

TOWNSHIP OF WELLESLEY

BY-LAW NUMBER 51/2015

A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND COMMITTEE

WHEREAS Section 238(2) of the Municipal Act, 2001 provides that every municipality shall pass a procedural By-law for governing the calling, place and proceedings of meetings.

AND WHEREAS the Council of the Corporation of the Township of Wellesley deems it desirable that there be rules governing the conduct of its members;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WELLESLEY ENACTS AS FOLLOWS:

1. DEFINITIONS

For the purpose of this By-law:

- a. "Clerk" means the Clerk of the Corporation of the Township of Wellesley;
- b. "Council" means the Council of the Corporation of the Township of Wellesley;
- c. "Head of Council" means the Mayor of the Corporation of the Township of Wellesley or as applicable, the Acting Mayor;
- d. "Committee of the Whole" means all the Council members sitting as committee;
- e. "Committee of Council" means any advisory or other committee, subcommittee or similar entity composed of members of one or more boards or councils;
- f. "Information Session" means an informal meeting of the Council or Committee, arranged by the Clerk as a workshop, strategic or brainstorming session;
- g. "Improper Conduct" means unethical conduct and includes engaging in a course of vexatious comments or conduct against another person that is known or ought reasonably to be known to be unwelcome.
- h. "Local Board" means a local Board as defined in the Municipal Act, 2001 .
- i. "Chair" means the person presiding at a Meeting, whether it be the Head of Council, Committee Chairperson or any other Member;
- j. "Closed Session (caucus)" means any Meeting or portion of a Meeting not open to the public;
- k. "Delegation" means a person or group making a verbal, written or visual presentation to Council;

- l. "Decorum" means behavior in keeping with good taste and propriety;
- m. "Delegation" means a person or persons who address Council or any Committee in the manner described within the provisions of this By-law'
 - m.1 "unregistered delegations" means a delegation that is not listed on the agenda;
 - m.2 "registered delegations" means a delegation that is listed on the agenda.
- n. "Meeting" means any Regular, Special, Inaugural, Public, Committee of the Whole or other Committee Meeting of Council, but does not include an Information Session;
- o. "Public Meeting" means any public meeting that Council or staff believes is in the best interest of the ratepayers of the Township, and which may or may not be a requirement pursuant to provincial legislation (Municipal Act, Planning Act etc.) for which public notice is required;
- p. "Member" means a Member of Council and includes the Head of Council, Committee or Local Board of the Township of Wellesley;
- q. "Notice" means a written document provided to Members and to the public which advises the recipient of the time and place of a Meeting;
- r. "Petition" means a form stating the reason for the petition and signed by each of the Member(s) who concur with the Petition;
- s. "Point of Order" means bringing attention to any breach of this By-law, or any defect in the constitution of any meeting of the Council, or the use of improper, offensive or abusive language, or notice of the fact that the matter under discussion is not within the scope of the proposed motion, or any other informality or irregularity in the proceedings of Council;
- t. "Recorded Vote" means the recording of the name and vote of each Member of any matter of question.

2. MEETINGS

- 2.1 The Council shall hold its inaugural meeting on the date, hour and place as provided by the Municipal Act. Council and Committee shall thereafter meet at the time and day of the year as specified in a schedule of meetings as approved on an annual basis by Council. The meetings shall be held at the Township of Wellesley Council Chambers. The day, time and place of regular meetings may be altered by resolution of Council.
- 2.2 Any regular meeting of Council or Committee, except for the first meeting, may be postponed through the Clerks Department to a day to be named in the notice given, but such postponement shall not exceed two weeks.

- 2.3 A special meeting may be summoned by the Mayor or when a petition is presented to the Clerk by a majority of Council. The Clerk shall notify all members of Council of each special meeting at least 24 hours prior to the time appointed for such meeting. The notice provision can be waived for an emergency meeting with the consent of a majority of all members of Council.
- 2.4 No business shall be transacted at a special meeting of Council other than that specified in the notice of such meeting or as agreed to by a majority of the members present.

3. QUORUM

- 3.1 A quorum shall consist of the majority of all members of Council or Committee.
- 3.2 If a quorum is not present within thirty minutes after the time fixed for a regular or special Council meeting, the Clerk shall record the names of the members present and Council shall stand adjourned until the next regular or special meeting.
- 3.3 If a quorum is not present after the time fixed for a Committee meeting, the Clerk shall record the names of the members present and business shall be conducted as usual. Motions may be made and voted on, but a notation shall appear in the minutes indicating the number of votes. All actions of the Committee must be ratified at the next regular Council meeting.

4. ROLE OF THE MAYOR

- 4.1 It is the role of the Mayor as the Head of Council:
 - 4.1.1 to Act as Chief Executive Officer of the municipality;
 - 4.1.2 to preside over Council meetings so that its business can be carried out efficiently and effectively;
 - 4.1.3 to provide leadership to Council;
 - 4.1.4 to represent the municipality at official functions;
 - 4.1.5 to carry out the duties of the Head of Council under any Act.
- 4.2 As the Chief Executive Officer of the municipality, the Head of Council shall:
 - 4.2.1 uphold and promote the purposes of the municipality;
 - 4.2.2 promote public involvement in the municipality's activities;

- 4.2.3 act as the representative of the municipality both within and outside the municipality and promote the municipality locally, nationally and internationally; and
- 4.2.4 participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

5. ROLE OF COUNCIL

5.1 It is the role of Council:

- 5.1.1 to represent the public and consider the well-being and interests of the municipality;
- 5.1.2 to develop and evaluate the policies and programs of the municipality;
- 5.1.3 to determine which services the municipality will provide;
- 5.1.4 to ensure that administrative policies, practices and procedures and controllership polices, practices and procedures are in place to implement the decisions of Council;
- 5.1.5 to ensure the accountability and transparency of the operations of the municipality including the activities of the senior management of the municipality;
- 5.1.6 to maintain the financial integrity of the municipality; and
- 5.1.7 to carry out the duties of Council under any Act.

5.2 No member shall:

- 5.2.1 use offensive words or language that is not inclusive;
- 5.2.2 engage in private conversations while in the Council Meeting or use electronic devices including cellular phones, pagers, blackberries, tablets and computers in a manner which disrupts the proceedings of Council or may influence a vote;
- 5.2.3 leave his/her seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced.

6. ADJOURNING

- 6.1 The Presiding Officer shall declare the Council or Committee meeting adjourned when the hour of 11:00 p.m. is reached, unless Council or Committee by unanimous resolution determines it otherwise.

7. ACTING MAYOR/PRESIDING OFFICER

- 7.1 The Mayor shall be the Presiding Officer for Council and the Committee of the Whole portion of the Council meeting. In the absence of the Mayor or if the Mayor's office is vacant, or if fifteen minutes after the time fixed for the regular or special meeting the Presiding Officer is not present, the Acting Mayor shall be Presiding Officer of regular, special and closed meetings of Council. If the Mayor and Acting Mayor are both absent, Council shall appoint a Presiding Officer from the members present.
- 7.2 The Presiding Officer of a Committee shall be that member as appointed by Head of Council at the beginning of each term of Council. The Acting Mayor will be on a three month rotation for the term of Council. If the Presiding Officer is absent, he/she shall appoint someone to chair the meeting.

8. DECORUM OF COUNCIL CHAMBERS

- 8.1 To preserve and protect the decorum of Council Chambers or other meeting place of Council or Committee of the Whole, no person participating in a meeting may undertake any of the following actions:
- 8.1.1 make detrimental comments about, or speak disrespectfully of, or malign the integrity of any member of staff, Council or the public;
 - 8.1.2 use offensive words or an aggressive tone of attack;
 - 8.1.3 disobey any rule or request of the Presiding Officer or any decision of Council or Committee of the Whole on questions of order or practice;
 - 8.1.4 enter into cross debate with the Presiding Officer, members of Council, other delegations or staff;
 - 8.1.5 appear before Council or Committee of the Whole for the sole purpose of generating publicity or personal attacks.
 - 8.1.6 address Council or Committee of the Whole without permission;
 - 8.1.7 interrupt any speech or action of the members of Council or Committee or any other person addressing Council; or
 - 8.1.8 display or have in their possession picket signs or placards in the Council Chambers or meeting rooms or within any municipally owned building used for such purposes.

9. AGENDA

- 9.1 Prior to each regular meeting of Council or Committee, the Clerk shall prepare an electronic agenda of all business to be brought before Council or Committee at such meeting. The agenda shall be delivered by electronic transmission to each member of Council or Committee at least two (2) business days prior to the meeting except in circumstances over which the Clerk has no control.
- 9.2 The Clerk may prepare a revised electronic agenda in order to deal with an urgent matter requiring a Council decision.
- 9.3 Staff reports shall be provided to the Clerks Department by 4:00 p.m. on the Wednesday preceding the Council or Committee meeting for inclusion in the electronic agenda package to Council or Committee;
- 9.4 An electronic copy of the agenda shall be posted on the Township website by 4:00 p.m. on the Friday before the meeting. All revised agendas will be posted on the website by 2:00 p.m. on the day of the meeting.
- 9.5 Agendas shall be formatted as detailed in Section 10 of this By-law, but modifications to the matters to be included or the order of business may be affected without requiring amendment to this bylaw.
- 9.6 The business of Council shall be taken up in the order as listed on the agenda, unless otherwise decided upon by the Mayor, Presiding Officer, Chair or a majority vote of Council.

10. AGENDA OUTLINE:

- 10.1 The business of Council shall proceed in the following order:

Council Session Opens with a Moment of Reflection
Declaration of Pecuniary Interest (if any) in accordance with the Municipal Conflict of Interest Act

- I Minutes of Previous Meeting
- II Receiving Petitions
- III Delegations
- IV Committee of the Whole:
 - (1) Planning & Development
 - (2) Road & Bridge; Property & Fire
 - (3) Administration/Finances
 - (4) Recreation
 - (5) Personnel
- V Accounts
Financial Statement
- VI Unfinished Business
- VII New Business

- VIII Other Reports
- IX Closed Session
- X Read By-Laws First and Second Times:
- XI Pass First and Second Readings
- XII Read By-Laws Third Time, Pass, Sign and Seal
- XIII Next Meetings
- XIV Adjournment

10.2 The business of the Recreation Committee shall proceed in the following manner:

Call to Order by the Chair

- 1. Minutes of the Previous Meeting
- 2. Declaration of Pecuniary Interest (if any) in accordance with the Municipal Conflict of Interest Act
- 3. Delegations
- 4. Recreation Services Board Reports
- 5. Township Recreation Staff Reports
- 6. Other Business
- 7. Next Meetings
- 8. Adjournment

11. FOR INFORMATION

- 11.1 Items listed in the For Information portion of the agenda shall be routine matters, reports provided for information purposes, reports in response to Council questions, and matters of a non-controversial nature.
- 10.2 A member of Council may request that an item on the “For Information” agenda be removed, brought forward and discussed separately.

12. MINUTES

- 12.1 The Clerks Department shall provide administrative services to all meetings of Council and Committee and keep the record of all minutes. Any special committees of Council may request such services of the Clerks Department. It shall be the duty of the Clerk to have an electronic copy of the minutes of the last regular, and all subsequent meetings, delivered to each member of Council and Committee not less than 48 hours before the beginning of the regular meeting, except in circumstances over which the Clerk has no control.
- 12.2 Minutes will record:
 - 12.2.1 the place, date and time of meeting;
 - 12.2.2 the names of the presiding officer or officers and the record of the attendance of the members;

12.2.3 any disclosure of pecuniary interest;

12.2.4 correction and adoption of the minutes of prior meetings, and

12.2.5 a summary of all the other proceedings of the meeting without note or comment.

After the minutes have been adopted they will be signed by the Mayor and Clerk.

12.3 At all regular Council meetings, the Presiding Officer shall ask Council if there are any objections to the minutes so delivered or any motion to correct, and after correction and/or change, shall declare the minutes adopted.

13. DISCLOSURE OF PECUNIARY INTEREST

13.1 Where a member of Council has a pecuniary interest in any matter, including that of a spouse, child or parent and is present at a meeting of Council or Committee at which the matter is the subject of consideration, the member:

13.1.1 shall, prior to the consideration of the matter at the meeting, verbally disclose the pecuniary interest and its general nature, including why the member has a pecuniary interest;

13.1.2 shall, not, at any time, take part in the discussion, or vote on, any question in respect of the matter;

13.1.3 shall not, at any time, attempt, either on his or her own behalf or while acting for, by or through another person, in any way whether before, during or after the meeting influence the voting on any such question;

13.1.4 shall immediately leave the meeting or part of the meeting during which the matter is under consideration and remain absent from it where the matter is under consideration during closed session; and

13.1.5 where the interest of a member has not been disclosed by reason of the member's absence from a meeting where the matter was discussed, the member shall disclose the interest at the next Council or Committee meeting attended by the member.

14. PROCLAMATIONS AND DELEGATIONS

14.1 The request for a proclamation will be circulated for Council members' information only.

14.2 No person shall speak on any subject other than the subject for which they have registered to speak on.

- 14.3 Persons wishing to appear before a regular meeting of Council or Committee shall notify the Clerk no later than 12noon on the Wednesday preceding the meeting. A person may attend on a scheduled meeting date at 6:30pm to informally address Council members.
- 14.4 The Clerk shall evaluate the request for Delegations and decide whether the request complies with the criteria set out within this By-law.
- 14.5 Delegations shall address Council or Committee from the designated area.
- 14.6 Unless Council or Committee otherwise gives permission, no registered person shall be permitted to address Council or Committee for longer than ten minutes. Where a delegation consists of an organized group of five or more people, two people may address Council or Committee, in which event each person shall be limited to speaking for ten minutes.
- 14.7 No delegation shall make detrimental comments, or speak ill of, or malign the integrity of an individual staff member, an individual member of the public or an individual member of Council.
- 14.8 Unregistered Delegations may address Council or Committee during a meeting by a motion from Council or Committee and may speak for no longer than five minutes.
- 14.9 Delegations that have previously appeared before Council or Committee on a subject shall provide new information only in any subsequent presentations relating to that matter.
- 14.10 When more than one person is addressing Council on the same subject, such person or persons following the first person shall be strongly encouraged to only provide new information and not what was covered by the preceding speaker or speakers.
- 14.11 Members of Council may only ask questions of delegations for clarification or obtaining additional information relevant to the presentation and shall not enter into debate with the delegations. All questions of delegations shall be addressed through the Chair.
- 14.12 Council may refuse to hear delegations when, in the opinion of the Council, the subject of the presentation is beyond the jurisdiction of the Township of Wellesley or the presentation is abusive or includes profanity or threats, including threats of litigation.

15. BY-LAWS

- 15.1 Each by-law shall be taken as read the first and second reading once the title of the by-law is read in full and separate motions have been approved.

- 15.2 Upon receiving third reading and final passage, a by-law shall be signed by the Mayor and Clerk and sealed with the corporate seal.
- 15.3 A confirming by-law shall be passed at each Council meeting to confirm the actions and proceedings of Council.

16. PUBLIC NOTICE

- 16.1 The schedule of Council meetings shall be advertised on the Township website.
- 16.2 In the case of Special Council meetings notice shall be given by posting the agenda on the Township website.

17. COMMUNICATIONS AND PETITIONS

- 17.1 Every communication including petition designed to be presented to Council shall be legibly written or printed and shall not contain any impertinent or improper matter or language and shall be signed by at least one person and filed with the Clerk;
- 17.2 Every petition or communication shall be delivered to the Clerk in accordance with Section 9.3 of this By-law.
- 17.3 Communications or petitions addressed to Council shall be listed by the Clerk on the agenda for the next regular meeting and the Clerk shall briefly indicate the content of each such petition or communication.
- 17.4 No information is severed from petitions as they are considered to be a part of the public record.

18. RULES OF DEBATE

- 18.1 When a quorum of the members is present at any regular or special meeting, the Presiding Officer shall call the members to order.
- 18.2 Any member desiring to speak will signify their desire to speak by raising their hand and upon being recognized by the Chair will address their question or comments through the Chair.
- 18.3 When two or more members signify a desire to speak, the Chair will recognize the member who, in the opinion of the Chair, signified first by a show of hands and next recognize in order the other members.
- 18.4 The Presiding Officer shall preserve order and decide all questions of order without argument or comment, subject to an appeal to Council or Committee.
- 18.5 If the Presiding Officer determines he or she wishes to take part in any debate, while addressing Council or Committee, the Presiding Officer shall place another member in the Chair.

- 18.6 The Presiding Officer shall expel or exclude any person including a Township employee, member of the public, delegation or member of Council who has been guilty of improper conduct at any regular or special meeting.
- 18.7 A member may call another member to order while speaking and debate shall then be suspended until the point of order is determined by the Presiding Officer. Any member may appeal the decision of the Presiding Officer. All appeals shall be directed by a majority vote and without debate.
- 18.8 Any member of Council or Committee may require the question or motion under discussion to be read for the member's information at any time during the debate, but not so as to interrupt a member speaking.

19. MOTIONS

- 19.1 Motions may be presented verbally or in writing. When a motion has been moved and seconded, the Presiding Officer shall present the motion for the members, at which time each member of Council or Committee shall be permitted to speak once to the question, and not more than once except with permission of the Presiding Officer and/or Council or Committee.
- 19.2 Discussion or debate of the motion shall be restricted to members of Council or Committee. If clarification is required from a delegation or staff member, permission is required from the Presiding Officer and/or Council or Committee.
- 19.3 After a motion has been stated or read it shall be deemed to be in possession of Council or Committee but it may be withdrawn by consent of the majority of Council or Committee members present.
- 19.4 When any motion is under consideration, no further motions shall be received in accordance with Robert's Rules of Order.

20. VOTING

- 20.1 When a motion is put forward, every member present shall vote unless:
 - 20.1.1 such member has declared a pecuniary interest as provided by the Municipal Conflict of Interest Act or the Local Government Disclosure of Interest Act, upon its Proclamation;
 - 20.1.2 such member has vacated the Council Chambers during the discussion or debate on the motion.
- 20.2 When a motion is put forward, every member entitled to vote shall do so by a show of hands.

- 20.3 A failure to vote by a Member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 20.4 When a recorded vote is requested by any member, the Clerk will ask each individual member for their decision, including the Presiding Officer, who is entitled to vote, shall do so by stating “in favour” or “opposed”. Such votes shall be recorded in the minutes by the Clerk.
- 20.5 Any motion having an equal number of votes shall be deemed to be lost.

21. RECONSIDERATION

- 21.1 After a motion has been decided, a member who voted in the majority may move for reconsideration thereof at any subsequent meeting. A motion for reconsideration may be seconded by any member who voted on the original motion either for or against. No discussion of the question shall be allowed until the motion for reconsideration is approved by a two-thirds majority (4 members) of Council or Committee of the Whole members present.
- 21.2 Decisions made at Committee does not require a motion of reconsideration if not yet ratified by Council.
- 21.3 If a motion to reconsider is decided in the affirmative, such reconsideration of the original motion shall become the next order of business, unless the Motion for reconsideration calls for debate at a future date. The main question to be reconsidered shall proceed as though it had never previously been voted on.
- 21.4 Any member who was absent at the time the vote was taken on the Main Motion, shall be deemed to be a Member who voted with the majority for the purposes of Section 20.1 of this By-law.
- 21.5 No question shall be reconsidered more than once during the term of Council or Committee, nor shall a motion to reconsider be reconsidered.

22. COMMITTEE OF THE WHOLE

- 22.1 The Chairperson of the Committee of the Whole shall be designated by the Mayor at the start of each term of Council.
- 22.2 The Rules of Procedure for the Committee shall be the same as those for Council, except that the Committee members may speak more than once to an issue.
- 22.3 The Committee of the Whole shall meet as required, in accordance with the schedule of meetings approved by Council on an annual basis.

23. CLOSED MEETINGS

- 23.1 Except as provided in Section 238 of the Municipal Act 2001, all meetings shall be open to the public.

- 23.2 A meeting or part of a meeting may be closed to the public if the subject being considered relates to:
- 23.2.1 the security of property of the municipality;
 - 23.2.2 personal matters about an identifiable individual, including municipal or local board employees;
 - 23.2.3 a proposed or pending acquisition or disposition of land by the municipality or local board purposes;
 - 23.2.4 labour relations or employee negotiations;
 - 23.2.5 litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board;
 - 23.2.6 the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - 23.2.7 a matter in respect of which Council or committee has authorized a meeting to be closed under another Act.
 - 23.2.8 the education or training of Council as long as no member discusses or otherwise deals with any matter that would materially advance the business or decision making of the Council.
- 23.3 Prior to any meeting being closed to the public, the Council or Committee shall state by public resolution:
- 23.3.1 the fact of the holding of the closed meeting;
 - 23.3.2 the general nature of the matter being considered at the closed meeting.
- 23.4 Pursuant to Section 239(3) of the Municipal Act, a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.
- 23.5 All information, documentation or deliberations received, reviewed or taken in a closed meeting is confidential.
- 23.6 No member shall release or make public any information considered at a closed meeting or discuss the content of such a meeting with persons other than members of Council or relevant staff members without the authorization of Council.
- 23.7 Any member who contravenes Section 23.6 shall be deemed not to be acting in the interest of, on behalf of, or within the authority of the Council or the Township of Wellesley.

- 23.8 Any violation of this regulation may result in exclusion of the offending member from future closed meetings of Council. That member will no longer be provided with correspondence, materials or information proposed to be dealt with by Council at a closed meeting.
- 23.9 The determination of whether or not a violation has been committed of Section 23.6 of the closed meeting provisions of this by-law, and the length of the exclusion from closed meetings, shall be made by Council prior to the affected member being excluded from any closed meeting. The results of Council's deliberations shall be reported in the open session of Council.
- 23.10 If the purported violation of the closed meeting provisions of this by-law by more than one member is to be considered, a separate resolution of Council with respect to each affected member is to be adopted.

24. ATTENDANCE OF CLERK AT MEETING

- 24.1 The Clerk or his/her designate shall be present at the meetings of Council;

25. SUSPENSION OF RULES OF PROCEDURE

- 25.1 The rules and regulations contained within this by-law and where required, the rules of parliamentary procedure contained in Robert's Rules of Order shall be observed in all proceedings of Council and Committee.

26. LOCAL BOARDS AND COMMITTEES

- 26.1 Local Boards and committees appointed by Council shall have the same terms of office and for such Local Boards and committees shall be consistent with the term of Council.
- 26.2 The provisions of Sections 3, 6, 9, 12, 16, 17, 18, 19 and 21 of this by-law, with necessary modifications, shall apply to the various Local Boards and committees appointed by the Council unless specific terms of reference have been adopted by Council.

27. VACANCY

- 27.1 A member of Council may resign from office by notice in writing filed with the Clerk of the Township of Wellesley, subject to section 260(1) and 263 of the *Municipal Act, 2001*.
- 27.2 The office of a Member of Council of the Township of Wellesley becomes vacant if the member is absent from the meetings of Council for three successive months without being authorized to do so by a resolution of Council.

- 27.3 If a vacancy occurs in the office of a Member of Council, the Council shall, subject to section 263 of the *Municipal Act, 2001*, fill the vacancy.
- 27.4 Subject to section 263 of the *Municipal Act, 2001*, a vacancy in the position of Mayor shall be filled by appointing a person who has consented to accept the office if appointed and meets the eligibility requirements as outlined in the Municipal Act.
- 27.5 Subject to section 263 of the *Municipal Act, 2001*, a vacancy in the position of Councillor shall be filled by appointing a person who has consented to accept the office if appointed and meets the eligibility requirements as outlined in the Municipal Act.
- 27.6 Upon the declaration of a vacancy of a seat on Council, Council shall meet to determine the process for appointment of a new member to fill the vacancy.

SHORT TITLE

This By-law may be known as the “Procedural By-law”.

REPEALED

By-law 1872 of the Township of Wellesley, and all By-laws amending the same and any other By-law inconsistent with the provisions of this By-law are hereby repealed.

EFFECTIVE DATE

This By-law comes into force and effect on the date it is passed by the Council of the Township of Wellesley.

Read a first and second time this 7th day of December, 2015.

Mayor Joe Nowak

Clerk, Grace Kosch

Read a third and final time and passed this th day of , 2015.

Mayor Joe Nowak

Clerk, Grace Kosch