

**CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**

**BY-LAW NUMBER 08-2015**

**A BY-LAW TO PROVIDE RULES GOVERNING  
THE PROCEEDING OF THE  
TOWNSHIP OF NORTH GLENGARRY  
AND THE CONDUCT OF ITS MEMBERS**

**WHEREAS** the *Municipal Act, 2001*, (as amended) requires that every Council and local board shall adopt a procedure by-law governing the calling, place and proceedings of meetings

**AND WHEREAS** it is deemed expedient to adopt, by by-law, rules governing the order and procedure of the Council of The Township of North Glengarry;

**THEREFORE** the Council of The Township of North Glengarry enacts as follows:

**PART 1 - INTERPRETATION / DEFINITIONS**

1. In this By-law:

- a) “Agenda” means the written Order of Business
- b) “Chair” means the person presiding over a meeting, who is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceeding.
- c) “Clerk” means the CAO/Clerk of the Corporation of the Township of North Glengarry or his/her designate.
- d) “Committee” means a Committee of Council which has been duly appointed to deal with specific administrative matters and provides advice and/or recommendations to Council.
- e) “Council” is the Council of the Corporation of the Township of North Glengarry acting as per the *Municipal Act* as the governing body of the Township, comprised of seven members: Mayor, Deputy Mayor and five councillors.
- f) “Councillor” is the term consistent with the *Municipal Act*.
- g) “Head of Council” or “Mayor” means the Mayor of the Corporation of the Township of North Glengarry, duly elected and as defined in the *Municipal Act*.
- h) "Deputy Mayor" means the councillor for the Township of North Glengarry elected or appointed to the position of Deputy Mayor.
- i) “In Camera” or “closed session” means a meeting or portion thereof, which is closed to the public in accordance with the *Municipal Act, 2001 section 239* (as amended)
- j) “Majority” means more than half of the votes cast by members entitled to vote.
- k) “Meeting” means any regular or special meeting of Council or Committee.
- l) “Member of Council” means a person duly elected or appointed by bylaw to serve on the Council for the Corporation of the Township of North Glengarry.

- m) “Notice of Motion” means an advance notice to members on a matter which Council will be asked to take a position.
- n) “Order of Business” means the sequence of business under consideration at a meeting that has been duly called and constituted.
- p) “Point of Personal Privilege” means a matter that a Member considers to impugn their integrity or the integrity of the Council.
- q) “Quorum” means the majority of the whole number of the members of Council who are present in person.
- r) “Recorded Vote” means the recording in the Council Minutes, the names of each Member present and the manner of their vote on a matter or question before the Council. In the case of a Member who has declared a conflict on the matter or question, the minutes shall reflect the Member abstained from the vote.
- s) “Regular Meeting” means a scheduled business meeting held in accordance with the approved calendar/schedule of meetings.
- t) “Rules of Procedure” means the applicable procedural rules and rules of conduct contained in this by-law.
- u) “Special Meeting” means a meeting not scheduled in accordance with the approved calendar/schedule of meetings.
- v) “Department Heads” means Township management staff reporting to the CAO and solely responsible to manage the affairs of Public Works, Treasury, Planning and Building, Fire and Recreation departments (or others as amended from time to time based on the salary grid and corporate structure approved by Council).
- w) "CAO" means the individual appointed by bylaw to the position of Chief Administrative Officer (CAO) to generally manage the corporate affairs of the Township of North Glengarry.

## PART 2 - GENERAL APPLICATION OF THIS BY-LAW

2. a) The rules of procedure contained in this by-law shall be observed in all proceedings of Council and shall be the rules for the order and dispatch of business in the Council and to all Committees thereof.

b) All points of order or procedure for which rules have not been provided in this by-law shall be decided by the Chair in accordance, as far as is reasonably practical, with the rules of parliamentary law as contained in Robert’s Rules of Order.

c) Unless a contrary intention appears, in this By-law, words in the singular include the plural and words importing masculine gender include the feminine.

d) All Members, except the Mayor, are to be addressed as:  
 “COUNCILLOR (surname inserted)”.

e) The Mayor shall be addressed as:  
 “MAYOR (surname inserted)”

## PART 3 - MEETINGS

### 3.1 Inaugural Meeting

a) The first meeting in a new term of Council shall be held not later than the first Monday in December in each election year, at the hour of seven o'clock in the evening.

b) The location of the inaugural meeting shall be in the Council Chambers of the Township of North Glengarry, unless otherwise determined by the resolution of the outgoing Council.

### 3.2 Regular Meetings

#### Location of Meetings

a) All regular meetings of the Council shall be held in the Council Chambers of the Township of North Glengarry at the Sandfield Centre or at such other place within the Township of North Glengarry as Council may from time to time determine.

#### Date and Time of Regular Meetings

b) Council meetings shall be held the second and fourth Monday of each month at 7:00 p.m.. A meeting calendar will be presented to Council for approval by the Clerk at the first meeting in December of each year detailing the dates for all Regular Council meetings.

c) In the event the Monday designated for holding of a Regular Council meeting falls on a public or civic holiday or on a day when City Hall is closed for business, Council shall meet at the designated hour on the first day following which is not a public or civic holiday.

d) All regular meetings of Council shall commence at 7:00 p.m.

#### Notice of Meeting/ Agenda circulation

e) The Clerk shall cause to be delivered to all members of Council a notice/agenda package for each regular meeting of Council via email / electronic download and if requested a hardcopy to the mail box designated for the Member in the Township Office. The notice/agenda package of the regular meeting shall be provided not less than 72 hours before the hour appointed for the holding of such meeting. Shortly thereafter, the Clerk shall also distribute a copy of the notice/agenda package to the Department Heads and post the agenda on the corporate website.

### 3.3 Special Meeting of Council

a) In addition to regular meetings, the Mayor may at any time summon a special meeting of Council by providing written (or email) direction to the Clerk stating the date, time and purpose for the special meeting. A minimum of 24 hour notice is required to hold any special meeting.

b) In addition, a majority of Council Members may at any time petition the Clerk to call a special meeting of Council by providing the written (or email) petition to the Clerk stating the date, time and purpose for the special meeting.

c) In addition, in the absence of the Mayor, the Deputy Mayor may at any time summon a special meeting of Council by providing written (or email) direction to the Clerk stating the date, time and purpose for the special meeting.

d) The Clerk shall give notice to the members of the Council of all special meetings of Council whenever required without delay using email or electronic download. Shortly thereafter, the Clerk shall also distribute a copy of the notice to Department Heads and the Media; and post the notice / agenda on the corporate website in order to provide the required 24 hours public notice of a meeting.

### 3.4 Closed Meetings of Council

a) Standing Committee and Council meetings, or portions thereof, may be held “In Camera” only in accordance with the *Municipal Act, 2001 (as amended)*. The Clerk in conjunction with the Mayor and the Senior Management Team will place the “In Camera” session, at the end of the meeting. The only matters to be considered “In Camera” are as follows:

- i. the security of the property of the municipality or local board.
- ii. personal matters about an identifiable individual, including municipal or local board employees.
- iii. a proposed or pending acquisition of land for municipal or local board purposes.
- iv. labour relations or employee negotiations.
- v. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
- vi. advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- vii. a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act.
- viii. a matter in respect of the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council is designated as the “Head” for the purpose of that Act.
- ix. a meeting may be closed to the public if both of the following conditions are satisfied:
  - 1) the meeting is held for the purpose of educating or training the members.
  - 2) at the meeting, no member discusses or otherwise deals with any matter that materially advances the business or decision-making of the Council or Committee.

b) Prior to moving “In Camera” for one of the reasons listed in Section 3.4 a), Council shall pass a motion in public session stating:

- i) the fact of the holding of the closed meeting;
- ii) the general nature of the matter to be considered; and
- iii) the relevant legislative authority

c) A meeting may be closed to the public during the taking of a vote if Section 3.4 a) permits it, or requires that the meeting be closed to the public; and the vote is for a procedural matter or for giving direction or instructions to officers, employees, or agents of the municipality or local board or persons retained by or under a contract with, the municipality or local board.

d) All resolutions, resulting from “In Camera” discussions shall be adopted in either a closed or an open session.

e) The rules of Council as outlined in the procedural by-law shall apply during closed meetings of Council.

3.5 Committee meetings shall generally be held on a monthly basis, at the call of the Committee Chair.

### 3.6 Adjournment Hour/All Meetings

a) All regular meetings shall stand adjourned when the Council has completed all business as listed on the Order of Business or automatically adjourn at the hour of 10:00 p.m.

### 3.7 Quorum/Call to Order

a) As soon as there is a quorum after the time set for the start of the meeting, the Mayor shall take the chair and call the meeting to order.

b) A majority of Members (more than half the total of the Council) is necessary to constitute a quorum of the Council.

c) In the event that a quorum is not present within 30 minutes after the designated start time of the meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned.

d) In the case where a quorum is present and the Mayor has not attended within fifteen minutes after the time appointed, the Clerk shall call the members to order, and the Deputy Mayor shall assume the Chair during the meeting or until the arrival of the Mayor.

e) In the event the Deputy Mayor is not present then the members shall nominate and elect a Chair among the members present who shall preside during the meeting or until the arrival of the Mayor.

f) Members of Council are encouraged to notify the Clerk when the Member is aware that he/she will be absent from any meeting of Council.

g) If a quorum ceases to be present during the course of a meeting, proceedings must stop and the Chair must adjourn the meeting to a later date.

h) In the absence of the Mayor, either if a vacancy occurs or the Mayor is otherwise unavailable to perform mayoral duties, it is understood that the Deputy Mayor will assume Mayoral responsibilities, including signing authority, chairing meetings and other duties normally done by the Head of Council.

## **PART 4 - ORDER OF BUSINESS**

### **4.1 Order of Business**

The Clerk shall prepare for the use of the members at the Regular Meetings of the Council an "Order of Business" (also known as the Council Agenda) in the following form and order:

1. DECLARATIONS OF CONFLICTS OF INTEREST
2. ACCEPT THE AGENDA (Additions/Deletions)
3. ADOPTION OF PREVIOUS MINUTES
4. COMMITTEE RECOMMENDATIONS
5. DELEGATION
6. CAO / CLERK'S DEPARTMENT
7. FINANCE DEPARTMENT
8. PLANNING / BUILDING & BY-LAW ENFORCEMENT DEPARTMENT

9. PUBLIC WORKS DEPARTMENT
10. CORRESPONDENCE
11. NEW BUSINESS
12. NOTICE OF MOTION
13. QUESTION PERIOD (limit of one question per person and subsequent question will be at the discretion of the Mayor/Chair).
14. CLOSED SESSION BUSINESS
15. CONFIRMING BYLAW
16. ADJOURN

4.2 The Clerk may, under the direction of the Mayor, prepare a supplementary Order of Business in order to deal with urgent matters only. Individual Council members should notify the Mayor of a proposed addition at least 24 hours in advance of the meeting. If notice cannot be provided, Councillors or the CAO/Clerk may raise additions to the agenda at the beginning of the meeting to be added and approved by Council resolution as amendments to the agenda.

4.3 The Council Agenda (Order of Business) will be established through the agenda review process, consisting of the CAO / Clerk and department heads for the purpose of determining capacity for consideration at any given meeting.

4.4 The introduction of the Notice of Motion is governed by the following procedure:

- (i) the notice must be signed by the mover and the seconder of the motion, and must state the date of the meeting to which it is directed,
- (ii) the motion must be accompanied by information supporting the motion, a statement of the purpose of the motion, and the advantages and disadvantages of passing the motion,
- (iii) only the member making the motion may make introductory remarks.

#### PART 5 - DECLARATIONS OF CONFLICT OF INTEREST

5.1 It is the responsibility of each Member to identify and disclose any pecuniary interest (as defined by the *Municipal Conflict of Interest Act*) in any item or matter before the Council or any Committee of Council.

5.2 Where a Member, either on his own behalf or while acting, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or standing Committee at which the matter is the subject of consideration, the member shall:

- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof.
- b) not take part in the discussion of, or vote on any question in respect of the matter.
- c) not attempt in any way whether before, during, or after the meeting to influence the voting on any such question.

5.3 Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

5.4 Where the interest of a Member has not been disclosed by reason of absence from the

particular meeting, the Member shall disclose the interest and otherwise comply at the first meeting of Council or Committee, as the case may be, attended by the Member after the particular meeting.

5.5 The Clerk shall record the particulars of any disclosure of pecuniary interest made by members of Council or Committees, as the case may be, and any such record shall appear in the minutes of that particular meeting of Council or of Committee, as the case may be.

#### PART 6 - DELEGATIONS

6.1 Any person who wishes to appear before Council shall make application to the Clerk by 4:00 p.m. (EST) on the Wednesday preceding the Council meeting in order to be placed on the Agenda. A written brief is encouraged and, if submitted to the Clerk by 4:00 p.m. on the Wednesday preceding the Council meeting shall be copied and distributed as "Delegation" submissions to Council members.

a) Where the subject matter of the delegation falls outside of the scope and responsibility of the Council, the Clerk reserves the right to notify the person(s) that the presentation should be properly referred to the most appropriate board, commission, agency or Provincial or Federal government ministry for consideration.

b) A maximum of 3 delegations shall be scheduled to take place during a regular Council meeting. A maximum five (5) minutes shall be allotted for each delegation to present his/her position of support or opposition to the relevant item on the Order of Business. The Chair may waive the time limit at his discretion. Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views. Delegations are encouraged not to repeat information presented by an earlier delegation.

6.2 Members of the public attending a Committee and/or Council meeting shall respect the decorum of Council and refrain from public outbursts; shouting; or behaviour intended to disrupt the debate, discussion and/or general proceedings of the Council. The Mayor or Chair may request that a member or members of the public vacate the Council Chambers if their behaviour is deemed to be disruptive to the business at hand. The Mayor or Chair may unilaterally suspend the meeting until order is restored in the Council Chambers.

6.3 The display of placards and signs is not allowed in the Chamber.

#### PART 7 - RULES OF DEBATE IN COUNCIL

7.1 No Member shall speak to a question or motion until the Member has been recognized by the Mayor or Chair.

7.2 When a Member is speaking no other Member shall interrupt that member except to raise a point of order.

7.3 Prior to the taking of a vote, a 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 who is speaking.

#### PART 8 - VOTING PROCEDURES

8.1 Every Member present at a meeting of the Council or Committee when a question is put shall vote unless prohibited by statute, in which case, the Clerk shall record the name of the Member and the reason that he or she is prohibited from voting and if a member is absent, the Clerk shall also record his/her absence during the vote. All members present at the time of the vote must vote unless otherwise disqualified, regardless of whether they were present for the debate.

8.2 When a vote is taken and a tie results, it is deemed to be lost.

8.3 If any Member at a meeting of the Council or Committee does not vote when a question is put and a recorded vote is taken, he or she shall be deemed to have voted in the negative except where the Member has abstained from the vote as a result of declaring an interest in the matter or question before the Council.

8.4 When a recorded vote is requested by a Member, the Clerk shall record the name and vote of every Member on the question under consideration.

#### PART 9 - ROLE OF THE COUNCIL

9.1 Council is responsible for establishing policies within the authority of enabling legislation for the purpose of guiding the administration of municipal government in the Township of North Glengarry.

9.2 Subject to legislative restrictions, develop regulations to be adopted in by-laws and resolutions for the overall benefit of the community.

9.3 Appoint statutory officers and senior officials to ensure that an appropriate management system is in place to administer the Township within the adopted policies of Council.

9.4 To collectively oversee the administrative functions as carried out by appointed officials within delegated authority and the policies adopted by Council.

9.5 To be prepared to attend regular and special meetings of Council and committees to which a Member has been appointed by Council to participate in the development and adoption of policies and directions for the Township of North Glengarry.

9.6 To act as liaison between the citizens they represent and the municipality, to ensure that the intention of the established policies and regulations are applied in a manner that is conducive to the citizens and community as a whole.

9.7 To oversee the financial affairs and delivery of municipal services through the adoption of policies and budget control guidelines and to ensure that appropriate audit procedures and monitoring programs are in effect.

9.8 Council Members shall be guided by the Corporate Code of Conduct.

#### PART 10 - ROLE OF THE MAYOR

10.1 In addition to the responsibilities of Council as outlined in Part 9 of this by-law, the Mayor is responsible to act as the Head of Council, providing leadership to Council.

10.2 The Mayor shall act as Council's representative when dealing with other levels of government, their agencies, the private sector and the media.

10.3 The Mayor shall coordinate political representation on behalf of the Township when required at meetings, receptions, functions and community activities, and to direct administrative functions to the attention of the CAO.

10.4 The Mayor shall preside at Council meetings and conduct the meetings consistent with the provisions of this by-law.



10.5 The Mayor shall be the official spokesperson on matters discussed in closed meetings of Council until such time as those matters have been ratified at an open Council meeting.

10.6 The Mayor shall be guided by the Corporate Code of Conduct.

10.7 In the absence of the Mayor and during said absence, the Deputy Mayor shall assume the roles described above.

#### PART 11 - ROLE OF THE CAO

11.1 The CAO is responsible to Township Council for the efficient management of the administration of the Corporation's various departments.

11.2 All presentations, written reports and recommendations of department heads to Council shall be co-ordinated through the CAO.

11.3 The CAO and all Township staff shall be guided by the Corporate Code of Conduct.

#### PART 12 - ROLE OF THE DEPARTMENT HEADS

12.1 Each Department Head shall act in accordance with any statutory duties.

12.2 Each Department Head shall be responsible to and subject to direction and control by the CAO.

12.3 Each Department Head shall be guided by the Corporate Code of Conduct.

#### PART 13 - ROLE OF THE CLERK

13.1 The Clerk shall be responsible for preparing and distributing the agenda for all meetings of Council and Committees in accordance with the provisions of this by-law.

13.2 The Clerk shall make a copy of the Regular Agenda available to the Department Heads, the public and the media following distribution of the regular agenda to members of Council.

13.3 The Clerk may prepare the agenda in electronic format.

13.4 The Clerk shall ensure that administrative processes relative to the agenda preparation and distribution are comprehensive, efficient and cost-effective.

13.5 The Clerk or his designate shall attend all meetings of Council and Committees of Council.

13.6 The Clerk shall record without note or comment all resolutions, decisions and proceedings of Council and Committees of Council.

13.7 The Clerk shall forward a copy of all decisions, resolutions and directions of Council to the appropriate members of administration, public, agencies, boards, committees and governments.

13.8 The Clerk shall make minor clerical, typographical or grammatical corrections in form to any by-law, motion, resolution and/or minutes as may be required for the purpose of ensuring correct and complete implementation of the actions of Council.

13.9 The Clerk shall present by-laws directly to Council for

a) the appointment of staff for municipal law enforcement and Provincial Offences administration

b) consolidation of by-laws for housekeeping amendments

c) minor amendments resulting from changes to Provincial enabling legislation

13.10 The Clerk shall maintain the originals of all by-laws and minutes of the proceedings of Council.

13.11 The Clerk shall present an annual meeting calendar in December for consideration by Council.

13.12 The Clerk shall be guided by the Corporate Code of Conduct.

#### **Part 14: COMMITTEES:**

14.1 Committees may be appointed by Council from time to time to consider specific matters or to serve in an advisory capacity. Those committees can be for a specified time (i.e. ad hoc nature) or the Standing Committees outlined below.

14.2 The following applies to all committees:

- a) All committees are governed by this procedural bylaw, the Municipal Act and Roberts Rules.
- b) Committees shall appoint a chair from among its members for the term of Council.
- c) Unless authorized by bylaw, no committee or member of a committee shall incur any expense or liability in the name of the Corporation.
- d) The CAO/Clerk is a non-voting resource to all committees and may delegate staff to act as resources to any committee at his/her discretion.

The standing committees, membership and terms of reference are outlined below.

#### **Public Works Committee:**

A Public Services standing committee is hereby established and shall be composed of all 7 members of Council and 2 lay person appointed by Council resolution for the term of Council.

The Director of Public Works (or his/her designate) shall serve the committee as a non-voting member of the committee.

The terms of reference for the committee are as follows:

- to report on matters referred to it by Council
- to process matters referred by the Chief Administrative Officer
- to assist the municipal administration in the development of recommendations concerning Council policy
- to assist municipal administration, when requested, to develop administrative policies
- to assist the municipal administration to prepare long-range plans
- to assist the municipal administration in identifying, developing and prioritizing capital projects
- to work with the municipal administration to analyze and make recommendations concerning the levels of service in the Public Works department.

### **Recreation Committee:**

A Recreation committee is hereby established and shall be composed of 3 members of Council and 2 lay persons appointed by Council resolution for the term of Council with one being the Chair of the Municipal Recreation Association Committee (MRAC).

The Director of Recreation (or his/her designate) shall serve the committee as a non-voting member of the committee.

The terms of reference for the committee are as follows:

- to report on matters referred to it by the Council;
- to process matters referred by the Chief Administrative Officer;
- to assist the municipal administration in the development of recommendations concerning Council policy;
- to assist municipal administration, when requested, to develop administrative policies;
- to assist the municipal administration to prepare long-range plans;
- to assist the municipal administration in identifying, developing and prioritizing capital projects;
- to work with the municipal administration to analyze and make recommendations concerning the levels of service in the Recreation Department facilities and programs.

### **Planning Committee:**

A Planning Committee is hereby established and shall be composed of all 7 members of Council.

The Chief Building Official / Planning Manager shall serve the committee as a non-voting member of the committee.

The terms of reference for the committee are as follows:

- to report on matters referred to it by the Council;
- to process matters referred by the Chief Administrative Officer;
- to assist the municipal administration in the development of recommendations concerning Council policy;
- To manage and oversee recommendations to Council regarding municipal planning matters under the *Planning Act*.

### **Arts, Culture and Heritage Advisory Committee:**

An Arts, Culture and Heritage Advisory Committee is hereby established and shall be composed of 2 members of Council and 5 lay persons appointed by Council resolution for the term of Council. The CAO / Clerk or his designate shall serve the committee as a non-voting member of the committee.

The terms of reference for the committee are as follows:

- To promote and support arts, culture and heritage as central elements in the well-being of North Glengarry.
- to report on matters referred to it by the Council;
- to process matters referred by the Chief Administrative Officer;
- to assist the municipal administration in the development of recommendations concerning Council policy;
- to assist municipal administration, when requested, to develop administrative policies;
- to review and vet application to the community grant program
- to act as a Municipal Heritage Committee and advise and assist Council on all matters relating to Parts IV and V of the Ontario Heritage Act, R.S.O. 1990, CHAPTER O.18;
- Foster cross-cultural cooperation by liaising with community groups and stakeholders

- Advocating on behalf of arts, culture and heritage in the community

**District Fire Chiefs Committee:**

A District Fire Chiefs Committee is hereby established and shall be composed of 2 members of Council, the North Glengarry Fire Chief, the Fire Service Administrator and the fire stations Chiefs and Deputy Chiefs. For the purposes of quorum, a majority of members must be present and a minimum of representation from the 3 fire stations and 1 councillor will be required (Apple Hill, Alexandria, Maxville).

The Fire Service Administrator shall serve the committee as a non-voting member of the committee.

The terms of reference for the committee are as follows:

- to report on matters referred to it by Council
- to process matters referred by the Chief Administrative Officer
- to assist the municipal administration in the development of recommendations concerning Council policy
- to assist municipal administration, when requested, to develop administrative policies
- to assist the municipal administration to prepare long-range plans
- to assist the municipal administration in identifying, developing and prioritizing capital projects
- to work with the municipal administration to analyze and make recommendations concerning the levels of service in the North Glengarry Fire Department
- to coordinate operational issues between the three fire stations to improve communication and coordination of human resources, equipment and financial matters.

**PART 15 - EFFECTIVE DATE**

**14.1 That By-law No. 27-2013 & 31-2013 are hereby repealed.**

**15.1 This By-law shall come into force and take effect on the 26<sup>th</sup> day of January 2015.**

\_\_\_\_\_  
**Clerk / Deputy Clerk**

\_\_\_\_\_  
**Mayor**

I hereby certify this to be a true copy of By-Law No. 08-2015, and that such By-law is in full force and effect.

\_\_\_\_\_  
**Date Certified**

\_\_\_\_\_  
**Clerk /Deputy Clerk**