

Youth Advisory Committee Meeting Agenda

Monday, January 20, 2020, 4:30 pm
Tecumseh Town Hall - Sandwich South Room

	Pages
A. Call to Order	
B. Roll Call	
1. Election of Chair, Vice Chair, Secretary and Treasurer	
C. Disclosure of Pecuniary Interest	
D. Delegations	
E. Communications	
1. Youth Advisory Committee Minutes - October 21 and November 25, 2019	3 - 8
2. Youth Advisory Terms of Reference	9 - 11
3. Procedural By-Law No. 2017-62	12 - 28
4. Youth Advisory Committee 2020 Budget	29 - 29
F. Reports	
G. Unfinished Business	
1. Family Game Night	30 - 30
2. Local Government Week	
3. Youth Career Fair	
4. RBC Future Launch Community Challenge Grant	
H. New Business	
1. 2020 Project Planning	31 - 32
Manager Recreation Programs and Events, Email dated December 18, 2019 Regarding 2020 Events	
2. Town of Lakeshore Youth Advisory Committee - Networking Meeting	
I. Next Meeting	
February 24, 2020	

J. Adjournment

Youth Advisory Committee

Minutes

Date: Monday, October 21, 2019
Time: 4:30 pm
Location: Tecumseh Town Hall - Sandwich South Room

Present:

Member Jacob Altenhof
Member Michael Altenhof
Chair Brendan Froese
Secretary Tamsyn King
Treasurer Kristi Koutros
Member Kurtis Hengl Lachance
Member Tia-Lynne McCann
Member Ava Ruuth
Member Cameron Skinner

Also Present:

Manager Committee & Community Services, Christina Hebert

Absent:

Councillor Rick Tonial
Vice-Chair Suzie Sawicki

A. Call to Order

The Chairperson calls the meeting to order at 4:32 pm.

B. Roll Call

C. Disclosure of Pecuniary Interest

None reported.

D. Delegations

None.

E. Communications

1. Youth Advisory Committee Minutes - September 16, 2019

Motion: YAC - 16/19

Moved By Treasurer Kristi Koutros

Seconded By Member Kurtis Hengl
Lachance

That the minutes of the September 16, 2019 meeting of the Youth Advisory Committee as were duplicated and delivered to the Committee members, are accepted.

Carried

F. Reports

None.

G. Unfinished Business

1. Local Government Week

By way of an update, the Members are informed Local Government Week (LGW) school tours commenced today and are scheduled throughout the next two weeks. The submission deadline for both the elementary and secondary school contests is Friday, November 15, 2019.

Continued assistance by the Committee in promoting the LGW tours and contests is requested.

2. Youth Career Fair

The Members are apprised of updates respecting the Youth Career Fair, scheduled for November 7, 2019.

As previously discussed, local business sectors and area high schools have been invited to participate in a 'trade show' fashion open house whereby participating students can visit each booth and dialogue with each vendor.

The event has been scheduled from 10:00 am - 6:00 pm to accommodate students and parents wishing to attend with their child(ren) after work hours.

Continued feedback and suggestions for participating vendors from the Members is appreciated.

The YAC are reminded of their assistance in advertising the event using social media and as liaisons between the Town and their respective schools to spread awareness about the event.

3. Recreation Events

A. Family Game Night

B. Christmas in Tecumseh/Breakfast with Santa

Discussion ensues regarding the Family Game Night (FGN) held on October 18. The event was well-attended and enjoyed by the participants.

Friday, November 15 is the next FGN and volunteers are needed. A reminder is provided regarding the supervision duties and that it is the Member's responsibility to coordinate coverage of their shift amongst the other Members should a matter arise.

The Manager Committee & Community Services advises the Recreation Department is seeking volunteers for the Christmas in Tecumseh & Santa Parade and Breakfast with Santa to be held on November 22 and 23, respectively. She explains the various activities where volunteers are needed for both events.

The Members commit to advising of their availability for the above events.

4. Call for Committee Applications

A reminder is provided that October 31 is the submission deadline for making application to the Town's Committees and Awards.

H. New Business

1. Community Support Centre of Essex County - Transportation

The Manager Committee & Community Services details the services provided by Community Support Centre of Essex County (CSC). CSC provides transportation to youth, ages 17 and older, to attend medical appointments as well as youth living with a disability and travelling for social activity.

The Members are encouraged to share CSC services with interested persons.

I. Next Meeting

The next Youth Advisory Committee meeting will be held on November 25, 2019.

J. Adjournment

Motion: YAC - 17/19

Moved By Member Cameron Skinner

Seconded By Treasurer Kristi Koutros

That there being no further business, the Monday, October 21, 2019 meeting of the Youth Advisory Committee now adjourn at 5:08 pm.

Carried

Brendan Froese, Chair

Christina Hebert, Manager Committee
& Community Services

Youth Advisory Committee

Minutes

Date: Monday, November 25, 2019
Time: 4:30 pm
Location: Tecumseh Town Hall - Sandwich South Room

Present:

Member, Jacob Altenhof
Member, Michael Altenhof
Chair, Brendan Froese
Treasurer, Kristi Koutros
Member, Kurtis Hengl Lachance

Also Present:

Manager Committee & Community Services, Christina Hebert

Absent:

Councillor, Rick Tonial
Secretary, Tamsyn King
Member, Tia-Lynne McCann
Member, Ava Ruuth
Vice-Chair, Suzie Sawicki
Member, Cameron Skinner

A. Call to Order

The meeting was adjourned at 4:45 pm due to a lack of quorum. No discussion was held and no decisions were made.

B. Roll Call

C. Disclosure of Pecuniary Interest

D. Delegations

E. Communications

1. Youth Advisory Committee Minutes - October 21, 2019

Motion: YAC - 18/19

That the minutes of the October 21, 2019 meeting of the Youth Advisory Committee as were duplicated and delivered to the members, **be adopted.**

F. Reports

G. Unfinished Business

1. **Local Government Week**
2. **Youth Career Fair**
3. **Recreation Events**
 - a. Family Game Night
 - b. Christmas in Tecumseh/Breakfast with Santa
4. **RBC Future Launch Community Challenge Grant**

H. New Business

I. Next Meeting

The next Youth Advisory Committee meeting will be held on January 20, 2020.

J. Adjournment

Motion: YAC - 19/19

That there being no further business, the Monday, November 25, 2019 meeting of the Youth Advisory Committee **be adjourned** at _____ pm.

Brendan Froese, Chair

Suzie Sawicki, Vice-Chair

1. Background

The Tecumseh Youth Advisory Committee (TYAC) will be an advisory body to the Council and Administration of the Town of Tecumseh (Town) and shall be subject to an annual review during the budget process.

2. Purpose

The TYAC will:

- a. provide advice to Council and Administration of the Town on issues that affect area youth; and
- b. work with Town departments, agencies and organizations that are involved in youth initiatives.

To fulfill this mandate, the TYAC will strive to develop and maintain a positive liaison with other individuals, groups, agencies, organizations, etc., who are addressing issues of concern to local youth.

3. Authority

The TYAC will report directly to the Director Corporate Services & Clerk, or designate, and is advisory to Council and Administration.

4. Duties and Responsibilities

- a. provide relevant input into policy development;
- b. initiate and facilitate occasional youth recreational opportunities and community activism;
- c. act as an advisory committee to the Town on issues brought to the TYAC, as well as research issues brought forward by the TYAC;
- d. develop partnerships and mentorship with youth-driven and youth-serving organizations;
- e. interact and develop partnerships and liaisons with other Town committees;
- f. raise awareness about the TYAC and its initiatives, as well as other positive youth-driven and youth-serving organizations and activities;
- g. provide an annual report of achievements and future goals to Council at the end of a TYAC appointed term;
- h. provide minutes of their meetings to the next following Regular Council Meeting Agenda.

5. Composition

The TYAC will be composed of 6-12 youth between the ages of 13-23 who reside in the Town, as approved by the Director Corporate Services & Clerk and appointed by Council.

Members of the TYAC over the age of 18 will be required to obtain a criminal reference check prior to their appointment.

6. Tenure of Members

The TYAC shall be appointed for a term that coincides with the term of Council expiring on November 14th of the year in which a municipal election is held unless provided by a resolution of Council. Members may remain on the TYAC as long as they are able to fulfill their duties and meet the eligibility requirements of the committee.

Resigning members must submit written notice one (1) month prior to their last intended meeting. An exiting interview may be conducted.

7. Attendance

In order to facilitate the goals of the TYAC, members are expected to attend all meetings. Members must provide a valid reason for an excused absence.

An excused absence is considered as school commitments [exams, midterms, finals, and class projects], illness, emergency and prior commitments deemed at the discretion of the TYAC.

When possible, members should notify the Director Corporate Services & Clerk at least 24 hours in advance of a meeting if they know that they will be absent. If this is not possible, members should make every effort to contact the Director Corporate Services & Clerk in regards to the reason for their absence.

If a member misses three (3) consecutive meetings with “unexplained absences”, the Director Corporate Services & Clerk will contact the member to see if there are unknown circumstances. If the absences continue after the contact, the member will be deemed to have resigned from the TYAC.

Event attendance is mandatory and the same procedure applies to events as to the meetings.

8. Meetings

TYAC members will meet at Town Hall once a month on a date and time to be determined by the appointed members. Quorum is one half of the current membership of the TYAC, plus one (1).

Meetings will be held in accordance with the Town’s Procedural By-law No. 2017-62.

9. Chairperson

A Chairperson will be elected by vote of the TYAC at the end of each meeting to serve as the Chairperson for the next scheduled meeting.

If the Chairperson is unable to attend a meeting, a new Chairperson will be selected by vote at the beginning of the meeting.

When called upon by Administration to attend Council or Public meetings, not less than two (2) TYAC members will represent the TYAC.

10. Financial Reporter

Any interested member can fill the Financial Reporter position by approval of the TYAC. The Financial Reporter will serve a term of one (1) year and will update the TYAC on the status of the budget at the beginning of every meeting.

Duties also include reminding TYAC members when to hand in expense claim forms, keeping track of funds left in the budget and noting various expenses and expenditures. The Financial Reporter will be in regular contact with the Director Corporate Services & Clerk and update the TYAC as to their current budget status.

11. Budget

The initial budget for the TYAC will be \$10,000 per year, for the operating and funding of the TYAC, subject to budget approval from Council. This budget shall be contained within a separate operating account and will be subject to regular audit procedures of the Town.

Additional funds for special functions, grants and sponsorship dollars may be raised by the TYAC but shall also be deposited within the separate operating budget and be subject to regular audit procedures.

12. Support

The Corporate Services & Clerks Department shall be primarily responsible for administrative support for the TYAC. Other Town Departments may also provide support, advice and assistance when consulted.

**The Corporation of The Town of Tecumseh
By-Law Number 2017 - 62**

A By-law to govern the proceedings of Council and its committees/local boards, the conduct of its members and the calling of meetings.

WHEREAS pursuant to Section 238(2) of the *Municipal Act, 2001, S.O. 2001, c.25, (Act)* every Council and local board shall adopt a procedure by-law to govern the calling, place and proceedings of meetings;

AND WHEREAS Section 238(2.1) of the Act requires the procedure by-law to provide for public notice of meetings;

AND WHEREAS the Council of The Corporation of the Town of Tecumseh adopted By-law No. 2008-69 on October 28, 2008 to provide for rules governing the order and procedure of and its Committees/Local Boards (Procedural By-law);

AND WHEREAS in accordance with recent amendments to the Act and the *Municipal Elections Act, 1996, S.O. 1996 c.32*, amendments to the Procedural By-law are in order;

Now Therefore, The Council of The Corporation of The Town of Tecumseh, Hereby Enacts As Follows:

1. Definitions:

For the purpose of this by-law the following definitions are applicable:

- A) "CAO" shall mean the Chief Administrative Officer of the Town of Tecumseh;
- B) "Chair" shall mean the person presiding over a Council Meeting, Committee Meeting or Meeting of a Local Board;
- C) "Clerk" shall mean the Clerk of the Town of Tecumseh and shall include a Deputy Clerk or anyone designated by the Clerk to carry out duties of the municipal Clerk;
- D) "Committee" means any advisory or other committee, subcommittee or similar entity appointed by Council and which one or more members are also a member of Council and includes the Committee of Adjustment;
- E) "Corporation" means the Corporation of the Town of Tecumseh;
- F) "Council" shall mean the Council of the Town of Tecumseh;
- G) "Head of Council", as Chief Executive Officer, means the Mayor;
- H) "Local Board" does not include Police Service Board or public library board;
- I) "Meeting" means any regular, special or other meeting of a Council, of a Local Board or of a Committee of either of them where:
 - (1) A quorum is present and
 - (2) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision make of the Council, Local Board or Committee;
- J) "Town" means the Corporation of the Town of Tecumseh;
- K) "Quorum" shall mean the majority of the whole number of the members of Council who are present in person. The quorum for the purpose of the Council of the Corporation of the Town of Tecumseh shall be 4 members of Council.

2. Scope

The rules and regulations contained in this by-law shall be observed in all proceedings of the Council, Local Board and Committees and shall be the rules and regulations for the dispatch of the Order of Business by Council, Local Boards and its Committees.

3. Establishment - Committees - As Necessary

- A) Council may appoint such standing, special and community Committees as are necessary or expedient for the orderly and efficient handling of the affairs of the Corporation and may establish generally or in detail the duties and responsibilities, composition, duration of a Committee established.
- B) The dates and times for meetings of Committees shall be established by resolution of Council.
- C) Notice of Committee meetings shall be posted on the Town's website and/or declared at a prior meeting of Council.

4. Meetings of Council**A) Inaugural Meetings**

- (1) The inaugural meeting of Council, after the 2018 regular election, shall be held on the first Tuesday in December at 7:00 pm in the Council Chambers of the Tecumseh Town Hall located at 917 Lesperance Road.
- (2) The inaugural meeting of Council, after the 2022 regular election and regular elections thereafter, shall be held on the first Tuesday that next follows November 15 at 7:00 pm in the Council Chambers of the Tecumseh Town Hall located at 917 Lesperance Road.
- (3) The Clerk shall call the inaugural meeting to order and chair the meeting until the Mayor-elect has taken the Oath of Office. The Mayor shall then assume the chair.

B) Regular Meetings

After its inaugural meeting, the Council shall meet on the second and fourth Tuesday of every month during the year, at 7:00 p.m. at the Tecumseh Town Hall, located at 917 Lesperance Road, unless such day shall be a legal, public or civic holiday, in which case, the Council shall meet at the same hour the next following day which is not a legal, public or civic holiday and at the same place, or unless altered in the manner hereinafter provided.

C) Altering of Regular Meetings

- (1) Any regular meeting of the Council may be altered to a day named in:
 - (a) A notice by the Mayor or Acting Mayor of Council given through the Clerk's office and two (2) clear days in advance of the regular meeting, or
 - (b) A by-law or resolution of Council passed by a majority of the whole number of the members thereof providing therefore;

- (2) Notice of the alteration shall be posted on the Town's website and/or declared at a prior meeting of Council and/or in accordance with the relevant provisions of the Act, as amended from time to time and/or any by-law by the Town specifying requirements for the giving of notice.

D) Special Meetings

- (1) The Mayor may at any time summon a special meeting on one (1) clear days' notice specifying the purpose of such meeting which shall be the sole business transacted thereat.
- (2) Upon receipt of a petition by the majority of the members of Council, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition.
- (3) Notice of the meeting to members of Council may be given by the Clerk through electronic communication, telephone or in person.
- (4) Notice to the public of the Special meeting shall be posted at the Town Hall and on the Town's website.

E) Adjourned Meetings

Unless otherwise determined by a resolution of Council, passed by a majority of the whole number of the members thereof, the Council shall adjourn at the hour of 11:00 p.m., if it is then in session, and shall reconvene at the hour, date and place determined in such resolution when the unfinished business of the preceding meeting shall be transacted, including any business that might have been transacted at such preceding meeting but was not for want of time or opportunity to do so.

F) Closed Meetings

- (1) All Council, Local Board and Committee meetings shall be open to the public;
- (2) Notwithstanding paragraph 4. F) (1) above, a meeting of Council or a Committee may be closed to the public if the subject matter being considered relates to:
 - (a) The security of the property of the Corporation or a Local Board;
 - (b) Personal matters about an identifiable individual including municipal or Local Board employees;
 - (c) A proposed or pending acquisition or disposition of land by the Corporation or Local Board;
 - (d) Labour relations or employee negotiations;
 - (e) Litigation or potential litigation including matters before administrative tribunals, affecting the Corporation or Local Board;
 - (f) A matter in respect of which the Council, Local Board, Committee or other body has authorized a meeting to be closed under another Act;
 - (g) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

- (h) The consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* while the Council, local board, commission, committee or other body is designated as the head of the institution for the purpose of that Act.
- (3) A meeting of a Council or Local Board or of a Committee or either of them may be closed to the public if the following conditions are both satisfied:
 - (a) The meeting is held for the purpose of educating or training the members, and
 - (b) 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.
- (4) Before all or part of a meeting is closed to the public, the Council or Committee shall state by resolution:
 - (a) The fact of the holding of the closed meeting; and
 - (b) The general nature of the matter to be considered at the closed meeting.
- (5) Subject to Subsection 4. F) (2), a meeting shall not be closed to the public during the taking of a vote;
- (6) A meeting may be closed to the public during a vote if:
 - (a) Subsection 4. F) (2) permits or requires a meeting to be closed to the public and;
 - (b) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Corporation, Local Board, Committee or persons retained by or under contract with the Corporation.
- (7) Meetings or sessions which are closed to the public may be referred to as 'in-camera' meetings or sessions.

5. Role of Council

- A) It is the role of Council:
 - (1) to represent the public and to consider the well-being and interests of the municipality;
 - (2) to develop and evaluate the policies and programs of the Corporation;
 - (3) to determine which services the Corporation provides;
 - (4) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
 - (5) to ensure the accountability and transparency of the operations of the Corporation, including the activities of the senior management of the Corporation;
 - (6) to maintain the financial integrity of the Corporation; and
 - (7) to carry out the duties of Council under this or any other Act.

6. Role of Head of Council

It is the role of the Head of Council:

- A) to act as Chief Executive Officer of the Corporation;
- B) to preside over Council meetings so that its business can be carried out efficiently and effectively;
- C) to provide leadership to the Council;
- D) without limiting clause (c), to provide information and recommendations to the Council with respect to the role of Council described in subsection 5 (d) and (e);
- E) to represent the municipality at official functions; and
- F) to carry out the duties of the Head of Council under this or any other Act.

7. Head of Council as Chief Executive Officer

As Chief Executive Officer of the Corporation, the Head of Council shall:

- A) uphold and promote the purposes of the Corporation;
- B) promote public involvement in the Corporation's activities;
- C) act as the representative of the Corporation both within and outside the Town, and promote the Corporation locally, nationally and internationally; and
- D) participate in and foster activities that enhance the economic, social and environmental well-being of the Corporation and its residents.

In the absence of the Head of Council the Deputy Mayor will act as the Head of Council and while so acting, the Deputy Mayor has and may exercise all the rights, powers and authority of the Head of Council.

8. Order of Proceedings at a Meeting of Council, Local Board or Committee

A) When meeting is to be called to order

As soon after the hour fixed for a meeting as a Quorum is present, the meeting shall be called to order.

B) When meeting is NOT to be called to order

Where a Quorum is not present within fifteen (15) minutes after the hour fixed for a meeting, the Clerk shall record the names of the members of Council or Committee present and the meeting shall stand adjourned until the next meeting.

C) Order of Business: Council

The Order of Business for the ordinary meetings of Council shall be as follows:

- (1) Call to Order
- (2) Moment of Silence
- (3) Roll Call & Disclosure of Pecuniary Interest
- (4) Minutes
- (5) Adoption of Supplementary Agenda
- (6) Delegations
- (7) Communications
- (8) Committee Minutes
- (9) Reports
- (10) By-laws
- (11) Unfinished Business
- (12) New Business

- (13) Motions
- (14) Notice of Motions
- (15) Next Meetings
- (16) Adjournment

All business shall be taken up in the Order of Business in which it stands, unless otherwise decided by Council.

D) Order of Business – Special, Public and Closed meetings of Council

The Order of Business for the ordinary meetings of Council shall be as follows:

- (1) Call to Order
- (2) Roll Call
- (3) Disclosure of Pecuniary Interest
- (4) Delegations
- (5) Communications
- (6) Reports
- (7) Adjournment

E) Order of Business – Committees and Local Board

The Order of Business for Committee and Local Board meetings shall be as follows:

- (1) Call to Order
- (2) Roll Call
- (3) Pecuniary Interest
- (4) Delegations
- (5) Communications
- (6) Reports
- (7) Unfinished Business
- (8) New Business
- (9) Next Meeting
- (10) Adjournment

All business shall be taken up in the Order of Business in which it stands, unless otherwise decided by Committee or Local Board.

F) Delivery of Agendas

- (1) The Clerk shall post on the municipal website notice for all Council, Committee and Local Board Meetings established by Council and such posting serves as notice of the Meeting to the public as required by the Act.
- (2) Prior to the first Meeting in January of each year the Clerk shall post on the Corporation's website the schedule for all regular Council Meetings for the calendar year.
- (3) The Clerk shall give at least twenty-four (24) hours' notice to the public of all special Meetings of Council, Committee and Local Board Meetings and post an agenda.
- (4) The Clerk shall post on the Corporation's website the full and complete agenda for each Council, Committee and Local Board Meeting not less than five (5) days in advance of the day appointed for holding the Meeting which posting may also serve as notice to the public of the Meeting.

- (5) Where notice of intention to pass a by-law or notice of a public Meeting is required to be given by statute, the Clerk shall cause such notice to be published in a newspaper in addition to posting on the Corporation's website.
- (6) Where notice of Intention to pass a by-law or notice of a public Meeting is required to be given by statute, such notice shall be provided in the timeframe prescribed in the said statute, or its regulations, and if not so prescribed, notice shall be given at least four (4) calendar days prior to the proposed action being taken.
- (7) The Corporation's annual budget shall be adopted by by-law at a regular Council Meeting and the Clerk shall provide a minimum of four (4) days' notice by posting the notice on the municipal website and publishing the notice in a local newspaper. Normal operating costs incurred prior to the adoption of the annual budget shall not require notice, and approval of such expenditures shall be deemed ratified upon the adoption of the annual budget.
- (8) Unless otherwise prescribed, where notice of intention to pass a by-law or notice of a public Meeting is required to be given by statute, the form of the notice shall include the following information:
 - (a) a description of the purpose of the meeting, or the purpose and effect of the proposed bylaw;
 - (b) the date, time and location of the meeting;
 - (c) where the purpose of the meeting or proposed by-law is related to specific lands within the municipality, a key map showing the affected lands; and
 - (d) the name and address of the person who will receive written comments on the issue that is the subject of the meeting and the deadline for receiving such comments.
- (9) Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.
- (10) Lack of receipt of notice or failure to comply with the notice provisions of this by-law shall not invalidate the holding of the Meeting or any decision of Council or a Committee made at the Meeting.

9. Conduct of Proceedings at a Meeting of Council or Committee

A) Presiding Officer

It shall be the duty of the Mayor or Acting Mayor or Chair or the Chair of the Committee or of a Local Board:

- (1) To open the meeting of Council, Local Board or the Committee by taking the chair and calling the members to order;
- (2) To announce the business before the Council or Committee or Local Board in the order of which it is to be acted upon;
- (3) To receive and submit, in the proper manner, all motions presented by the members;
- (4) To put to vote all questions, which are regularly moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;

- (5) To decline to put to vote motions which infringe the rules of procedure;
- (6) To restrain the members, when engaged in debate, within the Rules of Order;
- (7) To enforce on all occasions the observance of order and decorum among the members;
- (8) To call by name any members persisting in breach of the Rules of Order of the Council or Committee or Local Board, thereby ordering him to vacate the Council or Committee chambers;
- (9) To receive and announce all messages and other communications and announce them to the Council or Committee or Local Board;
- (10) To authenticate, by his signature, when necessary, all by-laws, resolutions and minutes of the Council or Committee or Local Board;
- (11) To inform the Council, Local Board or Committee, when necessary or when referred to for the purpose, in a point of order or usage;
- (12) To select members of Council who are to serve on Committees or Local Board, after written submissions by members, which are to be delivered prior to the first meeting in each year;
- (13) To represent and support the Council or Local Board or Committee, declaring its will, and implicitly obeying its decisions in all things;
- (14) To ensure that the decisions of Council, Local Board or Committee are in conformity with the laws and by-laws governing the activities of the Council, Local Board or Committee;
- (15) To adjourn the meeting when the business is concluded;
- (16) To expel any person for improper conduct at a meeting;
- (17) To adjourn the meeting without question put in the case of grave disorder arising in the Council or Committee or Local Board chamber.

10. Decorum

No member shall:

- A) Disturb one another, or the Council or Committee or Local Board itself, by any disorderly deportment disconcerting to any member speaking;
- B) Resist the Rules of Order or disobey the decision of the Presiding Officer or of the Council or questions of order or practice or upon the interpretations of the Rules of Order of the Council or Committee or Local Board;
- C) Be permitted to retake his seat at any meeting after being ordered by the presiding officer to vacate, after committing a breach of any Rule of Order of the Council or Committee or Local Board, without making apology and obtaining the consent of Council or Committee or Local Board expressed by a majority vote of the other members present, determined without debate;
- D) Leave his place on adjournment until the Presiding Officer leaves the chair;
- E) Speak until he has addressed himself to the Presiding Officer;

- F) Walk across or out of the chamber or make any noise or disturbance when the Presiding Officer is putting a question and shall occupy his seat while a vote is being taken and until the result thereof is declared.

11. Rules of Order

A) The Presiding Officer

In directing the course of debate, the Mayor, Acting Mayor or the Chair of the Local Board or Committee shall:

- (1) Designate the member who has the floor, when two or more members wish to speak;
- (2) Preserve order and decide questions of order;
- (3) Read all motions presented in writing and state all motions presented verbally before permitting debate on the question, except when otherwise provided in this by-law.

B) Members

In addressing the Council or Committee or Local Board, no member shall:

- (1) Speak disrespectfully of Her Majesty the Queen or any of the Royal Family, or of the Governor-General, Lieutenant-Governor or any member of the Senate, the House of Commons of Canada or the Legislative Assembly of Ontario;
- (2) Use indecent, offensive or insulting language in or against the Council or Committee or Local Board or any member thereof;
- (3) Speak beside the question in debate;
- (4) Reflect upon any prior determination of the Council or Committee or Local Board, except to conclude such remarks with a motion to rescind such determination;
- (5) Speak more than once to the same question, except:
 - (a) upon the consideration of a report from a Committee to which it was referred by Council after being properly introduced and debated, but not determined, or
 - (b) in explanation of a material part of his speech which may have been interpreted incorrectly, or
 - (c) with leave of the Council or Committee or Local Board after all other members so desiring have spoken, or
 - (d) a reply may be allowed by leave of the Council or Committee or Local Board to the member who presented the motion to Council, in which case, he shall speak for no longer than a five (5) minute period without leave of Council or Committee or Local Board;
- (6) Ask a question except of the previous speaker and in relation to that Speaker's remarks;
- (7) Interrupt the member who has the floor, except to raise a point of order.

C) General

- (1) 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.

- (2) Any member may appeal the decision of the Presiding Officer on a point of order to the Council or Committee, which shall decide the question without debate upon a majority vote of the members present.
- (3) Debate shall be restricted to each proposal in its turn when a question has been divided upon leave of Council or Committee or Local Board.

12. Motions

A) Notice

At least three (3) working days' notice shall be given to all new motions, except motions respecting:

- (1) matters of privilege,
- (2) the presentation of petitions,
- (3) to table a matter to a later date,
- (4) to move the previous question,
- (5) to refer a matter,
- (6) to adjourn,
- (7) to amend,
- (8) to suspend the Rules of Order, or
- (9) on the previous question.

B) "Notice of Motion"

Means a motion received by the Clerk in writing, moved by a member for inclusion on a future agenda of a meeting of the Council.

C) Must be Seconded

- (1) A motion must be formally seconded before the Presiding Officer can put the question or be recorded in the Minutes.
- (2) Motions which have not been seconded shall be recorded in the minutes and noted as defeated.

D) Withdrawal

After a motion is read or has been stated by the presiding officer, it shall be deemed to be in possession of the Council or Committee or Local Board and can be withdrawn before decision or amendment only with leave of the Council or Committee or Local Board, expressed by resolution.

E) Priority of Disposition

A motion properly before Council or Committee or Local Board for decision must receive disposition before any other motion can be received, except a motion to amend, for the previous question, to adjourn, to extend the hour of closing proceedings, to commit, or on a matter of privilege.

F) To Amend

A notice to amend:

- (1) May be presented in writing;
- (2) Shall receive disposition of Council or Committee or Local Board before a previous amendment or the question;

- (3) Only one motion to amend an amendment to the question shall be allowed and any further amendment must be to the main questions;
- (4) Shall be relevant to the question to be received;
- (5) Shall not be received proposing a direct negative to the question;
- (6) Two separate distinct proposals of a question may be made;
- (7) Shall be put in the reverse order to that in which it is moved.

G) Previous Question

A motion for the previous question:

- (1) Cannot be amended;
- (2) Cannot be proposed when there is an amendment under consideration;
- (3) Shall preclude all amendment of the main questions;
- (4) When resolved in the affirmative, the question is to be put forthwith without debate or amendment;
- (5) When resolved in the negative, the question shall not be put at the meeting, but placed on the Order [routine] of Business for the next ordinary meeting of Council or the Committee, or such later meeting as the Council or the Committee or Local Board may decide, but not later than the last ordinary meeting of the Council or the Committee or Local Board to be held in the year in which the original motion was made;
- (6) Cannot be received in any Committee of Council;
- (7) Can only be moved in the following words: "That the question be now put"; and
- (8) May be voted against by the mover and seconder.

H) To Adjourn

A motion to adjourn:

- (1) The meeting shall always be in order, except as provided in this paragraph and shall be put immediately without debate;
- (2) When resolved in the negative, cannot be made again until after some intermediate proceeding shall have been completed by Council or Committee or Local Board;
- (3) Is not in order when a member is speaking, nor during the verification of a vote;
- (4) Cannot be amended;
- (5) Is not in order immediately following the affirmative resolution of a motion for the previous question.

I) Repetition

A motion called in the order in which it stands upon the agenda of the order of business of a meeting and which is not decided by Council or Committee or Local Board, shall be allowed to stand, retaining its precedence upon the agenda of the order of business of the next ordinary meeting of Council or Committee or Local Board.

J) Ultra Vires

A motion on a matter beyond the jurisdiction of the Council or Committee or Local Board shall not be received by the Presiding Officer.

K) Privilege

A motion on a matter of privilege shall receive disposition of Council or Committee or Local Board forthwith upon receipt and, when settled, the question so interrupted shall be removed at the point where it was suspended.

L) Reconsideration

A motion for reconsideration of a question which has been decided upon but not acted upon may be made at any time by a member who voted thereon. A motion to reconsider will be carried by a two-thirds (2/3) majority of the members present and voting. No such motion can be received which would require reconsideration of the same question more than once during the twelve (12) months following the date on which the question was decided.

M) To Commit

A motion to commit or recommit a question to a Committee, with or without instructions, may be amended but must receive disposition by Council before the question, or an amendment to the question; and when made prior thereto, before decision on a motion for the previous question or postponement.

N) Verbal Motions

Incidental motions in respect of a matter of special privilege, suspension of Rules of Order, adjournment, postponement, for the previous question, or commitment may be made verbally.

O) Divided Motion

A motion containing distinct proposals may be divided with leave of Council or Committee or Local Board.

13. Voting on Motions

A) Question Stated

Immediately preceding the taking of the vote thereon, the Presiding Officer may state a question in the form introduced, and shall do so if required by a member except when a motion for the previous question has been resolved in the affirmative, he shall state the question in the precise form in which it will be recorded in the minutes.

B) No Interruption After Question Stated

After a question is finally put by the Presiding Officer, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

C) Division of Question

A separate vote shall be taken upon each proposal contained in a question divided with leave of Council or Committee.

D) Vote of Presiding Officer

- (1) The Presiding Officer, except where disqualified to vote, may vote on all questions, and when so doing, shall vote last;
- (2) When the Presiding Officer determines to vote on a question, his vote shall be spoken, signified, polled and recorded after the votes of each member voting.

E) Vote Not Allowed

A member not present before the result of a division on a question is declared shall not be entitled to vote on that question.

F) Unrecorded Vote

The manner of determining the decision of Council or Committee or Local Board on a motion shall be at the discretion of the Presiding Officer, and may be by voice, show of hands, standing or otherwise.

G) Recorded Vote

Upon a request made before proceeding to another item of business, by a member who was present when the question was stated, a recount of the vote shall be taken and the previous decision of a vote determined in any other manner, and whether declared or not, shall not be binding upon the Council or Committee or Local Board.

14. General:

A) Order of Business

The Clerk shall have prepared an agenda for the routine of business in paragraph 8 C) and D) for the use of each member at a Council or Committee or Local Board meeting.

B) Disclosure of Pecuniary Interest

- (1) At a meeting at which a member discloses an interest under section 5 of the *Municipal Conflict of Interest Act, R.S.O. 1990 c.M.50*, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Clerk.
- (2) The Clerk shall maintain a registry in which shall be kept,
 - (a) a copy of each statement filed under section 5.1; and
 - (b) a copy of each declaration recorded
- (3) The registry shall be available for public inspection on the Town's website and the Clerk's Department.

C) Minutes

- (1) The Minutes shall record:
 - (a) The place, date and time of the meeting;
 - (b) The names of the Presiding Officer or officers and of the members present;
 - (c) The reading, presentation, correction and the adoption of the minutes of prior meetings.
- (2) It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting and all subsequent special meetings held more than three (3) days prior to a regular meeting, are placed on the next following regular Council meeting agenda.

D) Communications

Letters or written communications requiring consideration and action will be listed on the agenda

E) Delegations

- (1) Persons desiring to verbally present information on matters of fact or make a request of council, shall give written notice to the Clerk seven (7) days in advance of the meeting at which they wish to appear.
- (2) The written notice of delegation shall state the topic to be discussed and any request to be made of the members.
- (3) Delegations shall be limited in speaking not more than ten minutes (10), except that a deputation consisting of more than five persons (5) shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes in total time.
- (4) May be heard upon approval of Council, by resolution stated at the meeting.
- (5) The Clerk in consultation with the Mayor and CAO has authority to deny Delegation requests under the following circumstances:
 - (a) The request is not submitted within the time required in Paragraph 14. E) (1) of this By-law;
 - (b) No written submission together with handouts or materials is provided with the request or the submission is incomplete;
 - (c) The subject matter is deemed to be beyond the jurisdiction of Council;
 - (d) The issue is specific to a labour/management dispute, or other matter properly held in closed session;
 - (e) The issue has been or is to be considered by the Committee of Adjustment;
 - (f) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue previously considered or decided by Council within a period of twelve (12) months following the date on which the issue was last considered or decided by Council;
 - (g) Council previously indicated it will not hear further from this Delegation; or
 - (h) The issue should be referred to Administration for action.
- (6) A Delegation shall not be received by Council on matters relating to litigation or potential litigation affecting the Corporation, including matters which are before and under the jurisdiction of any court or tribunal, unless such matter is referred to Council by the said court or tribunal, in the alternative, Council deems the matter to be sufficiently important to allow the Delegation to be heard.

- (7) If applicable, Delegations shall provide a copy of their presentation to the Clerk seven (7) days in advance of the meeting at which they will be appearing. If using presentation software, such as PowerPoint, Delegations shall provide an electronic version to the Clerk, which shall be uploaded onto a Town-supplied laptop that Delegations may use during the Meeting. Presentation materials shall be attached to the circulated Agenda, whenever possible.
- (8) Delegations shall not distribute printed materials during the Meeting. All printed materials must be submitted to the Clerk prior to the commencement of the Meeting.
- (9) The display of placards and signs is not permitted during a Meeting.
- (10) The Clerk will only circulate material that complies with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
- (11) Delegations will be scheduled in an order to be determined by the Clerk.
- (12) Delegations shall address their remarks through the Chair.
- (13) Delegations shall confine their remarks to the business stated in the written notice given to the Clerk.
- (14) Except on matters of order, Members shall not interrupt a Delegation while he/she is addressing Council, the Committee or Local Board.
- (15) Members may address a Delegation only to ask questions and not to express opinions or enter into debate or discussion.
- (16) Once a motion to receive the presentation or to decide on the matter or to provide direction, has been moved and seconded, no further representation or questions of the Delegation shall be permitted.
- (17) The Chair may curtail any Delegation, any questions of a Delegation or debate during the presentation, as a result of disorder or other breach of the Procedural By-law. If the Chair rules that the Delegation is concluded, the person or persons appearing before Council shall withdraw from the table.

F) Petitions

A petition in regard to a matter within the jurisdiction of Council or Committee or Local Board made over the signatures of the subscribers, shall be presented by a subscriber or agent who knows the contents thereof and vouches for the propriety of the petition may be received on leave of Council or Committee or Local Board, may be disposed forthwith, assigned some future time for consideration by Council or Committee or Local Board, or referred to a Committee.

G) Reports

- (1) Shall be received upon leave of Council or Committee or Local Board; or
- (2) May be accepted or approved upon resolution of Council or Committee or Local Board;
- (3) May be recommitted to Council or Committee or Local Board or a different Committee.

H) Unfinished Business

The Items listed in the Order of Business of prior meetings which have not been disposed of by Council or Committee or Local Board and the date of their first appearance on the order of business shall be noted and repeated on each subsequent order of business until disposed of by Council or Committee or Local Board, unless removed from the order of business by leave of Council or Committee or Local Board.

I) By-laws

Every proposed by-law shall:

- (1) be introduced by the Clerk, specifying the title or upon the report of a committee;
- (2) receive three (3) separate readings;
- (3) be endorsed by the Clerk with the date of the several readings thereof;
- (4) be the responsibility of the Clerk for correctness when amended;
- (5) be finally passed by Council before signature by the Mayor or Acting Mayor of Council and the Clerk, and
- (6) be stamped with seal of the Corporation of the Town of Tecumseh;

Every proposed by-law may be referred to a Committee for report after second reading, and such reference may be made with or without debate on either or both the proposed by-law or the motion to so commit, as the Council may decide.

J) Suspension of Rules

Any procedure required by this by-law may be suspended with consent of not less than four-fifths (4/5) of the members present.

K) Electronic Recordings and Photographs

Any person may make an electronic recording of Council, Committee or Local Board Meetings or take photographs provided that the activity does not, in the opinion of the Chair, interfere with the Meeting proceedings or interfere with the Corporation's recording of Council Meetings.

15. Former By-laws Repealed

By-law No. 2008-69, as amended, by the Corporation, is hereby repealed and any by-law inconsistent with this by-law.

16. Effective

This by-law shall come into full force on the date of the final passing thereof.

READ a first, second and third time and finally passed this 12th day of September, 2017.




Gary McNamara, Mayor


Laura Moy, Clerk

**Town of Tecumseh
2020 Approved Budget
Youth Advisory Committee 1280**

	2018 Actuals	2019 Forecast	2019 Budget	2020 Budget	\$ Change	% Change	2021 Forecast	2022 Forecast
11 General Operating								
EXPENDITURES								
Maintenance Materials & Supplies								
5-2400 Materials & supplies	481	370		500	500		510	520
5-2870 Tent/Hall Rental	173	250		250	250		250	250
Total Maintenance Materials & Supplies	654	620		750	750		760	770
Contract Services								
5-2170 Bus Service Events	181	1,995		2,000	2,000		2,000	2,000
Total Contract Services	181	1,995		2,000	2,000		2,000	2,000
Utilities								
5-2880 Licenses/Permits	34	232	500	500			500	500
Total Utilities	34	232	500	500			500	500
Other								
5-2250 Miscellaneous Service	350	1,154	9,500	500	-9,000	-94.74%	500	500
5-5070 Meetings (meals)	658	1,000		1,000	1,000		1,000	1,000
5-5610 Advertising				250	250		250	250
5-5640 Promotional items	7,458	5,000		5,000	5,000		5,000	5,000
5-5800 Travel & Mileage	23							
Total Other	8,489	7,154	9,500	6,750	-2,750	-28.95%	6,750	6,750
Expenditures Before Transfers	9,358	10,001	10,000	10,000			10,010	10,020
TOTAL EXPENDITURES	9,358	10,001	10,000	10,000			10,010	10,020
NET EXPENDITURES	9,358	10,001	10,000	10,000			10,010	10,020



Fun for the
whole family!

Hi Christina

I'm in the process of preparing the 2020 Events schedule and want to see if the Youth Advisory Committee would be interested in assisting and/or sponsoring some of the events. I also welcome the support and participation of the Senior Advisory Committee at any of our events...

Earth Day Celebration

Wednesday, April 22

Location TBD

Inviting local school to participate in community planting

Rock N Swim Pool Party

Friday, June 26

Tecumseh Leisure Pool

Sponsorship of the DJ

Outdoor Movie Night

Friday, September 4

Town Centre Park

Date confirmed; will forward movie options for consideration

Canada Day Celebration

Wednesday, July 1

Lakewood Park

Similar to previous years, a community event will be hosted in LW park. The YAC has provided support for the event by helping to run some of the scheduled activities.

Tecumseh Corn Festival

August 28-30

Lacasse Park

Perhaps the YAC & SAC would like to sponsor / run an activity at the festival

Summer Concert, Bonfire & Marshmallow Roast, and Fireworks

Saturday, September 5

Lakewood Park

Similar to previous years, a community event will be hosted in LW park. The YAC has provided support for the event by helping with the bonfire and providing supervision during the fireworks display.

Christmas in Tecumseh & Santa Parade

Friday, November 20

Town Centre Park & Tecumseh Arena

Require the help of community volunteers for a variety of activities

Breakfast with Santa

Saturday, November 21

Tecumseh Arena

Require assistance with serving the breakfast and portraying Santa's elves

Thanks

Kerri

Kerri Rice

Manager, Recreation Programs/Events