



**The Corporation of the City of Sault Ste. Marie
Procedure By-law 2025-100**

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**THE CORPORATION OF THE CITY OF SAULT STE. MARIE
BY-LAW 2025-100**

COUNCIL PROCEDURE: A by-law to regulate the proceedings of the Council of the City of Sault Ste. Marie

THE COUNCIL of the Corporation of the City of Sault Ste. Marie, pursuant to section 238 of the *Municipal Act, 2001*, and amendments thereto, ENACTS as follows:

1. Rules of Procedure Adopted

- 1.1 In all proceedings had or taken by Council the following rules and regulations shall be observed, and shall be the rules and regulations for the order and dispatch of business of the said Council.
- 1.2 This by-law shall apply to and govern the calling and proceedings of meetings of local boards and committees as defined in the *Municipal Act, 2001*, that is:
 - “committee” means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of Council or a local board;
 - “local board” does not include the police services board, public library board or conservation authority;
 - “meeting” means any regular, special or other meeting of Council, of a local board or of a committee where;
 - (a) a quorum of members is present, and
 - (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.
- 1.3 The Procedure By-law shall be reviewed during the term of each Council by establishing a Procedure By-law Review Task Force initiated by the City Clerk.

GENERAL PROVISIONS

2. General

- 2.1 *Standing Rules Suspended*
Any standing rule, order of Council, or provision of this by-law may be suspended by resolution of Council provided that two-thirds of the members of the Council present vote in favour thereof.
- 2.2 *Rules of Parliament*
All proceedings of the Council or Committees not specifically provided for herein shall be dealt with in accordance with James Lochrie’s *Meeting Procedures: Parliamentary Law and Rules of Order for the 21st Century* and in such cases the decision of the head of Council or Chair as the case may be shall be final and accepted without debate or appeal.

2.3 *Addresses of Members of Council*

Notices of meetings, Agendas, and other information shall be sent to the member's City email address and any such notice, Agenda or other information is duly sent or given if sent to that email address.

2.4 *Execution of Documents*

Whenever, to give effect to any motion or by-law of the Corporation or to perform any of the statutory duties of the Corporation, the execution of any document is required, the head of Council and the City Clerk are hereby authorized for and in the name of the Corporation to execute and to affix the seal of the Corporation to such documents.

2.5 *Electronic Devices*

Each member shall place any electronic device on an inaudible setting during any open or closed session.

2.6 *Attendance in Council Chamber*

No person except members of Council and appointed officials of the City shall be permitted to come within or behind the horseshoe during a meeting of Council without the permission of the head of Council, or, if an objection is raised by any member of Council to such permission being granted, then by a majority of Council.

2.7 *Signs in Council Chamber*

No signs are permitted in the Council Chamber, whether placards or affixed to walls, handrails, etc.

2.8 *Obstructions in Council Chamber*

No one shall obstruct ramps, entry or exit areas to the Council Chamber.

2.9 *Anonymous Communications*

Anonymous communications will not be circulated to members of Council or retained as an official record.

2.10 *Administrative Corrections*

The City Clerk has the authority to make administrative corrections to official records of Council.

2.11 *Severability*

Each and every provision of this by-law is deemed severable and if a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal, invalid or unenforceable, that portion of this by-law shall be severed and shall be inoperative from the balance of the by-law. The remainder of this by-law shall remain operative and continue to operate in full force and effect.

DUTIES OF THE MAYOR

3. Head of Council

3.1 *Mayor Presides*

The Mayor, being the head of Council, shall preside at all meetings of Council and shall be addressed as Mayor or Acting Mayor as the case may be.

3.2 *Right to Vote*

The head of Council (except where the head of Council is disqualified to vote by reason of conflict of interest or otherwise) may vote with the other members on all questions. Any question on which there is an equality of votes shall be deemed to be defeated.

3.3 *State Facts and Position Without Leaving Chair*

The head of Council may state relevant facts and their position on any matter before Council and may debate the question before Council without leaving the Chair.

3.4 *Information to Council Without Leaving Chair*

The head of Council may, without leaving the Chair, address Council between proceedings on any matter which the head of Council deems pertinent to the business of the municipality.

3.5 *Acting Mayor*

At the first business meeting of Council in its term, a by-law shall be placed on the Agenda designating members of Council as Acting Mayor on a monthly rotational basis. Members of Council assume the duties of Acting Mayor on a rotational basis in the event that the Mayor:

- a) does not attend at a meeting within fifteen minutes after the time appointed for the meeting;
- b) has informed the City Clerk that they will be late to the meeting;
- c) is unable to chair the meeting or a portion thereof due to the provisions of the *Municipal Conflict of Interest Act*;
- d) cannot attend to the business duties of the position of Mayor due to illness or absence;
- e) refuses to act; or
- f) if the Mayor's office is vacant.

These provisions only extend to the Acting Mayor presiding at Council Meetings.

The rotation list shall be determined by lot drawn by the City Clerk.

3.6 *Amendment to List of Acting Mayors*

A motion to amend the rotation list of Acting Mayors may be made without notice upon the written consent of the Councillor directly concerned.

MEETINGS OF COUNCIL

4. Inaugural Meeting

4.1 *Date*

The inaugural meeting of the newly elected Council following a regular election shall be held on (or as near as practicable after) the 15th day of November.

The City Clerk shall be responsible for the content of the Agenda of the inaugural meeting. The contents of the Agenda shall be as follows:

- a) Opening of the Meeting (opening ceremonies)
- b) Mayor's Declaration of Office and Oath of Allegiance
- c) Councillors' Declarations of Office and Oaths of Allegiance
- d) Mayor's Inaugural Address
- e) Councillors' Inaugural Addresses
- f) Adjournment

4.2 *Seating of Members*

Prior to the inaugural or first business meeting of Council in each election year the order of seating of Council members shall be determined in the following manner. So long as members are elected from wards and the chamber is divided into two sides or rows, one member from each ward shall be seated in each row or side. The member with the greatest seniority of continuous service shall be seated at the end of the row or side closest to the head of Council. Where seniority is equal, seating shall be determined alphabetically by last name. The order of seating shall remain in effect for the whole term.

5. Regular Meetings

5.1 *Date and Time*

Regular meetings of Council shall be held at 5 p.m. on Mondays at approximately three week intervals. Where a Council meeting would fall on a holiday Monday, the meeting shall take place on the Tuesday following the holiday Monday.

5.2 *Length of Meeting*

No meeting of Council shall exceed five hours in length, including breaks, but excluding any portion of the meeting closed to the public. At the five-hour mark, the City Clerk shall call for a resolution to suspend the provisions of this by-law. Unless that resolution passes by a two-thirds vote of the members of Council present, Council shall adjourn the meeting.

5.3 *Cancellation*

Despite the provisions of section 4.1, the head of Council may, after consulting with other members of the Agenda Review Task Force, cancel a regular meeting of Council if, in their opinion, the items proposed for the Agenda are not of sufficient importance or urgency to warrant the holding of a meeting. Notice of such cancellation shall be posted to the City's website and distributed to the media electronically as soon as possible.

5.4 *Changing Date or Time*

The Council may change the time or date or both of a regular meeting of Council by passing a resolution at a meeting preceding the proposed meeting. Notice of such cancellation shall be posted to the City's website and distributed to the media electronically as soon as possible.

5.5 *Notice*

Notice of meetings of Council, local boards and committees will appear on the City's website.

5.6 *Place of Meeting*

All open meetings of Council shall be held in the Council Chambers unless Council has by resolution appointed some other place.

5.7 *Electronic Participation*

Open and closed meetings of Council (and its boards and committees) may take place physically or electronically or a hybrid of both. Members who participate in open or closed meetings electronically shall be counted for purposes of quorum.

The Chair must attend meetings in person except where there are exclusive electronic meetings.

Where there are exclusive electronic meetings of Council or its boards and committees, they shall be livestreamed for public viewing.

5.8 *Commencement Proceedings*

As soon after the scheduled time of the meeting as there is a quorum present, the head of Council shall call the members present to order.

Council meetings are broadcast to YouTube as a courtesy. In the event that the broadcast is not functioning, meetings will continue after a 15-minute recess to allow any public who wish to come to the Council Chamber to do so.

Board and committee meetings are broadcast to YouTube as a courtesy. In the event that the broadcast is not functioning, board and committee meetings will continue after a 5-minute recess. Recordings of board and committee meeting broadcasts will remain on the City's YouTube channel until minutes of the meeting are approved.

5.9 *Quorum (City Council)*

Six members of City Council shall be necessary to form a quorum. No meeting shall be held or continue unless a quorum is present (except as provided for in the *Municipal Conflict of Interest Act*).

5.10 *Quorum Lacking – Adjourn*

Unless a quorum is present within fifteen minutes after the time appointed for the meeting of Council, the Council shall stand adjourned either until the next regular scheduled meeting or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The City Clerk shall record the

names of the members present at the expiration of the fifteen-minute time limit in the Minutes.

5.11 *Meetings Open to Public*

Meetings shall be open to the public and no person shall be excluded therefrom except for improper conduct. An exclusively electronic meeting is open to the public when it is livestreamed for public viewing.

Board and committee meetings may be held in person with the option for members to participate electronically. Members of the public or media may register and request to observe the meeting electronically.

5.12 *Electronic Recording*

Any person may make an electronic recording of Council or committee meetings provided that the activity does not, in the opinion of the Chair, interfere with the proceedings or interfere with Council sanctioned recording of the meeting.

5.13 *Declarations of Conflict of Interest*

Written declarations of a Conflict of Interest are required for open and closed meetings. A registry of the declarations shall be made available for public inspection.

6. Closed Session

6.1 *Municipal Act Provisions*

Notwithstanding the provisions of section 4.10 above, and pursuant to the provisions of the *Municipal Act, 2001*, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a) the security of the property of the municipality or 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 municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the

contractual or other negotiations of a person, group of persons, or organization;

- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
- l) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13(1) of this Act, or the investigator referred to in subsection 239.2 (being the section authorizing appointment of a closed meeting investigator).
- m) 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* if the Council, board, commission or other body is the head of an institution for the purposes of that Act.

6.2 *Educational or Training Sessions*

A meeting of Council or local board or committee 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.

6.3 *Resolution Authorizing Closed Session*

Prior to a closed session being held, a resolution shall be passed in open session authorizing the closed session, citing the relevant section of the *Municipal Act 2001* as well as a general description of the matter to be discussed.

6.4 *Recording Closed Sessions*

Closed sessions of Council shall be recorded using digital audio-video recording technology. The City Clerk's department shall be responsible for the care and retention of the resulting City Council records. This provision is discretionary for local boards and committees of Council.

6.5 *Voting*

Voting is not permitted in a closed session unless the vote is for a procedural matter or for giving directions or instructions to officers, employees or persons retained by or under contract with the municipality.

6.6 *Closed Meeting Investigation*

Should a report be issued by a closed meeting investigator finding that a meeting or part of a meeting that was the subject of an investigation by that person appears

to have been closed to the public contrary to section 239 of the *Municipal Act, 2001* or to this procedure by-law, Council must pass a resolution stating how it intends to address the report.

7. Special Meetings

7.1 *Calling*

A special meeting of Council may be called in one of the two following ways:

- a) the head of Council may at any time summon a special meeting; or
- b) upon receipt of a petition of the majority of the members of Council, the City Clerk shall summon a special meeting for the purpose and at the time and place mentioned in the petition.

7.2 *Notice to Members of Council*

Notice of special meetings setting forth the matter or matters to be considered shall be given to all members of Council either:

- a) by email or delivery to each member of Council at their home or place of business not less than six hours in advance of the time fixed for the meeting; or
- b) by such other manner as the head of Council shall direct.

7.3 *Notice to the Public*

Notice of special meetings shall be posted to the City's website and distributed to the media electronically as soon as possible.

7.4 *Full Explanation in Notice*

Council shall not consider or decide on any matter at a special meeting unless it has been fully explained in the notice calling the meeting. This provision may be waived upon consent of all of the members of Council present, which shall be recorded in the Minutes.

7.5 *Emergency Meetings*

On urgent and extraordinary occasions, with the verbal consent of two-thirds of the members of Council present, an emergency meeting may be held and in this case the notice provisions of subsection 6.2 and 6.3 do not apply.

RULES OF CONDUCT AND DEBATE

8. Rules of Procedure

8.1 *Head of Council Presides*

The head of Council shall preserve order and decorum, and decide questions of order, subject to an appeal to Council.

8.2 *Address the Chair*

Any member desiring to speak shall, when seated, so signify a desire by fully extending their arm until the attention of the head of Council has been received and, upon being recognized by the head of the Council, shall address the Chair.

When a member is speaking, no other member shall hold discourse which may interrupt the member speaking nor interrupt them except to raise a point of order.

8.3 *Two Members Recognized*

When two or more members signify their intention to speak in accordance with section 7.2, the head of Council shall recognize the member who first signified an intention and shall note and next recognize other members who have so signified their intention in the order in which they have signified their intention. The decision of the head of Council is final.

8.4 *Disrespectful or Irrelevant Speech*

No charge shall be made involving the character or conduct or language of a member of Council unless such member is present to reply or unless due notice has been given to that member to be present to defend themselves.

8.5 *Questions That Shall Not be Put*

A member shall not:

- a) put a question that contains epithets;
- b) put a question that publishes the names of persons, or contains statements not strictly necessary to render the question intelligible, or contains charges which the member who asks the question is not prepared to substantiate; or
- c) renew a question when it has been fully answered.

8.6 *Points of Order*

Whenever any point of order or matter of urgency arises it shall be immediately taken into consideration by the head of Council.

8.7 *Rulings on Points of Order*

When the head of Council is called upon to decide a point of order or procedure, the point shall be stated without unnecessary comment, and they shall state the rule or authority applicable to the case.

8.8 *Privilege, Point of Order – Members Called to Order – Appeal*

A member who desires to address Council upon a matter that concerns the rights or privileges of Council collectively, or of themselves as a member thereof, shall be permitted to raise such matter of privilege. A matter of privilege shall take precedence over other matters. While the head of Council is ruling on the point of privilege, no one shall be considered to be in possession of the floor.

8.9 *Violation of Rules of Procedure*

A member who desires to call attention to a violation of the rules of procedure shall ask leave of the head of Council to raise a point of order. When leave is granted, the member shall state the point of order with a concise explanation following which the member shall remain seated until the head of Council has decided the point of order. The speaker in possession of the floor when the point of order or privilege was raised shall have the right to the floor when debate resumes.

8.10 *Member Called to Order*

A member called to order by the head of Council shall not speak again without the permission of the head of Council unless to appeal the ruling of the head of Council.

8.11 *Appeal to Council – Privilege, Point of Order*

The decision of the head of Council on a matter of privilege or point of order shall be final, subject to an immediate appeal by a member of Council.

8.12 *On Appeal – Head of Council to Provide Reasons*

If the decision is appealed, the head of Council shall give concise reasons for their ruling and Council shall decide the question without debate. The decision of Council is final.

8.13 *Motions Out of Order*

Whenever the head of Council is of the opinion that any motion offered to Council is contrary to the provisions of this by-law, the head of Council shall advise the members thereof immediately and quote the rule or authority applicable. Argument or comment shall not be permitted. Unless the ruling of the Chair is appealed to Council the motion shall not be put.

8.14 *Conduct of Members*

A member shall not:

- a) disobey the provisions of this by-law or decision of the head of Council or Council on questions of order or practice or upon the interpretation of the rules of procedure; or
- b) breach parliamentary decorum.

8.15 *Member Who Persists In Breach*

A member who persists in a breach of the foregoing subsection, after having been called to order by the head of Council, shall leave their seat for the duration of the meeting, but in case of apology being made by the offender, they may, by resolution of Council, be permitted forthwith to resume their seat.

8.16 *Question Read*

Any member may require the question under discussion to be re-read for clarification at any time during debate but not so as to interrupt a member while speaking.

8.17 *Speak Once – Reply*

A member shall not speak more than once on a matter without leave of Council except:

- a) in explanation of a material part of the speech which may have been misunderstood; or
- b) in reply after everyone else wishing to speak has spoken, provided that member is the mover or seconder of the motion.

8.18 *Length of Speech*

No member shall, without leave of Council, speak to any question, or in reply, for longer than five minutes.

8.19 *Close Debate*

A motion to close debate takes precedence over any amendment or debate of the motion to which it applies. Debate ceases until the motion to close debate is decided.

8.20 *Member Leaving Chamber*

In the event that a member intends to leave the Chamber and not return, prior to adjournment of a meeting, where practicable, they shall so state (including the time at which the member expects to leave) at the beginning of the meeting, or as soon as they become aware of the fact.

The City Clerk shall record such statement in the minutes of the meeting.

8.21 *Questions*

When questions are called for on the Agenda, or a specific item is under discussion, inquiries may be made of the head of Council, or through the head of Council to any Council member or staff person concerning any related matter connected with the business of the City, but no argument or opinion is to be offered, or facts stated, except as may be necessary to provide an explanation. Likewise, in answering any such question a member is not to debate the matter.

8.22 *Language*

No member shall use offensive words or unparliamentary language.

8.23 *Expulsion from Meeting*

The head of Council may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.

8.24 *Confidentiality*

A member shall not disclose or release by any means to any member of the public any confidential information acquired by virtue of their office in either oral or written form, except when required by law or authorized by Council to do so.

Where a matter has been discussed in closed session and where the matter remains confidential, a member shall not disclose the content of the matter or the substance of the deliberations of the closed session.

Electronic closed sessions are confidential and no one other than the member should be able to hear the discussion.

A violation of this section of the procedure by-law is a breach of the Code of Conduct for Council and Local Boards.

RESOLUTIONS AND MOTIONS

9. Rules of Procedure

9.1 Form

All motions and resolutions shall be in writing. The operative clause shall commence with the words "Resolved that", and shall be moved and seconded.

9.2 Withdrawal

After a motion is read by the City Clerk, it shall be deemed to be in possession of Council, and it may only be withdrawn before decision or amendment with the permission of a majority of the members of Council present. Such motion, if read, shall appear in the Council Minutes.

9.3 Reading

Every motion, once seconded, shall be received and read by the City Clerk except in the cases provided for by the rules of procedure, provided; however, that in motions that have been distributed with or printed in the Agenda, recitals need not be read.

9.4 No Debate Until Read

No member shall speak to any motion until it is first read by the City Clerk. The mover is entitled to speak both first and last thereon if the member so elects.

9.5 No Debate After Question Put

After any question is finally put by the head of Council or other presiding officer, no member shall speak to the question, nor shall any other motion be made until after the result is declared. The decision of the head of Council or other presiding officer as to whether the question has been finally put shall be conclusive. When any decision is called for, members shall remain in their respective seats until the head of Council or other presiding officer has declared the result of the vote.

9.6 Notice of Motion

A member who wishes to introduce a motion, either on the Agenda or at the regular meeting, that is of a substantive nature must introduce the motion as a Notice of Motion.

The member who hands a written Notice of Motion to the City Clerk to be read at any regular Council meeting need not necessarily be seated during the reading of said notice.

9.7 Finality of Vote

Subject to a motion to reconsider, a motion once decided by Council may not be introduced again for twelve months; nor shall a motion that has been defeated be introduced as an amendment.

9.8 *Relevance of Debate*

On all motions, discussion must be relevant to the subject under consideration.

9.9 *Order of Precedence*

The following is the order of precedence for motions from lowest to highest:

- a) Main motion
- b) Postpone Indefinitely
- c) Amend
- d) Refer
- e) Postpone to a Certain Time
- f) Limit or Extend Debate
- g) Close Debate
- h) Postpone Temporarily
- i) Raise a Question of Privilege – Individual
- j) Raise a Question of Privilege – Assembly
- k) Recess
- l) Adjourn (after time set to conclude a meeting)
- m) Fix the Time for a Continued Meeting

9.10 *Presiding Officer to Determine if Motions are in Order*

It shall be the duty of the head of Council or other presiding officer to determine what motions or amendments are in order (subject to an appeal to Council) and decline to put any motion before Council which the head of Council or other presiding officer deems to be clearly out of order or contrary to law.

10. Motion to Amend

10.1 *Order of Precedence*

A motion to amend takes precedence over a motion to postpone indefinitely or a main motion.

10.2 *Debatable*

A motion to amend is debatable.

10.3 *One Amendment Permitted at One Time*

Not more than one amendment to the main motion, nor more than one amendment to an amendment shall be permitted at one time.

10.4 *Notice of Amendment*

It shall not be necessary to give notice of intention to move an amendment but an amendment may be moved only when the motion it is sought to amend is before Council.

10.5 *Amendment to Amendment*

In case of an amendment to an amendment, the amendment to the main motion cannot be withdrawn until the amendment to the amendment has been withdrawn, defeated or carried.

10.6 *Similar in Import*

An amendment must be similar in import to the question which it is proposed to amend, but with sufficient variance to constitute a new question.

11. Motion to Refer

11.1 *Order of Precedence*

A motion to refer takes precedence over a motion to amend, a motion to postpone indefinitely, or a main motion.

11.2 *Debate*

A motion to refer is only debatable as to reasons for referral.

11.3 *Direction to Body Being Referred*

A motion to refer shall include direction as to the body or official to which it is being referred.

12. Motion to Postpone

12.1 *Must Include Reason*

A motion to postpone must include a reason for the postponement.

12.2 *Debate*

A motion to postpone is not debatable except:

- a) that the mover of the motion shall be entitled to give a brief explanation of the mover's reasons for postponement; and
- b) either the mover or the seconder of the motion which is the subject of the motion to postpone may speak against the motion to postpone;

One member of Council may speak for or against the postponement and shall be limited to two minutes.

13. Motion to Postpone Indefinitely

13.1 *Defined*

A motion to postpone indefinitely delays a decision to an indeterminate time beyond the current meeting.

13.2 *Order of Precedence*

A motion to postpone indefinitely takes precedence over a main motion.

13.3 *Debate*

Debate on a motion to postpone indefinitely may only go into reasons why the motion should or should not be dealt with at the time. It may go into the merits of the underlying main motion but only in respect to delaying the decision.

14. Motion to Postpone to a Certain Time

14.1 *Defined*

A motion to postpone to a certain time shall state a date that is within three months of the motion to postpone. A postponement to a certain time beyond three months should be a motion to refer.

14.2 *Order of Precedence*

A motion to postpone to a certain time takes precedence over: a motion to refer; a motion to amend; a motion to postpone indefinitely; or a main motion.

14.3 *Debate*

Debate on a motion to postpone to a certain time may only go into reasons why the motion should or should not be postponed. It may go into the merits of the underlying main motion but only in respect to postponing a decision.

15. Motion to Postpone Temporarily

15.1 *Defined*

A motion to postpone temporarily sets aside a motion for a short period of time, but no later than the end of the meeting. A motion that has been postponed temporarily may be taken up again through a motion to resume consideration.

15.2 *Order of Precedence*

A motion to postpone temporarily takes precedence over: a motion to close debate; a motion to limit or extend debate; a motion to postpone to a certain time; a motion to refer; a motion to amend; a motion to postpone indefinitely; or a main motion.

16. Postponement or Referral – When Introduced

Notwithstanding any other provision of this by-law, a motion to postpone or refer a matter under consideration may only be read prior to the commencement of debate or at the completion of the debate.

17. Motion to Limit or Extend Debate

17.1 *Defined*

A motion to limit or extend debate restricts or extends debate in some manner, such as by time or by number of speakers.

17.2 *Order of Precedence*

A motion to limit or extend debate takes precedence over: a motion to postpone to a certain time; a motion to refer; a motion to amend; a motion to postpone indefinitely; or a main motion.

17.3 *Debate*

Debate on a motion to limit or extend debate is restricted to the form of limitation or extension of debate.

17.4 *Vote Required*

Because a motion to limit or extend debate affects the rights of members of an assembly, a two-thirds vote of the members of Council present is required to pass.

18. Motion to Close Debate

18.1 *Defined*

A motion to close debate stops all debate on a pending motion or series of consecutive pending motions and calls for an immediate vote.

18.2 *Order of Precedence*

A motion to close debate takes precedence over all debatable motions.

18.3 *Debate*

A motion to close debate is not debatable.

18.4 *Vote Required*

Because a motion to close debate affects the rights of members of an assembly, a two-thirds vote of the members of Council present is required to pass.

19. Motion to Raise a Question of Privilege

19.1 *Defined*

A motion to raise a question of privilege can apply to either the assembly or to an individual.

19.2 *Order of Precedence*

A motion to raise a question of privilege takes precedence over the pending business and yields only to a motion to recess, a privileged motion to adjourn, or a motion to fix the time for a continued meeting. Raising a question of privilege affecting the meeting takes precedence over one affecting the individual.

19.3 *Debate*

The raising of a question of privilege is not debatable.

19.4 *Vote Required*

The raising of a question of privilege is ruled on by the head of Council or presiding officer.

20. Motion to Recess

20.1 *Defined*

If a motion to recess is made while other motions are pending, the recess, if adopted, must take place immediately. If the motion is made when no other motion is pending, it may be used to set the time for a future recess.

20.2 *Order of Precedence*

A motion to recess takes precedence over all motions except the privileged motion to adjourn or to fix the time for a continued meeting.

20.3 *Debate*

Debate on a motion to recess is restricted to the length of time of the recess or to the time set for re-assembly or the time set for a future recess.

21. Motion to Adjourn

21.1 *Defined*

The purpose of the motion to adjourn is to conclude the meeting. The motion to adjourn is always privileged when made after the time set to conclude the meeting. If made before the time set to conclude, it is made only as a main motion.

21.2 *Order of Precedence*

The privileged motion to adjourn takes precedence over all motions except a motion to fix the time for a continued meeting.

21.3 *Debate*

The privileged motion to adjourn is not debatable.

21.4 *When in Order*

A motion to adjourn shall be out of order:

- a) when a member is in possession of the floor; or
- b) when it has been decided that the vote be now taken; or
- c) during the taking of a vote.

22. Motion to Reconsider

22.1 *Defined*

After a motion has been decided upon and at the same meeting any member who voted with the prevailing side may, in writing, move for reconsideration.

22.2 *Debate*

Debate on a motion to reconsider must be confined to reasons for or against reconsideration.

22.3 *Who May Move – Subsequent Meeting*

If a motion for reconsideration is moved and seconded at a subsequent meeting it shall be so moved by a member who voted with the prevailing side and shall be seconded either by a member who voted on the prevailing side or by a member who was absent at the time the matter proposed for reconsideration was originally voted on.

22.4 *Notice of Motion Required*

A motion to reconsider shall be preceded by a Notice of Motion.

22.5 *No Reconsideration of Amendment After Main Motion Disposed of*

A motion to reconsider an amendment after the original motion to which the amendment was proposed has been considered and disposed of is out of order.

22.6 *Order of Business*

If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business unless the motion calls for a future definite date. Debate on the question to be reconsidered may proceed as though it had never previously been voted on.

22.7 *By-laws*

When a by-law has been defeated at any stage of the order of procedure it shall be subject to a motion to reconsider and the foregoing rules shall apply thereto.

VOTING

23. Recorded Votes

23.1 *Requested*

If a member present at a meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce their vote openly and the City Clerk shall record each vote.

23.2 *Mandatory*

Any vote on a resolution or by-law which is required to be passed by a majority greater than a simple majority of the members of the Council shall be recorded.

23.3 *Electronic Voting*

When the City Clerk opens the vote every member of Council present shall vote electronically unless they have declared a conflict of interest. The electronic vote is the official vote. The result of an electronic recorded vote will be read orally.

Exception: Voting on the following Agenda items may take place by show of hands:

2. Adoption of Minutes

5. Approve Agenda

7. Communications and Routine Reports of City Departments, Boards and Committees – Consent Agenda

8.8 Appointments to Boards and Committees

12. Consideration and Passing of By-laws (on consent)

14. Closed Session

15. Adjournment

23.4 *Disagreement as to Result*

Any member who disagrees with the announcement made by the head of Council of the result of the vote shall immediately object to the head of Council's declaration and the vote shall be retaken by the City Clerk.

23.5 *All Members to Vote*

Every member present when a question is put on a recorded vote shall vote thereon.

23.6 *Refusal to Vote*

Any member who refuses to vote on a recorded vote shall be recorded as voting in the negative.

23.7 *Severability of Question*

When the question under consideration contains distinct propositions, upon the request of any member the vote upon each proposition may be taken separately.

ORDER OF PROCEDURE

24. Agenda

24.1 *Agenda Review Task Force*

An Agenda Review Task Force composed of the head of Council, Chief Administrative Officer and the City Clerk shall be charged with the responsibility of deciding the subject matters and items to appear on the Council Agenda, as well as any presentations and delegations to be heard by Council.

24.2 *Correspondence Agenda*

Correspondence Agendas are published as necessary containing general correspondence. If, after having received an item on the correspondence Agenda, a Council member wishes the matter placed on a regular Agenda they may make that request to the Agenda Review Task Force.

Correspondence Agendas are to be published on the City website.

24.3 *Agenda*

The City Clerk shall prepare a Council Agenda in the following form and order:

1. Land Acknowledgement
2. Adoption of Minutes
3. Questions and information Arising Out of Minutes and Not Otherwise on Agenda
4. Declaration of Pecuniary Interest
5. Approve Agenda as presented (and any Addenda)
6. Presentations

PART ONE – CONSENT

7. Communications and Routine Reports of City Departments; Boards and Committees

PART TWO – REGULAR

8. Reports of City Departments; Boards and Committees
9. Unfinished Business, Notices of Motion and Resolutions Placed on Agenda by Members of Council

10. Committee of the Whole for the purpose of such matters as are referred to it by Council by resolution
11. Adoption of Report of the Committee of the Whole, if any
12. Consideration and passing of By-laws (Consent)
13. Questions By, New Business From, or Addresses by Members of Council Concerning Matters not Otherwise on Agenda
14. Closed session (if applicable)
15. Adjournment

This format applies to Council Agendas. It is not intended to apply to Agendas of boards and committees of Council.

24.4 *Deviation from Order of Business*

The business of Council shall be considered in the order set forth on the Agenda, provided however, that the head of Council may vary the order of business to better deal with matters before the Council if the circumstances make it advisable to so vary the order.

Notwithstanding the above, planning applications shall be heard at 5 p.m. following Approve Agenda as presented (and any Addenda).

24.5 *Consent Agenda*

The City Clerk shall prepare one motion to approve all items on a Consent section of the Agenda. Prior to voting on the motion, members may ask questions regarding any item on a Consent section of the Agenda. Any member who wishes to debate and have a separate vote on an item on a Consent section of the Agenda shall advise the head of Council and the City Clerk, following which the item shall be excepted from the Consent motion; the Consent motion voted on; and the excepted item voted on separately.

In the event that a member of Council declares a conflict of interest on an item that is included in the consent motion, that item shall be removed from consent and dealt with separately.

24.6 *Delivery of Agenda to Council*

On the Wednesday preceding each regular meeting of the Council, the City Clerk shall cause to be delivered to each member of Council electronically a full Agenda package.

24.7 *Release of Agenda to Public*

The Council Agenda shall be released to the public no later than the end of business day on the Thursday preceding each regular meeting of Council.

24.8 *Motions and By-laws on Agenda*

The City Clerk, with the assistance of other City officials, shall be responsible for the proper presentation of motions and by-laws to the Council.

24.9 *Movers/Seconders*

Before the Agenda is prepared the City Clerk shall assign to each motion or by-law a mover and seconder to expedite the consideration of such matters by

Council, provided any such designation shall be shown on the Agenda, subject to the discretion of the City Clerk, based on the following formula:

Month of Meeting	Mover shall be one of the members from:	Secunder shall be one of the members from:
January	Ward 1	Ward 5
February	Ward 2	Ward 4
March	Ward 3	Ward 1
April	Ward 5	Ward 2
May	Ward 4	Ward 3
June	Ward 1	Ward 5
July	Ward 2	Ward 4
August	Ward 3	Ward 1
September	Ward 5	Ward 2
October	Ward 4	Ward 3
November	Ward 2	Ward 5
December	Ward 3	Ward 1

The use of the above formula by the City Clerk is subject to the following exceptions:

- a) Any person so assigned as mover or seconder may notify the City Clerk that they do not wish to move or second such motion or by-law and the City Clerk shall then remove such name and attempt to find an alternate member who is willing to so act.
- b) A member may ask to be shown as mover or seconder of any matter expected to come before the Council.

24.10 Addendum

The City Clerk may prepare an Addendum to the Agenda to deal with urgent matters or to provide supplementary information to items of business listed on the Agenda.

25. Petitions

The following requirements apply to every petition submitted to Council:

- a) The petition must be addressed to Council and request a particular action within the authority of Council;
- b) The petition must be legible, typewritten or printed in ink;
- c) The petition must be appropriate and not contain improper language;
- d) The petition shall state that signatories should be aware that their personal information will be shared publicly;

- e) Each signatory must print and sign their own name. A paper petition must contain original signatures only, written directly on the petition; and
- f) For electronic submissions, each signatory must provide their name, address, and a valid email address.

The City Clerk shall list petitions that comply with this section on the Correspondence Agenda.

A member of Council may request that a petition appearing on a Correspondence Agenda be placed on a Regular Council Agenda where the member of Council then may be permitted three minutes to present the petition and may move that it be referred to staff for a report to Council. A seconder is required.

The subject matter of a petition may not be debated.

26. Proclamations

26.1 Requests

An organization or community group may request a Proclamation from the Mayor through the office of the Mayor.

26.2 Approved Proclamations

If approved by the Mayor, proclamations will be made by the Mayor and communicated by the Mayor's office through various media.

27. Presentations

27.1 Request in Writing

An organization or community group wishing to appear before Council to make a presentation on items relevant to the business of Council must make the request in writing to the City Clerk giving details of the matter to be spoken to at least one week prior to the Council meeting.

27.2 Review of Request

The request is decided by the Agenda Review Task Force. The City Clerk will advise the presenter of the Agenda Review Task Force's decision. If approved, the presentation will be listed on the Council Agenda.

27.3 Appeal

If a person is not permitted to appear before Council by the Agenda Review Task Force, that person may appeal to members of Council to consider the matter. Such a request should be made in writing to the City Clerk indicating the subject matter of the presentation by noon on the day of the Council meeting, including any presentation materials.

The request will be forwarded to members of Council by the City Clerk. If a motion is made, seconded and confirmed by majority vote to hear the delegation, the person may be permitted to address Council.

27.4 Length of Presentation

The maximum length of time for a presentation to Council is three minutes.

28. Delegations

28.1 Request in Writing

Any person may, either on their own behalf or as a representative of an organization or group, request to appear at an open meeting of Council with respect to any item on the Agenda for that meeting except Agenda item 6 (Presentations), reports for the information of Council, or Agenda item 9. Unfinished Business, Notices of Motion and Resolutions Placed on Agenda by Members of Council.

Such a request must be made to the City Clerk before 11 a.m. on the day of the Council meeting.

Written submissions received by the City Clerk regarding an item on the Agenda may be added by way of Addendum to the Agenda.

28.2 Limitations

A delegation must provide new information to Council, must not be a repeat of a delegation heard in the previous six months, must not relate to litigation or pending litigation, and must not contain inappropriate or insulting language. The relevance of new information will be decided by the Agenda Review Task Force

28.3 Where Public Meeting / Hearing

A request to make a delegation may be declined where there has been or will be at least one public meeting at which the public has been provided the opportunity to make representations.

28.4 Agenda Review Task Force May Decline

The Agenda Review Task Force may, upon review of proposed delegation materials, decline a request to present if the material is deemed defamatory, inappropriate or outside the jurisdiction of Council.

28.5 Appeal

If a person is not permitted to appear before Council by the Agenda Review Task Force, that person may appeal to members of Council to consider the matter. Such a request should be made in writing to the City Clerk by 3 p.m. on the day of the Council meeting.

The request will be forwarded to members of Council by the City Clerk. If a motion is made, seconded and confirmed by majority vote to hear the delegation, the person may be permitted to address Council.

28.6 Length of Delegation

The maximum length of time for a delegation to Council is three minutes.

28.7 Where More Than One Delegation on Same Matter

When a matter is being considered concerning which one or more persons or delegations are addressing Council, the following procedure shall be adhered to:

- a) Explanation of matter in question by head of the Council.

- b) Address to Council by delegation(s) supporting action taken by Council, or action which the Council has been asked to take.
- c) Questions by members of Council to such delegation(s) for purposes of information only.
- d) Address to Council by delegation(s) opposing such action.
- e) Question by members of Council to such delegation(s) for purposes of information only.
- f) Reply by delegation(s) referred to in item b above.
- g) Questions by members of Council to any delegation or official for purposes of information only.
- h) Regular debate.
- i) Putting of question and vote.

The head of Council may permit deviations from the rules of procedure set forth above where in their opinion it is in the interests of the better consideration of the matter so to do.

28.8 *Dispute as to Whether Delegation is Supporting or Opposed*

Any dispute as to whether a delegation or person comes within subclause b) or subclause d) of subsection 27.6 shall be determined by the head of Council, whose decision is final.

28.9 *Re-Address*

If a speaker for any delegation referred to in the above requests an opportunity to re-address Council the speaker may, with the approval of the head of Council address Council on the matters already raised. Such re-address shall be limited to two minutes.

28.10 *Opportunity to be Heard Where Notice Not Given*

Notwithstanding the failure of any person, persons or delegation to give the notice required under subsection 27.1 and 27.4 hereof, Council may hear any person or persons or delegation without notice upon a motion to suspend the rules of procedure passed by two-thirds of the members present.

28.11 *Statutory Public Meetings*

Procedures regarding delegations are not intended to apply to statutory public meetings (e.g. *Planning Act*)

28.12 *Rules on Website*

The rules for a person or a delegation wishing to appear before Council shall be posted on the municipal website.

29. By-laws

29.1 *Amending By-laws*

An amendment to a by-law must strictly relate to the subject matter of the by-law.

29.2 *Three Readings*

Every by-law shall receive three readings before it is finally passed, which three readings may be given at one meeting. It is permissible on a motion for the final passing of a by-law to move that the third reading be postponed indefinitely or be postponed to a certain time.

29.3 *Regulatory By-laws*

Prior to adoption of a regulatory by-law, public consultation shall be required by providing public notice of intention to pass the by-law.

COMMITTEE OF THE WHOLE

30. Rules of Procedure

30.1 *Rules of Order*

The rules of procedure shall be observed in Committee of the Whole, so far as may be applicable, except that:

- a) Each motion shall be written and moved, but no motion shall require a seconder;
- b) Motions relating to the matter under consideration shall be put in the order in which they are proposed;
- c) No vote shall be recorded;
- d) There shall be no motion for the previous question;
- e) No motion for adjournment is allowed;
- f) No member shall speak longer than five minutes on any one question;
- g) In taking the yeas and nays, the names of the members shall not be recorded, nor shall the number of times speaking on any question be limited.

30.2 *Questions of Order*

Questions of order arising in Committee of the Whole shall be decided by the Chair, subject to an appeal to the whole Committee. If no such appeal is made the decision of the Chair shall be final.

30.3 *Adjournment of Committee Proceedings*

On motion in Committee of the Whole to rise and report, the question shall be decided without debate.

a) No Action Be Taken

A motion in Committee of the Whole that "no action be taken" shall always be in order and shall take precedence over any other motion. No debate shall be allowed on a motion that no action be taken. On an affirmative vote, the subject referred to the Committee shall be considered as disposed of in the negative.

b) Rise Without Reporting

Subject to subsection a) above, a motion in Committee of the Whole to rise without reporting shall always be in order and shall take precedence over any other motion. No debate shall be allowed on a motion to rise without reporting but no member shall speak more than once. On an affirmative

vote the subject referred to the Committee shall be considered as undisposed of, the head of the Council shall resume the chair and proceed with the next order of business. On motion duly passed during any subsequent regular meeting of Council, any by-law or other item of business left undecided by a motion to rise without reporting may be again considered in the Committee of the Whole.

30.4 *Chair Votes*

The Chair of the Committee of the Whole may vote on any question. In the event of an equality of votes the question being voted upon shall be deemed to have been decided in the negative.

30.5 *Debate from Chair*

The Chair of the Committee of the Whole may state relevant facts as well as their position on any matter and debate the question before the Committee without leaving the Chair.

30.6 *Report of Committee of the Whole*

The proceedings and findings of the Committee of the Whole may be reported by the Chair to Council as soon as the Committee rises and shall be received forthwith. A motion for the concurrence of Council in the report of the Committee or a motion adopting the report of the Committee and dealing with the subject matter thereof shall be in order.

COMMITTEES

31. Rules Applying to all Committees

31.1 *Definition*

Committees of Council include:

- a) Advisory and other committees or boards whose members are appointed by Council for an ongoing purpose;
- b) Special committees appointed by Council or the head of Council at any time as is deemed necessary for the consideration of special matters.

Task forces composed of a majority of staff members are not intended to be subject to the provisions of this by-law.

31.2 *Mayor Ex Officio*

The head of Council is an ex officio member of every committee of Council or task force struck by Council but shall not be counted in the formation of a quorum.

31.3 *Quorum (Boards and Committees)*

A committee shall not consider any business if a quorum is not present. A quorum for a board or committee is a majority of the members.

31.4 *Notice*

Not less than 24 hours notice of a meeting shall be given to the members of any committee and wherever possible an Agenda shall be provided to the members in advance of the meeting.

31.5 *Secretary*

A secretary shall be appointed for each committee who shall:

- a) Keep the minutes of the meetings of the committee;
- b) Give notice of meetings;
- c) Post a copy of all minutes to the municipal website;
- d) Perform such other clerical functions as may be required.

31.6 *Application of Legislation*

Boards and committees of Council are subject to the provisions of this by-law, the *Municipal Act, 2001*, and the *Municipal Conflict of Interest Act*.

31.7 *Absence of Board or Committee Members*

Where a member of a board or committee of Council is absent from meetings for three successive months without being authorized to do so by a resolution of the board or committee, the board or committee may request that Council declare the seat vacant.

31.8 *Refusal to Call Meetings, etc.*

- a) Should the Chair of any committee neglect or refuse to call meetings of a committee at such times or with such frequency as the proper dispatch of the committee's business requires; or do the business of the committee without the knowledge or consent of its members, or contrary to their wishes or sanction, the committee may report such neglect, refusal or action to Council, which may remove such Chair from office and appoint another member of the committee in their place.
- b) Should any member of a committee refuse or neglect to attend the regular or special meetings thereof, the Chair may report such neglect or refusal to Council, which may remove such member from the committee and appoint another member in their place.

31.9 *Chair Votes*

The Chair of a committee may vote on any question before the committee and in the event of an equality of votes the question being voted on shall be deemed to have been defeated.

31.10 *Committee Appointments*

Appointments to boards and committees having the same term as the term of Council shall expire at the end of the term of Council or until such time as successors are appointed.

Council will meet in open session, either at a regular meeting or special meeting called for that purpose to make appointments to boards and committees.

Appointments are not limited to eligible electors only, except where provided otherwise by statute.

No citizen shall be appointed to more than five boards or committees.

No City employee shall be appointed as a voting member of any board or committee of Council (excluding task forces).

Nominating Task Force

A Nominating Task Force, consisting of three members of Council and six members of City staff shall consider all citizen applications with reference to particular skills required by various boards and committees. The Nominating Task Force shall provide a slate of recommended citizen applicants to Council for its consideration.

When considering citizen appointments to a particular board or committee, members of Council shall consider the recommended slate of applicants recommended by the Nominating Task Force. Council shall nominate members of Council for consideration of appointments requiring a member of Council.

Where Number of Applicants Exceeds Positions

Where the number of applicants exceeds the number of positions available, the following procedure shall be followed, for as many voting rounds as necessary:

- a) Each member may cast a vote for each position available;
- b) Applicants receiving a majority vote of members present shall be recommended for appointment;
- c) Applicants receiving no votes shall be excluded from further consideration;
- d) In addition to those applicants receiving no votes, applicants receiving the least amount of votes shall be excluded from further consideration, unless this would result in insufficient applicants to fill the positions available;
- e) If two or more applicants are tied with the least number of votes and their exclusion would result in insufficient applicants to fill the positions available:
 - i. Council shall decide by majority vote which of the tied applicants shall remain eligible for further consideration; however
 - ii. If the vote still results in too few applicants to fill the remaining position(s), then the City Clerk shall choose the person(s) to remain eligible by lot;
- f) If it becomes apparent by reason of an equality of votes that no applicant can achieve sufficient votes to be appointed, then the City Clerk shall make the selection by lot.

Method – Simultaneous Recorded Vote

- g) Each member present, unless otherwise prohibited by statute or this by-law, shall (on a sheet of paper provided by the City Clerk) simultaneously indicate the names of the applicant they are voting for and sign the same. In an electronic meeting the sheets shall be displayed on the members' screens simultaneously;
- h) The City Clerk shall:
 - i. announce the name and vote of each member and the vote result; and

- ii. record the result, including how each member voted.

31.11 *Police Record Checks*

Members of boards and committees of Council that have direct contact with vulnerable individuals or handle cash may be required to provide a clear police record check.

32. Special Committees

32.1 *Appointment*

Special committees of Council may be appointed by the Council or head of Council at any time as is deemed necessary for the consideration of special matters.

Jurisdiction

A resolution establishing a special committee shall set forth the terms of reference of the committee and such other provisions as the Council shall deem proper.

32.2 *Chair*

Unless specified in the resolution establishing a special committee, the special committee members shall select the committee Chair at the initial meeting of the committee.

32.3 *Membership*

Where the resolution establishing a special committee does not appoint members thereto the head of Council shall appoint them.

32.4 *Meetings*

Special committees shall meet at such time and place as the Chair or committee shall determine. No special committee shall meet while the Council is in session.

32.5 *Report in Writing*

Each special committee shall diligently pursue its duties and shall report to the Council on matters and questions referred to it. A final or interim report of a special committee must be made in writing and be signed by the Chair.

32.6 *Confined to Matters Referred*

Special committees may consider and report on such matters only as have been referred to them by the Council or the head of Council.

32.7 *Refusal to Give Due Attention*

Should any special committee neglect or refuse to give due attention to any matter before it the Council may by resolution discharge such committee and appoint another in its place.

32.8 *Dissolution*

When a special committee has completed its work and made its report it dissolves automatically.

32.9 *Attendance by Members of Council*

Members of the Council may attend the meetings of special committees, but shall not be allowed to vote; nor shall they be allowed to take part in any discussion or debate except by the permission of the majority of the members of the committee.

32.10 *Repeal*

By-law 2023-100 is hereby repealed.

32.11 *Effect*

This by-law comes into force on the day of its final passing.

PASSED in open Council this 7th day of April, 2025.

Mayor Matthew Shoemaker

City Clerk Rachel Tyczinski