THE CORPORATION OF THE TOWNSHIP OF PERRY

BY-LAW NO. 2026-36

Being a by-law to establish a Joint Compliance Audit Committee and appoint Committee Members for the 2026 municipal election period

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WHEREAS Section 20(1) of the *Municipal Act 2001, S.O. 2001,* as amended, authorizes municipalities to enter into joint agreements;

AND WHEREAS Section 88.37(1) of the *Municipal Elections Act*, 1996, as amended, requires municipalities to establish a committee prior to October 1, 2026;

AND WHEREAS interested municipalities in the Almaguin Highlands and surrounding areas have individually agreed by resolution of each respective council, to form a joint committee;

NOW THEREFORE the Council of the Corporation of the Township of Perry hereby enacts as follows:

1. That participation in the Joint Compliance Audit Committee as authorized by this by-law shall be limited to the following municipal corporations:

The Township of Armour	The Village of Burk's Falls
The Township of Joly	The Town of Kearney
The Township of Machar	The Township of Perry
The Township of Ryerson	The Village of South River
The Township of Strong	The Village of Sundridge
The Township of McMurrich/Monteith	The Municipality of Magnetawan

That the Council of the Corporation of the Township of Perry agrees to the Terms of Reference, attached hereto as Schedule "A";

2. That the following individuals shall be appointed to serve as committee members on the joint compliance audit committee for the 2022 election period from November 15, 2026 to November 14, 2030.

   Rakel Carlsen
   Robert Edmonstone
   Debbie Hope
   Rachael Jackson (Alternate)

3. And further, that each committee member adheres to the Terms of Reference attached hereto.

4. That By-law 2021-49 is hereby repealed as of November 15, 2026.

5. That the Mayor and Clerk are hereby authorized to execute the documents by signature and seal of the Corporation of the Township of Perry.

READ a First, Second, and Third Time and Finally Passed and Enacted in Open Council this 29th day of April, 2026.

Joe Lumley, *Acting Mayor*

Beth Morton, *Clerk-Administrator*

Schedule "A" to By-law 2026-36

Terms of Reference
For the Joint Compliance Audit Committee
Serving the interested Municipalities of the Almaguin Area

1. Definitions:

For the purpose of this Terms of Reference, the following definitions shall apply:

Almaguin Clerk's Group – The information organization of Clerks, CAOs, or appointed staff from interested municipalities in the Almaguin Area, who have agreed to pool information, staff, and financial resources for the 2026 election, for the mutual benefit of all participating municipalities.

Auditor – An independent person appointed by the Committee pursuant to section 88.33(10) of the Municipal Elections Act, 1996, as amended, who is licensed under the Public Accounting Act, 2004 (Ontario) and authorized to perform public accounting in Ontario, and who is retained to conduct a compliance audit of a candidate's or registered third party's election campaign finances in accordance with the Act.

Clerk – The Administrative staff member, generally known to be the Clerk, or Clerk-Administrator from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who carries out the business of the Council for his or her respective municipality.

Committee – The Joint Compliance Audit Committee as established by the respective Councils of those municipalities represented by the Almaguin Clerk's Group, and which have passed a resolution of participation for the 2026 election term.

Council – The group of elected officials, generally known to be the Council, from any municipality within the Almaguin Clerk's Group, for which an application for a compliance audit has been received, or who is responsible for making an appointment to a Compliance Audit Committee, as required by Section 88.37 of the *Municipal Elections Act*, 1996, as amended.

Contributor – A resident of Ontario who makes a contribution to the election campaign a candidate to support his/her candidacy for municipal election. Additionally, the candidate and his/her spouse can also be contributors to the candidate's election campaign.

Recruitment Committee – The sub-committee of the Almaguin Clerk's Group to promote, process, and make recommendation to Council for membership to the Joint Compliance Audit Committee. The sub-committee shall be composed of the following representatives: Nancy Field, Nicole Gourlay, Erica Kellogg and Charlene Watt.

Interested Municipalities – Those municipalities in the Parry Sound District who have by mutual agreement established a joint compliance audit Committee, as supported by a resolution of each respective council, and authorized by By-Law from each respective council.

Registered Third Party - Means, in relation to an election in a municipality, an individual, corporation or trade union that is registered under Section 88.6 of the *Municipal Elections Act*.

2. Committee Mandate:

2.1 The Joint Compliance Audit Committee shall ensure that the provisions relating to election campaign finances under the *Municipal Elections Act*, are not contravened, and shall follow the necessary procedures to ensure compliance when requested.

2.2 The Committee shall abide by any terms and conditions which may be set out by the respective municipality's Solicitor, Auditor, and/or Insurer, for any business relating to a compliance audit, in accordance with the procedural by-law for the respective municipality.

2.3 The Committee will perform all required functions relating to all compliance audit applications. This shall include the following:

a) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the candidate, the applicant and the public (Section 88.33(5)).

b) Within 30 days of receipt of an application for a compliance audit from the Clerk, Committee members shall consider the application and decide whether to grant or deny the request (Sec. 88.33(7)).

c) The decision of the Committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the Clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Sec. 88.33(8)).

d) If an application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate`s election campaign finances. (Sec. 88.33(10)).

e) Within 10 days after receiving the audit report, the Clerk of the municipality shall forward the report to the Compliance Audit Committee (Sec. 88.33(14)).

f) Give consideration to the auditor`s report within 30 days of receiving it, to determine if legal proceedings should be commenced against the candidate (Sec. 88.33(17)).

g) The decision of the Committee under subsection (f) and brief written reasons for the decision, shall be given to the candidate, the Clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant (Section 88.33(18)).

h) If the report indicates that there was no apparent contravention and the Committee finds that there were no reasonable grounds for the application, Council is entitled to recover the auditor`s costs from the applicant.

2.4 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions to candidates, section 88.34(4) or 88.34(7) of the *Municipal Elections Act.* This shall include the following:

a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.34(8)).

b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the applicable candidate and the public (Section 88.34(9)).

c) The decision of the Committee under article 4(a) and brief written reasons for the decision, shall be given to the contributor, the clerk of the municipality or the secretary of the local board, if applicable (Section 88.34(11)).

2.5 The Committee will perform all required functions relating to receiving a report from the Clerk under the review of contributions submitted by a registered third party, section 88.36(4) of the *Municipal Elections Act.* This shall include the following:

a) Within 30 days after receiving a report from the Clerk, the Committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention (Section 88.36(5)).

b) The meetings of the Committee shall be open to the public and reasonable notice shall be given to the contributor, the registered third party and the public (Section 88.36(6)).

c) The decision of the Committee under article 5(a) and brief written reasons for the decision, shall be given to the contributor and the clerk of the municipality (Section 88.36(7)).

3. Term of Appointment:

3.1 The Committee shall serve for the 2026 – 2030 term of council, which shall be from November 15, 2026 to November 16, 2030, to consider applications originating from the 2026 election, and any by-elections during that term.

Notwithstanding the term identified above, the Committee shall be dissolved at the earliest of:

a) The conclusion of the requirements noted in Section 88.37 of the *Municipal Elections Act, 1996*; or

b) On November 16, 2030.

4. Committee Composition

4.1 The Committee shall consist of four (4) members, one of which is to be designated as an alternate.

4.2 A Chair, a Vice Chair, and a Secretary shall be appointed at the first Committee meeting.

4.3 Membership shall be limited to individuals with a legal or financial background, or who have served on boards or Committees, or who have demonstrated knowledge of campaign finances, including retired municipal professionals.

4.4 Members must be bondable to maintain integrity of process and seriousness of position.

4.5 Appointment to the Committee shall be by resolution or bylaw of Council.

4.6 Members of the Committee shall not be Council members, municipal staff or candidates in the 2026 election or any by-election during the term of Council and must attest to same in writing.

4.7 To avoid possible conflict of interest, any auditor or accountant appointed to the Committee may not undertake the audits of preparation of financial statements of any candidates seeking election to Council. Contravention of this requirement shall result in expulsion from the Committee.

4.8 The respective Clerk shall provide administrative support to the Committee, and shall establish procedures, as required.

5. Committee Selections:

Recruitment Committee Selection:

5.1 To ensure adherence with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, a Recruitment Committee shall be established by the Almaguin Clerk`s Group, from among its members.

5.2 The Recruitment Committee will promote, advertise, interview, and make recommendation for appointment to the joint Committee, having regard for individual municipalities` policies relating to Committee appointment. One individual shall be chosen from within the recruitment Committee to be the Secretary and shall be the contact for resume submission.

5.3 The recruitment Committee will receive and review all applications, conduct interviews, and make recommendations to the Almaguin Clerk's Group based on the following:

a) Knowledge of rules for municipal election campaign finances

b) Experience on a Committee, board, or similar group

c) Availability to attend meetings

d) Oral and written communication

e) Level and area of expertise

5.4 The Almaguin Clerk's Group shall prepare an advertisement to be placed on Facebook or other social media platforms, calling for interested, qualified applicants to submit resumes for consideration. The Committee positions shall also be promoted on respective municipal websites for application submission by the date prescribed by the Almaguin Clerk's Group.

Joint Audit Compliance Committee Selection:

5.5 Applicants will be required to submit a resume outlining their qualifications and experience.

5.6 A request for the expulsion of a member of the Committee may be submitted in writing to the Almaguin Clerk's Group by a member of the Committee or by a Clerk of a participating municipality. The written request shall set out the reasons supporting the proposed expulsion.

Upon receipt of such request, the Almaguin Clerk's Group shall review the matter, provide the affected member with an opportunity to respond, and determine whether a recommendation for expulsion is warranted.

If the Almaguin Clerk's Group agrees that expulsion is appropriate, the Group shall forward its recommendation to the participating municipalities for consideration.

Expulsion shall only take effect upon receipt of supporting resolutions from a majority of the Councils of the participating municipalities. Upon confirmation of majority approval, the Clerks of the participating municipalities are authorized to take the necessary administrative steps, including amending the applicable by-laws appointing the member, to give effect to the expulsion.

5.7 Reasons for expulsion shall include, but not limited to, the member being in contravention of *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Provincial Offences Act*, the *Municipal Conflict of Interest Act*, the *Municipal Elections Act*, or the Joint Compliance Committee Terms of Reference, or for disrupting the work of the Committee.

5.8 Committee members shall be asked to sign an acknowledgement accepting terms and conditions outlined in the above Terms of Reference, and the *Municipal Elections Act*, 1996, as amended.

5.9 Where a member is expelled, resigns, becomes ineligible, or is otherwise unable to serve, the vacancy shall be filled in accordance with the recruitment and appointment process outlined in this Terms of Reference.

6. Meetings:

6.1 The Committee shall hold one initial meeting following submission of all Clerk's reports. Subsequent and additional meetings shall be in response to application(s) for compliance audit, to a maximum of 4 meetings per application, in consultation with the Clerk of the respective municipality.

6.2 Following Election Day and the final day for candidates to submit their Financial Statements, the Clerk of the Municipality shall review the Statements and prepare a report regarding spending regulations and limits for the Compliance Audit Committee review.

6.3 Meetings shall be conducted using guidelines established in the Municipal Procedural By-Law for the municipality from which an application originated.

6.4 Committee members shall be bound by the Code of Conduct in force in the municipality for which they are performing the functions included in this Terms of Reference.

6.5 The Chair shall cause notice of the meetings, including the agenda for the meetings to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee.

6.6 Minutes shall be recorded at each meeting and shall outline the general deliberations land resulting actions and recommendations.

6.7 The location of the meetings shall be set by the Committee. Reasonable notice will be provided.

6.8 Financial consideration shall be as per Section 9.

7. Closed Meetings:

7.1 The meeting may be held in whole or in part in a closed session upon affirmative vote of the majority of the membership to do so. Closed sessions shall be conducted only to discuss matters identified under Section 239(2) of the *Municipal Act, 2001*. Should a closed session be required, all attendees who are not Committee members, or the Clerk, or individuals expressly requested by the Committee to remain, shall vacate the meeting premises. Members of the public may return to the meeting, once the closed session has concluded.

8. Conflicts of Interest:

8.1 Committee members shall be bound by the *Municipal Conflict of Interest Act*, with respect to financial interest, and shall disclose any pecuniary interest to the Secretary. That member shall then remove himself or herself from that portion of the meeting at which the matter for which pecuniary was declared is discussed.

9. Financial Compensation:

9.1 An honorarium of $500.00 per year shall be provided to each active Committee member, including the alternate member. Payment of the annual honorarium shall be shared equally between the participating municipalities.

9.2 In addition to the annual honorarium, a meeting per diem shall be issued in the amount of $100.00 per meeting. Mileage shall be reimbursed per the Canada Revenue Agency's reasonable per-kilometre mileage rates (https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances.html) upon receipt of the request for reimbursement from the Committee member. Payment of the per diem reimbursement, as well as the mileage reimbursement, shall be paid by the municipality for which an application has been received, except in the case of the initial meeting, for which payment of

these monies shall be shared equally between the participating municipalities.

9.3 Administration of financial compensation shall be the responsibility of the Office of the Clerk for the Township of Armour.

10. Resources:

10.1 Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Sections 88.33 to 88.37 of the *Municipal Elections Act*, 1996 as amended.

11. General Governance Provisions

11.1 Procedural Fairness

The Committee shall conduct its proceedings in accordance with the principles of natural justice and procedural fairness. Without limiting the generality of the foregoing:

a) Any person whose rights, interests, or obligations may be affected by a decision of the Committee shall be provided with reasonable notice of the matter to be considered;

b) Such person shall be provided with an opportunity to respond to the substance of the allegations or issues under consideration;

c) The Committee shall make its decision based solely on the evidence and submissions properly before it;

d) The Committee shall provide written reasons for its decisions where required by statute or where commencing or declining to commence legal proceedings.

11.2 Standard of Review – Reasonable Grounds

In considering an application for a compliance audit under section 88.33 of the Municipal Elections Act, 1996, as amended, or a Clerk's report under sections 88.34 or 88.36 of the Act, the Committee shall determine whether there are reasonable grounds to believe that a contravention of the Act has occurred.

The Committee is not required to determine guilt or innocence, but rather whether the statutory threshold to grant an audit or to commence legal proceedings has been met.

11.3 Legal Counsel

The Committee may obtain independent legal advice where it considers such advice necessary to fulfill its mandate.

Legal services shall be arranged through the Clerk of the affected municipality, or through such municipality's Solicitor, in accordance with that municipality's procurement and authorization policies.

Where legal proceedings are commenced, the municipality for which the application originated shall coordinate legal representation, unless otherwise agreed by the participating municipalities.

11.4 Records Retention

All records of the Committee, including applications, reports, correspondence, minutes, audio recordings (if any), and decisions, shall be maintained in accordance with the records retention by-law and records management policies of the municipality for which the application originated.

Where matters involve multiple participating municipalities, the lead administrative municipality shall ensure records are maintained in accordance with applicable legislative requirements.

11.5 Electronic Participation

Meetings of the Committee may be conducted in person, electronically, or in a hybrid format, provided that:

a) The meeting complies with the open meeting requirements of the Municipal Act, 2001;

b) Members participating electronically are able to hear and be heard by all other participants;

c) Public access is provided in a manner consistent with legislative requirements; and

d) A Member participating electronically shall be deemed to be present for the purposes of quorum and voting, unless otherwise restricted by statute.

11.6 Accessibility Compliance

The Committee shall conduct its meetings and activities in a manner consistent with the Accessibility for Ontarians with Disabilities Act, 2005 and applicable municipal accessibility policies.

Reasonable accommodations shall be provided, upon request, to ensure that persons with disabilities are able to participate in Committee proceedings in an accessible manner.

Roles and Responsibilities
For the Joint Compliance Audit Committee (JCA)
Serving the interested Municipalities of the Almaguin Area

1. Duties of the Clerk for the Municipality requiring the meeting of the JCA

1.1 The Clerk shall ensure the administrative practices and procedures for the Committee are followed and shall carry out any duties required under the Act to implement the Committee's decisions.

2. Duties of the Chair

2.1 The duties of the Chair are as follows:

a) Liaise with the Clerk and review meeting agendas.

b) Call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow the procedures as set out herein, identify the order of proceedings and speakers and rule on points of order as may be necessary.

c) The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting.

d) Participate as an active Member, encouraging participation by all Members.

e) The Chair is permitted to provide brief comments during discussion, make motions and vote on all matters.

f) If the Chair is not present within the first fifteen minutes of a Committee meeting or is absent through illness or otherwise, and quorum is still obtained, the Vice Chair shall preside over the meeting,

3. Duties of Committee Members

3.1 The duties of Committee Members are as follows:

a) Attend all Committee meetings or notify the Clerk as soon as possible in the event that the member cannot attend.

b) Understand their role, the Committee's Mandate and meeting procedures.

c) Declare any pecuniary interest in any matter prior to consideration by the Committee and refrain from discussion and voting on the

matter in accordance with Section 5 of the *Municipal Conflict* of *Interest Act.*

d) Participate as an active and voting member, asking questions, and seeking clarification through the Chair.

e) Develop and maintain a climate of mutual support, trust, courtesy and respect.

f) Work together to utilize the knowledge, expertise and talents of all members.

g) Respect the decisions of the Committee and that such decisions reflect the majority view.

4. Support

4.1 The following support shall be provided to the Committee:

a) The Recruitment Committee for the Almaguin Joint Compliance Audit Committee shall call the first regular meeting of the Committee to order and conduct the election of the Chair, Vice Chair and secretary of Committee Members.

b) The affected municipality's staff in conjunction with the Committee secretary shall thereafter:

i) Prepare agendas for review by the Committee Chair.

ii) Electronically distribute agendas to all Committee Members before the meeting and post to the relevant municipal website.

iii) Arrange for or set up meeting areas, giving consideration to the nature of the matters to be discussed, any audio-visual requirements, attendance by the public and ensuring accessibility needs identified have been met.

iv) Arrange for attendance of delegations in conjunction with the Chair.

v) Attend Committee meetings, record attendance, confirm Quorum and record when the meeting starts and adjourns.

vi) Provide procedural advice to the Chair and Committee as required.

vii) Take minutes, record a summary of the discussion for each agenda item, record all Committee motions and resolutions including the name of the mover.

viii) Record any disclosures of pecuniary interest, including the general nature thereof.

ix) Review and correct any errors in the minutes of previous meetings.

x) Prepare the Committee minutes.

xi) Electronically distribute minutes to all Committee Members and post on the relevant municipal website.

xii) Facilitate and complete any additional work to be undertaken on behalf of the Committee.

xiii) Maintain Committee agendas, minutes, correspondence, Reports of the Auditor and outstanding items in the Corporation's records management system.

Procedures
For the Joint Compliance Audit Committee

1. Meeting Procedures

1.1 The Committee shall meet once prior to November 30th after each municipal election to review the Terms of Reference and Committee Procedures

1.2 Calling of Committee Meetings

i) The Clerk of the relevant municipality will summon a meeting of the Committee when an Application is received.

ii) Meetings shall be held at such time and location as the Chair deems appropriate.

1.3 Agendas

The following components shall be included in Committee agendas. Specific subject items are to be included under each component:

i) Consideration of Applications for a Compliance Audit

ii) Consideration of Auditor/Legal Reports *

iii) Adjournment

*Committee may adjourn to Closed Session in accordance with Section 239 (2) of the Municipal Act, S.O. 2001.

1.4 Quorum

The minimum number of Committee Members required to be present at any meeting in order to conduct Committee business shall be no less than three. If no Quorum is present fifteen minutes after the time fixed for a meeting, or the resumption of a meeting after a recess, or should a Quorum at a meeting be lost for a period of fifteen (15) consecutive minutes, the Clerk or designate will record the names of the Members present and the meeting will stand adjourned until the next meeting scheduled by the Chair.

2. Conduct of Committee Business

2.1 All Meetings of the Committee shall be open to the public, except for those circumstances provided for in Sections 239 (2) and (3.1) of the *Municipal Act, 2001.*

2.2 The business of each meeting shall be taken up in the order in which it stands upon the agenda, unless otherwise decided by the Committee.

2.3 Where the agenda includes consideration of more than one Application, applications may be dealt with by the Committee either individually or collectively dependant upon the direction of the Committee.

2.4 The Chair will summarize each Application received and request that the Applicant or his or her agent and Candidate or his or her agent identify themselves.

2.5 Applicant's Delegation

i) The Applicant or the Applicant's agent may address the Committee for a maximum of 10 minutes unless granted leave by the Chair.

ii) Members may ask questions of the Applicant or Applicant's agent through the Chair.

iii) Questions of the Applicant or the Applicant's agent by the Candidate or the Candidate's agent *are not permitted.*

iv) All materials presented to the Committee in open session are deemed to be public documents.

2.6 Candidate's Delegation

i) The Candidate or the Candidate's agent may address the Committee.

ii) The Candidate may respond to the content of the Application and Applicant's or the Applicant's Agent's address to the Committee.

iii) Members may ask questions of the Candidate or Candidate's agent, through the Chair.

iv) Questions of the Candidate or the Candidate's Agent by the Applicant or the Applicant's agent *are not permitted.*

v) All materials presented to the Committee in open session are deemed to be public documents.

2.7 Where the agenda includes consideration of more than one Auditor's Report, the Reports may be dealt with by the Committee either individually or collectively dependent upon the direction of the Committee.

2.8 Auditor's Report

i) An Auditor shall be appointed by the Committee as per Section 3 of the Terms of Reference.

ii) The Auditor shall address the Committee and provide a summary of his or her Report and its conclusions.

iii) Members may ask questions of the Auditor through the Chair.

iv) Members may ask questions of any person present at the meeting, such questions to be through the Chair and at the sole discretion of the Chair.

v) The Candidate, Applicant, their agents or any person present at the meeting may not ask questions of the Auditor or the Committee.

2.9 Decisions of the Committee shall be by resolution. A simple majority vote of the Committee Members present is required to pass a resolution.

Generally, the Committee will render its decision at each meeting. Subject to deadlines imposed by the Act, the Committee may reserve its decision if further deliberation is required.

2.10 The Chair shall preside over the Conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any Member to the Committee from any ruling of the Chair.

2.11 When two or more Members wish to speak, the Chair shall name the Member who first raised his or her hand.

2.12 A Member shall not:

i) Speak disrespectfully to or about another member;

ii) Use offensive words or unparliamentarily language during meetings;

iii) Disobey the procedures of the Committee, or decision of the Chair or the Committee on questions ofprocedure;

iv) Leave his/her seat or make any noise or disturbance while a vote is being taken and until the result is declared;

2.13 In case any Member persists in a breach of the foregoing section after having been called to order by the Chair, he or she may be ordered by the Chair to leave his/her seat for that meeting, but in case of ample

apology being made by the offender he or she may, by vote of the Committee, be permitted forthwith to resume his or herseat.

2.14 When a Member desires to address the Committee upon a matter that concerns the rights or Privileges of the Committee collectively or individually, he or she shall be permitted to raise such matter of Privilege, and a matter of Privilege shall take precedence over other matters.

2.15 When a Member desires to call attention to a violation of the rules of procedure, she or he shall ask leave of the Chair to raise a Point of Order and after leave is granted:

i) State the Point of Order with a concise explanation and resume his or her seat until the Chair has decided the Point of Order;

ii) Unless a Member immediately appeals to the Committee, the decision of the Chair shall be final;

iii) If the decision is appealed, the Committee shall decide the question without debate and its decision shall be final;

2.16 When the Chair calls a Member to order, the Member shall immediately sit down until the Point of Order is dealt with and the Member shall not speak again without permission of the Chair unless to appeal the ruling of the Chair.

3. Motions

3.1 The following rules shall apply to motions:

a) All motions must be introduced by a mover before the Chair can put the motion on the floor for consideration.

b) After a motion is properly moved, it shall be deemed to be in the possession of the Committee but may be withdrawn by the mover at any time before a vote with the consent of the Committee.

c) The number of times a Member may speak on a motion shall not be limited. A Member shall not be restricted to asking questions only of the previous speaker but the question must relate directly to the matter under discussion.

d) A motion to move a previous motion shall not be allowed.
e) Any Member may require the motion under discussion to be read at any time, but not so as to interrupt a Member while speaking.

f) When a motion is under consideration, no motion shall be

received other than a motion to:

i) Adjourn, which motion is neither amendable nor debatable;

ii) Table, which motion is not debatable;

iii) Defer action;

iv) Refer, which motion is debatable as to its merits only;

v) Amend.

g) A motion to refer shall take precedence over any other amendment.

h) Only one amendment at a time can be presented to the main motion. Only one amendment can be presented to an amendment, but when the amendment to the amendment has been disposed of, another amendment may be introduced, and when that amendment has been decided, another may be introduced.

i) The amendment to the amendment, if any, shall be voted on first, then if no other amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.

j) Nothing in this section shall prevent other proposed amendments being read for the information of the Members.

k) When the motion under consideration contains distinct propositions, upon the request of any Member, the vote upon each proposition shall be taken separately.

l) After the Chair commences to take a vote, no Member shall speak to or present another motion until the vote has been taken on such motion, amendment or sub-amendment.

m) Every Member present at a meeting when a vote is taken on a matter shall vote unless prohibited by statute, in which case the fact of the prohibition will be recorded in the minutes. If any Member present persists in refusing to vote, she or he shall be deemed as voting in the negative. Any motion on which there is a tie vote shall be deemed to be defeated. Recorded votes are not permitted.

n) After any matter has been decided by the Committee any

Member may move for reconsideration at the same meeting, but no discussion of the motion that has been decided shall be allowed until the motion for reconsideration has carried.

o) All motions not disposed of, shall be placed on the agenda for the next meeting of the Committee, subject to any deadlines imposed by the Act.

4. Minutes

4.1 Minutes shall be taken for all meetings and briefly outline the substance of item listed on the agenda, including delegations, reports, motions, resolutions and other actions taken. Minutes shall reflect the decision when necessary of the Committee in keeping with the *Municipal Elections Act, 1996, Section 88.33(7).*

5. Media Relations and Communications

5.1 All media contact shall be made through the Clerk of the municipality whose campaign finances are under review, or through the Chair of the Committee.

6. Conflict of Interest

6.1 Legislated requirements as set out in the *Municipal Conflict of Interest Act* shall apply to all Committee Members. It is the responsibility of each Member to disclose any pecuniary interest prior to discussion of a particular matter. Once declared, the Member shall not discuss or vote on the matter. If the declaration relates to a matter being discussed during a closed portion of the meeting, the Member must leave the meeting during all discussion on the matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Municipal staff does not provide advice or interpretation related to declarations.

7. Matters Not Dealt with in These Procedures

7.1 If the practices and procedures set out herein do not provide for a procedural matter, the practice or procedure shall be determined by the Clerk or designate in conjunction with the Chair. Where the matter arises during a meeting and cannot be dealt with to the satisfaction of the Chair and Clerk or designate, the matter shall be deferred to the next meeting of the Committee.