

**THE CORPORATION OF THE MUNICIPALITY OF MARMORA AND LAKE  
BYLAW NUMBER 2021-09A**

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**PROCEDURAL BYLAW**

Being a bylaw to establish The Corporation of the Municipality of Marmora and Lake's  
rules of procedure for meetings of Council and applicable Committees

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WHEREAS, parliamentary procedures are rooted in principles designed to ensure the fair and efficient disposition of business before a deliberative body; and,

WHEREAS, the Municipal Act, 2001 provides that municipalities may pass by-laws respecting accountability and transparency of the municipality; and;

WHEREAS, pursuant to Section 238 of the Municipal Act, S.O.2001, C25, as amended, every Municipality and local board shall pass a procedure bylaw for governing the calling, place and proceedings of meetings.

NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY OF MARMORA AND LAKE  
HEREBY ENACTS AS FOLLOWS:

1. The rules and regulations contained in this Bylaw shall be observed in all proceedings of the Council and shall be the rules and regulations for the dispatch of business by Council and its committees.

**Council and Committee Meetings**

2. Regular meetings of Council shall be held in the Town Hall on the first and third Tuesday of each month at 6:30 p.m. or as decided by Council with sufficient notice to be given by the Clerk. When regular meetings of Council are being held virtually, they will commence at 4:30 p.m.
3. The published agenda shall be considered adequate public notice and deemed to have been given by being posted in the Corporation of the Municipality of Marmora and Lake's website and available for public review at the office of the Municipal Clerk before the close of business on either Friday or applicable business day preceding the regularly scheduled meeting.
4. Council shall also meet the first Tuesday of each month at 4:30 p.m. at the Town Hall to deal with Planning Issues as required.
5. The inaugural meeting of Council after a regular election shall be held on the first Tuesday in December at 6:30 p.m., unless legislated differently.
6. Council may, by resolution, alter the date and/or time of a regular meeting or the meeting to deal with Planning issues provided that adequate notice of the change is posted on the municipal website or published in local newspapers, or both.
  - a. Council will prepare annually a schedule of dates, times and places of Regular Council and the Planning Committee meetings to be made available to the public by January 2nd in any year, by posting on the website.

- b. Where revisions to the annual schedule of Regular Council meetings are made as a result of a cancellation or a change to the date, time, and/or place of a Regular Council Meeting, the Clerk will post a notice on the website.
- c. The Head of Council may, at any time, summon a special meeting.
- d. The Clerk shall summon a special meeting upon receipt of a petition of the majority of the Council members for the purpose and at the time and date mentioned in the petition.
- e. In either case of (a) or (b) above, the special meeting shall be held not sooner than 24 hours following the Head's summons or receipt of the petition, as the case may be and the Clerk shall provide written notice of the special meeting immediately following receipt of the summons or petition and post the notice on the municipal web site.
- f. Notwithstanding the notice requirement set out above, in the event of an emergency, as defined in the Corporation of the Municipality of Marmora and Lake's Emergency Plan, an emergency meeting may be held without notice, to deal with the emergency or extraordinary situations, provided proof that an attempt has been made by the Clerk or designate to notify the members about the meeting as soon as possible and in the most expedient manner possible. Notice of the holding of the meeting shall be given as soon as possible thereafter to ensure the public is apprised of the holding of such a meeting.
- g. Unless otherwise specified in the notice described in Paragraph 6(c) above, a special meeting shall be held in the Town Hall.
- h. The notice of a special meeting shall specify the purpose for the meeting and no other business may be conducted during the meeting.
- i. Lack of receipt of notice or an agenda by the members of Council shall not affect the validity of the meeting or any action lawfully taken thereat.
  - i. Electronic Meeting Participation (Council, Local Boards and Other Committees) That while every effort shall be made by members to attend meetings physically in person, during the following circumstances members of Council, Local Boards and Other Committees may participate by telephone or other electronic video teleconferencing means in a meeting to the extent and in the manner set out in this By-law:
    - ii. It is not safe or possible to attend an in person meeting due to a natural weather event;
    - iii. Health and safety restrictions as determined the CAO in consultation with the Mayor or Municipality of Marmora and Lake Emergency Control Group;
    - iv. Restrictions or guidelines set out by the Public Health Unit, the Ontario Provincial Police, or the Province of Ontario; or
    - v. The activation of the Emergency Control Group or a declared emergency by any level of government or health unit.

- vi. Members participating electronically are required to use their Municipal issued equipment or use their own personal equipment (i.e. phone and/or computer) at their own expense.
- vii. Members shall advise the Clerk, or designate, as soon as practicable prior to the scheduled meeting of his/her intent to participate electronically. In all cases, staff will accommodate electronic participation on a best effort basis and subject to available resources that may be required for the delivery of competing essential municipal services. All attempts will be made to ensure meetings are live streamed and recorded.
- viii. Members participating electronically will count towards quorum and have the ability for full participation including ability to vote in public meetings. Voting may take place by way of roll call, or in an alternate method authorized by the Chair, ensuring that Members and the public are aware of how each member votes.
- ix. In the event of a connection/service interruption with a member of Council participating electronically in the meeting, there will not be an attempt made to reconnect until the matter under consideration is completed. The Clerk will make note in the minutes that the participant left the meeting at the time the connection was lost. Should a member's connection fail three times the member will be deemed to have left the meeting for its entirety. If a member can no longer participate by electronic means it will not affect the validity or continuation of the meeting or decisions. If a quorum is lost, the meeting will be deemed to be adjourned.
- x. Electronic participation is not permitted in Closed (In-Camera) session Meetings.
- xi. Proxy Voting is not permitted.

## 7. Mayor

- a. The Mayor shall preside at all meetings of the Council.
- b. When the Mayor is absent or refuses to act, or the office is vacant, the Deputy Mayor shall act in the place and stead of the Mayor, and, while so acting, the Deputy Mayor has and may exercise all the rights, powers and authority of the Mayor.
- c. Notwithstanding Paragraph 7(b) above, the members may appoint another Council member from among themselves for the purpose of chairing a particular meeting in the absence of the Deputy Mayor.
- d. The Mayor or presiding officer may expel from a meeting anyone who engages in improper conduct.

## 8. Open and Closed Meetings

- a. All Council and Committee meetings shall be open to the public, unless otherwise authorized by the Act or other statute.

- b. Notwithstanding Paragraph 8 (a) above, a meeting of Council or a committee may be closed to the public if the subject matter being considered relates to:
- i. the security of the property of the Municipality or local board;
  - ii. personal matters about an identifiable individual, including municipal or local board employees;
  - iii. a proposed or pending acquisition or disposal of land by the municipality or local board;
  - iv. labour relations or employee negotiations;
  - v. litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or a local board;
  - vi. Advice that is subject to solicitor – client privilege, including communications necessary for that purpose;
  - vii. A matter in respect of which Council, Board, Committee or other body may hold a closed meeting under another Act
  - viii. 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;
  - ix. 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;
  - x. 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;
  - xi. A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council, board, commission or other body is the head of an institution for the purposes of that Act.
  - xii. A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
    - The meeting is held for the purpose of educating or training the members.
    - 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 local board or committee.
- c. Before all or part of a meeting is closed to the public, the Council shall state by resolution;

- i. the fact of the holding of the closed meeting and the general nature of the matter considered at the closed meeting; or
  - ii. in the case of a meeting under subsection 8(a), the fact of the holding of the closed meeting, the general nature of its subject matter and that it is to be closed under that subsection.
- d. Subject to subsection (e) a meeting shall not be closed to the public during the taking of a vote.
- e. Despite subsection (d) a meeting may be closed to the public during a vote if:
  - i. Subsection 8 (b) permits or requires a meeting to be closed to the public, and
  - ii. the vote is for a procedural matter or for giving direction or instructions to officers, employees or agents of the Municipality, local board or a committee of either of them, or persons retained by or under contract with the Municipality or local board.
- f. Meetings or sessions which are closed to the public may be referred to as in-camera or caucus meetings or sessions.
- g. A municipality or local board or a committee of either of those shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not.
- h. The record required by Section 8 (g) shall be made by,
  - i. the clerk in the case of a meeting of Council; or
  - ii. the appropriate officer, in the case of a local board or committee

## 9. Agendas and Supporting Material

- a. The Clerk shall prepare agendas of Council and Committee meetings as assigned.
- b. Insofar as is practicable, Council agendas, along with supporting material, shall be prepared and made available to members on the Thursday prior to a regular meeting.
- c. Introduction of new item on agenda: Extraordinary item(s) not provided for on the agenda shall be identified by a member of Council under Notices of Motion.
- d. Public input is time set aside on each agenda of each regular meeting to permit anyone in attendance to speak on any issue with which they are concerned and presentations will be limited to three (3) minutes. Public input will be "received" by Council only. Questions may not be directed to Council for debate, nor shall any items raised be debated by Council during this portion of the meeting. Council may ask questions for clarification or pass information on to the appropriate person for a response, if required, at the next council meeting. **Speakers will be ruled out of order if a topic is being brought forward on a repeated basis when the position of Council has been made clear. Speakers may not speak disrespectfully of any Council Member, staff member, or any other person and must not use offensive**

**words or gestures. Council will receive input for information or will refer the issue to the appropriate department for further consideration.**

- e. Individuals or groups wishing to appear as a delegation before Council at a regular meeting shall advise the Clerk not later than 12:00 noon on the Wednesday prior to the meeting by application on the prescribed form as attached hereto as "Schedule B" with a legibly written presentation provided to the Clerk prior to the delegation. Those wishing to appear must submit their request in writing with an indication of the nature of their delegation. The Clerk may make a determination as to deferral of delegations to a subsequent meeting.
- f. Delegations – Requirements
  - i. A delegation who is under eighteen (18) years of age must provide to the Clerk written permission from the Delegation's parent or guardian.
  - ii. Delegations related to staff performance, labour relations, ongoing legal proceedings or solicitation of business will not be considered by Council.
  - iii. Delegation requests that, in the Clerks determination, relate to the following matters will not be placed on the agenda:
    - Matters which are not within Council's jurisdiction;
    - Matters which have been referred to staff for a report, until the matter is before council; and
    - Matters which are the subject of an Education and Training Session.
- g. Correspondence – General
  - i. The Clerk will neither respond to nor place on an agenda any correspondence which is anonymous, or that contains any disrespectful or offensive language, nor will such correspondence be considered by Council or Committee.
  - ii. Correspondence must include the author's full name and current contact information including, at a minimum, the authors residence address and telephone number or e-mail address.
  - iii. Correspondence related to staff performance, labour relations, ongoing legal proceedings or solicitation of business will not be considered by Council.
  - iv. Correspondence that, in the Clerk's determination, relates to the following will not be placed on an agenda:
    - Matters which are not within Council's jurisdiction;
    - Matters which have been referred to staff for a report, until the matter is before council; and
    - Matters which are the subject of an Education and Training Session.

- h. Written reports of Officers/Department Heads shall, insofar as is practicable, be circulated with the agenda.
- i. Agendas for regular Council meetings shall be generally formatted as follows but modifications to the matters to be included or the order of business may be affected without requiring amendment to this bylaw.
  - i. Disclosure of Pecuniary Interest
  - ii. Approval of Agenda
  - iii. Mayor's Report
  - iv. Public Meetings
  - v. Deputations/Delegations (15 minutes' maximum)
  - vi. Public Input (3 minutes' maximum)
  - vii. Adoption of the Minutes
  - viii. Business Arising from the Minutes
  - ix. Staff Reports
  - x. Committee/Board Reports
  - xi. Correspondence for Direction
  - xii. Correspondence Out
  - xiii. Bylaws
  - xiv. Announcements/Notice of Motions
  - xv. Closed Session
  - xvi. Confirming Bylaw
  - xvii. Adjournment
- j. The agenda for Council – Planning Issues meetings shall generally be formatted as follows:
  - i. Disclosure of Pecuniary Interest
  - ii. Approval of the Agenda
  - iii. Public Meetings
  - iv. Committee of Adjustment
  - v. Property Standards Committee – Appeals

- vi. Severance Applications – Comments
  - vii. Other Planning Issues/Reports
  - viii. Bylaws
  - ix. Confirming Bylaw
  - x. Adjournment
- k. The business of the Council shall be taken up on the order as listed on the agenda unless otherwise decided by resolution of Council during the approval of the agenda.

#### 10. Quorum

- a. A quorum shall consist of three members of Council or as specified for specific committee meetings. If no quorum is present 15 minutes after the time appointed for a Council or committee meeting, the Clerk or recording secretary shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting or until rescheduled.

#### 11. Curfew

- a. Council meetings shall stand adjourned at 10:00 p.m., but business may be continued upon passing a resolution to extend the time, by unanimous vote. Where there is unfinished business at a meeting that adjourned, the unfinished business shall be brought forward and transacted at the date of the next meeting or at the meeting that has been rescheduled.
- b. Planning meetings shall stand adjourned at 6:30 p.m., but business may be continued upon passing a resolution to extend the time, by unanimous vote. Where there is unfinished business at a meeting that adjourned, the unfinished business shall be brought forward and transacted at the date of the next meeting or at the meeting that has been rescheduled.

#### 12. Duties of the Mayor or Presiding Officer

- a. To open the meeting by taking the chair and calling the members to order;
- b. To announce the business before Council in the order in which it is to be acted upon;
- c. To receive and submit, in the proper manner, all motions presented by the members;
- d. To put to a vote all questions which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;
- e. To decline to put to vote motions which infringe upon the rules of procedure;
- f. To enforce on all occasions, the observance of order and decorum among the members;



- g. To call by name any member persisting in breach of the rules or order of the Council thereby ordering the member to vacate the Council Chambers;
- h. To authenticate by signature all bylaws, resolutions and minutes of the Council.
- i. To inform the Council when necessary or when referred to for the purpose, on a point of order;
- j. To put forth the members who are to serve on Committees, to be voted on by Council in the annual committee bylaw;
- k. To represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
- l. To ensure that the decisions of Council are in conformity with the laws and bylaws governing the activities of the municipal corporation;
- m. To adjourn the meeting without question in the case of grave disorder arising in the Council Chamber;
- n. To order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chamber where such behavior persists.

### 13. General Rules of Conduct of Members of Council and Guests - Decorum at Meetings

- a. Meeting attendees will maintain mutual respect and order and not disrupt the Meeting in any manner.
- b. Signs, placards and other devices are permitted at Meetings, provided they do not contain disrespectful or offensive language and do not disrupt the Meeting or an attendee's ability to view the proceedings.
- c. Disturb another, or the Council, staff, or guest, by any disorderly conduct disconcerting to the speaker or the assembly;
- d. Except for Members, Municipal Staff and persons authorized by the Chair or Clerk, no person will be allowed to approach the area designated for Delegations or for seating for Members and Staff.
- e. All communication devices will be set to silent mode during a Meeting. With the exception of assistive devices or other provisions for persons with disabilities.
- f. Delegations intending to make presentations will submit all Meeting materials through the Clerk.
- g. Resist the rules of Council or disobey the decisions of the Mayor or presiding officer or of Council on questions of order or practice or upon the interpretation of the rules of Council;
- h. Nothing in this section 13 limits the Chair's authority pursuant to the Act to expel any person for improper conduct at a Meeting.

- i. Council Members will not speak on any subject other than the subject in debate;
- j. Members of Council may not leave a meeting without first obtaining permission from the Mayor or presiding officer;
- k. Members of Council may not interrupt the member who has the floor except to raise a point of order.

#### 14. Expulsion from Council Meetings

- a. A person who contravenes the general rules of conduct may be ordered expelled from a meeting.
- b. If a council member is of the opinion that a person has contravened the general rules of conduct, the Council Member must state on the record how the general rules of conduct were contravened.
- c. If the person presiding at the council meeting is of the opinion that the named person did not contravene the general rules of conduct, the person presiding must state on the record why they believe the rules of conduct were not contravened.
- d. If a Council Member alleges a contravention of the general rules of conduct and the person presiding at the council meeting is of the opinion that the named person contravened the general rules of conduct, the person presiding shall:
  - i. Permit the person to apologize immediately to Council for the conduct that contravened the Bylaw; or
  - ii. Order the person to leave the Council Meeting immediately.
- e. If a person who has contravened the general rules of conduct is permitted to apologize and does so apologize, the person presiding shall:
  - i. Permit the person to remain in the Council Meeting; or
  - ii. Order the person to leave the Council Meeting immediately if the person presiding at the Council Meeting is of the opinion that the apology was inadequate.
- f. If a person does not voluntarily comply with an order to leave the council meeting, that person may be removed from the Council Meeting by a Peace Officer.
- g. If a person repeatedly contravenes the General Rules of Conduct set out in this bylaw, council may adopt a resolution authorizing legal counsel to pursue legal remedies against the person.

#### 15. Disclosure of Pecuniary Interest

- a. The clerk shall provide each member of Council with a copy of the Act prior to being sworn into Office.

- b. A member who knows that he or she will be declaring a pecuniary interest at an upcoming meeting should advise the Clerk prior to the meeting by completing the prescribed form as set out in "Schedule C" and submit the form to the Clerk prior to the meeting.
- c. A registry of written statements in (b) will be posted on the Municipal website in accordance with the Clerk's administrative procedures.

16. No person in attendance at a meeting shall:

- a. be allowed to address Council or speak in debate without permission of the Mayor or presiding officer;
- b. Bring signage, placards or banners into such meetings or on the premises of the Town Hall;
- c. Engage in any activity or behavior that would affect the deliberations.

17. Motions/Rules of Debate

- a. Notice of motions shall be given in writing to the Clerk not later than 12:00 noon on the Wednesday preceding the next regular meeting so that the matter may be included in the Council agenda package.
- b. Notice of Motion - The completion and filing with the Clerk of the form affixed hereto as "Schedule A" and forming part of this bylaw, of the intent of a Member to introduce a matter by motion at the next or subsequent meeting of Council. The notice is a statement of intention and can be made by a member at the designated time on the agenda. When such notice is given, the motion requires no seconder, nor is it debatable until such time it is presented at the next Council meeting or subsequent meeting.
- c. A Notice of Motion may be voted on in the same meeting if the majority of the membership present (4 members) is in agreeance.
- d. A motion must be formally seconded before any debate on the motion or before the question can be put or a motion recorded in the minutes.
- e. When a motion is presented in Council in writing it shall be read, or, if it is an oral motion, stated by the Mayor or presiding officer, or clerk is so directed.
- f. Once read or stated by the Mayor or presiding officer a motion may not be withdrawn without the consent of the majority of the members.
- g. Immediately prior to voting on a motion, the Mayor or presiding officer, or clerk if so directed, shall state the question in the precise form it is to be recorded in the minutes, including any amendments to the question.
- h. A motion to amend an amendment to a motion shall be voted on first.
- i. Voting order - Voting on the main motion and amending motions shall be conducted in the following order:

- i. A motion to amend a motion to amend the main motion;
  - ii. A motion, as amended, to amend the main motion; and
  - iii. The main motion, as amended.
- j. After a motion as amended is finally put, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result is declared.
- k. Members shall not speak more than twice to the same question without the consent of the Mayor or presiding officer.
- l. On an unrecorded vote, the manner of determining the decision on a motion shall be at the discretion of the Mayor or presiding officer and may be by voice, show of hands, standing or otherwise. A motion is considered carried unanimously unless a member votes against it. A vote with a majority in favour is carried and shall fail if a majority vote against it.
- m. Where a vote is taken for any purpose and a member requests, before the vote, that the vote be recorded, each member present, except a member disqualified from voting by an Act, shall, in the order of Councillor alphabetically, Deputy Mayor, then Mayor, announce their vote openly, and any failure to vote by a qualified member shall be deemed to be a negative vote and the Clerk shall record each vote.
- n. The Mayor or presiding officer, except where disqualified to vote, shall vote on all questions and when so doing, shall vote last.
- o. Except where expressly provided in Statute, any question on which there is an equality of votes shall be deemed to be defeated.
- p. Subject to Subsection 8 (e) no vote shall be taken by ballot or any other method of secret voting and every vote so taken is of no effect.
- q. Unless otherwise authorized by the Mayor or presiding officer, all members, staff and guests shall address Council through the chair and only when recognized to do so.
  - i. When two or more members seek to address Council, the Mayor or presiding officer shall designate the member who may speak first.
- r. Any member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a member while speaking.
- s. The following matters and motions may be introduced orally without written notice and without leave except as otherwise provided by these rules:
  - i. a point of order or personal privilege;
  - ii. presentation of petitions;
  - iii. to lay on the table (to defer temporarily);
  - iv. to postpone indefinitely or to a specific day;

- v. to move the previous question (immediate vote on the main motion);
  - vi. to refer;
  - vii. to adjourn;
  - viii. to amend;
  - ix. to suspend the rules of procedure.
- t. The Clerk and other officers may introduce matters to be dealt with by motion subject to the notice provisions set out in Section 6.

#### 18. Point of Order and Privilege

- a. The Mayor and presiding officer shall preserve order and decide questions of order.
- b. The Council, if appealed to, shall decide the question without debate and its decision shall be final.
- c. Where procedures are not laid out in this bylaw, Robert's Rules of Order, Scott, Foresman JF515.R692 1984 ISBN 0-673-15471-8 (pbk) shall be the guideline.

#### 19. Bylaws

- a. Every bylaw when introduced shall be in typewritten form and shall contain no blanks except as may be required to conform to accepted procedure or to comply with provisions of any Act.
- b. Every bylaw shall be deemed to be given three readings prior to passage.
- c. The first and second readings of a bylaw shall be decided without amendment or debate.
- d. Bylaws may be given three readings on the same day except when requested otherwise by motion of the majority of the members present or as otherwise provided in law.
- e. Upon passage bylaws shall be numbered, signed by the Mayor or presiding officer and clerk and embossed with the seal of the Corporation.
- f. Any proposed bylaw may be referred to a Committee, Department Head or other officer for review and comment, including the solicitor for the Corporation.
- g. This procedural bylaw authorizes council to deal with matters by resolution unless such matter is specifically legislated to require the passing of a bylaw.


#### 20. General

- a. In all matters and under all circumstances, the members shall be guided by and shall have regard to the Municipal Conflict of Interest Act, as amended.

- b. Disposal of Municipal property shall be in accordance with the Municipal Disposal of Property bylaws.
- c. Individuals or groups which are listed on an agenda or are otherwise approved to appear before Council shall, subject to Section 9 (d), be limited to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers each limited to speaking not more than ten (10) minutes. No delegation shall:
  - i. speak without first being recognized by the Mayor or Chair;
  - ii. Speak disrespectfully of any person;
  - iii. Use offensive words or gestures, or make abusive comments;
  - iv. Speak on any subject other than the subject stated on their Deputation Request Form, nor;
  - v. Disobey the Rules of Procedure or a decision of the Council or Committee.
- d. Following a regular or new election, the Clerk shall provide each member of Council with a copy of this bylaw, including any amendments thereto.
- e. Any procedure under this bylaw which is discretionary and not mandatory under statute may be suspended with the consent of a majority of the members present.
- f. This bylaw or any part thereof may be considered for amendment or repeal at any meeting of the Council, however, if repealed a new procedural bylaw must be enacted to take force immediately.
- g. The final meeting of a council prior to a new council taking office shall be considered to be adjourned with approval of the minutes of the previous meeting that will be put forth by the clerk.
- h. Any previous procedural bylaws, including bylaw 2001-11, 2001-11A, 2010-39 and 2010-49, 2015-11 and 2015-11A, 2015-54, 2017-04, 2019-16, 2020-23 and 2020-50 are hereby repealed.

READ A FIRST TIME this 16th day of March, 2021  
READ A SECOND TIME this 16th day of March, 2021  
READ A THIRD TIME this 16th day of March, 2021

PASSED IN OPEN COUNCIL this 16th day of March, 2021

  
\_\_\_\_\_  
Mayor (Jan O'Neill)

  
\_\_\_\_\_  
Deputy Clerk (Jennifer Bennett)

**SCHEDULE "A"- NOTICE OF MOTION FORM**

In accordance with Procedural By-law 2021-07 of the Municipality of Marmora and Lake.

Member of Council \_\_\_\_\_ (please print)

Hereby files a Notice of Motion to be included on the Agenda for the Regular Meeting of Council, which is scheduled to be on:

\_\_\_\_\_, 20\_\_\_\_\_, under the following Agenda heading:

Subject:

\_\_\_\_\_

and, which Notice of Motion reads as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COUNCIL MEMBER: \_\_\_\_\_

(Signature)

<p><b>CLERK'S USE ONLY:</b></p> <p>Date Received: _____, 20_____</p> <p>Time Received, _____</p> <p>Notice of Motion Given, _____, 20_____</p>
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**SCHEDULE "B"- REQUEST FOR DELEGATION FORM**

Attention: Municipal Clerk  
The Corporation of the Municipality of  
Marmora and Lake  
12 Bursthall Street, PO Box 459  
Marmora, ON, K0K 2M0

EMAIL: [tbennett@marmoraandlake.ca](mailto:tbennett@marmoraandlake.ca)

PHONE: 613-472-2629 ext.2221

FAX: 613-472-5330

FOR OFFICE USE ONLY

COUNCIL MEETING DATE:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

\_\_\_\_ Year      Month      Day

Copy of Presentation  
\_ \_ . . . \_ \_

Name of Individual(s) \_\_\_\_\_

Position/Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_ Fax No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Will other representatives be attending: \_\_\_\_\_ Yes      \_\_\_\_\_ No

Have you appeared before Council in the past regarding this issue?      Yes \_\_\_ No

Reason(s) for delegation request (subject matter to be discussed):

Special Needs?

Please provide the Clerk's office with a copy of your written presentation by noon the Wednesday prior to the Council meeting. Once the information is received, you will be contacted to confirm your placement on the appropriate agenda. Thank you.



**SCHEDULE "C"- DECLARATION OF PECUNIARY INTEREST FORM**

In accordance with Procedural Bylaw 2021-07 of the Corporation of the Municipality of Marmora and Lake.

Member of Council: \_\_\_\_\_ (please print)

Council Meeting: Date \_\_\_\_\_ Open \_\_\_\_\_ Closed \_\_\_\_\_

I declare a Pecuniary Interest on: Agenda Item No.: \_\_\_\_\_

of the agenda for the above noted meeting for the following reason (state general nature):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member of Council: \_\_\_\_\_ (signature)

Date: \_\_\_\_\_

<p>CLERK'S USE ONLY:</p> <p>Date Received: _____</p> <p>Time Received: _____</p>
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