Administrator



THE CORPORATION OF THE TOWN OF ESPANOLA


BYLAW No. 2336/11

**BEING AN AMENDMENT TO BYLAW 2062/08
A BYLAW TO PROVIDE FOR THE
ADOPTION OF RULES OF PROCEDURE
FOR THE MUNICIPAL COUNCIL
OF THE CORPORATION OF THE TOWN OF ESPANOLA**

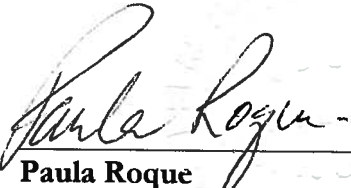
That the Council of the Corporation of the Town of Espanola amends Article 5 as follows:

- 5.1.1** Public Notice of meetings shall be given by posting the meeting schedule on the Town's official website at the beginning of each calendar year. The meeting schedule shall include the date, time and location of Council, Committees and Advisory Committees. The meeting schedule is subject to change as necessary. The Council and Committee agendas will be posted outside the Council Chambers on a bulletin board and the Town of Espanola's website www.town.espanola.on.ca. *Full council agenda, supporting research and staff reports excluding confidential items will be available to the public and media by 12:00 pm on Monday before the Tuesday council meeting.*

Read a first, second and third time in open Council on this 22th day of February 2011.



Mike Lehoux
Mayor



Paula Roque
Deputy Clerk

THE CORPORATION OF THE TOWN OF ESPANOLA

Bylaw No. 2663/15

**BEING AN AMENDMENT TO BYLAW NO 2062/08
A BYLAW TO PROVIDE FOR
THE ADOPTION OF RULES OF PROCEDURE
FOR THE MUNICIPAL COUNCIL OF THE
CORPORATION OF THE TOWN OF ESPANOLA**

THAT the Council of the Corporation of the Town of Espanola amends Article 11 as follows:

- 11.1.1 Public Hearing
- 11.1.2 Delegations/Petitions
- 11.1.3 Question Period**
- 11.1.4 Part 1 – Consent Agenda
- 11.1.5 Adoption of Minutes
- 11.1.6 Board and Committee Reports
- 11.1.7 Matters Arising from the “In Camera Session”
- 11.1.8 Business Arising from Board and Committees
- 11.1.9 Bylaws and Resolutions
- 11.1.10 Reports
- 11.1.11 Part 2 – Regular Agenda
- 11.1.12 Bylaws and Resolutions
- 11.1.13 Correspondence for Information Only
- 11.1.14 Information
- 11.1.15 Conference and Conventions
- 11.1.16 Mayor and Council Reports and Announcements
- 11.1.17 Future Council Meetings
- 11.1.18 Adjournment

And adds Article 30 as follows:

**Article 30
Question Period**

A 15-minute public question period is an opportunity for the public to direct a question to Council pertaining to subjects that appear on the Agenda for the specific Council meeting, Questions asked during Question Period and responses from Council shall be recorded in the minutes of the meeting.

Speakers shall respect the need for Question Period to proceed in a timely fashion and shall proceed according to the following guidelines:

- Speakers shall stated their full name, address and the organization they represent, if any;
- Speakers are required to ask a question and are not permitted to make a speech. Speakers shall be limited to a preamble to their question of a maximum of two statements sufficient to establish the context for the question
- Speakers are limited to 1 question and 1 question follow-up on the same point. Each question will carry a 5 minute maximum time limit; this includes the speaker asking the question and the response time.
- Questions shall be directed to the Mayor/Chair who can redirect to an individual Councillor if deemed appropriate.

- The mayor/Chair reserves the right to defer responding to a question in order to obtain the information required to provide a comprehensive and accurate response, in which case a response will be provided in writing
- The Mayor/Chair reserves the right to terminate the Speaker and Question Period for abuse of privilege.

A question is out of order if:

- It is regarding matter of current litigation or legal action against the Corporation of the Town of Espanola, or is deemed to harm the interests of the Corporation or is regarding matters that were the subject of a concluded Public Hearing;
- A speaker is making political statements, using rude and/or obscene language or defamatory comments, it is used as a means to debate, make statements, claims or allegations;
- The answer would require or constitute a professional opinion or a personal evaluation;
- If it attempts to or is perceived to circumvent the Municipal Freedom of Information process and items already subject to a Freedom of Information request.

If less time is required and there are no further questions, the Mayor/Chair will declare the Question Period to be closed.

Read a first, second and third time in open Council on this 23rd day of June, 2015.



Ron Piche
Mayor



Cynthia Townsend
Clerk Treasurer/Administrator