

CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH/CARDINAL

BY-LAW NO. 2012-58

"BEING A BY-LAW TO GOVERN THE PROCEEDINGS  
OF COUNCIL AND COMMITTEES OF COUNCIL"

**WHEREAS** pursuant to Section 238(2) of the Municipal Act, 2001, S.O. 2001, c.45, as amended, every Council shall pass a procedure by-law for governing the calling, place and proceedings of meetings,

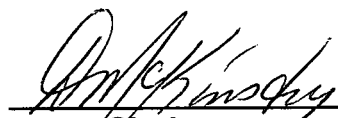
**NOW THEREFORE** be it enacted that:

1. The rules and regulations contained in this by-law as set out in Schedule 'A' attached hereto and forming part of this by-law, shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and in the Committees thereof. The Clerk shall ensure that a copy of this procedural by-law shall be available at every Council meeting.
2. This by-law shall come into force and effect upon the date of enactment.
3. By-law 2011-11 of the Corporation of the Township of Edwardsburgh/ Cardinal, as amended, is hereby repealed.

Read a first and second time in open Council this 27<sup>th</sup> day of August, 2012.

Read a third and final time, passed, signed and sealed in open Council this 24<sup>th</sup> day of September, 2012.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk

**Schedule A**  
**By-law 2012-58**

**DEFINITIONS**

1. In this by-law
  - (a) "Chair" and "Presiding Officer" can be used interchangeably to mean the individual conducting a meeting.
  - (b) "Clerk" means the Clerk, or in the absence of the Clerk, the Deputy Clerk, of the Township of Edwardsburgh/ Cardinal.
  - (c) "Committee of the Whole" shall be any committee comprised of all members of Council.
  - (d) "Consent Agenda" means the portion of the agenda that may be approved by Council or Committee without debate.
  - (e) "Council" means the Council of the Township of Edwardsburgh/ Cardinal.
  - (f) "Head of Council" means the Mayor.
  - (g) "In Camera" is a closed meeting to allow Council or Committee to consider business that, in accordance with the Municipal Act, may be kept confidential.
  - (h) "Notice of Motion" means a notice, including the name of the mover, advising Council or Committee that the motion described therein will be brought forward at the subsequent Council meeting when tabled at Council or subsequent Committee meeting when tabled at Committee. Notices of Motion tabled at Council must be in writing; Notices of Motion tabled at Committee may be verbal.
  - (i) "Pecuniary Interest" means relating to or connected with money, pursuant to the relevant conflict of interest legislation.
  - (j) "Quorum" shall be a majority of the total number of the Voting Members of the Council or Committee.
  - (k) "Recorded Vote" means the recording of the name and vote of every member on any motion or question at any Member's request that the vote be recorded.
  - (l) "Rules of Order" shall be the rules to regulate debate and the conduct of members of Council, staff and public during an actual meeting of the Council or Committee.

**COUNCIL MEETINGS**

2. The inaugural meeting following each quadrennial election shall be held at the Township Office, Spencerville at 11:00 a.m. on the first business day in December.
3. Council shall meet on the fourth Monday of each month at the hour of 6:30 p.m. In the month of December the regular meeting of Council shall be held on the second Monday of the month.
4. No item of business may be dealt with at a Council Meeting after 10:00 p.m. except by majority vote of all Members present, and providing that quorum can be maintained.
5. Special meetings for any purpose may be called at any time by the Mayor in accordance with the municipality's notice policy.

6. A majority of the members of Council may call a special meeting at any time in accordance with the Municipal Act.
7. Notice of the holding of a special meeting shall be given verbally by telephone and forwarded by e-mail, such notice to specify the date, time and location of such meeting and the object thereof.
8. As soon after the hour of meeting as there shall be a quorum present, the Mayor shall take the Chair and call the Members to order. A majority of the Members of the Council shall constitute a quorum. In the event that there shall be no quorum present within half an hour, the Clerk shall take the names of those present and the meeting shall stand adjourned.
9. The Mayor shall preserve order and decorum. He/she may speak to points of order, and shall decide all questions of order which can be subject to an appeal to the Council on a motion regularly seconded and which must be carried by majority.

#### **ELECTION OF A DEPUTY MAYOR**

10. During the inaugural meeting following each quadrennial election, a Member of Council shall be selected as Deputy Mayor to serve in the position for not less than the following calendar year.
11. At the first meeting of each calendar year thereafter, any council member may introduce a motion to select a Deputy Mayor.
12. A member of Council may put forward his/her name as a candidate or nominate any member to serve as Deputy Mayor. Such nominations shall not require a seconder. Any Member so nominated must indicate verbally his/her willingness to serve. The Mayor will call for nominations three times and thereafter nominations will be closed.
13. If there is more than one member nominated, the Mayor will call for a vote by show of hands.
14. The Mayor will then announce the successful candidate as Deputy Mayor.

#### **ABSENCE OF HEAD OF COUNCIL FROM A COUNCIL MEETING**

15. Subject to the provisions of the Municipal Act, and where no Presiding Officer has been appointed, in case the Mayor does not attend within fifteen (15) minutes after the time appointed for a meeting of the Council, the Deputy Mayor shall act in his/her stead. However, if neither is present the Clerk or Deputy Clerk shall call the Members to order if a quorum is present, and an acting Head of Council shall be appointed from among the Members present by a majority vote and he/she shall preside until the arrival of the Head of Council, and while so presiding the acting Head of Council shall have all the powers of the Head of Council.

#### **CONDUCT OF PROCEEDINGS AT MEETINGS OF COUNCIL**

16. It shall be the duty of the Mayor or other Presiding Officer
  - (a) to open the meeting of Council by taking the Chair and calling the meeting to order,
  - (b) to ensure that each member of Council has received a copy of the Agenda for the meeting,
  - (c) to receive and submit, in the proper manner, all motions presented to the Members of Council,

- (d) to put to vote all questions which are regularly moved and seconded or necessarily arise in the course of proceedings, and to announce the result.
- (e) to decline to put to vote motions which infringe upon the rules of procedure.
- (f) to restrain the Members, within the Rules of Order, when engaged in debate.
- (g) to enforce on all occasions the observance of order and decorum among the Members, in accordance with the established code of conduct for Council.
- (h) to call by name any Council Member persisting in breach of the Rules of Order of the Council, and to order him/her to vacate the Council Chamber, and if necessary to exercise his/her authority to adjourn the meeting.
- (i) to receive all messages and other communications and announce or cause them to be announced to the Council.
- (j) to authenticate, by his/her signature when necessary, all by-laws, resolutions and minutes of the Council.
- (k) to inform the Council, when necessary, or when referred to for the purpose, on a point of order or usage.
- (l) to ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of Council.
- (m) with respect to recorded votes, where a vote is taken for any purpose and a member requests immediately prior to the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his/her vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote.
- (n) to adjourn the meeting when the business is concluded.
- (o) to adjourn the meeting without a vote in the case of grave disorder arising in the Council Chamber.

### **COUNCIL AGENDA**

- 17. The agenda for a meeting of Council shall be drafted by the Clerk and CAO under the direction of the Mayor.
- 18. The Mayor shall ensure that all agendas are balanced and organized and may stand down an agenda item if the Mayor feels that it is appropriate to maintain balance and order.
- 19. The Clerk shall have an agenda prepared and printed for the use of the Members at the regular meetings of Council and cause such agenda and background materials to be delivered to the members not less than three (3) days before the meeting.
- 20. The following shall be the General Order of Business at each Council meeting.

1. Call to Order
2. Approval of Agenda
3. Disclosure of Pecuniary Interest
4. Delegations
5. Consent Agenda
6. Minutes of the Previous Meeting
7. Committee Reports
8. Action and Information Items
9. By-laws
10. Mayor's Report
11. Council Inquiries/Notices of Motion
12. Question Period
13. In Camera (if required)
14. Confirmation By-law
15. Adjournment

21. If a statutory public meeting is required, and in the opinion of the staff in consultation with the Mayor it can be accommodated within a regular meeting of Council or Committee, it will occur after Item 3 (Disclosure) and before Item 4 (Delegations).
22. After this agenda has been made available to Council Members, no additions shall be made to the agenda, unless the Clerk and Mayor declare that new business has arisen of an emergency or urgent nature. If this situation occurs, the Clerk shall provide each Member of Council with the new "Addition" at the beginning of the regular meeting. A resolution to include this addition to the regular agenda must be made and passed before its inclusion in the business of that regular meeting.

#### **DELEGATIONS AND PRESENTATIONS**

23. To ensure that Council is aware of public sentiment pertaining to agenda items, delegations will be afforded the opportunity to address Council before decisions are made.
24. Where an item appears first on a Committee of the Whole agenda, a delegation must appear before Committee of the Whole. Delegations cannot return to Council to discuss items which were already debated at Committee of the Whole.
25. Any delegation desiring to be heard by the Council shall inform the Clerk in writing (email or facsimile is acceptable) not later than 4:00 p.m. on the day of the regular Council meeting, subject to Section 24 above. Delegations may only address items which appear on the agenda. Delegations will be received at regular meetings unless a special meeting is called specifically to hear the delegations.
26. Delegations addressing the Council shall confine their remarks to the stated business, and shall have a maximum of five (5) minutes to address Council, excluding follow-up questions by members of Council. There shall be a maximum of two spokespersons for each delegation.
27. Presentations are organized by the CAO, Clerk or department heads to present information to Council. Presenters will be afforded fifteen (15) minutes to make the presentation, excluding follow-up questions by members, and shall generally be directed to the appropriate Committee.
28. The Clerk shall list, in the order which they are received, no more than (5) delegations or presenters in combined total at any one meeting.

### **CONSENT AGENDA**

29. The consent agenda shall be established by the presiding officer as follows:
- (a) The presiding officer will ask for each item on the agenda in the order in which it appears "On Item Number \_\_\_\_ **Title of Agenda Item** does any member wish to hold this item?" If the answer is no then the presiding officer will ask "Can it be carried on consent?" If the answer is yes then the presiding officer will move on to ask about the next item in the order it appears on the consent agenda.
  - (b) By-laws shall not be considered on the Consent Agenda.
  - (c) During the progression through the Consent Agenda in accordance with Subsection (a), no debate, questions or recorded votes shall be permitted, but declarations of pecuniary interest and dissents may be recorded.
  - (d) Any member of Council can request that an item be held for debate, question or comment and the item will not appear on the consent agenda. The presiding officer shall declare whether each item is carried or will be held.
  - (e) The items carried on consent will be listed on a written motion and such motion shall be put to a vote.
  - (f) Upon completion of the progression through the consent agenda in accordance with Subsection (a), Council shall then proceed to consider, in accordance with the regular agenda, the items that have not yet been adopted or carried.

### **MINUTES**

30. Minutes shall record:
- (a) the place, date and time of meeting;
  - (b) the names of the Presiding Officer or Officers and record of attendance of the Members;
  - (c) the reading, if requested, correction if necessary, and adoption of the minutes of prior meetings; and
  - (d) all other proceedings of the meeting without note or comment.
31. It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting and the minutes of all special and committee meetings held more than five (5) days prior to a regular meeting are made available to each member of Council, not less than three (3) days before the hour appointed for the regular meeting.

### **MOTIONS**

32. A motion must be formally seconded before the Presiding Officer can put the question or a motion can be recorded in the minutes.
33. When a motion is passed it becomes a resolution.
34. Most motions must be presented in writing; however, those motions in Section 40 may be presented orally. It is not necessary for the motion to be in the handwriting of the mover.

35. A motion in respect of a matter beyond the jurisdiction of the Council shall not be in order and shall be considered to be "ultra vires".
36. After a motion is read or stated it shall be deemed to be in possession of the Council but may, with the permission of the Council, be withdrawn at any time before decision or amendment.
37. A motion properly before the Council for decision must receive disposition before any other motion can be received, except motions to amend the main motion or in respect of matters listed in Section 40.
38. A motion called in the order in which it stands upon the agenda of a meeting, and which is not decided by Council, shall be allowed to stand, retaining its precedence upon the agenda of the next regular meeting of the Council.
39. At any time during debate on a motion, or an amendment to a motion, a motion may be made to refer the matter under discussion to a Committee of Council. If this motion is passed, there will be no further action on the main motion or amendment, until the Committee concerned has made its recommendation to Council.
40. The following matters and motions with respect thereto may be introduced orally and without written notice and without leave, except as otherwise provided by these Rules of Procedure.
  - (a) a point of order or of personal privilege
  - (b) to "defer"
  - (c) to postpone indefinitely or to a day certain
  - (d) to move the previous question
  - (e) to refer to a Committee
41. Notices of motion must be served in accordance with Section 1h) and Section 49 unless of an emergency or urgent nature as determined by a majority of the members, in which case such motion must be introduced, moved, seconded and voted upon.

#### **READING OF BY-LAWS AND PROCEEDINGS THEREUPON**

42. Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act and shall be complete with the exception of the number and date thereof.
43. By-laws will be enacted through a motion to pass the by-law approved by the majority of Council. A by-law may be introduced at one Council meeting and then passed at a subsequent meeting where it is deemed appropriate by a majority of Council or where legislation requires public notification of intent to pass a by-law.
44. The Clerk shall set out on all by-laws enacted by Council the date of passage.
45. Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk and the Presiding Officer and shall be deposited by the Clerk in his/her office for safekeeping.

**QUESTION PERIOD**

46. Persons in the gallery or media representatives may ask questions on items appearing on the Council agenda. Each individual present shall be afforded five (5) minutes to ask questions during question period, but may also follow up with staff or the Mayor for additional information after the meeting. A maximum of twenty (20) minutes in total shall be allowed for question period.
47. Questions shall be directed to the Chair.
48. The Chair may terminate question period at any time, if he/she deems it necessary.

**COUNCIL INQUIRIES/NOTICES OF MOTION**

49. Any member of Council may request follow-up information or give notice of a motion to be brought forward at the next regular Council meeting.
50. Specifics regarding names and addresses related to by-law enforcement or animal control issues will not be discussed in open session.

**RECONSIDERATION**

51. A resolution may be reconsidered, if during the Council Inquiries/Notices of Motion of the meeting at which it was passed, any Member who voted on the resolution gives notice that he/she will introduce a motion for reconsideration at the first regular meeting held thereafter.
52. The Council may immediately, when such notice has been given, vote as to whether or not such notice of reconsideration will be entertained.
53. If such notice is given and accepted no action shall be taken to carry into effect the main motion until after the motion to reconsider has been disposed.
54. No further discussion of the main motion or on the motion to reconsider shall be allowed unless and until the Council shall have voted to reconsider the same, but the Member who gives the notice may have the privilege of stating his/her reason for so doing.
55. No question upon which a notice of reconsideration has been accepted shall be considered more than once, nor shall a vote to reconsider be reconsidered.

**UNFINISHED BUSINESS**

56. The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave of the Council.

**FINANCIAL REPORTING**

57. The Treasurer will submit budget-to-actual summaries on or about February, July and November of each year to Committee of the Whole.



58. Municipal accounts payable will be provided to members of Council separately from the agenda generally on a bi-weekly basis. If a member has a question, he/she shall first contact the Treasurer directly to seek clarification. If there is still a concern, the member may raise the specific issue under Council Inquiries at the following meeting.
59. The Treasurer (or CAO in his absence) and the Mayor (or Deputy Mayor in his absence) are authorized to make payments on municipal accounts provided they are within the cost centre's approved budget and consistent with all corporate policies. In the event that the annual budget has not yet been approved, municipal accounts can be paid provided that the expenses are in accordance with the previous year's budget authority.

### **RULES OF DEBATE**

60. The Mayor or Chair may at any time state relevant facts and his/her position on any matter without leaving the Chair, which may take place immediately prior to a vote, but it shall not be permissible for the presiding officer to move a motion without first leaving the chair.
61. When a recorded vote is requested by a Member, or is otherwise required, the Clerk shall record the name and vote of every Member on any matter or question.
62. If any Member does not vote at a meeting of the Council when a question is put, and a recorded vote taken, he/she shall be deemed as voting in the negative, except where he/she is prohibited from voting by statute, this by-law or where he/she has declared a conflict of interest.
63. No Member, without leave of the Council, shall speak on the same question, or in reply, for longer than ten minutes.
64. Where a Member considers that his/her integrity or the integrity of the Council as a whole has been questioned, he/she may as a matter of personal privilege rise at any time, with the consent of the Presiding Officer, for the purpose of drawing the attention of the Council to the matter.

### **CONDUCT OF MEMBERS OF COUNCIL**

65. The Mayor, as the Head of Council, is bound by the *Municipal Act, SO 2001*:  
***Role of head of council***  
**225.** *It is the role of the head of council,*
  - (a) *to act as chief executive officer of the municipality;*
  - (b) *to preside over council meetings so that its business can be carried out efficiently and effectively;*
  - (c) *to provide leadership to the council;*
  - (c.1) *without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);*
  - (d) *to represent the municipality at official functions; and*
  - (e) *to carry out the duties of the head of council under this or any other Act. 2001, c. 25, s. 225; 2006, c. 32, Sched. A, s. 100.*  
***Substitution***  
**226.** *A municipality may, with the consent of the head of council, appoint a member of council to act in the place of the head of council on any body, other than on the council of another municipality, of which the head of council is a member by virtue of being head of council. 2001, c. 25, s. 226.*

**Head of council as chief executive officer**

**226.1** *As chief executive officer of a municipality, the head of council shall,*

- (a) *uphold and promote the purposes of the municipality;*
  - (b) *promote public involvement in the municipality's activities;*
  - (c) *act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and*
  - (d) *participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.*
- 2006, c. 32, Sched. A, s. 101.

66. No member shall:

- (a) Speak disrespectfully of the Reigning Sovereign, or of any member of the Royal family, or of the Governor General or the Lieutenant Governor of any province, or of a fellow member of Council, staff or guests;
- (b) Use offensive words or unparliamentary language;
- (c) Speak on any subject other than the subject in debate;
- (d) Criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
- (e) Disobey the rules of the Council or a decision of the Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the rules of the Council;
- (f) Where a matter has been discussed in camera, and where the matter remains confidential, disclose the content of the matter or the substance of the deliberations of the in camera meeting.

67. Where a member has been called to order by the Mayor or Chair for failing to observe the provisions of Section 66 and the member persists in any such conduct, the Mayor or Chair may forthwith put the question, no amendment, adjournment or debate being allowed, "that Councillor (Name of Member) be ordered to leave his/her seat for the duration of the meeting of the Council" but if the Member apologizes he/she may, by vote of the Council, be permitted to retake his/her seat.

68. When the Chair is putting any question no Member shall leave or make a disturbance.

**CONDUCT OF MEMBERS OF PUBLIC**

69. The Head or other Presiding Officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. Improper conduct causes the disruption of a meeting and will not be tolerated.

**COMMITTEE OF THE WHOLE**

70. Committee of the Whole shall generally meet on the first and third Monday of each month at the hour of 6:30 p.m. In the event Monday is a Statutory Holiday the meeting will be held on Tuesday immediately following the Statutory Holiday. Meetings of the Committee of the Whole shall reduce to one meeting per month for the months of January, July, August and December as follows: January, July and August – third Monday only; December – first Monday only.

71. The rules governing the procedures of the Council meetings shall also govern the procedures in Committee meetings, however:
  - (a) Any motion may be verbal.
  - (b) A member may speak any number of times on a motion but he/she may not speak more than once until every Member who desires to speak has spoken.
72. Committee of the Whole shall be chaired by the Deputy Mayor. If the Deputy Mayor is not available, the Mayor shall chair the meeting.
73. Department Managers may attend at Committee of the Whole to provide input on an agenda item relating to their area of oversight. Departmental Work Plans will be submitted to the Committee of the Whole for approval on or about January and reviewed twice during the calendar year. At review time, each Department will provide a report on progress of the approved Work Plans.
74. Specifics regarding names and addresses related to by-law enforcement or animal control issues will not be discussed in open session. Staff reports regarding enforcement issues will not disclose the name or address of those under review or charged by enforcement staff.
75. The Clerk or Deputy Clerk will normally act as secretary of the Committee of the Whole.
76. Minutes of Committee of the Whole meetings shall rise to Council for approval.
77. The agenda for a meeting of the Port of Prescott Management Committee shall be drafted by the Port General Manager under the direction of the Mayor and made available to members at least two (2) days before the date of the meeting.
78. The Port of Prescott Management Committee is a Committee of the Whole and shall operate under these rules and procedures. The Port of Prescott Management Committee shall be chaired by the Mayor. If the Mayor is not available, the Deputy Mayor shall chair the meeting. The Port of Prescott Management Committee is also governed by By-law 2011-04, being a by-law to Establish the Terms of Reference and Appoint Members for a Port of Prescott Management Committee, as may be amended, repealed or replaced by the Council of the Township of Edwardsburgh/Cardinal.

#### **OTHER COMMITTEES OF COUNCIL**

79. Council shall at the start of their term, establish or confirm the Committees of Council and their terms of reference as well as the nature and number of members. Where citizen representation is required, the Clerk will advertise locally seeking written expressions of interest to fill vacancies. A copy of all submissions received shall be provided to the Mayor who may solicit opinions from members of Council regarding the submissions. The Clerk shall prepare a by-law appointing the selected members to the Committees for Council's consideration. Generally the term of a Committee shall coincide with that of Council.

80. The Edwardsburgh/Public Library Board is a Board appointed by the Council of the Township of Edwardsburgh/Cardinal from time to time and shall generally operate under the same procedures and rules. The Board is established pursuant to the provisions of the *Public Libraries Act, RSO 1990*. The meeting dates and agendas shall be set by the Chair of the Board, who shall be appointed by the members of the Board.
81. The Community Development Committee is a committee appointed by the Council of the Township of Edwardsburgh/Cardinal from time to time and shall generally operate under the same procedures and rules. The Committee is also subject to the provisions of Township of Edwardsburgh/Cardinal By-law 2011-20 Being a By-law to Appoint Members and Establish Terms of Reference for a Community Development Committee, as may be amended, repealed or replaced by the Council of the Township of Edwardsburgh/Cardinal. The Community Development Committee shall meet on the second Monday of each month except July, August and December. The agenda for a meeting of the Committee shall be drafted by the Clerk in consultation with the Chair and shall be made available to members at least three (3) days prior to the date of the meeting. The Chair shall be appointed by the Mayor.

## **GENERAL PROVISIONS**

### **RECORDING OF COUNCIL OR COMMITTEE SESSIONS**

82. No one shall tape (audio or video) a meeting without first obtaining consent by a majority show of hands. The Clerk or Deputy Clerk may make recordings for the purpose of taking minutes without first obtaining consent.

### **AMENDMENT**

83. 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 at a previous regular meeting of the Council, and the waiving of this notice by the Council is prohibited.

### **AUTHORITY**

84. Roberts – “Rules of Order” shall be the final authority for any rules governing business procedures not covered in this by-law.
85. Any procedure required by this by-law may be temporarily suspended with the consent of a majority of the Council present.

### **NOTICE**

86. Notice of meetings will be provided to the public via the municipal website.

### **ABSENCE OF HEAD OF COUNCIL FROM THE MUNICIPALITY**

87. In the case of the absence of the Mayor from the Municipality, or if he/she is absent through illness, or he/she refuses to act, or his/her office is vacant, the Deputy Mayor will act in his/her place. However, if both are absent, a Councillor shall be appointed by the majority of members present to act from time to time in the place and stead of the Head of the Council and he/she shall have all the rights, powers and authority of the Head of Council, while so acting.

**PETITIONS AND COMMUNICATIONS (CORRESPONDENCE)**

88. Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed and dated by at least one person and filed with the Clerk.
89. Every communication received by the Clerk shall be forwarded to members of Council on a weekly basis by email where practical and by delivery to members' mail boxes at the Township office where not practical.
90. Any member of Council may request that the Clerk bring forward any communication to a Committee or Council meeting for debate or direction during Council Inquiries/Notices of Motion on the agenda.