



THE CORPORATION OF THE TOWN OF PENETANGUISHENE

BY-LAW 2026-XX

A By-law to Govern the Calling, Place and Proceedings of Meetings of Council and Committees to Repeal By-law 2023-50

WHEREAS Section 238 (1) of the Municipal Act, 2001, S.O. 2001 c. 25, as amended, provides that every municipal Council shall pass a By-law for governing the calling, place and proceedings of meetings and that the By-law shall provide for public notice of meetings;

AND WHEREAS the principles of openness, transparency and accountability to public guide the Council decision-making process providing access to information and opportunities for input by the public and stakeholders while exercising and respecting individual and collective roles and responsibilities of Council;

AND WHEREAS the Council of the Corporation of the Town of Penetanguishene deems it expedient to repeal and replace By-law 2023-50, as amended, so that Council may reflect the current practices, procedures and statutory requirements of Council and Committees of Council;

NOW THEREFORE the Council of the Town of Penetanguishene hereby enacts as follows:

SHORT TITLE This By-law shall be known as the Procedure By-law.

1. THAT the procedures of Council and its Committees and the calling of meeting shall be governed by the provisions of and regulation contained in Schedule A attached hereto and form an integral part of this By-law.
2. THAT should any section, subsection, clause, paragraph or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the by-law as a whole or any part thereof, other than the provision so declared to be invalid. Any provincial statutes imposed contrary to this By-law shall take precedence.
3. THAT no amendment or repeal of this By-law or any part thereof shall be considered at any meeting of the Council unless notice of proposed amendment or repeal has been given in accordance with the Town's Notice By-law and the waiving of this notice by the Council is prohibited.
4. THAT By-law 2023-50 is hereby repealed and replaced.

5. THAT the provisions of this by-law shall come into force and take effect on the day of passage.

BY-LAW read a first, second and third time and finally passed by Council on the XX day of XX, 2026.

MAYOR Doug Rawson

CLERK Kelly Cole

SCHEDULE “A” TO BY-LAW 2026-XX

TOWN OF PENETANGUISHENE

PROCEDURE BY-LAW

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PART 1 - DEFINITIONS

For the purpose of this By-law, the following definitions shall apply:

- 1.1 “Abstain” means to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter.
- 1.2 “Act” means the Municipal Act, 2001 S.O. 2001, chapter 25 as amended.
- 1.3 “Acting Head of Council” means in the absence of the Mayor, the Deputy Mayor or in the absence of the Mayor and Deputy Mayor, those present shall elect amongst themselves, an Acting Head of Council for the meeting, or until the Mayor or Deputy Mayor are present. The Acting Head of Council shall have all powers, duties and authorities of the Mayor while acting in said capacity.
- 1.4 “Ad-Hoc Committee” means a special purpose committee of limited duration, created by Council to inquire into and report on a particular matter or concern and which dissolves automatically upon submitting its final report to Council unless otherwise directed by Council.
- 1.5 “Advisory Committee” means a special purpose committee established by Council to provide recommendations, advice, and information to Council through the delegated Section Committee.
- 1.6 “Agenda” means the items and order of business for the meeting in which it is prepared for.
- 1.7 “Announcements” means information provided by Members of Council or staff relating to events of community interest.
- 1.8 “Appeal” means a process in which cases are reviewed, where parties request a formal change to an official decision. Appeals function both as a process for error correction, as well as a process of clarifying and interpreting law.
- 1.9 “Board” means a municipal service board, transportation commission, board of health, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, conservation authority, the Penetanguishene Public Library Board and Penetanguishene Police Services Board.
- 1.10 “CAO” means the Chief Administrative Officer of the Town of Penetanguishene or their designate.
- 1.11 “Calendar Year” means the period from January 1 of any one year up to and including December 31 of the same year.
- 1.12 “Chairperson” means the person appointed to preside over a meeting. Head of Council or Acting Head of Council in the case of Council or Special Council; any

member of an Advisory Committee appointed by the Committee to serve as Chair (or Vice Chair).

- 1.13 "Clerk" means the Town Clerk of The Corporation of the Town of Penetanguishene and/or designate.
- 1.14 "Code of Conduct" means the document approved by Council setting out expectations and standards for Councillor conduct including ensuring access to an Integrity Commissioner.
- 1.15 "Committee" for the purposes of this by-law, Committee, unless referenced in association with local boards, means Committee of the Whole, a committee comprised of all members of Council where the decisions of the Committee do not represent the final decision of Council until confirmed by by-law or resolution of Council.
- 1.16 "Committee of the Whole" means a committee of all Council Members convened to facilitate discussion using a less formal meeting process.
- 1.17 "Consent" means a section of the Regular Meeting agenda. Items placed on the Consent section may not require consideration, or may be received for information only, and may be approved with one resolution by Council or Committee. Council or Committee may select and move any item from the Consent section to Committee of the Whole for consideration.
- 1.18 "Closed Session" or "Closed Meeting" or "In-Camera Meeting" means a meeting, or portion thereof, closed to the public in accordance with this by-law and Section 239 Municipal Act, 2001.
- 1.19 "Council" means the Council of the Corporation of The Town of Penetanguishene.
- 1.20 "Defer" means to postpone until later in the same meeting or to the next meeting of the same body, or to a meeting of the same body that is specified in the motion to defer.
- 1.21 "Delegation" means a person or persons intending to address the Council or Committee in a matter under the delegated authority of said body.
- 1.22 "Divide the Question" means a request by a Member to have a long motion divided into parts, which are capable of standing alone, so that the parts may be voted on separately.
- 1.23 "Educational" or "Training Session" means a session held to educate or train the members in accordance with Section 239 (3.1) of the Act. For the purpose of this By-law, educational or training sessions shall not be deemed a meeting.
- 1.24 "Electronic Participation" means a member of Council, Staff or Public attending a meeting of Council or Committee of the Whole by electronic means as determined by the Clerk (e.g. video or teleconference).

- 1.25 “Emergency” means an unforeseen situation or pending situation that presents an urgent or extraordinary matter which is required to be dealt with in the most expedient manner.
- 1.26 “Ex-Officio Member” means that he/she is a member by virtue of his/her office and would not otherwise be a member. He/she has all of the rights of a member unless otherwise stated.
- 1.27 “Friendly Amendment” means the motion under debate is amended without the requirement for an amending motion to be made.
- 1.28 “Head of Council” means the Mayor of The Corporation of the Town of Penetanguishene.
- 1.29 “Holiday” means those holidays listed in the Legislation Act, 2006, S.O. 2006, c.21, Sch. F, as amended from time to time, except for Remembrance Day, and any day as set out in a resolution or by-law passed by Council.
- 1.30 “Improper conduct” means conduct that obstructs in any way the deliberations and/or proper action of Council or Committee.
- 1.31 “Inaugural Meeting” means the first meeting of a new Council after a regular election and after a by-election and shall be held no later than 31 days after its term commences.
- 1.32 “Integrity Commissioner” means an independent resource who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality.
- 1.33 “Live streaming” is a method of providing video over the internet in real time to anyone who has high-speed internet access. The video stream can be saved and archived allowing those with internet access the ability to view recordings at their convenience.
- 1.34 “Local board” means a municipal service board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of the Town, excluding a school board, a conservation authority, and a public library board.
- 1.35 “Majority” means a number greater than half of a total.
- 1.36 “Mayor” means the Mayor as the Head of Council of the Corporation of the Town of Penetanguishene, or the Deputy Mayor if the Mayor is unable to act.
- 1.37 “Meeting” means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

(a) a quorum of members is present, and

- (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

For the purpose of this By-law, public consultations, educational or training workshop sessions and site inspections / tours shall not be deemed a meeting.

- 1.38 "Member" means a member of the Council of The Corporation of the Town of Penetanguishene or appointed member of a Committee as it may apply.
- 1.39 "Motion" or "Resolution" means a formal proposal by a member, in a meeting, the Council or Committee take a certain action.
- 1.40 "Museum and Heritage Committee" means a committee established by Council as a municipal heritage committee pursuant to section 28 (1) of the Ontario Heritage Act.
- 1.41 "MFIPPA" means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.
- 1.42 "Notice" means notice provided by the Corporate Services Department of a meeting of Council posed in accordance with the requirements of this By-law.
- 1.43 "Notice of Motion" means an advance notice to Members of a matter which Council will be asked to consider at the next meeting of Council as a "Motion for Which Notice has Been Given".
- 1.44 "Open Forum" means that portion of the Council meeting where members of the public may express their concerns or comments only if registered with the Clerk in advance.
- 1.45 "Order of Consideration" means that at certain times Council may consider an item in advance of another by consent of all members without passing a motion. This may occur as a consideration for any person(s) in the Chamber waiting for Council to consider an item that has other items listed before that item.
- 1.46 "Parties to a public hearing" shall be the persons specified as parties by or under the statute under which the proceeding arises or, if not so specified, persons entitled by law to be parties to the proceeding.
- 1.47 "Pecuniary Interest" means a direct or in-direct pecuniary interest within the means of the Municipal Conflict of Interest Act, 1990, chapter M.50 as amended.
- 1.48 "Petition" means a document requesting Council consideration of a matter.
- 1.49 "Point of Order" means a matter that a member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council.

- 1.50 "Point of Personal Privilege" means a matter that a member considers to question their integrity and/or the integrity of the Council or Committee.
- 1.51 "Presiding Officer" means the person presiding over a meeting, who may also be referred to as "Chair".
- 1.52 "Presentation" means a presentation by a professional organization, firm, consultant, or similar group to Council to provide information on a specific subject matter and may include ceremonial presentations to community groups, staff, or other members of the public.
- 1.53 "Proclamation" means a public statement or support of a statement as proclaimed by the Mayor in order to acknowledge a significant event.
- 1.54 "Public Meeting Under an Act" means a Meeting or a Special Meeting held for purposes under the Planning Act, R.S.O. 1990, c. P.13, as amended; Development Charges Act, 1997, S.O. 1997, c. 27; or any other Act.
- 1.55 "Public Consultation" or "Public Information Session" means a session held for the purpose of obtaining information from or relaying information to the public on a matter of municipal importance. For the purpose of this By-law, public consultations shall not be deemed a meeting.
- 1.56 "Quorum" is a majority of the total number of voting members currently on Council or Committee.
- Quorum for 7 Members equals 4
 - Quorum for 6 Members equals 4
 - Quorum for 5 Members equals 3
- 1.57 "Recorded vote" means documenting in the minutes of a Council meeting the name of each member and their vote on a matter or question, in favour, opposed, or absent pursuant to Section 246.1 of the Act.
- 1.58 "Recording Secretary" means the Town Clerk or designate who shall prepare the agendas and record the proceedings of the Council, Committees or Local Boards.
- 1.59 "Refer" (motion to) means to direct a matter under discussion to staff or to another Committee for further examination, information, or review.
- 1.60 "Regular meeting" means a scheduled meeting held in accordance with the approved calendar/schedule of meetings.
- 1.61 "Recess" means a short break taken during a meeting, which may be permitted at the discretion of the Chairperson.
- 1.62 "Revised Recommendation" means an alternative recommendation proposed by a member of Council for consideration.

- 1.63 “Rules of procedure” means the rules and regulations provided in this by-law.
- 1.64 “Special meeting” means a meeting not scheduled in accordance with the approved calendar of meetings.
- 1.65 “Special purpose committee” means a committee established by Council to consider a specific matter which is disbanded once it has reported to Council.
- 1.66 “Table (motion to)” means to postpone the consideration of a matter without setting a definite date for future discussion.
- 1.67 “Town Website” means the domain name www.penetanguishene.ca.
- 1.68 “Unfinished business” means any matter listed in the meeting agenda which has not been dealt with by the adjournment hour.
- 1.69 “Vote” means a formal indication of a choice between being in favour of a question, motion, resolution, or course of action, or opposed to same, which is typically expressed by a show of hands unless a recorded vote is requested.
- 1.70 “Working Group” means an informal group, which may include members of Council, Staff and the public who are working on a specific purpose or project.
- 1.71 “Workshop” means a Special Meeting where the purpose is to receive information, education or training and may be in an informal environment.

PART 2 – PRINCIPLES & APPLICATION

- 2.1 The following members’ rights are the principles upon which the procedure by-law is based:
- a) the majority of members have the right to decide;
 - b) the minority of members have the right to be heard;
 - c) all members have the right to information to help make decisions, unless otherwise prevented by law;
 - d) Members have a right to an efficient meeting;
 - e) all members have the right to be treated with respect and courtesy; and
 - f) all members have equal rights, privileges and obligations.
- 2.2 Application:
- 2.2.1 The rules of procedure established in this by-law shall be observed in all proceedings of Council and Committee and shall be the rules for the order and conduct for the dispatch of business in Council and Committee.
- 2.2.2 Notwithstanding subsection 2.2.1, the rules and regulations contained in this by-law may be suspended by Council or Committee on a single occasion by a vote of two-thirds of the entire Council or Committee, provided the suspension does not contravene the requirements of the Municipal Act, 2001 or any other statute.

- 2.2.3 In the absence of adopted customized rules of procedure, all advisory, special purpose or sub-committees and local boards under the jurisdiction of the Town of Penetanguishene may use the rules of order and debate and relevant provisions of this by-law to govern the calling and proceedings of meetings.
- 2.2.4 The Clerk shall be responsible to interpret the rules of procedure under this by-law which shall be interpreted in accordance with the principles set out in section 2.1.
- 2.2.5 All points of order or procedure for which rules have not been provided in this by-law and its appendices shall be decided by the Presiding Officer in accordance, as far as is reasonably practicable, with the rules of parliamentary procedure as contained in Robert's Rules of Order (www.robertsrules.org).

PART 3 – DUTIES & ROLES

3.1 Head of Council/Chair

3.1.2 It is the duty of the Head of Council/Chair to:

- a) carry out the responsibilities of his or her roles as described in the Municipal Act, 2001;
- b) represent and support the Council and its decisions in all matters;
- c) preside over all Council meetings, unless unavailable, in which case the Deputy Mayor shall be the Presiding Officer;

3.2 Members

3.2.1 It is the duty of members to:

- a) carry out the responsibilities of the role of Council as described in the Municipal Act, 2001 and any other Act;
- b) uphold the by-laws and policies of the Corporation of the Town of Penetanguishene;
- c) deliberate on the business submitted to Council;
- d) vote on all motions before Council unless prohibited from voting by law;
- e) observe the rules of procedure at all meetings.

3.3 Presiding Officer

3.3.1 The Mayor shall be the Presiding Officer at all Council meetings, unless unavailable, in which case the Deputy Mayor shall be the Presiding Officer at Council.

3.3.2 It is the duty of the Presiding Officer to:

- a) open the meeting by taking the Chair, calling the members to order and announcing the business before the assembly and the order in which it is to be acted upon;

- b) ensure that all items of business listed on the agenda are addressed and that the meeting progresses with due efficiency;
- c) protect all rights of those attending the meeting;
- d) receive and put to a vote in the proper manner all motions presented and to announce the result;
- e) decline to put to vote motions which infringe upon the rules of order or are beyond the jurisdiction of the assembly;
- f) preserve and enforce the rules of order
- g) rule on any points of order raised by members;
- h) ensure the members abide by the rules of order when engaged in debate;
- i) call by name any member persisting in breaching the rules of order, thereby ordering such member to vacate the meeting place;
- j) expel or exclude from any meeting any person who is guilty of improper conduct at the meeting;
- k) receive all messages and other communications and announce them to Council or Committee if necessary;
- l) authenticate by signature when necessary, all resolutions, by-laws and minutes;
- m) represent and support Council or Committee, declaring its will and implicitly obeying its decisions in all things;
- n) ensure that decisions of Council and Committee are in conformity with the laws governing the activities of Council and Committee;
- o) adjourn the meeting when business is concluded;
- p) adjourn the meeting without question to a time to be named by the Presiding Officer when it is not possible to maintain order.

3.4 Clerk

3.4.1 It shall be the duty of the Clerk to:

- a) be the official Secretary for Council and Committee meetings, responsible for the taking and preserving of minutes and documentation relevant to all meetings.
- b) appoint another staff member as official Secretary in their absence at Council and Committee meetings.
- c) assemble and produce meeting agendas and manage agenda deadlines.
- d) ensure notice of meetings is provided in accordance with the Procedures for Notice By-law.
- e) provide procedural advice to the Presiding Officer and to members on agenda business and on preparing motions.
- f) authenticate by signature when necessary all resolutions, by-laws and minutes of meetings and certify copies of such documents when required.

PART 4 - COUNCIL AND COMMITTEE MEETINGS

4.1 Meetings Open to the Public

4.1.1 Except as provided in this by-law, all meetings shall be open to the public.

- 4.1.2 The Presiding Officer may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.

4.2 Inaugural Meeting of Council

- 4.2.1 The inaugural meeting of Council shall be held at 7:00 p.m. in the Council Chambers at Town Hall on the last Wednesday in November following a regular municipal election, or the first Wednesday after the Council term commences, pursuant to the Municipal Elections Act, 1996, S.O. 1996, c. 32, Sch.

- 4.1.2 The Mayor Elect and Clerk shall be responsible for the format, agenda content, and arrangements for the inaugural meeting, but the agenda shall include the declaration of office, pursuant to Section 232 of the Municipal Act.

4.3 Regular meetings

- 4.3.1 *Unless otherwise decided by Council, regular meetings of Council shall be held in a Town facility commencing at 2:00 p.m. according to the schedule set annually and approved by Council.*

- 4.3.2 The Mayor may, with appropriate notice, postpone or cancel any regular Council or Committee meeting if, in consultation with the Clerk, it has been determined that there are insufficient agenda items for the meeting or if it appears that inclement weather or like occurrence or an emergency situation will prevent the members from attending.

- 4.3.3. Where an item of business scheduled for an agenda may require extraordinary time provisions, the Mayor may authorize an earlier commencement time for the meeting and the Clerk shall notify all members and provide public notice accordingly.

4.4 Special Meetings

- 4.4.1 The Mayor may at any time call a special meeting of Council or Committee or upon receipt of a petition of the majority of members; the Clerk shall call a special meeting of Council or Committee for the purpose and at the time and date specified in the petition.

- 4.4.2 No business may be transacted at a special meeting other than that specified in the notice, petition and/or agenda.

4.5 Confidential Session Meetings

- 4.5.1 In accordance with the provisions of the Municipal Act, 2001, Section 5.2 e) a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a) the security of the property of the municipality or local board;

- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation affecting the municipality or local board, including matters before administrative tribunals;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which Council or Committee has authorized a meeting to be closed under another Act;
- h) a matter regarding consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council is designated as the "Head" for the purpose of that Act;
- i) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- j) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- k) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- l) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- m) if the following conditions are both satisfied:
 - i. the meeting is held for the purpose of educating or training the members; and
 - ii. at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or Committee.

4.5.2 Prior to moving into confidential session for one of the reasons listed in subsection 4.5.1, Council or Committee shall state by resolution:

- a) the fact that the Council or Committee is convening into confidential session; and

b) the general nature and a brief description of the matter(s) to be considered.

4.5.3 Members shall be prohibited from discussing any additional matters during a confidential session other than those identified by resolution as required under subsection 4.5.2.

4.5.3 A meeting shall not be closed to the public during the taking of a vote, except where:

- subsection 4.5.1 permits or requires that the meeting be in confidential session; and
- the vote is for a procedural matter or for giving direction or instructions to officers, employees, and/or agents of the municipality and/or local board or persons retained by, or under contract to, the municipality or local board.

4.5.4 The number of times a member may speak in debate on a matter shall not be limited during confidential sessions of Council and Committee.

4.5.7 The Clerk shall advise the Presiding Officer if in their opinion, the issue (or portion thereof) being discussed at a confidential session is not procedurally in accordance with the terms of the Municipal Act, 2001.

4.6 Electronic Participation

4.6.1 Members, Staff, invited guests, and members of the public may attend Regular or Special electronic meetings of Council and Committees. Council members, Staff and invited guests may be permitted to attend electronic meetings closed to the public.

4.6.2 If the Chair of the meeting requires electronic participation, the Chair shall be appointed to a member of Council that is physically present.

4.6.3 Electronic participation shall mean participation by teleconference or video conference.

4.6.4 Any member of Council participating by electronic means shall notify the Clerk at a minimum twenty-four (24) hours in advance of the meeting.

4.6.5 Votes cast by members electronically shall be counted towards the overall decision of Council.

4.6.6 A member cannot be physically absent for more than three (3) consecutive meetings without the consent of Council.

4.6.7 In the event of technical failure during the meeting, Council / Committee may take a recess of not more than ten (10) minutes to allow staff to reinstate the electronic participation. If a member can no longer participate by electronic means, it will not affect the validity of the meeting or decisions made.

- 4.6.8 Electronic participation shall mean participation by teleconference or video conference.
- 4.6.9 Any member of the Advisory Committee participating by electronic means shall notify the Clerk at a minimum twenty-four (24) hours in advance of the meeting.
- 4.6.10 An Advisory Committee member cannot be physically absent for more than three (3) consecutive meetings without the consent of Council.
- 4.6.11 In the event of technical failure during the meeting, the Advisory Committee may take a recess of not more than ten (10) minutes to allow staff to reinstate the electronic participation. If a member can no longer participate by electronic means, it will not affect the validity of the meeting or decisions made.
- 4.6.12 In the event that the livestream fails to broadcast, the meeting will continue as long as physical quorum has been maintained, and a link to the recording of the meeting will be provided on the Town's website as soon as possible after the meeting has been adjourned.
- 4.6.13 All other Sections of this Procedural By-law shall remain in effect and shall be observed to the extent reasonably practicable during a meeting with electronic participants.

4.7 Call to Order/Quorum

- 4.7.1 As soon as there is a quorum after the time set for the start of the meeting, the Presiding Officer shall call the members to order.
- 4.7.2 If a quorum for a meeting is not present within fifteen (15) minutes of the commencement of the meeting, the Clerk shall indicate that no quorum is present and the meeting shall stand adjourned until the next regular meeting. The Clerk shall record the names of the members present.
- 4.7.3 In the case where quorum is present, and the intended Presiding Officer has not attended within fifteen minutes after the time appointed:
- (a) the Deputy Mayor or in the absence of the Mayor and Deputy Mayor, those present shall elect amongst themselves, an Acting Head of Council for the meeting, or until the Mayor or Deputy Mayor are present. The Acting Head of Council shall have all powers, duties and authorities of the Mayor while acting in said capacity.
- 4.7.4 If during the course of a meeting a quorum is lost, the Presiding Officer shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law. The Clerk shall record the names of the members present in the minutes at the time of adjournment.

4.7.5 Members are encouraged to inform the Clerk of all planned absences, late arrivals or early departures from a meeting.

4.8 Adjournment Hour

4.8.1 All meetings shall stand adjourned when the Council or Committee has completed all business as listed on the agenda, or at 11:00 p.m., whichever is earlier.

4.8.2 Where the business before Council or Committee has not been completed by the above hour, Council or Committee may pass a resolution by a vote of two-thirds of the members present to proceed beyond the hour of 11:00 p.m. to continue any unfinished business.

4.9 Notice of Meetings

4.9.1 The calendar / schedule of meetings shall be posted to the Town website annually upon Council approval.

4.9.2 Notice of all meetings of Council and Committee, in the form of the agenda, shall be provided to members and posted to the Town website within a minimum of 24 hours before the start of the meeting.

4.9.3 Any addendums to the agenda will be made available to the public as soon as is practicable prior to the Council or Committee meeting by posting the addendum to the agenda.

4.9.4 All notices or other communications required or permitted to be given under this by-law shall be sufficiently given if in writing by personal delivery, or electronic mail to such party at such address as the party has designated.

4.10 Council Workshops

4.10.1 A workshop may include open session and closed session business in accordance with the rules of the Procedure By-law, council policy and applicable legislation.

4.10.2 Upon confirmation that the workshop is to proceed, the Clerk shall give notice to all members of council in accordance with this by-law regarding the subject, date, time and location of the workshop.

4.10.3 Preparation of an "agenda" will be dependent on the subject of the workshop. The Clerk shall be consulted and shall keep a copy for the public record and public inspection.

4.10.4 Notice of the workshop subject, date, time and location will be made available to the public in accordance with Subsection 4.9, and comply with any additional requirements set out in council policy or by-law.

4.11 Committee of the Whole

- 4.11.1 A Regular Meeting of Council may include a Committee of the Whole session as an order of business within the same meeting, without requiring a separate meeting call or adjournment.
- 4.11.2 The Committee of the Whole is a mechanism to allow freer debate and consideration of reports, by-laws, and other matters of concern for Members.
- 4.11.3 While in Committee of the Whole, the Mayor or another Member appointed by Council shall preside as Chair, and the rules of procedure for Committee of the Whole as set out in this by-law shall apply.
- 4.11.4 All recommendations of Committee of the Whole are advisory only and shall be reported to Council for consideration and final decision.
- 4.11.5 Following the conclusion of Committee of the Whole, Council shall resume, and Council shall consider any recommendations arising from Committee of the Whole.
- 4.11.6 Any matter considered during a Committee of the Whole session may be deferred by direction of Council to a future Council meeting or other meeting of Council, as determined by Council.

PART 5 – RULES OF CONDUCT AND DEBATE

5.1 Conduct/Decorum

5.1.1 Members of Council shall:

- (a) act in accordance with their Declaration of Office under the Municipal Act, 2001 and the Council Code of Conduct;
- (b) discharge with integrity all responsibilities to Council, the Town of Penetanguishene, and the public, in keeping with approved corporate policies;
- (c) not speak disrespectfully of the Reigning Sovereign, any member of the Royal Family, the Governor-General, the Lieutenant Governor, the Head of the Government of Canada, or the Province of Ontario;
- (d) not use offensive words or insulting expressions at any time including speaking in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- (e) treat the Presiding Officer, other members, staff, and the delegates from the public with courtesy, respect and good faith;
- (f) not leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared;

- (g) not criticize any decision of the Council except for the purpose of introducing a motion for reconsideration;
 - (h) not disobey the rules of the Council or a decision of the Presiding Officer or Council on a question of order, practice or interpretation of the rules of the Council;
 - (i) be encouraged to ask any relevant questions of staff prior to any meeting where an issue may be introduced or debated so that staff may be able to have appropriate information at such meeting if necessary;
 - (j) turn off all cell phones, and electronic devices, except those in use to facilitate the meeting, or otherwise set them so as not to emit any audible sound during a meeting.
- 5.1.2 Where a member has been called to order by the Presiding Officer for disregarding the rules of procedure and the member persists in such conduct, the Presiding Officer may order such member to vacate the meeting place.
- 5.1.3. Where the member apologizes, the member may be permitted to resume his/her seat.
- 5.2 Speaking/Debate
- 5.2.1 Any member desiring to speak to any motion shall signify the intent in such manner as the Presiding Officer may direct and shall refrain from speaking until the Presiding Officer has recognized him/her.
- 5.2.2 When a member has been recognized by the Presiding Officer to speak, the member may rise and shall direct his/her questions or comments to the Presiding Officer and speak only to the matter under consideration.
- 5.2.3. The Presiding Officer shall recognize the members who wish to speak in the order that they come to their attention.
- 5.2.3 When a member is speaking, no other member shall interrupt, except to raise a Point of privilege or Point of order.
- 5.2.5 A member shall not speak more than once to the same motion until all other members have had the opportunity to speak to the matter for the first time, except for the purpose of providing an explanation of a material part of their speech which may have been misunderstood and in doing so they shall not introduce new matters. No member shall speak to the same motion more than twice without the leave of Council or Committee.
- 5.2.6 A member shall not speak to the same motion, or in reply, for longer than five minutes, without leave of Council or Committee.

5.2.7 A member shall be restricted to asking questions related directly to the matter under discussion.

5.2.9 The Presiding Officer may answer questions and comment in a general manner but if they wish to speak to the matter under discussion, they shall withhold their comments until the conclusion of the debate after all other members have had an opportunity to speak to the matter.

5.3 Public Conduct at Council and Committee meetings

5.3.1 Public attendees at a Council or Committee meeting shall maintain order and quiet and shall not address Council except with the permission of Council.

5.3.2. No person shall display signs or placards, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of Council or Committee.

5.3.3 No person shall bring into the meeting cellular telephones pagers or other electronic devices which emit a sound unless such devices are turned off or otherwise set to non-audible.

5.3.4. No person shall use indecent, offensive or insulting language or speak disrespectfully of any member of Federal, Provincial or Regional Council, any member of Council or any employee of the Town.

5.3.5 Persons addressing Council or Committee in accordance with section 7.8 of this by-law shall only speak on the subject in debate and shall not speak on any other subject.

5.3.6 Any person who contravenes any provision of this section may be expelled from the meeting by the Presiding Officer.

5.4. Point of Personal Privilege

5.4.1 Where a member considers that the rights, integrity, character or reputation of the member, members, or Council as a whole has been impugned, the member may raise a point of privilege drawing the attention of the Council to the matter in accordance with Appendix "A".

5.5 Point of Order

5.5.1 Where a member considers that there has been a departure from the rules of procedure, the member may raise a point of order in accordance with Appendix "A".

PART 6 – COUNCIL & COMMITTEE AGENDAS

6.1 The Clerk or designate shall prepare all Council and Committee agendas.

- 6.2 When reasonably possible, agendas for Council and Committee meetings shall be made available to the public three (3) business days prior to a meeting.
- 6.3 The Clerk may prepare an addendum to the agenda to deal with urgent matters or provide supplementary information to items of business listed on the agenda.
- 6.4 An item of business not listed on the agenda is not permitted to be introduced at a meeting unless authorized by a two-thirds vote of the members present.

PART 7 – MEETING PROCEEDINGS

- 7.1 The business of Council or Committee shall be taken up in the order in which it stands on the agenda, unless otherwise decided by the Presiding Officer, the Council or Committee.
- 7.2 Opening Procedure
 - 7.2.1. As soon after the appointed time of the meeting that there is a quorum present, the Presiding Officer shall take the Chair and call the members to order.
 - 7.2.2. Every regular Council meeting shall commence with the recital of the Council Commitment and Land Acknowledgement.
 - 7.2.3 Meetings of Council or their committees may be opened with a Land Acknowledgement where appropriate at the discretion of the Chair, and this acknowledgement may be provided by any member of Council, Staff or invited guests as determined by the Chair.
- 7.3 Agenda Announcements / Amendments
 - 7.3.1 The Presiding Officer shall announce any amendments to the agenda.
- 7.4 Disclosure of Pecuniary Interest & General Nature Thereof
 - 7.4.1. It is the responsibility of each member to identify and disclose any pecuniary interest on any item or matter before the Council or Committee, in accordance with the provisions of the legislation currently in effect.
 - 7.4.2 Where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee at which the matter is the subject of consideration, the member shall:
 - a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - b) not take part in the discussion of or vote on any question with respect to the matter; and

- c) not attempt in any way before, during and/or after the meeting to influence the voting on any such question.
- 7.4.3 Where a meeting is not open to the public, in addition to complying with the requirements of subsection 7.4.2., the member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.
- 7.4.4 Where the interest of a member has not been disclosed by reason of his/her absence from the particular meeting, the member shall disclose the interest and otherwise comply at the first meeting of Council or Committee, as the case may be, attended by the member after the particular meeting.
- 7.4.5 The Clerk shall record the particulars of any disclosure of pecuniary interest made by the member(s) and such record shall appear in the minutes of that particular meeting. The Clerk shall also maintain a Registry of all disclosures of interest that shall be made available to the Public as required.
- 7.5 Special Recognition
- 7.5.1 Upon request of the Mayor's office, the Clerk shall place on the Council agenda, civic recognition/awards to be presented at the meeting.
- 7.6 Consent Items
- 7.6.1 Items of business which are, in the opinion of the Clerk, generally routine in nature and would not require debate, shall be listed as consent items, and may be approved collectively by a single motion.
- 7.6.2 A member may make brief comments to a consent item prior to the consideration of the adoption of the matters listed, however, if a member wishes to debate or amend the recommendation of an item; the item shall be removed from the consent list and dealt with as a separate item.
- 7.6.3 Minutes of the previous meetings of Advisory Committees shall be listed as Consent items for consideration and approval.
- 7.6.4 Correspondence addressed to Council will become part of the public record and may be published in a Council Information Package (CIP) on the agenda and published as part of the agenda package on the Town's website.
- 7.7 Public Meetings/Hearings
- 7.7.1 The Committee is delegated the power to hold a public hearing or meeting where legislatively required and any such matter shall be listed on either a Council or Committee agenda, as deemed appropriate, at which the proceedings shall be conducted in accordance with the applicable legislative requirements.

- 7.7.3 The Presiding Officer shall advise of the procedures to be followed at the commencement of the public meeting or hearing.
- 7.7.4 During a public meeting, after all members of the public have been given an opportunity to speak to the matter under consideration, the Presiding Officer shall adjourn the public portion of the meeting and debate on the matter shall be limited to members.
- 7.7.3 During a public hearing, after all parties to a public hearing have concluded their submission(s) to the matter under consideration, the Presiding Officer shall adjourn the public portion of the hearing and debate on the matter under consideration shall be limited to members.
- 7.7.4 All parties to a public hearing may be represented at the public hearing by a representative. Public hearings shall be limited to the parties to the hearing or their representative(s) and public delegations shall not be permitted.
- 7.7.5 Any party to a public hearing may call and examine witnesses, present evidence and submissions and conduct cross-examinations of witnesses at the hearing reasonably required for a full and fair disclosure of all matters relevant to the issues in the proceeding.
- 7.8 Presentations/Delegations
- 7.8.1 Presentations addressing matters relevant to the Town and seeking to provide information or receive input from Council or Committee shall be permitted from any local board or similar authority including relevant agencies, boards, commissions as well as other levels of government and Town staff subject to the provisions outlined in this section.
- 7.8.2 Presentations may be permitted provided that the presenter or their representative has requested and been granted status from the Clerk by the Tuesday before a meeting, by 1:00 p.m.
- 7.8.3 Persons wishing to address Council or Committee as delegations to an item of business on an agenda shall provide written notice to the Clerk by the day of the meeting at 10:00 a.m.
- 7.8.4 The Clerk shall not register a delegation unless there is a specific item listed on the agenda to which the delegate has a bona fide interest and wishes to address Council or Committee.
- 7.8.5 Delegation requests received after the Tuesday preceding the meeting, but before 10:00 a.m. on the day of the meeting, may not be registered on the meeting agenda but shall be included on a list of additional delegations and provided to the members by the Clerk.
- 7.8.6 Delegation requests received after 10:00 a.m. on the day of the meeting will only be permitted by a majority vote of the members present at Council or

Committee. Where the matter has previously been considered at Committee, members shall consider whether extenuating circumstances would support approving new delegation requests recognizing that all parties to the original discussion may not be present and provided the opportunity for further discussion.

- 7.8.7 Delegations will be permitted without prior registration during any public meeting as required by legislation.
- 7.8.8 Each person appearing in delegation shall be permitted to speak only once on the topic for a maximum of ten (10) minutes unless the matter has been previously considered by Committee, in which case delegations shall be limited to a maximum of five (5) minutes and delegates are requested to confine their delegation to information that was not available when the matter was previously considered.
- 7.8.9 The speaking time for any delegation at Council or Committee may only be extended by majority vote of the members present.
- 7.8.9 Where there are numerous delegates wishing to address the same matter, the Presiding Officer, after consultation with the Clerk, shall have the authority to reduce the delegation speaking time limit to enable every delegate the opportunity to address Council or Committee. Where possible, multiple delegates are encouraged to select one spokesperson to present their views within the allotted time frame.
- 7.8.11 Delegations shall abide by the rules of procedure and public conduct at meetings and shall accept any decisions of the Presiding Officer and not enter into cross debate with members, other delegations or staff.
- 7.8.12 The Presiding Officer may limit any delegation, questions of a delegation and/or debate during a delegation for disorder or any other breach of this by-law and, if the Presiding Officer rules that the delegation is concluded, the person or persons appearing shall withdraw, and the decision of the Presiding Officer shall not be subject to challenge.
- 7.8.13 Any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter into debate with the delegation respecting their comments.
- 7.8.14 The substance of presentations and delegations will not be cited in the minutes of the meeting.
- 7.8.15 Any person wishing to present materials either in hard copy or electronically for distribution at the meeting shall submit a copy of the material to the Clerk no later than 12 noon on the day of the meeting, or alternatively provide an adequate number of hard copies to the Clerk at the meeting.

7.8.16 Presentations and Delegations are limited to two (2) per meeting. Exceptions to the maximum of two (2) per meeting can be authorized by the Mayor and CAO.

7.9 Notices of Motion / Motion for Which Notice has been Previously Given

7.9.1 Notices of Motion shall name the mover and seconder and shall be introduced at regular Council meetings, in the following order:

- a) Motions for debate previously introduced at a prior Committee meeting.
- b) Introduction of Notices of Motion

7.9.2 Notices of Motion shall be in writing and delivered to the Clerk by the agenda deadline, to be included on the agenda for introduction. Notices of motion shall not be discussed or debated upon introduction but shall be included on the next regular Council meeting agenda for consideration.

7.9.3 Where it is deemed impractical or not in the best interests of the Town of Penetanguishene to delay consideration, a notice of motion may be considered by the Committee upon its introduction by an affirmative vote of two-thirds of the members present.

7.9.5 Where it would be beneficial to obtain a staff report on any notice of motion prior to its consideration, members may refer such notice of motion to staff upon its introduction for report and consideration as an item of business at a future meeting.

7.10 Statements by Members

7.10.1 Members shall be permitted a maximum of three minutes each in order to make statements which are intended for the purpose of sharing information about events/activities/functions and general work of members and such updates shall not be reflected in the minutes of the meeting.

7.11 Consent List

7.11.1 The Mayor or Chairperson shall review the Consent List at a Regular Meeting by providing Members with an opportunity to:

- a. Ask brief questions, make limited comments, or request clarification on an item; and
- b. Clearly announce a request to refer to an item for consideration during the Committee of the Whole part of the Agenda.

7.11.2 Amendments, Deferral Motions, Tabling Motions, discussions, recorded votes, and other procedural motions are not permitted during the review of the Consent List but are permitted in the Committee of the Whole part of the Agenda once the matter has been referred.

7.11.3 Member's request to refer an item for consideration to the Committee of the Whole part of the Agenda is neither optional nor debatable. For greater clarity, each Member has the right to have a matter referred to and considered by Committee of the Whole.

7.11.4 A member must provide no less than 24 hours notice prior to the meeting to the Clerk if there's an intention to pull an item from the consent list.

7.11.5 At the conclusion of the review of the Consent List, the remaining recommendations that have not been referred shall be adopted by one omnibus resolution. The Consent List recommendations are deemed to be resolutions of Council as if voted on individually.

7.12 By-laws

7.11.1 Every by-law shall be in writing and shall require only one reading prior to being passed by a majority vote of Council.

7.11.2 Unless separated at the request of a member, all by-laws proposed for adoption shall be passed collectively by a single motion.

7.11.3 Every by-law passed by Council shall signify the date of passage and be signed by the Mayor and the Clerk and sealed with the seal of the Corporation.

7.11.4 A by-law shall be passed for each regular or special Council meeting to confirm the proceedings thereof.

7.11.5 The Clerk shall be authorized to make minor corrections to any by-law resulting from technical or typographical errors prior to the by-law being signed.

7.12 Adjournment

7.12.1 Upon completion of the agenda, the Presiding Officer shall declare a meeting adjourned.

7.12.2 Unfinished business as a result of an adjournment pursuant to Section 4.8 shall be automatically deferred to the next Regular Meeting.

7.13 Referrals to Upcoming Agendas and Staff (Committee of the Whole)

7.13.1 Committee of the Whole consists of four (4) Sections including Recreation and Community Services, Transportation and Environmental Services, Planning and Community Development Services, and Finance and Corporate Services

7.13.2 To allow a Council member to request a staff report be prepared for consideration, each Section will have a Referral to Upcoming Agendas and Staff Section.

7.13.3 Each member will be required to move the addition of an item and receive a

seconded to be considered by Committee. Members will vote on the addition of the item. If CARRIED, the item will be included if DEFEATED the item will not be included.

7.13.4 Referral items will be assessed by the Chief Administrative Officer on the next Committee of the Whole agenda including a timeline for delivery based on workload.

7.14. Open Forum

7.14.1 Open Forum allows for comments from the public relating to any item and will appear at the beginning of each regular Council meeting.

7.14.2 All comments are to be addressed through the Mayor or Chairperson.

7.14.3 Individuals shall sign the 'Open Forum Register' with the clerk prior to being permitted to speak to Council or a Committee during Open Forum including brief written description of their speaking content.

7.14.4 Open Forum may be made by electronic participation. In the event of any type of connection/service disruption, all other registered speakers will be provided two minutes, and then the Chair will ask the Clerk if the participant has reconnected before Open Forum is completed, or request that the Clerk read the written submission of speaking content as submitted by the participant upon registration.

7.14.5 Open Forum shall last no longer than ten (10) minutes. The length of time each individual has to address Council shall be at the discretion of the Mayor or Chairperson, but as a general practice shall not be longer than two (2) minutes.

7.14.6 Individuals may verbally address Council however presentation or distribution of any materials is not permitted at the meeting. Material or information for Council may be provided to the Clerk before 4:30 p.m. the day before the Meeting and will be reviewed by staff and circulated to Council before 12 p.m. on the day of the Meeting.

7.14.7 Members and staff shall not be engaged in a debate or discussion during Open Forum. No motions shall be made during Open Forum as a result of comments made during Open Forum other than matters of procedure.

During Open Forum, **no member of the public shall:**

- a. Speak disrespectfully of any person;
- b. Use offensive language;
- c. Disobey the rules of procedure or a decision of the Mayor or Chairperson;
- d. Speak to Council about matters:
 - i. Involving current or pending litigation;
 - ii. Involving insurance claims;
 - iii. Administrative complaints that have not been reported and investigated through the applicable process;
 - iv. Beyond the jurisdiction of Council; or

v. Contrary to MFIPPA.

7.14.8 Comments made during Open Forum will not form part of the Minutes of Meeting. Council members may request that any material received regarding Open Forum be included on the Correspondence List of a subsequent Council meeting.

7.14.9 There shall be no reference to campaigning in any manner or format by a candidate or any member of public at open forum during the nomination period (as per the [Municipal Elections Act](#)) in an Election year.

PART 8 – MINUTES AND COMMITTEE REPORTS

8.1. Minutes shall record:

- a) the place, date and time of meeting;
- b) the name of the Presiding Officer and the record of the attendance of the members;
- c) declarations of pecuniary interest;
- d) the motions considered and votes taken by Council and Committee; and
- e) except as provided elsewhere in this by-law, all the other decisions or authorized actions without note or comment;

8.2 Confidential Session minutes shall record:

- a) the place, date and time of meeting;
- b) the names of the Presiding Officer and the record of the attendance of the members and any other attendees;
- c) a description of the substantive and procedural matters discussed, including specific reference to any documents considered;
- d) the motions considered and votes taken by Council and Committee; and
- e) all directions given.

8.3 The minutes of each Council and Committee meeting shall be presented to Council at the next regular meeting for confirmation.

PART 9 - MOTIONS

9.1 Except as provided elsewhere in this by-law, all motions including mover and seconder shall be noted and recorded in the Council or Committee meeting minutes.

9.2 In Council or Committee, the following procedural motions may be introduced verbally, without notice and without leave, except as otherwise provided by this by-law:

- a) a point of order or privilege.
- b) to close debate.
- c) to adjourn.

- 9.3 In Council, the following procedural motions may be introduced without notice and without leave, except as otherwise provided by this by-law:
- a) to suspend the rules of procedure.
 - b) to table.
 - c) to postpone definitely (deferral motion with a specified date/meeting).
 - d) to refer.
 - e) to amend.
 - f) to postpone indefinitely (deferral motion without specifying a date/meeting).
 - g) any other procedural motion.
- 9.4 A motion may be withdrawn at any time before the question is called by Council consent without calling a vote and noted in the minutes as "Withdrawn by Council consent". Should any member of Council object at that time, a vote will be called by the Chair.
- 9.5 After a motion has been read or stated by the Presiding Officer, it shall be deemed to be in the possession of Council but may be withdrawn by the mover and seconder at any time before being voted on with the concurrence of Council.
- 9.6 When a motion is under consideration, no other motion shall be received except a procedural motion or a motion to amend.
- 9.7 After a motion has been put to vote 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 result has been declared.
- 9.8 A motion regarding a matter which is beyond the jurisdiction of the Council, shall not be in order except a matter which, in the opinion of the majority of Council, has to do with the welfare of the citizens generally. The question of the opinion is to be decided without debate.
- 9.9 Appendix "A" forms part of this by-law and shall describe the form and standard descriptive characteristics of motions commonly used in Council and Committee.

PART 10 – RECONSIDERATION

- 10.1 Any proposal to reconsider, amend or rescind a previous decision of Council made within its current term shall require a motion of reconsideration.
- 10.2 A motion to reconsider a previous decision of Council made earlier in a meeting:
- a) may be presented at any time prior to the meetings' adjournment by any member who voted in the majority when the decision was made;
 - b) may not be apply to a decision of indefinite postponement; and
 - c) shall require an affirmative vote of the majority of the members present
- 10.3 A motion to reconsider a previous decision of Council at a subsequent meeting:

- a) may only be introduced by a member who was present at the meeting and who voted in the majority when the decision was made or who was not present at the meeting when the decision was made;
 - b) shall be introduced as a notice of motion in accordance with section 7.9 for consideration; and
 - c) shall require an affirmative vote of two-thirds vote of the members present
- 10.4 The mover of a motion to reconsider shall specify whether the reconsideration will address the entire original decision of Council or part of the original decision.
- 10.5 Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration.
- 10.6 Discussion of the previous decision shall not be in order until the motion to reconsider has been adopted.
- 10.7 Where the motion to reconsider is decided in the affirmative, reconsideration of the previous decision of Council shall become the next order of business unless the motion to reconsider included direction to postpone reconsideration to a definitive date.
- 10.8 During the term of Council, a motion to reconsider shall not be permitted more than once with regard to a previous decision of Council nor shall a vote to reconsider be reconsidered.

PART 11 - VOTING

- 11.1 The manner of determining the decision of the Council or Committee on a motion where no recorded vote is called for shall be at the discretion of the Presiding Officer and may be by a show of hands.
- 11.2 Except as provided in the Municipal Act, 2001, no vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect.
- 11.3 Voting shall be conducted in the following order:
- a) amendment to any amending motion;
 - b) upon determination of a) above, any subsequent amendment to the amending motion;
 - c) the amending motion;
 - d) the main motion;
- 11.4 When the matter under consideration contains distinct recommendations or propositions, any member may request that the vote be taken separately on each recommendation or proposition and no vote shall be required to be taken on the matter as a whole.
- 11.5 Every member present at a meeting shall vote on every motion, unless prohibited by legislation. Failure to vote for any other reason shall be deemed to be a

negative vote, except for the Presiding Officer who can exercise their right to abstain from voting.

- 11.6 Except as provided elsewhere in this by-law, a motion shall be deemed to have been carried when a majority of the members present and voting have voted in favour of the motion. Any motion upon which there is a tied vote shall be deemed to have been defeated.
- 11.7 If a member disagrees with the announcement of the result of any vote, the member may object immediately to the announcement and require that the vote be retaken.
- 11.8 Unless otherwise described within this procedural by-law, the Act or other legislation, a motion of Council is approved when the majority of the members (more than 50%) present at a meeting vote in the affirmative. In some cases, a two thirds of a vote may be required and may have different requirements as per the Act and this by-law.

The following chart may be used to determine if the requirements have been met.

Members present	Majority	Two-thirds	Veto by Council
5*	3	4	6
6	4	4	6
7	4	5	6
8	5	6	6
9	5	6	6

* This vote would fail as it does not meet the minimum two-thirds of Council regarding Veto Override as per Part VI.1 of the Act.

11.9 Recorded Votes

- 11.9.1 Any member in Council immediately before or after a vote is taken, may require that a recorded vote be taken on the motion concerned.
- 11.9.2 When a recorded vote is taken, the names of those who voted in favour and those who voted against the motion shall be entered in the minutes.

11.10 Appointments

- 11.10.1 The voting procedure for appointing members to boards and committees shall be in accordance with Appendix "C".
- 11.10.2 Council may appoint one (1) temporary replacement as an alternate member of the upper-tier council, to act in place of a person who is a member of the council's local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason.
- 11.10.3 A member of council shall be permitted an absence of twenty (20) consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

APPENDIX A TO BY-LAW 2026-XX

PROCEDURAL MOTIONS

1. MOTION TO ADJOURN

1.1 A Motion to adjourn:

- a) is always in order except as provided by this by-law.
- b) is not debatable.
- c) is not amendable.
- d) is not in order when a member is speaking or during the verification of the vote.
- e) is not in order immediately following the affirmative resolution of a motion to close debate; and
- f) when resulting in the negative, cannot be made again until after some proceedings have been completed by Council.

1.2 A motion to adjourn, if carried without qualification, brings a meeting or a session of Council to an end.

1.3 A motion to adjourn to a specific time, or to reconvene upon the happening of a specified event, suspends a meeting of Council to continue at such time.

2. POINT OF PRIVILEGE

2.1 A member may at any time raise a point of privilege directing attention to a matter that affects the integrity, character or reputation of an individual, individuals or the entire Council, or the ability of an individual to participate.

2.2 A point of privilege shall take precedence over any other matter.

2.3 A member shall not be permitted to enter into any debate or introduce any motion not related to the point of privilege.

2.4 The Presiding Officer shall decide upon the point of privilege and advise the members of the decision.

2.5 Unless a member immediately appeals the Presiding Officers' decision, the decision of the Presiding Officer shall be final.

2.6 If the decision of the Presiding Officer is appealed, the question "Shall the ruling of the Chair be upheld?" shall be called without debate, and its results shall be final, based on a majority vote.

2.7 When the matter has been determined to be a point of privilege, the member shall be afforded an opportunity to propose a motion in relation to that point of privilege.

3. MOTION TO TABLE

3.1 A motion to table:

- a) is not debatable.
- b) is not amendable.

3.2 A motion to table a matter with some condition, opinion or qualification added to the motion shall be deemed to be a motion to postpone.

3.3 The matter tabled shall not be considered again by Council until a motion has been made to take up the tabled matter at the same or subsequent meeting of Council.

3.4 A motion to take up a tabled matter is not subject to debate or amendment.

3.5 A motion that has been tabled at a previous meeting of Council cannot be lifted off the table unless notice thereof is given in accordance with section 7.9 of this by-law.

3.6 A motion that has been tabled and not taken from the table for six (6) months shall be deemed to be withdrawn and cannot be taken from the table.

4. MOTION TO CLOSE DEBATE (PREVIOUS QUESTION)

4.1 A motion to close debate:

- a) is not debatable.
- b) is not amendable.
- c) cannot be moved with respect to the main motion when there is an amendment under consideration.
- d) should be moved by a member who has not already debated the question.
- e) requires a two-thirds (2/3) majority vote of members present for passage; and
- (f) when resolved in the affirmative, the question is to be put forward without debate or amendment.

5. MOTION TO POSTPONE DEFINITELY

5.1 A motion to postpone definitely (to a fixed time or date):

- a) is debatable, but only as to whether a matter should be postponed and to what time.

- b) is amendable as to time and/or date.
- c) requires a majority vote of members present to pass.
- d) shall have precedence over the motions to refer, to amend, and to postpone indefinitely.

6. MOTION TO REFER (TO COMMITTEE OR STAFF)

6.1 A motion to refer:

- a) is debatable.
- b) is amendable.
- c) shall take precedence over all amendments of the main question and any motion to postpone indefinitely, to postpone definitely or to table the question.

7. MOTION TO AMEND

7.1 A motion to amend:

- a) is debatable.
- b) is amendable.
- c) shall be relevant and not contrary to the principle of the report or motion under consideration.
- d) may propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue, which was the subject matter of the question.

7.2 Only one motion to amend an amendment to the main motion shall be allowed at one time.

8. MOTION TO POSTPONE INDEFINITELY

8.1 A motion to postpone indefinitely:

- a) is debatable, and debate may go into the merits of the main question, which effectively stops a motion and avoids a direct vote on the question.
- b) is not amendable.
- c) requires a majority vote.

9. POINT OF ORDER

- 9.1 The Presiding Officer shall decide all points of order. When a member wishes to raise a point of order, the member shall ask leave of the Presiding Officer and after leave is granted, the member shall state the point of order to the Presiding Officer, after which the Presiding Officer shall decide on the point of order. Thereafter, the member shall only address the Presiding Officer for the purpose of appealing the decision to Council or Committee, as the case may be. If the member does not appeal, the decision of the Presiding Officer shall be final. If the member appeals to Council or Committee as the case may be, Council or Committee shall decide the question without debate and the decision shall be final.

10. MOTION TO SUSPEND THE RULES (WAIVE THE RULES)

- 10.1 A motion to suspend the rules:
- a) is not debatable.
 - b) is not amendable.
 - c) requires a two-thirds majority vote to carry.
 - d) takes precedence over any motion if it is for a purpose connected with that motion and yields to a motion to table.

APPENDIX B TO BY-LAW 2026-XX

LIVE STREAMING POLICY AND PROCEDURE

Regular and Special meetings of the Council, as well as meetings of Committee of the Whole, held at the Council Chambers located at 10 Robert Street West will be live streamed. In the event of technical difficulties where the meeting is not live streamed, the meeting will be recorded and posted on the Town's YouTube channel.

Council and Committee meetings held outside of the Council Chambers shall be exempt from being live streamed.

In accordance with the Municipal Act, 2001, minutes of meetings are to be recorded without note or comment by the Clerk or designate. The approved written minutes shall be the official record of all Council meetings.

The uploaded electronic file will be posted on the Town's live streaming YouTube account as soon as practical following the Regular or Special meetings of Council and Committee of the whole.

Video files from live streaming that are on the internet are part of the public realm and as such are subject to alteration by a member of the public with no municipal control over such alterations. The Town assumes no liability associated with any alterations that made by a member of the public on the internet.

The Presiding Officer shall make a statement at the commencement of Council and Committee of the Whole meetings to make presenters and members of the public aware that proceedings are being broadcasted, recorded and available on the internet.

Access to recorded proceedings shall be in compliance with the Municipal Freedom of Information and Privacy Act.

Proceedings of Boards and Advisory Committees of Council will not be live streamed or recorded. Closed session Council meetings shall not be live streamed or recorded.

APPENDIX C TO BY-LAW 2026-XX

COMMITTEES AND BOARDS OF COUNCIL POLICY

Policy Purpose

The Corporation of the Town of Penetanguishene (the “Town”) is committed to appointing members of the public to various boards, committees, groups or other bodies as required by statute, convention, invitation or initiative, in a consistent, open manner allowing all residents and property owners interested with the opportunity to be appointed.

Scope

The purpose of Advisory Committees and Boards is to assist Council by providing recommendations on specialized issues, on a policy as set out in the terms of reference as defined in the “D” series of Schedules commencing with schedule “D1” or, in accordance with the legislative responsibilities of a respective Board.

This policy applies to all Advisory, Ad-Hoc, and Special Purpose Bodies as established from time to time within the provisions of the Town’s Procedural By-law and further includes the Town of Penetanguishene Committee of Adjustment, Library and Police Services Boards under the authority of their respective legislatures in relation to Town appointed representatives.

This Policy does not apply to appointments where the appointee is a Municipal Staff position or person.

Policy

It shall be the policy of the Town that public appointments to all of Council’s Boards and Committees, unless stated as part of a statute, by-law, regulation, constitution, or stipulated otherwise, shall generally be on the basis of public advertisement inviting applications from residents or property owners for the appointments to be submitted to the Corporate Services Department for processing and subsequent recommendation by Senior Managers to the Mayor and to Council for formal approval.

1. Definitions

“Ad-Hoc Committee” means a special purpose committee of limited duration, created by Council to inquire into and report on a particular matter or concern and which dissolves automatically upon submitting its final report to Council unless otherwise directed by Council.

“Advisory Committee” means a special purpose committee established by Council to provide recommendations, advice and information to Council through the delegated Section Committee.

“Council-appointed legislated board or committee” means a mandatory board or committee established by Council under a statute to provide information, advice, and recommendations to Council on public policy issues.

“Member” means an appointed Member of a Committee as it may apply.

“Special Purpose Bodies” means an external Committee, Commission or Board of which the Town is a member, created with a special mandate for overseeing and managing publicly funded facilities and/or programs.

“Resident” means a member of the public whose current and primary residence is within the Town of Penetanguishene.

“Vacancy” of any office or appointment shall mean the expiration of a stated term of office, resignation or determined under Section 6(a) at any time from an office or appointment made under this Policy.

2. Resident Appointment Process – New Term of Council

Re-Appointment

- a) By September 1st in an election year, the Mayor will send a thank you letter to all existing board and committee member, and the members will be asked through the respective resource person or Chair, if they interested in serving on the Board or Committee for the next term, subject to confirmation that they still meet eligibility requirement as set out in the Procedure By-law, Board's or Committee's Terms of Reference and the requirements of this Policy and applicable legislation.
- b) The members who are interested in continuing on the Board or Committee will be provided with and required to complete a Public Appointment application form in order to review eligibility requirements.
- c) The list of names and completed application forms of eligible current members wishing to re-offer will be forwarded to the Clerk for consideration during the reappointment process.

Appointment of New Members (Advertising)

- a) By October 1st in an election year, the Corporate Services Department shall advertise on the Town's website, a list of municipal resident appointee positions, stating the nature of the appointment to which the appointment is to be made and outlining the qualifications (if any) of the appointee, and shall solicit and receive written applications, in the prescribed form, from those interested in being considered for one of the vacancies. The C.A.O., in consultation with the resource person for each Board or Committee may organize an Open House and/or information session for any interested persons prior to the closing date for applications.

Recommendations of Appointments

- a) The Corporate Services Department shall review applications received for accuracy and ensure that the prospective members meet the requirements for the appointments being advertised as set out in the Board's, Committee's Terms of Reference, this Policy, and applicable legislation.

- b) A list of eligible prospective members, along with the respective applications, and a list of eligible current Board or Committee members, who wish to have their name stand for appointment for the next term, shall be forwarded to the applicable Senior Manager for their review and comments.
- c) The Mayor shall review the report with the Clerk and C.A.O. and consult with the current Council representative(s) on the Board and Committee and shall select individuals for each position to be recommended for appointment by the Council, including any reappointments.

Formal Appointment

- a) *Once the Mayor finalizes the recommendations for appointment, the respective Council representative on the Committee shall be provided an opportunity to review and provide comment and/or feedback. Once the Council representatives have provided feedback, the Mayor shall finalize the appointments. Legislative Services staff shall prepare a report to be presented at a Council meeting outlining the appointment recommendations with a resolution of appointment.*

The Mayor shall have the sole responsibility of making Council member appointments to Council Committees, Boards, Advisory Committees and other Boards and Committees at the beginning of the new term of Council, ideally at the Inaugural Meeting.

- b) All appointments shall be made by resolution and ratified by the Confirmatory By-law. It shall be the responsibility of the Clerk to maintain a current roster of Committee and Board appointees and to maintain a historical record of Committee and Board members.
- c) Once appointed by Council, the Corporate Services Department will acknowledge those appointments, in writing and shall provide a copy of the Procedure By-law including the Terms of Reference of the board or committee, as applicable.
- d) The Human Resources Department shall provide all Appointees with the appropriate training and documentation to complete, e.g. Freedom of Information Consent Form, Integrated Accessibility Standard Regulation Training Booklet and payroll information (if applicable).
- e) Unsuccessful applicants will be kept on file for future vacancies if they agree within the application form.

3. Appointment Process – During the Term of Council (Vacancies)

Absenteeism

An appointed member to an advisory committee/board shall be deemed to have resigned from their respective appointment if they have missed three (3) consecutive meetings without being authorized to do so by the Council.

Failure to attend 50% of scheduled meetings in a calendar year or term, without reasonable cause, may result in removal or recommendation for removal by Council.

Resignation

A resignation from a Board or Committee is to be submitted, in writing to the Chair or resource person, which shall be immediately forwarded to the Clerk to begin the process to fill the vacancy.

Filling Vacancies

Appointments during the Term of Council shall be conducted in the same manner as those made under Section 2 above, with the following exceptions:

- a) Existing applications shall be reviewed prior to advertising a vacancy; recommendations, if any, from the Committee or resource person, shall be considered, upon receipt in writing.
- b) Based on a) above, advertising and/or posting on the Town website will be discretionary.
- c) Where possible and practical, and subject to time constraints, the Town will endeavour to provide the opportunity to the Chair and the Senior Manager or resource person of the respective boards or committees whose vacancy is being filled shall review and provide written comment on applications received to the Clerk as quickly as possible. The applications are confidential and shall not be discussed with any other person.
- d) In the case of a resignation by the Township of Tiny representative on the Penetanguishene Public Library Board, the Clerk shall formally advise the Township and request that it provide a recommended name for appointment.
- e) The appointments shall be approved by resolution of Council.

4. Term of Appointments

- a) Unless otherwise provided for by legislation, Terms of Reference or operating procedures, the term of appointment shall generally coincide with the term of Council subject to potential annual review as deemed necessary, commencing upon passing of the appointment by-law and expiring November 30, in an election year, unless otherwise specified.
- b) Notwithstanding 4 (a) above, when a Board or Committee member resigns before the end of the term, or is deemed to have resigned due to absenteeism, the appointment continues until it is rescinded by Council.
- c) Notwithstanding 4 (a) above, if the Committee of Adjustment is required between the November 30th date of the election year and the date the Committee appointments are made in the new Council term, the member appointments from the previous election term will continue.

5. Conduct of Members

Advisory Committees are governed by and subject to the provisions of the Town's Procedural By-law to Govern the Proceedings of Council and its Committees and the Municipal Conflict of Interest Act and shall adhere to Town policies and procedures.

Legislated Boards are governed by and subject to the provisions of their respective Procedural Policies and shall adhere to such. In the absence of said Policy, the Town's Procedural By-Law to Govern the Proceedings of Council and its Committees and the Municipal Conflict of Interest Act shall apply.

6. Administration

This Policy shall be administered by the Clerk with advice and assistance from the C.A.O., as required.

APPENDIX D TO BY-LAW 2026-XX

ADVISORY COMMITTEES OF COUNCIL

Committee	Membership	Meetings per year	Staff Resource
Committee of Adjustment	4 members of the public 1 member of Council	At the Call of the Director of Planning and Community and Development.	Director of Planning and Community Development
Economic Advisory Committee	8 members of the public 1 member of Council	Quarterly / at the Call of the Chair	Director of Planning and Community Development
Diversity, Equity and Inclusion Committee	1 Representative of Council 2 Representatives of Advisory Committees 5 additional Community Members	Quarterly / at the Call of the Chair	Director of Human Resources and Clerk
Huronia Airport Commission	1 member of the public 1 member of Council	As per the Huronia Airport Commission	None.
Midland Penetanguishene Transit Committee	1 member of the public (1 per municipality) 1 member of Council (1 per municipality)	Quarterly / at the Call of the Chair	Director of Public Works
Museum & Heritage Advisory Committee	8 members of the public 1 member of Council	Quarterly / at the Call of the Chair	Museum Curator and Curatorial Assistant
Penetanguishene Public Library Board	5 members of the public 2 members of Council	As per the Public Libraries Act, R.S.O. 1990.	Library CEO
Trails Advisory Committee	8 members of the public 1 member of Council	Quarterly / at the Call of the Chair	Recreation & Community Services Administrative Support Person and Director
Wellbeing and Accessibility Advisory Committee	8 members of the public 1 member of Council	Quarterly / at the Call of the Chair	Director of Recreation and Community Services and Clerk

APPENDIX D1 TO BY-LAW 2026-XX

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

Membership:

A member of Council shall be appointed to the Committee to serve as Chair and seven (7) residents of the Town representing the following affiliations:

- 1 Representative of Council
- Representatives of Advisory Committees
- additional Community Members

The members shall represent the diversity of the Town and a broad cross-section of residents, including geographical and gender balance. An intersectional approach should be taken to ensure representation by community members with lived experience or service in agencies related to one or more of the following areas:

- Ethnocultural and linguistic diversity
- Racialized communities or People of Colour
- Francophone
- New immigrants
- Indigenous communities
- LGBTQ2S+ individuals
- Individuals with disabilities, including mental health disabilities
- Seniors / older adults
- Individuals living with low income / homeless
- Post-secondary students / youth
- Faith-based diversity

All attempts will be made to stay within the guideline composition; however, if the applications received or the qualifications of applicants do not fully address the guideline composition criteria, the most capable and qualified applicants will be recommended for appointment to fulfill the membership composition.

One designated staff member shall serve as staff liaison as appointed by the Chief Administrative Officer. Other staff may be requested to join meetings or support the work of this committee as need arises.

Committee Mandate

- Provide support to staff in the drafting and implementation of a Diversity, Equity, and Inclusion Action Plan and shall provide recommendations, advice, and information to Council and staff on matters pertaining to diversity, equity, and inclusion.
- Address bias and discrimination and its negative impacts on quality of life, safety, health, and inclusion for the diverse communities in Penetanguishene.
- Provide a safe place for all people to voice their opinions in order to work together to promote and foster understanding and inclusion in Penetanguishene.
- Advise and provide recommendations on the development and review of policies and procedures to ensure they reflect the Town of Penetanguishene's commitment to fostering diversity and inclusion within the organization, and within the community.

- Engage and facilitate discussions with community groups to achieve a greater understanding of the strengths and needs of residents of diverse backgrounds and abilities to identify opportunities for collaboration and support between groups, recognizing that each diverse group will require unique approaches and solutions.
- Collaborate with other civic agencies and local community groups and partners including the initiation and development of relevant programs, services, events, and projects identifying opportunities for education, collaboration, support, and engagement to promote equity, inclusion, and the elimination of discrimination.

Chair and Vice Chair

The Chair and the Vice Chair shall be elected from the members on the Committee. The Vice Chair serves as Chair at the meetings in the absence of the Chair. The Chair acts as the Presiding Officer at the meetings.

Delegated Authority

The Diversity, Equity and Inclusion Committee is an advisory body only.

The Diversity, Equity, and Inclusion Committee may incur expenditures to the extent provided in the annual approved budget. All purchases shall be preauthorized by the Town Clerk and approved in accordance with the Town's Procurement By-law.

The Committee shall receive items for information, discuss DEI-related matters or make recommendations to Council.

Meetings

The frequency of the meetings shall be quarterly with additional meetings held at the call of the Town Clerk or Chair.

The Town Clerk may revise the regular meeting schedule in consultation with the Chair.

Agendas

Agendas shall be made available a minimum of twenty-four hours in advance of the meeting to the Members and on the Town Website. The Town Clerk and Chair shall determine the content of the agendas.

Quorum

Quorum shall consist of five (5) members of the Committee.

Work Plan

The Diversity, Equity and Inclusion Committee operations and activities are directed by the Advisory Committee's annual work plan, which is approved by Municipal Council.

Agent of the Municipality

In carrying out its Mandate, the Diversity, Equity, and Inclusion Committee may act as an agent of the Town of Penetanguishene while acting bona fide within the limits of the authority of the Town. No member shall incur any personal liability by reason of their participation on the Advisory Committee acting within the scope of its mandate. Nothing in the Mandate of the Advisory Committee authorizes or empowers the Committee to

incur any debt, liability, or obligation for which the Town may become liable without having previously obtained the consent of Council.

The Advisory Committee operations shall meet municipal, provincial, and federal legislative requirements that have a bearing on their operation.

APPENDIX D2 TO BY-LAW 2026-XX

ECONOMIC ADVISORY COMMITTEE

Membership

- Members of the local business and entrepreneur community (number not specified to encourage participation)
- One (1) Council representative (designated by the Mayor and ratified by Council).
- Staff Resources – Director of Planning and Community Development.

Membership from the local businesses and entrepreneur community will be based on membership interest. The Committee shall encourage business membership based on business sector representation in the Town.

Business Sector Representation (%)

Natural Resources and Utilities 1.7

Construction 14.5

Manufacturing 2.8

Wholesale trade 1.8

Retail trade 9.4

Transportation and warehousing 4.2

Finance and insurance 6.2

Real estate and rental and leasing 20.7

Professional, scientific and technical services 9.6

Educational and cultural services 1.5

Health care and social assistance 10.6

Arts, entertainment and recreation 2.8

Accommodation and food services 3.4

Administration, management of companies, and other services 11.2

External agencies such as the North Simcoe Business Centre, the Southern Georgian Bay Chamber of Commerce and the County of Simcoe will be engaged with the Committee as appropriate.

Committee Mandate

The Economic Advisory Committee is an advisory committee reporting to the Planning & Community Development Section of Council.

The objectives of the Economic Advisory Committee are to:

- Inform businesses of funding available for business improvements;
- Identify priorities to promote business development and retention;
- Provide recommendations for future Town programs and initiatives;
- Assist in the implementation of action items identified in the BR&E Study;
- Report findings back to Council periodically or when needed.

Chair and Vice Chair

The Chair and the Vice Chair shall be elected from the members on the Committee. The Vice Chair serves as Chair at the meetings in the absence of the Chair. The Chair acts as the Presiding Officer at the meetings.

Delegated Authority

The Economic Advisory Committee is an advisory body only.

The Economic Advisory Committee may incur expenditures to the extent provided in the annual approved budget. All purchases shall be preauthorized by the Director of Planning and Community Development and approved in accordance with the Town's Procurement By-law.

The Committee shall receive items for information, discuss economic related matters or make recommendations to Council via the Director of Planning and Community Development.

Meetings

The frequency of the meetings shall be quarterly with additional meetings held at the call of the Director of Planning and Community Development or Chair.

The Director of Planning and Community Development may revise the regular meeting schedule in consultation with the Chair.

Agendas

Agendas shall be made available a minimum of twenty-four hours in advance of the meeting to the Members and on the Town Website. The Director of Planning and Community Development and Chair shall determine the content of the agendas.

Quorum

Quorum shall consist of five (5) members of the Committee.

Work Plan

The Economic Advisory Committee operations and activities are directed by the Advisory Committee's annual work plan, which is approved by Council.

Agent of the Municipality

In carrying out its Mandate, the Economic Advisory Committee may act as an agent of the Town of Penetanguishene while acting bona fide within the limits of the authority of the Town. No member shall incur any personal liability by reason of their participation on the Advisory Committee acting within the scope of its mandate. Nothing in the Mandate of the Advisory Committee authorizes or empowers the Committee to incur any debt, liability, or obligation for which the Town may become liable without having previously obtained the consent of Council.

The Advisory Committee operations shall meet municipal, provincial, and federal legislative requirements that have a bearing on their operation and activities.

APPENDIX D3 TO BY-LAW 2026-XX

MUSEUM & HERITAGE ADVISORY COMMITTEE

Membership

- Eight (8) members of the public (designated by the Mayor and ratified by Council)
- One (1) Council representative (designated by the Mayor and ratified by Council)
- Staff Resource – Museum Curator or designate as required.

Committee Mandate

The Committee shall oversee the following functions, determine action in accordance with delegated authority, make recommendations to Recreation & Community Services Section, or receive for information:

- To collect, maintain and provide resources for archival, historical and genealogical research
- To collect, conserve, preserve and exhibit artifacts and historical materials that pertain to the history of Penetanguishene and surrounding communities.
- To serve as a focal point for community participation and engagement through the hosting of events and activities.
- Expand awareness and appreciation of heritage and history through education, interpretation and accessible programming for all age groups.
- Expand and develop collaborative relationships with stakeholders and individuals to serve the needs of the community and the museum.
- Promote and market the museum and the Town of Penetanguishene as an attractive destination for local visitors and tourists.
- Evaluate properties of architectural and historical significance within the Town of Penetanguishene and recommend formal designation under the Ontario Heritage Act.
- Review and approve modifications to structures and Heritage Tax Rebates designated under the Ontario Heritage Act.
- Receipt and approval of road names.
- Host annual events, seminars or workshops related to heritage preservation and promotion to the extent provided for in the annual budget.

Town of Penetanguishene staff and volunteers are committed to ethical behaviour and accept the Canadian Museums Association Ethical Guidelines (1999) as guiding principles.

Chair and Vice Chair

The Chair and the Vice Chair shall be elected from the members on the Committee. The Vice Chair serves as Chair at the meetings in the absence of the Chair. The Chair acts as the Presiding Officer at the meetings.

Delegated Authority

The Museum & Heritage Committee is an advisory body only.

The Museum & Heritage Committee may incur expenditures to the extent provided in the annual approved budget. All purchases shall be preauthorized by the Curator and approved in accordance with the Town's Procurement By-law.

The Committee shall receive items for information, discuss museum and heritage related matters or make recommendations to Council via the Curator.

In the absence of the Curator at the Committee of the Whole meetings, the Director of Recreation and Community Services or the Council Chair presents and speaks to the matters.

Meetings

The frequency of the meetings shall be quarterly with additional meeting held at the call of the Curator or Chair.

The Curator may revise the regular meeting schedule in consultation with the Chair of Museum & Heritage Advisory Committee.

Agendas

Agendas shall be made available a minimum of twenty-four hours in advance of the meeting to the Members and on the Town Website. The Curator and Chair shall determine the content of the agendas.

Quorum

Quorum shall consist of five (5) members of the Committee.

Work Plan

The Museum & Heritage Advisory Committee operations and activities are directed by the Museum's strategic plan and the Advisory Committee's annual work plan, both approved by Council.

Agent of the Municipality

In carrying out its Mandate, the Museum & Heritage Advisory Committee may act as an agent of the Town of Penetanguishene while acting bona fide within the limits of the authority of the Town. No member shall incur any personal liability by reason of their participation on the Museum & Heritage Advisory Committee acting within the scope of its mandate. Nothing in the Mandate of the Museum & Heritage Advisory Committee authorizes or empowers the Committee to incur any debt, liability, or obligation for which the Town may become liable without having previously obtained the consent of Council.

The Museum & Heritage Advisory Committee operations shall meet municipal, provincial, and federal legislative requirements that have a bearing on their operation and activities.

Policy Review

The museum will have policies covering a range of areas. The policies govern the institution's operations, and they clarify expectations and staff authority and responsibilities. The Advisory Committee regularly reviews the policies to ensure they provide the needed direction in areas critical to the delivery of the museum's mandate and to the sound management of its human and financial resources. The policies, and revisions to them, are developed by staff and submitted to the appropriate Section and Council for approval.

APPENDIX D4 TO BY-LAW 2026-XX

TRAILS COMMITTEE

Membership

- Five (8) members of the public (designated by the Mayor and ratified by Council)
- One (1) Council representative (designated by the Mayor and ratified by Council).
- Staff Resources – Director of Recreation and Community Services, Facilities Manager, Administrative Support Person.

Committee Mandate

The Trails Committee is an advisory committee reporting to the Recreation & Community Services Section Committee of Council.

The mandate of the Trails Committee is to advise the Town on the promotion and development of a comprehensive trails system within the Town of Penetanguishene that connects Town Parks and links to trail systems within the Town of Midland and Township of Tiny. The Trails Committee will:

- Research and gather information on best practices for trails development and opportunities for external funding.
- Recommend the maintenance or development of Town trail systems including TransCanada Trail, Discovery Harbour Trail, Copeland Creek Trail and any other trail systems within or connecting Town Parks (existing or proposed), including signage or trail markers.
- Prepare promotional materials and organize/participate in events to promote trail use.
- Liaise with Huronia Trails & Greenways, the County of Simcoe and other trails groups.
- Host annual events related to trails promotion to the extent provided in the annual approved budget.

Chair and Vice Chair

The Chair and the Vice Chair shall be elected from the members on the Committee. The Vice Chair serves as Chair at the meetings in the absence of the Chair. The Chair acts as the Presiding Officer at the meetings.

Delegated Authority

The Trails Committee is an advisory body only.

The Trails Committee may incur expenditures to the extent provided in the annual approved budget. All purchases shall be preauthorized by the Director of Recreation and Community Services and approved in accordance with the Town's Procurement By-law.

The Committee shall receive items for information, discuss trails-related matters or make recommendations to Council.

Meetings

The frequency of the meetings shall be quarterly with additional meeting held at the call of the Director of Recreation and Community Services or Chair.

The Director of Recreation and Community Services may revise the regular meeting schedule in consultation with the Chair.

Agendas

Agendas shall be made available a minimum of twenty-four hours in advance of the meeting to the Members and on the Town Website. The Director of Recreation and Community Services and Chair shall determine the content of the agendas.

Quorum

Quorum shall consist of five (5) members of the Committee.

Work Plan

The Trails Committee operations and activities are directed by the Advisory Committee's annual work plan, which is approved by Council.

Agent of the Municipality

In carrying out its Mandate, the Trails Committee may act as an agent of the Town of Penetanguishene while acting bona fide within the limits of the authority of the Town. No member shall incur any personal liability by reason of their participation on the Advisory Committee acting within the scope of its mandate. Nothing in the Mandate of the Advisory Committee authorizes or empowers the Committee to incur any debt, liability, or obligation for which the Town may become liable without having previously obtained the consent of Council.

The Advisory Committee operations shall meet municipal, provincial, and federal legislative requirements that have a bearing on their operation.

APPENDIX D5 TO BY-LAW 2026-XX

WELLBEING AND ACCESSIBILITY ADVISORY COMMITTEE

Membership

Total membership of public 8 members including:

- Minimum one (1) member of the public representing Seniors
- Minimum one (1) member of the public representing Youth (age 16-30)
- Minimum one (1) member of the public representing Accessibility
- Minimum one (1) member of the public representing the Francophone community
- Minimum one (1) member of the public representing the Indigenous community
- Three (3) members of the public at large
- One (1) Council representative (designated by the Mayor and ratified by Council)
- Staff representatives (to be determined by the CAO)

Committee Mandate:

To provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to enhancing the health and quality of life for Penetanguishene residents through a wide range of innovative, inclusive, and accessible events, programs, and infrastructure, providing opportunities for physical activity, social interaction and community engagement for all ages and demographics.

- Prepare a yearly work plan reviewing events, programming, parks, and facilities related to how and when residents access and utilize while consistently and conscientiously removing barriers for all ages and demographics.
- Assist staff in the development and implementation of long-range recreation, community and visitor services in accordance with the Recreation Master Plan and the Strategic Plan.
- Review and update the Town's multi-year Accessibility Plan.
- Review potential capital projects and long-range capital plans for the Town of Penetanguishene.
- Assist with the development of new and innovative programs and services that positively affect the operation of the Town of Penetanguishene. These could include, but are not limited to: infrastructure, access by all, use of community facilities, park acquisition and development, trail and waterfront development, maintenance standards, community service planning/mapping, promotion and marketing and volunteer development.
- Advocate the benefits of the event and programming services to residents of the Municipality. The advocacy will be based on the social, economic, personal, and environmental benefits.
- Liaise with the broader community to provide input and advice relating to provision of events, programs, facilities and community opportunities and services. This assistance may also include developing and nurturing new partnerships and collaborations.
- Host public meetings and consult with the community at large on major event and facility developments.

- Develop opportunities for volunteerism through supporting projects and services related to Recreation and Community Services.

Chair and Vice Chair

The Chair and the Vice Chair shall be elected from the members on the Committee. The Vice Chair serves as Chair at the meetings in the absence of the Chair. The Chair acts as the Presiding Officer at the meetings.

Delegated Authority

The Wellbeing and Accessibility Committee is an advisory body only.

The Wellbeing and Accessibility Committee may incur expenditures to the extent provided in the annual approved budget. All purchases shall be preauthorized by the Director of Recreation and Community Services or Town Clerk and approved in accordance with the Town's Procurement By-law.

The Committee shall receive items for information, discuss wellness and accessibility related matters or make recommendations to Council.

Meetings

The frequency of the meetings shall be quarterly with additional meetings held at the call of the Director of Recreation and Community Services, Clerk or Chair.

The Director of Recreation and Community Services or Clerk may revise the regular meeting schedule in consultation with the Chair.

Agendas

Agendas shall be made available a minimum of twenty-four hours in advance of the meeting to the Members and on the Town Website. The Director of Recreation and Community Services, Clerk and Chair shall determine the content of the agendas.

Quorum

Quorum shall consist of five (5) members of the Committee.

Work Plan

The Wellbeing and Accessibility Committee operations and activities are directed by the Advisory Committee's annual work plan, which is approved by Council.

Agent of the Municipality

In carrying out its Mandate, the Wellbeing and Accessibility Committee may act as an agent of the Town of Penetanguishene while acting bona fide within the limits of the authority of the Town. No member shall incur any personal liability by reason of their participation on the Advisory Committee acting within the scope of its mandate. Nothing in the Mandate of the Advisory Committee authorizes or empowers the Committee to incur any debt, liability, or obligation for which the Town may become liable without having previously obtained the consent of Council.

The Advisory Committee operations shall meet municipal, provincial, and federal legislative requirements that have a bearing on their operation.