

## **Rules of Order**

### **Ottawa Municipal Campground Authority**

The Ottawa Municipal Campground Authority (the “Authority”) has created this set of rules of order, based on City of Ottawa By-Law No. 2007-104, for the purposes of governing the proceedings of the Authority.

#### 1. DEFINITIONS

- (1) “Authority Secretary” means the person whose duties include the recording of the proceedings of the Authority meetings;
- (2) “City” means the City of Ottawa;
- (3) “Chair” means the chair of the Authority;
- (4) “Council” means the Council of the City of Ottawa;
- (5) “Council Member” or “Councillor” means a person elected or appointed as a member of Council but does not include the Mayor;
- (6) “Day” does not include Saturday, Sunday or a holiday;
- (7) “Mayor” means the Mayor as the Head of Council;
- (8) “Notice of Motion” means a written notice, including the name of the mover, advising the Authority that the motion described therein will be brought at a subsequent meeting;
- (9) “Privilege” means the raising of a question which concerns a member of the Authority, or the Authority collectively, when a member believes that his or her rights, immunities or integrity or the rights, immunities or integrity of the Authority as a whole have been impugned;
- (10) “Point of Order” means a statement made by a member of the Authority during a meeting thereof drawing to the attention of the Chair a breach of the Rules of Procedure;
- (11) “Presiding Officer” means an Authority member appointed in accordance with the provisions of the By-law to preside over a regular or special meeting of the Authority in the absence of the Chair and Vice-Chair;
- (12) “Procedural Motion” means any motion concerning the manner or time of consideration of any matter before the Authority as opposed to the substance thereof, and includes, without limitation, the following:
  - (a) to extend the time of the meeting;
  - (b) to refer;
  - (c) to lay on the table;
  - (d) to defer indefinitely or to a certain day;
  - (e) to adjourn; or
  - (f) to suspend the Rules of Procedure;
- (13) “Rules of Procedure” means the rules and regulations provided in this document;
- (14) “Standing Committee” means a Committee of Council comprised solely of members of Council who are appointed by Council;
- (15) “Vice-Chair” means the Vice-chair of the Authority as appointed by the Authority;

## 2. AUTHORITY MEMBER - DUTIES

- (1) A member of the Authority shall have the following duties:
  - (a) to deliberate on the business submitted to the Authority;
  - (b) to vote when a motion is put to a vote;
  - (c) to read and sign the “Authority Members Code of Conduct”; and
  - (d) to respect the Rules of Procedure, including the Code of Conduct, and any guidelines for Authority members.

## 3. AGENDA PREPARATION

- (1) The Agenda for a meeting of the Authority shall be prepared under the direction of the Chair, or in the absence of the Chair, the Vice-Chair of the Authority.

## 4. AUTHORITY CHAIR

The Authority Secretary shall preside at the inaugural meeting of the Authority to conduct the election of the Chair and Vice-Chair of the Authority.

## 5. DUTIES OF THE AUTHORITY CHAIR

It shall be the duty of the Authority Chair,

- (1) to open the meeting of the Authority by taking the chair and calling the members to order;
- (2) to announce the business before the Authority and the order in which it is to be acted upon;
- (3) to receive and submit, in the proper manner, all motions presented by the members of the Authority;
- (4) to provide information to members of the Authority on any matter touching on the business of the Authority;
- (5) to act as spokesperson on behalf of the Authority;
- (6) Despite Subsection (5), the Authority may designate an Authority Member as the official spokesperson for the Authority on a specific issue, when called upon by Council, a Standing Committee, a member of the media or community organization;
- (7) to authenticate, by signature, all minutes of the Authority;
- (8) to enforce the Rules of Procedure; and
- (9) to adjourn the meeting when the business is concluded.

## 6. PARTICIPATION OF CHAIR IN DEBATE

- (1) The Chair may state relevant facts and the Chair’s position on any matter before the Authority without leaving the chair, but it shall not be permissible for the Chair to move a motion or debate a question without first leaving the chair.

- (2) If the Chair is absent, or desires to leave the chair to move a motion or to take part in the debate pursuant to Subsection (1), or otherwise, the Chair shall call on the Vice-Chair to preside until the Chair resumes the chair.

## 7. QUORUM

- (1) The Authority shall not consider any business if a quorum is not present.
- (2) Despite Subsection 7(1), the Authority may receive and table submissions/information from the public, if a quorum is not present, and these submissions/information may be considered at a subsequent meeting of the Authority.
- (3) The quorum for an Authority meeting is [ • ] members of the Authority.
- (4) In the event quorum is not present 15 minutes after the time appointed for a meeting, the members present may ask the Authority Secretary to call the roll and record the names of the members present and the meeting will then stand adjourned until the next scheduled meeting, or at the call of the Chair:
- (a) The members who are present may agree to proceed informally with the agenda and the Authority Secretary will report to the next meeting of the Authority on any proposals made at the informal gathering.
- (b) Any proposals made at the informal gathering will be submitted to the Authority for consideration at the next regular meeting.
- (c) If during the informal meeting, quorum occurs within one hour of the stated start time, the Chair or in his or her absence the Vice-Chair, or in his or her absence, the Presiding Officer shall move a Motion to call the meeting to “order.”
- (5) If quorum is lost during a meeting for a period of 15 minutes, members present may ask the Authority Secretary to record the names of those members present and the meeting will stand adjourned until the next scheduled meeting, or at the call of the Chair.
- (a) The members present may agree to proceed informally with the agenda and the Authority Secretary will report to the next meeting on any proposals made at the informal gathering.
- (b) Any proposals made at the informal gathering will be submitted for consideration at the next regular meeting.
- (6) If neither the Chair nor the Vice-Chair has arrived 15 minutes after the time the meeting is to start and, if a quorum is present, one of the other members of the Authority may be appointed Presiding Officer for the duration of the meeting or until the arrival of the Chair or Vice-Chair.

## 8. MEETINGS OF THE AUTHORITY

- (1) (a) The regular meetings of the Authority shall be on the day of the month determined by the Authority members.
- (b) Individual regular meetings of the Authority may be varied by the Chair from the day of the week, time and place, subject to the required notice provisions.

- (c) The Chair may cancel one or more regular meetings of the Authority if in the Chair's opinion such meetings are not necessary for the proper conduct of the business of the Authority.
- (2) No meeting of the Authority shall be scheduled while the City Council is in session.
- (3) Members may speak more than once on the same question.
- (4) Notwithstanding Subsection (3), no member, without leave of the Authority, shall speak to the same question, at one time, or in reply, for longer than two minutes.
- (5) A substantive motion made in a Authority meeting must be in writing but need not be seconded.
- (6) Seven calendar days' notice of a meeting shall be given to the members of a Authority meeting.
- (7) Members of the Authority have the right to place items on the agenda provided that such items are received by the Authority Secretary nine calendar days in advance of the meeting.
- (8) No meeting shall proceed beyond 10:30 p.m. without the majority consent of members present.
- (9) A maximum of two Members of the Authority may participate in a meeting via telephonic equipment in those instances where quorum is a necessity to address an urgent item requiring immediate action. The off-site Member(s) shall be deemed to be present at the meeting for the purposes of establishing quorum.

## 9. SPECIAL MEETINGS

- (1) A Special Meeting shall be summoned by the Authority Secretary on direction of the Chair, or upon receipt of a petition of the majority of Members of the Authority. The notice shall contain the date, time and purpose for which the meeting is called.
- (2) Notice of all Special Meetings of the Authority setting forth the matters to be considered at such Special Meeting shall be given to all members of the Authority either:
  - (a) by prepaid, special delivery mail deposited in a Canada Post Corporation Post Office not less than seventy-two hours in advance of the time fixed for the meeting;
  - (b) by delivery to the residence or place of business of the member, including by electronic mail, not less than six hours in advance of the time fixed for the meeting, and the Authority Secretary shall attempt to give such other notice of the meeting to the member by telephone or as is otherwise practical within the circumstances; and/or
  - (c) by personal service to the members not less than six hours in advance of the time fixed for the meeting;
- (3) The Authority shall not consider or decide any matter not set forth in the notice calling the Special Meeting, without the consent, recorded in the minutes, of all of the members of the Authority;
- (4) Subject to Section 12, a Special Meeting of the Authority may be either open or closed as determined by the Authority;

- (5) Once received by the Authority Secretary, no member may add or remove their name from a petition filed under Subsection (1).

#### 10. PLACE OF MEETING

All meetings of the Authority shall be held at [INSERT LOCATION] or at such other place as is specified in the notice calling the meeting.

#### 11. MEETINGS OPEN TO PUBLIC

- (1) Subject to Section 12 the meetings of the Authority shall be open to the public and no person shall be excluded there from except for improper conduct.
- (2) The Chair may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.

#### 12. CLOSED MEETINGS

- (1) The Authority may, by resolution, close a meeting or part of a meeting to members of the public if the subject matter to be considered is,
  - (a) the security of the property of the Authority;
  - (b) personal matters about an identifiable individual, including staff;
  - (c) a proposed or pending acquisition or disposition of land for the purposes of the Authority;
  - (d) labour relations or employee negotiations;
  - (e) litigation or potential litigation, affecting the Authority, including matters before administrative tribunals;
  - (f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; or
- (2) The Authority shall, by resolution, close a meeting or part of a meeting to members of the public where the subject matter to be considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act*.
- (3) A resolution to close a meeting or part of a meeting to the public shall state,
  - (a) the fact of the holding of the closed meeting;
  - (b) the general nature of the matter to be considered at the closed meeting.
- (4) Where a meeting or part of a meeting is closed to the public, all persons not specifically invited to remain by the Authority shall retire from the meeting room.
- (5) A vote shall not be taken during a meeting or part of a meeting that is closed to the public where to do so would be in contravention of any Act.

#### 13. GENERAL PROVISIONS FOR THE AUTHORITY

- (1) The Chair shall preside; in the absence of the Chair, the Vice-Chair shall preside or in the absence of the Chair or Vice-Chair, the Presiding Officer shall preside.
- (2) All members of the Authority shall vote on any question before them, and, in the event of an equality of votes, the question being voted upon shall be deemed to have been lost.

- (3) The Authority may receive representations from the public, however, no person, without leave of the Authority, shall speak for longer than five minutes.
- (4) The Authority shall diligently pursue its duties and shall report, at least once a year, through its annual report to Council.
- (5) Should the Chair of the Authority neglect or refuse to call meetings of the Authority at such times or with such frequency as the proper dispatch of the Authority's business requires, or do the business of the Authority without the knowledge or consent of its members, or contrary to their wishes or actions, the Authority may report such neglect, refusal or action to Council which may remove such Chair from office and the Authority may appoint another member as Chair.
- (6) Any member of the Authority, who is absent from two consecutive regularly scheduled meetings of the Authority shall be contacted by the Authority Secretary to confirm his/her commitment to the Authority. The member will also be advised that if he or she misses a third consecutive meeting, or 30% of all the scheduled meetings for a year, her or his membership is terminated, except in those instances where the Authority has certified such absences. The Authority Secretary will advise a member of his or her termination via a registered letter.

#### 14. AUTHORITY SECRETARY

- (1) It shall be the duty of the Authority Secretary:
  - (a) to give notice of each meeting of the Authority together with an Agenda of the matters to be considered;
  - (b) to submit the reports to Council, as the case may be;
  - (c) to record motions, resolutions, votes, a concise summary of public delegations and action to be taken on items through the preparation of meeting minutes in accordance with the Rules of Procedure;
  - (d) to provide procedural advice to the Authority Chair;
  - (e) to act as a link between the Authority and City departments; and
  - (f) to perform such other functions as may be required from time to time.

#### 15. SECRET BALLOT PROHIBITED

No vote shall be taken by ballot or by any other method of secret voting.

#### 16. RECORDED VOTE

- (1) Any member, before the question is decided, may require that the vote be recorded.
- (2) Subject to Section 12, no vote shall be taken while the members are at an in camera meeting.
- (3) When a vote is taken, and no dissent is declared, such vote shall be deemed to be unanimously in favour of the question approved.
- (4) If a vote is to be recorded as herein provided, the Authority Secretary shall call the vote, announce the division, and shall record them in the minutes.

## 17. ALL MEMBERS VOTE

- (1) Every member present at a meeting of the Authority when a question is put shall vote thereon, unless prohibited by statute, in which case it shall be so recorded.
- (2) Any member who refuses to vote shall be recorded as voting in the negative.

## 18. DISPUTING VOTE

If a member disagrees with the announcement of the Chair that a question is carried or lost, the member may, but only immediately after the declaration by the Chair, object to the Chair's declaration and require a recorded vote to be taken.

## 19. AGENDA

- (1) The Authority Secretary shall have prepared and printed for the use of the members at the regular meetings of the Authority an Agenda setting forth the business to be considered at such meeting.
- (2) The business of the Authority shall be considered in the order set forth on the Agenda, provided however, that the Chair, with the approval of the Authority, may vary the order of business to better deal with matters before the Authority.
- (3) Except as otherwise decided by a two-thirds vote of the members of Authority present and voting, the Authority shall not consider any report, or any matter, that has not been distributed to the members with the Agenda.

## 20. DELIVERY OF AGENDA TO MEMBERS

- (1) Not less than seven calendar days in advance of each regular meeting of the Authority, the Authority Secretary shall cause the following to be delivered to each member:
  - (a) Agenda;
  - (b) Copy of each item to be considered; and
  - (c) Copy of each motion to be considered.
- (2) Delivery pursuant to Subsection (1) shall be to the office or the residence of the member, or by electronic mail.

## 21. MINUTES

- (1) Minutes shall record:
  - (a) the place, date and time of meeting;
  - (b) the names of the Presiding Officer or officers and the record of the attendance of the members;
  - (c) declarations of interest;
  - (d) all the motions, resolutions or votes of the meeting with a concise narrative of the discussion; and
  - (e) concise narrative of public delegations and action to be taken on items.

- (2) If the minutes have been delivered to the members, then the minutes shall not be read, and a resolution that the minutes be confirmed shall be in order.
- (3) After the minutes have been confirmed they shall be signed by the Chair and by the Authority Secretary.

## 22. ADDRESS THE CHAIR

Any member desiring to speak shall signify their desire to speak in such a manner as the Chair may direct, and upon being recognized by the Chair, shall address the Chair.

## 23. PRIVILEGE

- (1) Where a member considers that the member's rights, immunities or integrity or the rights, immunities or integrity of the Authority as a whole has been impugned, the member may, as a matter of privilege, rise at any time, with the consent of the Chair, for the purpose of drawing the attention of the Authority to the matter.
- (2) Upon being recognized by the Chair, the member shall state the question of privilege.
- (3) The Chair shall:
  - (a) determine the question, or
  - (b) permit a debate and a vote to be held on the question.

## 24. POINTS OF ORDER

- (1) The Chair shall preserve order and decide points of order.
- (2)
  - (a) When a member desires to address a point of order, the member shall ask leave of the Chair to raise a point of order and, after leave is granted, the member shall state the point of order to the Chair and the point of order shall be forthwith decided by the Chair;
  - (b) Thereafter, a member shall only address the Chair for the purpose of appealing the Chair's decision to the Authority;
  - (c) If no member appeals, the decision of the Chair shall be final;
  - (d) The Authority, if appealed to, shall call a vote, without debate on the following question; "Shall the Chair be sustained?" and its decision shall be final.

## 25. UNPROVIDED CASES

- (1) In all unprovided cases in the proceedings of the Authority, the matter shall be decided by the Chair, subject to an appeal to the Authority.

## 26. MOTIONS

- (1) The following matters and motions with respect thereto may be introduced orally without notice and without leave, except as otherwise provided by the Rules of Procedure;
  - (a) a point of order or privilege;
  - (b) to adjourn.



- (c) to extend the time of the meeting past 10:30 p.m.
- (2) The following motions may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:
  - (a) to refer;
  - (b) to postpone or defer to a certain day;
  - (c) to amend;
  - (d) to suspend the Rules of Procedure;
  - (e) any other procedural motion.
- (3) Except as provided in Subsection (1), all motions shall be in writing.
- (4) The mover may withdraw a motion or a Notice of Motion at any time prior to the commencement of debate thereon.
- (5) After a motion is read or stated by the Chair, it shall be deemed to be in possession of the Authority, and it may only be withdrawn before decision or amendment with the permission of the Authority.

## 27. MOTIONS RULED OUT OF ORDER

- (1) Whenever the Chair is of the opinion that a motion or resolution is contrary to the Rules of Procedure, the Chair shall rule the motion or resolution out of order.

## 28. NOTICE OF MOTION

- (1) Notices of Motion shall be in writing and include the name of the mover.
- (2) Consideration of a motion, of which notice was given pursuant to this section, shall be in order at the next meeting of the Authority.
- (3) Prior to the Authority's consideration of a motion of which notice has been given previously, a revised motion on the same subject, approved by the mover, may be substituted for the original one contained in the Notice of Motion.

## 29. NO DEBATE UNTIL READ

No member shall speak to any motion until it is first read by the Chair, and the mover is entitled to speak first thereon if the member so elects. If debated, the question or motion may be read again before being put.

## 30. ORDER OF CONSIDERATION

- (1) When a question is under consideration, no motion shall be received except a procedural motion or a motion to amend.
- (2) Procedural motions shall be considered immediately upon receipt and shall have precedence and may be subject to debate as follows:
  - (a) to refer (debatable);
  - (b) to defer indefinitely or to a certain day (debatable);
  - (c) to adjourn (not debatable);
  - (d) any other procedural motion (debatable).
  - (e) to extend the time of the meeting past 10:30 p.m.

### 31. AMENDMENT

#### A Motion to Amend:

- (1) shall be presented in writing;
- (2) only one Motion to Amend an amendment to the question shall be allowed at one time and any further amendment must be to the main question;
- (3) shall be relevant and not contrary to the principle of the report, item or motion under consideration;
- (4) may propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue which was the subject matter of the question;
- (5) shall be put in the reverse order to the order in which it is moved; and,
- (6) despite Subsection (5), any amendment(s) to a motion may be placed in order to be determined by the Chair as the most logical, practical and expeditious in all of the circumstances.

### 32. APPENDIX

Appendix “A”, being the Authority Members’ Code of Conduct, forms part of these Rules of Order.

### 33. EFFECT

These Rules of Order shall be deemed to have come into force on the [ ● ] day of [ ● ], 20[●].

**APPENDIX “A”****Ottawa Municipal Campground Authority Members’ Code of Conduct**

The Ottawa Municipal Campground is governed and guided by the Ottawa Municipal Campground Authority which is responsible for setting strategic direction, assuring sound financial management and hiring a [INSERT TITLE].

The following Code of Conduct is provided as a general standard for all Authority Members to ensure they are acting in a manner that is appropriate with regard to the Authority.

1. Authority Members shall, when conducting Authority business, preparing written correspondence, interacting with media, Members of Council, staff or members of the public, act in a manner that brings credibility and good will to the Ottawa Municipal Campground and its partners, respects due process and the authority of the Chair, Vice-Chair or Presiding Officer; and demonstrates respect for all fellow Authority Members, Council, staff and the public.
2. A Member of the Authority shall not:
  - (a) Engage in any business or transaction or have a financial or personal interest that is incompatible with the discharge of his or her official duties;
  - (b) Place themselves in a position where s/he is under obligation to any person who might benefit from special consideration or favour on their part or who might seek in any way preferential treatment;
  - (c) Accord, in the performance of his or her official duties, preferential treatment to relatives or to organizations in which s/he or his or her relatives have an interest, financial or otherwise;
  - (d) Deal with an application to the Ottawa Municipal Campground for a grant, award, contract or other benefit involving his or her spouse, live-in partner, child or parent;
  - (e) Place themselves in a position where s/he could derive any direct or indirect benefit or interest from any matter about which they can influence decisions;
  - (f) Benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public; and
  - (g) Accept gifts, hospitality, or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration by the Authority.
3. A Member of the Authority shall disclose to the [INSERT TITLE] or persons designated, immediately that s/he could be involved in either a real or perceived conflict of interest as prohibited by the Code; and shall abide by any decision made by the [INSERT TITLE], or the designated person, with respect to such conflict of interest without recourse.

4. Where a Member of the Authority believes or has been advised that s/he has or may have a conflict of interest in a particular matter, s/he shall:
- (a) Prior to any consideration of the matter, disclose his or her interest and the general nature thereof;
  - (b) Leave the room for the duration of time that the matter is being considered;
  - (c) Not take part in the discussion of, or vote on any question or recommendation in respect of the matter; and
  - (d) Not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

Should a Member of the Authority breach any of the clauses set out herein, the Authority may censure the member or recommend his or her removal.

\_\_\_\_\_  
Member's Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date